

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, April 4, 2013**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the International Trade Center, 3837 West 20th Street in Millcreek Township, Erie County, Pennsylvania.

Opened: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Lou Bizzarro	Sheilah Bruno	Ken Olup, Hill International
Charles Augustine	Ian Bogle	Tyrone Clark, MGC, Erie
Namon McWilliams	Rick Robie	Mark Concilla, Erie Promotions
Mary Tseng	Michelle Magee	
Luvennise Gamble	Kim Scharrer	
Patrick Cappabianca	Irene Seyler	
Tim Zieziula		
Jennifer Goranll		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance.

Approval of Agenda:

Frank Stefano asked for a motion to approve the agenda as presented.

Namon McWilliams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Approval of Minutes:

Board Meeting- February 28, 2013

Charles Augustine moved and Mary Tseng seconded. The minutes were approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

The Board met in an Executive Session from 3:01 pm until 3:31 pm to discuss a legal issue.

President Stefano asked for a motion to suspend the rules. Patrick Cappabianca moved and Lou Bizzarro seconded; approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

President Stefano asked for a motion to add Resolution 2013-07 to the Agenda. Patrick Cappabianca moved and Namon McWilliams seconded; approved by Yeas: Frank

Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Committee Reports:

Finance Committee- Committee Member Mary Tseng reported that the Finance Committee held a meeting on April 2, 2013. During the meeting, the cash forecast, financial report, capital fund transactions and bills to be paid were reviewed. The Finance Committee recommends approval of the bills to be paid. Mr. Stefano asked for a motion to approve the bills to be paid as presented. Charles Augustine moved and Namon McWilliams seconded. The bills to be paid were approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Frank Stefano.

Sheilah Bruno reported a surplus of \$30,332 after debt service for the month of February bringing the year to date net surplus after debt service to \$10,315. Year to date when compared to budget, we are \$23,744 favorable to budget.

Community Relations Committee- Committee Chair Charley Augustine reported that the committee held a meeting on April 2, 2013 to discuss items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Mr. Augustine distributed sponsorship letters and pamphlets to each board member for use during the sponsorship effort currently underway. Mr. Augustine commented that Erie Promotions is doing a great job for us and he looks forward to seeing the event posters around town.

Mr. Augustine reported that the committee also discussed the Manufacturer and Business Association's annual event in May. The committee already approved sponsorship of a table at this event. Mr. Augustine encouraged board members to attend the event as it is a great opportunity to discuss our aviation gala with business and community leaders also attending the event.

Capital Improvements Committee- Committee Chair Frank Stefano reported that the committee held a meeting on April 2, 2013. An executive session was held to discuss a legal issue. The committee also reviewed the resolutions being presented for approval at today's meeting and recommends approval of them all.

Resolutions:

Resolution 2013-04 Approval of Change Order 16 with Kirila Contractors
Mr. Rodgers explained that this resolution authorizes the Executive Director to execute a change order agreement with Kirila Contractors for closeout items in Bid Package #2 for a not to exceed amount of \$743,962.26 which is paid for in the plan of finance by the \$2.4 million state grant received last year.
Patrick Cappabianca moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Resolution 2013-05 Authorize Executive Director to Accept and Execute FFY13 AIP Grant Offer

Mr. Rodgers explained that this resolution authorizes the Executive Director to execute an AIP grant offer for \$6 million from the FAA for FFY13. This grant money is the final portion of the \$48.6 million commitment from the FAA for our runway improvement program.

Namon McWilliams moved and Patrick Cappabianca seconded. Approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Frank Stefano.

Resolution 2013-06 Authorize Executive Director to Accept and Execute State Grant Offer

Mr. Rodgers explained that this resolution approves an offer from the State for the matching funds to the federal AIP grant. The State portion is 5% of the \$6 million federal grant offer which is \$300,000.

Mary Tseng moved and Namon McWilliams seconded. Approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Frank Stefano.

Attorney Jennifer Gornall read the last resolution being considered today into the record:

Resolution 2013-07 Rejection of Bid Package 3 Proposals Opened March 1, 2013
Charles Augustine moved and Mary Tseng seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Frank Stefano, and Luvennise Gamble.

Board Member Comments:

Mr. Cappabianca asked if the resolutions, reports, etc. being discussed are available to the public during meetings. Mr. Rodgers explained that the meeting room is equipped with a printer so a requested document can be printed on site.

Executive Director's Report:

- Air Service Report

Mr. Rodgers reported that February 2012 was a leap year. That extra day in February last year accounted for a 3% difference between February 2012 and February 2013. The year to date decline is 5.8%.

Mr. Rodgers reported that 104 inches of snow was cleared off the runway so far this winter season. Mr. Rodgers commended Airfield Operations personnel for their great job- not one in-pavement light has been damaged. Mr. Rodgers shared the story of a new operator at Pittsburgh Airport who plowed out 15 in-pavement runway lights in one pass of the runway. The new cutting edges used for the first time this year have proven to be very durable and efficient. They seem to have twice the life we thought they would have.

- **Runway Report**
Mr. Rodgers reported that public outreach efforts associated with the runway improvement program continue. A proof of the next billboard scheduled was distributed to the board. The “improved of safety” spots have wrapped up and “built for performance” spots (phase 2 of 3) will start airing next week.
Mr. Rodgers announced that a fourth Delta flight will be added into their daily scheduled starting June 10, 2013. Also, for the month of May, Delta will operate one flight per day with a different type of aircraft that has the same number of seats.
- **Activities Report**
Mr. Rodgers reported that the airport is likely to received 2 grants from the state within the next 60 days. One is for a biometric gate upgrade for 2 gates that currently require hand check inspections for all individuals passing through the gates. The second grant is to replace of a truck from our fleet.
Mr. Rodgers announced that the audit of our 2012 financials is complete and there are no findings. Malin Bergquist will attend the April 23rd Finance Committee for audit review and the April 25th Board Meeting to present the audit to the full board.
Mr. Rodgers reported that as the nice weather moves in, spring cleaning efforts around the airport entrances, front drive, and around the outside of the terminal will begin.
Mr. Rodgers announced that operations are returning to normal as Dolores has returned to her post!
Planning efforts continue for the Aviation Gala Open House scheduled for August 24th and 25th and the Aviation Council Conference to be held in Erie September 25th, 26th, and 27th. Planning for the August 19th Aviation Day/Boy Scout Merit Badge Day will start soon.
Mr. Rodgers shared with the group the latest edition of the Manufacturer and Business Association’s magazine featuring the airport on the cover. He invited everyone to take a copy of the magazine.

Charles Augustine moved for adjournment and Lou Bizzarro seconded.
Approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Adjournment: 4:01 PM

Lou Bizzarro, Secretary