

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, May 23, 2013**

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

**Opened: 3:00 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Ken Olup, Hill International
Chris Parker	Sheilah Bruno	Tyrone Clark, MGC, Erie
Charley Augustine	Ian Bogle	Joe Ceresa, North Coast Air
Namon McWilliams	Rick Robie	
Mary Tseng	Michelle Magee	
Pat Cappabianca	Irene Seyler	
Luvennise Gamble	Kim Scharrer	
Don Wright	Crystal Nye	

Participated by conference phone: Janet Anderson

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.

Charles Augustine moved and Namon McWilliams seconded.

The agenda was approved by Yeas: Frank Stefano, Janet Anderson, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng and Christopher Parker.

**Approval of Minutes:**

Board Meeting- April 25, 2013

Patrick Cappabianca moved and Namon McWilliams seconded. The minutes were approved by Yeas: Frank Stefano, Janet Anderson, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Public Comments:**

Joe Ceresa of North Coast Air complimented the hard work of ERAA employee Michelle Magee- she has been great about processing North Coast's most recent hires, as well as, taking great care of our existing employees and hangar tenants.

**Committee Reports:**

Finance Committee- Committee Chair Christopher Parker reported that the Finance Committee held a meeting on May 21, 2013. He was the only attendee

and had no questions or concerns on the information presented. 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. Mary Tseng moved and Patrick Cappabianca seconded. The bills to be paid were approved by Yeas: Janet Anderson, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano. *Luvennise Gamble arrived after the vote to approve the bills to be paid.*

Sheilah Bruno reported a surplus of \$37,269 after debt service for the month of April bringing the year to date net surplus after debt service to \$75,232. Year to date when compared to budget, we are \$48,408 favorable to budget.

Community Relations Committee- Committee Chair Charley Augustine reported that the committee held a meeting on May 21, 2013. The committee discussed items pertaining to the August 2013 Aviation Gala Open House/Ribbon Cutting Ceremony. Representatives of the Jefferson Educational Society attended the meeting. Mr. Augustine stated that a meeting is being scheduled with Rick Rambaldo to discuss the advertising plan for our event. Mr. Cappabianca suggested that the airport take advantage of the public display area at City Hall to display gala information. The Court House may also have such an area for display (beyond the screening area at the entrance). Mr. Augustine encouraged all Board Members to continue to make calls to potential sponsors that he or she may have a personal connection to. Mr. Stefano added that his employer has approved the sponsorship of a chalet.

### **Resolutions:**

Resolution 2013-09 Approval of Update to ERAA Procurement Card Program  
Mr. Rodgers explained that our procurement card program has been in place since 2008. The Board provided the guidelines for the program and the Executive Director and CFO administer the program. Don Wright provided the language for the resolution. Mr. Wright explained that the language of the update qualifies the position not the actual individual in the position.

Christopher Parker moved and Charles Augustine seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

### **New Business**

Mr. Rodgers presented the idea of business cards for ERAA Board Members. Mr. Rodgers explained that the cards would include the airport's email address and phone number. Mr. Parker stated that he liked the idea of business cards, but only a minimum amount (100 per Board Member) is needed. Michelle Magee will contact each Board Member to obtain his or her interest before ordering any business cards.

Mr. Stefano asked for a motion to approve moving forward with purchasing business cards for interested Board Members. Charles Augustine moved and Luvennise Gamble seconded. Approved by Yeas: Charles Augustine, Namon McWilliams (with

reservations), Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Luvennise Gamble. Nays: Patrick Cappabianca.

**Board Member Comments:**

Mr. Parker asked if it was appropriate to have a moment of silence during meetings to honor the passing of a Board Member, former Board Member, member of the “airport family”, etc. The Board agreed that a moment of silence after the pledge of allegiance would be an appropriate gesture. Since it was not done after the pledge of allegiance, Mr. Stefano asked for a moment of silence for Lou Bizzarro’s brother Paul and Rosemary Habbas’ (Republic Parking Systems) sister at 3:17 pm.

**Executive Director’s Report:**

- **Air Service Report**  
Mr. Rodgers reported that ERI year to date enplanements improved .8 points to a decline of -4.8 percent over the 2012 year to date numbers. April 2013 totals were down 2.6 percent when compared to April 2012. Delta is returning a 4<sup>th</sup> daily Erie to Detroit roundtrip flight in June. The merger between American and US Airways is progressing.
  
- **Runway Report**  
Mr. Rodgers reported that just prior to the start of the meeting; we received concurrence from the FAA to issue a partial notice to proceed for work area A which is the displacement of Runway 6N threshold. There will be 30 days with no ILS available. This will be the last operational interruption during daytime operations. Mr. Rodgers stated that the FAA has not released the funding for the remaining work in bid package #3. We will continue to work with the FAA for the remainder of the grant funds.
  
- **Activities Report**  
Mr. Rodgers announced that Board Member Luvennise Gamble participated in this year’s hot drill. Ms. Gamble explained that she wore ARFF gear and participated in the actual firefighting drill in the simulator. She complimented the staff on the tremendous job they do on a daily basis. She also thanked Rick Robie for taking the time to educate her on airfield operations and ARFF. Mr. Rodgers added that a different simulator was used for this year’s drill. The simulator company did a great job. Also, for the first time ever, a night time drill was conducted for additional training.  
Mr. Rodgers explained that grant to acquire a new bomb dog from the state is in requisition. We are awaiting a delivery date for the dog.  
Mr. Rodgers announced the 2 events planned for Aviation Day- August 19, 2013. The first being the Aviation Day Boy Scout Event which gives area Boy Scouts the opportunity to ear the aviation merit badge. The second event will be the airport family picnic and it is planned for the early evening after the Scout event is over. Ms. Magee will provide more details at a later date.

Patrick Cappabianca moved for adjournment and Luvennise Gamble seconded.  
Approved by Yeas: Frank Stefano, Janet Anderson, Luvennise Gamble, Patrick  
Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher  
Parker.

**Adjournment: 3:30 PM**

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Lou Bizzarro, Secretary