

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, May 24, 2012**

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: 3:01 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Janet Anderson	Sheilah Bruno	Tyrone Clark, MGC-Erie
Lou Bizzarro	Mari Anne Clark	
Chris Parker	Ian Bogle	
Kathleen Horan	Rick Robie	
Charles Augustine	Kim Scharrer	
Namon McWilliams	Irene Seyler	
Mary Tseng	Michelle Magee	
Patrick Cappabianca		

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.

Kathleen Horan moved and Lou Bizzarro seconded.

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

Approval of Minutes:

Board Meeting-April 22, 2012

Charles Augustine moved and Namon McWilliams seconded.

The minutes were approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano

Committee Reports:

Finance Committee- Committee Chair, Christopher Parker reported that the Finance Committee held a meeting on May 22, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all reviewed. Also, Mr. Parker reviewed the budget process we will follow this year. By November 1st, the budgets will be presented to the Finance Committee. The Finance Committee will meet as often as necessary in early November to be prepared to present a balanced budget to the full Board at the November meeting for a vote. Further explanation on this process will be sent to all.

Mr. Parker stated that 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. Christopher Parker moved and Mary Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$50,878 for the month of April. Year to date our net surplus after debt service is \$103,161. We are \$96,389 favorable to budget year to date.

Community Relations Committee- Committee Chair, Charles Augustine reported that the committee held a meeting on May 22nd to discuss two items: sponsoring a table at the Manufacturer & Business Associations' Annual Event and hosting the 2013 Pennsylvania Aviation & Aerospace Annual Conference. Mr. Augustine explained both items to the group and made a motion to approve sponsorship of the table at the Manufacturer's Annual Event and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

Abstained: Christopher Parker

Mr. Augustine moved to approve hosting the 2013 PA Aviation Annual Conference and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Capital Improvements Committee- Committee Member Janet Anderson reported that the committee held a meeting on May 22nd to discuss Resolution 2012-13- Approval of Bid Package #2, Change Order #9. She stated that the committee recommends approval of the resolution.

Resolutions:

Resolution 2012-13- Approval of Bid Package #2, Change Order #9- Chris Rodgers explained that approval of this change order will increase the contract with Kirila by \$382,022.48 (the amount of the change order) and includes some extra work items, as well as some deductions from their contract.

Janet Anderson moved for approval and Lou Bizzarro seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson.

Board Member Comments:

Frank Stefano stated that a discussion pertaining to the storage of CAD drawings will be necessary prior to the end of this project.

Executive Director's Report:

- **Air Service Update**
Chris Rodgers reported that the positive trend continues as April 2012 year to date enplanements are now up 1.8% over April 2011. All 3 airlines reported moderate increases with Delta the market leader with 41.2% of the market followed by US Airways with 32.1% of the market and Continental/United with 26.3% of the market.
- **Runway Report**
Chris Rodgers reported that activity for the project hit its peak on May 15th as the tie in work was complete on this date. The contract was allotted 20 days to complete the tie in work; they finished in just over 14. Mr. Rodgers reported that he and Kim Scharrer traveled to Harrisburg last week for a meeting with the FAA. The FAA is very pleased with the progress on our project. Completion of the program is expected in August 2013. Mr. Rodgers stated that a resolution for work order #19 for bid package #3 design services is expected for the Board's consideration at the June Board Meeting.
- **Activities Report**
Chris Rodgers reported that a pre-bid meeting for the oil/water separator project was held on May 15th. The bid opening is scheduled for 11:00 am on June 20th followed by a Facilities & Operations Committee Meeting at 1:30 pm. After solicitor review, the contract award for this project is expected for the Board's consideration at the June Board Meeting.
Mr. Rodgers announced that once again, the airport will be participating in Aviation Day events with the Boy Scouts. Aviation Day is August 19th which is a Sunday this year and the ERI employee picnic will follow the scouting event. Planning meetings for both events will start later this month.

Namon McWilliams moved for adjournment and Lou Bizzarro seconded. Adjournment was approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

Adjournment: 3:37 PM

The Board met in an Executive Session to discuss personnel matters immediately following adjournment of the public meeting.

Lou Bizzarro, Secretary