

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday May 26, 2011**

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, ERAA	Ken Olup, Hill International
Kathleen Horan, ERAA	Charley McDermott, C&S
Lou Bizzarro, ERAA	Tyrone Clark, MGC Erie
Lisa Cappabianca, ERAA	Joe Ceresa, NCA
Charles Augustine, ERAA	Don Crenshaw, Crenshaw Brothers
Namon McWilliams, ERAA	Valerie Myers, Erie Times News
Mary Tseng, ERAA	Ed Kissell
Chris Parker, ERAA	
Jennifer Gornall, Knox Law Firm	
Tim Zieziula, Knox Law Firm	
Chris Rodgers, ERAA	
Sheilah Bruno, ERAA	
Mari Anne Clark, ERAA	
Ian Bogle, ERAA	
Kim Scharrer, ERAA	
Michelle Magee, ERAA	

\*Board Vice President, Janet Anderson was not in attendance.

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

**Approval of Agenda:**

Mr. Stefano added “electronic communications” as Unfinished Business.

Kathleen Horan moved and Namon McWilliams seconded.

The agenda (as revised) was approved by Yeas: Frank Stefano, Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Approval of Minutes:**

Board Meeting-April 28, 2011

Charles Augustine moved and Lou Bizzarro seconded.

The minutes were approved by Yeas: Frank Stefano, Kathleen Horan, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Public Comments:**

Don Crenshaw of Crenshaw Brothers Construction addressed the Board. He stated that recent correspondence pertaining to the award of bid package #2 discredits Crenshaw's name and reputation. Mr. Crenshaw stated that he feels that Crenshaw's capacity and ability to perform work is being questioned.

Mr. Stefano advised Mr. Crenshaw to put his concerns in writing and submit to the Airport Authority.

**Committee Reports:**

- ✓ Finance Committee- Lisa Cappabianca reported the committee met on May 24, 2011. Ms. Cappabianca stated that the committee reviewed expense reports and the bills to be paid. Namon McWilliams made a motion to approve the bills to be paid. Chris Parker seconded. Approved by Yeas: Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.
- ✓ Personnel Committee- Namon McWilliams reported that the committee met on May 24, 2011. He stated that the committee has decided to discontinue the development of the Airport's goals and objectives for the time being as this task is a lot for a 3 member committee.
- ✓ Community Relations Committee- Charley Augustine reported that no meeting was held, but the committee would like to sit down with Chris Rodgers to discuss the scope of responsibilities for this committee.
- ✓ Capital Improvements- Mr. Stefano reported that the committee met on May 19, 2011 at the Knox Law Firm to review Work Order #15 pertaining to Zone 3 Easements (Resolution 2011-20). Mr. Rodgers briefly explained Work Order #15 and answered Board questions about the work order. Mr. Stefano stated that the Capital Improvements Committee recommends the approval of Work Order #15.

**Unfinished Business:**

- Electronic Communication  
Mr. Rodgers explained that options are being explored to improve the distribution of Board related materials. More information on this will be presented at the June Board Meeting.

**Resolutions:****Resolution 2011-19-Acceptance of State Grant Offer**

Mr. Rodgers provided a brief explanation of the resolution.

Kathleen Horan moved and Mary Tseng seconded. Adopted by Yeas: Frank Stefano, Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Resolution 2011-20-Approval of Work Order #15-Zone 3 Easements**

Namon McWilliams moved and Lou Bizzarro seconded. Adopted by Yeas: Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.

### **New Business:**

- **Travel Request**

Mr. Rodgers explained his travel request for this years' Boyd Conference August 28-30 in Albuquerque. Previous attendees, Frank Stefano and Charley Augustine commented that the conference is very educational and beneficial. They both encouraged other Board Members to attend. Mr. Stefano asked if the conference expense is in the budget. Ms. Bruno confirmed that conference expenses for 3 attendees are in the budget. Mr. Rodgers asked that Board Members interested in attending should contact himself or Michelle Magee. Approval of Mr. Rodgers travel request was moved by Charles Augustine and seconded by Mary Tseng. Approved by Yeas: Frank Stefano, Kathleen Horan, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

### **Executive Director's Report:**

- **Air Service Report**

Mr. Rodgers reported ERI's traffic thru April is down 11.2% compared to the same period last year. All 3 carriers were down and there was no charter activity. Mr. Rodgers explained that the primary drivers for the decline are: high gas prices (leisure travel is down due to high gas prices), system and hub capacity reductions at hub airport due to high jet fuel cost and reduced demand, and unusually severe weather affecting much of the country uninterrupted from winter into spring.

Mr. Rodgers also explained the possible benefit to ERI if the US Airways/Delta gate swap at Reagan National and LaGuardia is approved. He further explained that this is the third effort for approval and it keeps ERI in the plan for possible service to Washington DC and New York City.

- **Runway Project Report**

Ken Olup of Hill International provided the project update to the Board. He reported that the notice to proceed for bid package #2 was issued to Kirila Construction today. Work on bid package #1 continues. Wetland plantings are near completion. Mr. Olup also reported that Penelec is just weeks away from completing the relocation of the utility lines

- **Activities Report**

Mr. Rodgers reported that our FAA Part 139 annual inspection started yesterday and will be completed today. Early feedback from the FAA inspectors indicates that they are very pleased with operations here at ERI.

Mr. Rodgers also reported that the annual Runway Safety Action Team (RSAT) meeting was held yesterday and participants included the local FAA, ERAA, and runway project team members among many others.

Mr. Rodgers announced that National Aviation Day is August 19<sup>th</sup>. He described the program that the Bureau of Aviation (BOA) has planned for the day and explained how ERI will participate.

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

**Adjournment: 3:48 pm**

*\*\*\*The ERAA Board entered into an Executive Session to discuss legal and personnel issues immediately following the close of the Regular Board Meeting.*

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Lou Bizzarro, Secretary