

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, June 26, 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: 3:00 PM

Attendees:

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

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, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

Approval of Minutes:

Board Meeting-May 24, 2012

Charles Augustine moved and Mary Tseng seconded.

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

The Board convened the public meeting at 3:01 pm and met in an Executive Session until 3:37 pm to discuss real estate and legal matters.

Committee Reports:

Finance Committee- Committee Chair, Christopher Parker reported that the Finance Committee held a meeting on June 26, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all reviewed. Mr. Parker referenced the email that explains the budget process that will be followed this year. Feedback pertaining to the budget process should be forwarded to Chris Rodgers or Chris Parker.

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 Lou Bizzarro seconded. The bills to be paid were approved by Yeas: Kathleen Horan, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano. Patrick Cappabianca abstained from voting on the approval of the first bill on the list (#177160).

Sheilah Bruno reported a net surplus after debt service of \$34,047 for the month of May. Year to date our net surplus after debt service is \$137,208. We are \$133,146 favorable to budget year to date.

Facilities and Operations Committee- Committee Chair, Kathleen Horan reported that the committee held a meeting on Wednesday, June 20, 2012 to review the bids for the oil/water separator project. Ms. Horan explained that there were two bidders for this project- Konzel Construction Co., Inc. and William T. Spaeder. The lowest responsible bidder was Konzel Construction Co., Inc. A review by the Knox Law Firm and Urban Engineers confirmed. Resolution 2012-14 being presented today is to award the contract to Konzel. Namon McWilliams asked that the bid amounts be reflected in the Facilities and Operations Committee Meeting Minutes. Michelle Magee was instructed to make the revision to the June 20, 2012 committee meeting minutes and post the revised minutes on share point.

Community Relations Committee- Committee Chair, Charles Augustine reminded everyone that the airport would be hosting another Famous Erie Aviators portrait unveiling ceremony on Tuesday, July 3, 2012 at 10:00 am in the baggage claim area. Ms. Magee confirmed that all of the arrangements for the ceremony have been confirmed.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on June 26, 2012 to discuss Resolution 2012-15 Approval of Work Order #19- Design Services, 2012-17- Approval of Final Rivera Estates Settlement, and Resolution 2012-18- Approval of Change Order #10. Mr. Rodgers explained each resolution to the board. Mr. Stefano stated that the committee recommends approval of these resolutions.

Resolutions:

Resolution 2012-14- Award of Contract for Oil/Water Separator- As explained during the Facilities and Operations Committee Report, Ms. Horan stated that the committee recommends awarding the contract to the lowest responsible bidder- Konzel Construction Co., Inc. for a not to exceed cost of \$109,080. Patrick Cappabianca moved for approval and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Lou

Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2012-15- Approval of Work Order #19- Design Services- As explained during the Capital Improvements Committee Meeting, Mr. Stefano stated that the committee recommends approval of Work Order #19 for Design Services with C&S Engineers for a not to exceed cost of \$686,616. Christopher Parker moved and Namon McWilliams seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2012-16- PA Right to Know Law Official Designation- Mr. Rodgers explained that Mari Anne Clark's retirement makes it necessary to designate a new Open Records Request Officer for the Authority. The new officer will be Michelle Magee. Kathleen Horan moved and Lou Bizzarro seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Resolution 2012-17- Approval of Final Riviera Estates Settlement- Mary Tseng moved and Kathleen Horan seconded. Approved by Yeas: Lou Bizzarro, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Kathleen Horan.

Abstained: Patrick Cappabianca and Charles Augustine

Resolution 2012-18- Approval of Change Order #10- Kathleen Horan moved and Namon McWilliams seconded. Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Kathleen Horan, and Patrick Cappabianca.

Board Member Comments:

Mr. Cappabianca said that he recently received a call from a local doctor. The doctor complained of being stranded in Cleveland due to a cancelled flight to Erie because the runway lights were out. Mr. Cappabianca asked for an explanation. Mr. Rodgers stated that he was unaware of any flight cancellations and asked that Mr. Cappabianca have the doctor call him to discuss.

Mr. Rodgers and Board President Frank Stefano presented Mari Anne Clark with clock to celebrate her retirement after 24 years of loyal service on behalf of the ERAA board and staff.

Executive Director's Report:

- Air Service Update
Chris Rodgers reported that work on the runway project in May included a temporary displacement of the threshold to complete the tie-in to the new surface. During this period the runway was shortened for safety reasons and the instrument

landing system had to be taken out of service. Bad weather on 2 occasions during the displacement period resulted in numerous cancellations. The net effect was a 3% decline in traffic when comparing May 2011 to May 2012. Year to date enplanements are up .7% over year to date 2011. Small monthly growth is expected during the summer travel period.

- **Runway Report**

Chris Rodgers reported that work on the project continues and the project contingency continues to grow. Mr. Rodgers said that our finance staff met with the County finance people at the airport on June 7th for a quarterly meeting. The County is very pleased with our efforts and the progress of the project.

- **Activities Report**

Mr. Rodgers stated that a new wall wrap has been installed in the baggage claim area. Mr. Rodgers again reviewed the schedule for this year's budget effort. All Board Members, not just Finance Committee Members are welcomed and encouraged to participate.

Namon McWilliams moved for adjournment and Lou Bizzarro seconded.

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

Adjournment: 4:11 PM

Lou Bizzarro, Secretary