

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday July 22, 2010**

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: 11:57 am**

**Attendees:**

Dale Roth	Chris Rodgers	Joe Ceresa
Frank Stefano	Mari Anne Clark	Cindy Saurwein
Lou Bizzarro	Ian Bogle	Kim Green
Lisa Cappabianca	Kim Scharrer	Tyrone Clark
Charles Augustine	Irene Seyler	Tim Hahn
Namon McWilliams	Michelle Magee	Rich Lanzillo
Mary Tseng		
Kathleen Horan		
Don Wright		

*\*\*\*Board Member Janet Anderson was not in attendance.*

Board President, Dale Roth, opened the meeting with the Pledge of Allegiance.

**Approval of Agenda:**

The Agenda was accepted unanimously.

**Approval of Minutes:**

Board Meeting-June 24, 2010

Special Meeting-June 30, 2010

Frank Stefano moved and Lisa Cappabianca seconded.

The minutes were approved unanimously.

**Approval of Bills to be Paid:**

Frank Stefano moved and Namon McWilliams seconded to open for discussion.

The Bills to be Paid were approved unanimously.

**Committee Reports:**

- ✓ Facilities and Operations- Mr. Stefano reported that a meeting of the committee was held yesterday to discuss the need for a tar buggy (to be purchased through COSTARS for necessary airfield work, i.e. crack sealing) for Airfield Operations and to review the bids received for the electric upgrade pertaining to the PCAir unit project. The apparent low bidder is Connecto Electric. Mr. Stefano stated that the committee recommends the purchase of the tar buggy and recommends that the contract for the electric upgrade be awarded to Connecto Electric. Mr. Roth explained that Resolution 2010-28 to be considered later in the meeting is

for the award of the contract for the electric upgrade. Regarding the purchase of the tar buggy, Mr. Roth asked for a motion to approve the purchase. Frank Stefano moved and Lou Bizzarro seconded. The Board unanimously approved the purchase.

- ✓ Personnel- Committee Chairman Namon McWilliams asked Personnel committee members for a motion to approve the minutes from the July 14<sup>th</sup> committee meeting. Lisa Cappabianca moved and Mary Tseng seconded. The minutes were unanimously approved by the committee. Mr. McWilliams explained as a result of the meeting, the committee recommends the approval of the revised job descriptions of administrative staff members. Also, the committee will continue to review the contract of the Executive Director and schedule a time and date to conduct an evaluation of the Executive Director. The committee hopes to do this prior to the October Board Meeting. Mr. Rodgers will distribute the revised job descriptions to the full Board.
- ✓ By-Laws- Mr. Roth asked for a motion to approve the By-Laws. Namon McWilliams moved and Frank Stefano seconded. Lisa Cappabianca asked if everyone received a copy of the revised By-Laws. Mary Tseng indicated that she had not yet received a copy of the revisions. Mr. Stefano suggested that the Board hold off on approving the By-Laws revisions until Ms. Tseng has a chance to review. Mr. Roth asked for a motion to table the resolution until next month's meeting. Namon McWilliams moved and Frank Stefano seconded. The motion to table was approved unanimously.
- ✓ Capital Improvements- Mr. Roth reported that we are still negotiating the LOA with Millcreek. The remaining documents will be presented today in Resolutions 2010-24 and 2010-25. Work will begin when the documents are approved, signed, and distributed to all parties involved.

## **Resolutions:**

### **2010-20-Acceptance of ERAA Bylaws Revisions**

Tabled (see By-Laws Committee discussion)

### **2010-23- Approval of Agility Agreement**

Mr. Rodgers explained that this is an agreement between ERAA and PennDot District 1. Frank Stefano moved and Namon McWilliams seconded.

The resolution was approved unanimously.

### **Resolution 2010-24- Authorize Executive Director to Enter into Consent Order and Agreement with PADEP and Millcreek Township at Superfund Site**

Mr. Rodgers explained that this is a tri-party agreement between PADEP, Millcreek Township, and ERAA. The agreement describes how the project will handle the Superfund site.

Frank Stefano moved and Namon McWilliams seconded.

The resolution was approved unanimously.

### **Resolution 2010-25- Authorize Executive Director to Enter into Agreement Pertaining to Easements Relating to the Wetland Mitigation Site-Cardman**

Mr. Rodgers explained that the Cardman property is adjacent to the new wetland site.

Ms. Tseng pointed out that on the first page of the easement document states "the sum of Ten Thousand Dollars (\$15,000)"-which is it ten or fifteen thousand dollars? Don

Wright confirmed that the amount is fifteen thousand (\$15,000). Michelle Magee was asked to revise the resolution to read fifteen thousand dollars (\$15,000). Frank Stefano moved to approve the resolution as amended, Lisa Cappabianca seconded. The resolution was approved unanimously.

**Resolution 2010-26- Approval of Consent to Assignment of Car Rental Lease Agreement-Areclo to Enterprise**

Mr. Rodgers explained that Enterprise is purchasing Areclo (National Alamo)

Frank Stefano moved and Namon McWilliams seconded.

The resolution was approved unanimously.

**Resolution 2010-27- Condemnation of Oil and Gas Lease Interests-Stedman Energy**

Frank Stefano moved to open for discussion, Namon McWilliams seconded.

Mr. Stefano asked about liability. Mr. Wright explained that the airport is liable and we are fully insured. Mr. Rodgers added that the plan is to cement the wells shut. He explained that ERAA will work closely with the DEP on this issue. Mr. McWilliams asked if we budgeted for this if negotiations with Stedman do beyond the \$8,000 stated in the resolution. Mr. Rodgers and Tyrone Clark confirmed. Mr. Stefano suggested that our insurance policies and coverage be reviewed. Mr. Rodgers stated that this is something for committee review in the future.

The resolution was approved unanimously.

**Resolution 2010-28- Award Contract for Electric Upgrade-PCA Units**

This was discussed during the Facilities/Operations Committee report.

Frank Stefano moved and Lou Bizzarro seconded.

The resolution was approved unanimously.

**Resolution 2010-29- Acceptance of Grant Offer**

Mr. Rodgers explained that this resolution gives him the authority to accept and execute the grant offer once it is received from the FAA rather than having to call a Special Board Meeting.

Frank Stefano moved and Namon McWilliams seconded.

The resolution was approved unanimously.

**Executive Director's Report:**

○ Financial Report

Mr. Rodgers said that since Sheilah Bruno is on vacation, the June financials will be distributed with the July financials for the August Board Meeting.

○ Runway Project

Mr. Rodgers reported that demolition is complete and the project team has received all the necessary documents from Schaffer Trucking for bid package #1.

○ Air Service Report

Mr. Rodgers reported that the upward trend at ERI continues. June enplanements were up 4% over June 2009. Our year to date traffic gain is currently 7.9%. Continental was up 13.3%. Delta continues to lead the ERI market with 46.5% of the total market with Continental in second at 28.1%. US Airways is third at 24.7% of the total market at ERI. Mr. Rodgers added that all three airlines that serve ERI reported profits in the second quarter.

- Activities Report

Mr. Rodgers reported that the July 1<sup>st</sup> groundbreaking ceremony was a success.

Mr. Rodgers shared with the Board a thank you email from AJ Scolio on behalf of the family of John Alexander Siegel, our latest Wall of Fame-Famous Erie Aviator honoree (ceremony held on July 2, 2010).

Frank Stefano moved for adjournment, Namon McWilliams seconded.

Adjournment was approved unanimously.

**Adjournment: 12:28 pm**

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Lou Bizzarro, Secretary