

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, July 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	Ed Kissell
Kathleen Horan	Rick Robie	Tyrone Clark, MGC-Erie
Chris Parker	Ian Bogle	
Namon McWilliams	Kim Scharrer	
Mary Tseng	Michelle Magee	
Patrick Cappabianca		
Don Wright		

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.

Namon McWilliams moved and Mary Tseng seconded.

The agenda was approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Namon McWilliams, Mary Tseng, and Christopher Parker

Approval of Minutes:

Board Meeting-June 28, 2012

Patrick Cappabianca moved and Kathleen Horan seconded.

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

Public Comments:

Ed Kissell asked why the trees were topped off along the new road with only the stumps left. Why not just remove the trees or take the stumps down lower? Chris Rodgers stated that a press release will be issued at a later date. He further explained that the easement on the Millcreek land grants the clearing of obstructions and the wetland permit from the DEP states that the tree height is to be a minimum of 20 feet, which is why the trees were topped off at a greater expense than total removal. Both the FAA and the airport are lobbying the DEP to have the required tree height lowered to 0 feet rather than the current 20 feet.

Both Frank Stefano and Pat Cappabianca thanked Ed Kissell for his regular attendance at Airport Authority meetings. Mr. Cappabianca commented on Mr. Kissell's participation at City Council meetings when he was on City Council adding that Mr. Kissell has done a great job for the residents of the city.

Committee Reports:

Finance Committee- Committee Chair, Christopher Parker reported that the Finance Committee held a meeting on July 24, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all reviewed. 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 Kathleen Horan seconded. The bills to be paid were approved by Yeas: Kathleen Horan, Patrick Cappabianca, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Chris Rodgers reported a net surplus after debt service of \$65,040 for the month of June. Year to date our net surplus after debt service is \$202,248. We are \$129,746 favorable to budget year to date.

Community Relations Committee- Mr. Rodgers reported that members of the Aviation Council of PA visited Erie on Tuesday to tour possible venues and hotels. Community Relations Committee Chair, Charley Augustine participated. Mr. Rodgers stated that we should have a decision from the Aviation Council within the next 60 days. The council members were very impressed by both the Ambassador and the Bayfront Convention Center. Mr. Rodgers added that Visit Erie assisted in the tours on Tuesday.

Resolutions:

Resolution 2012-19- Authorize Executive Director to Accept and Execute FFY12 AIP Grant Offer- Mr. Rodgers provided the overview of the offer that we expect to receive before the next board meeting. Namon McWilliams moved for approval and Mary Tseng seconded. Approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2012-20- Accept State Grant Offer- Mr. Rodgers explained that this offer from the State is the 5% match to the federal grant offer. Christopher Parker moved and Kathleen Horan seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

New Business:

- Travel Request- Chris Rodgers- 2012 Aviation Council of PA Annual Conference- Mr. Rodgers explained that the conference will be held in Lancaster this year. As Executive Director of the Airport in next year's conference host city, Mr. Rodgers explained that he is expected at the conference for pre-planning duties and as a panel guest. Mr. Stefano asked for a motion to approve Mr. Rodgers' travel request. Namon McWilliams moved and Patrick Cappabianca seconded. The request was

approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappabianca, Namon McWilliams, Mary Tseng, and Christopher Parker.

Board Member Comments:

Mr. Kissell asked how many people are expected for the 2013 Aviation Council of PA annual conference in Erie and when is it scheduled. Mr. Rodgers provided what information he could about next year's conference.

Executive Director's Report:

- **Air Service Update**
Chris Rodgers reported that growth was slow for June 2012 over June 2011. Construction activity had no impact on operations. Air traffic is up .7% for the first 6 months of the year. Mr. Rodgers expects the short term trend to be more of the same. He added that night-time construction activity in July could impact late arrivals at night. Mr. Rodgers reported that it is looking more and more likely that US Airways will merge with American while American is in bankruptcy.
- **Runway Report**
Mr. Rodgers provided an update on runway 6/24 construction progress on threshold work, safety area work, runway light installation, and paving and painting work. He stated that the FAA plans flight checks in September. Twenty days are planned for this as good weather is needed to certify all equipment.
- **Activities Report**
Mr. Rodgers reported that a pre-construction meeting for the oil/water separator project was held on July 23rd. Work is expected to begin soon and completed in October. Mr. Rodgers announced that the new part time administrative assistant will be starting on August 6th. She is skilled in the computer applications we use and comes highly recommended. The second floor conference room will be her office. Mr. Rodgers reported that Kim has moved to Mari Anne's old office, Irene has moved into Kim's old office and Michelle's area will get a new wall to give her some privacy. The work associated with these moves will wrap up the last phase of the administrative office renovations that started years ago. Mr. Rodgers added that the room at the back of the ERI Café will act as our conference room when his office can't be used to accommodate a meeting. Mr. Cappabianca asked for an update on the "bad press" the airport received related to runway project night work and Millcreek Township. Mr. Rodgers expressed his disappointment over how no one contacted him for comment. He explained that the project team and the Millcreek Township Supervisors worked together behind the scenes to quickly resolve the issue.
The ribbon cutting ceremony for the runway improvement project completion is being planned for August 24-25 of 2013 in conjunction with the Perry 200 celebration. More information to following as details are confirmed.
Mr. Rodgers announced that for the entire month of October, the airport will host a traveling 6 panel naval display featuring the War of 1812.
Mr. Rodgers stated that a board conference is being planned for the September Finance Committee Meeting. The purpose is informational and members of the project team will participate; details to follow.

Mr. Rodgers announced that he will be on vacation starting tomorrow and returning on August 8th. As always, he is available via cell phone. At the request of Mr. Parker, Mr. Rodgers provided a status update on our new bucket truck.

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

Adjournment: 3:54 PM

Lou Bizzarro, Secretary