

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, August 23, 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:

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| Frank Stefano | Chris Rodgers |
| Janet Anderson | Sheilah Bruno |
| Lou Bizzarro | Ian Bogle |
| Charles Augustine | Rick Robie |
| Namon McWilliams | Kim Scharrer |
| Mary Tseng | Irene Seyler |
| Pat Cappabianca | Michelle Magee |
| Don Wright | Kevin Graham, Hill International |

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.

Janet Anderson moved and Namon McWilliams seconded.

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

Approval of Minutes:

Board Meeting-July 26, 2012

Patrick Cappabianca moved and Lou Bizzarro seconded.

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

Committee Reports:

Finance Committee- Committee Member, Mary Tseng reported that the Finance Committee held a meeting on August 21, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all reviewed. The committee also received information on new cutting edges for our snow plows and a vehicle dispenser for runway de-icer.

Ms. Tseng 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. Janet Anderson moved and Namon McWilliams seconded. The bills to be paid were approved by Yeas: Janet Anderson, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Frank Stefano.

Sheilah Bruno reported a net surplus after debt service of \$64,044 for the month of July. Year to date our net surplus after debt service is \$266,292. We are \$157,745 favorable to budget year to date.

Community Relations Committee- Charley Augustine reported that this committee will hold a meeting on September 25th to discuss items such as the upcoming Perry 200 Celebration, how to work with GE, the runway ribbon cutting ceremony, etc. Mr. Augustine stated that he plans to talk to the Lawrence Park Golf Club about a golf outing for the 2013 Aviation Council Conference once the dates of the conference have been confirmed.

Board Member Comments:

Ms. Tseng thanked Chris and staff for the successful Aviation Day Scouting Event held on August 19th. Mr. Rodgers added a public thank you to EMTA for the use of a trolley and driver to conduct airfield tours as part of the day's events.

Executive Director's Report:

- Air Service Update
Mr. Rodgers reported that July 2012 was the busiest month of the year, but was down over July 2011. Year to date traffic has declined -.7 through July. The FAA control tower has reported a notable increase in general aviation activity this summer over previous summers. Mr. Augustine asked for an update on the possible American/US Airways merger. Mr. Rodgers explained that there is 50/50 chance of a merger.
- 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 work in bid package #2 is starting to wind down as work on the oil/water separator project will begin soon. Mr. Rodgers reported that Chief Bogle has been receiving new radio equipment almost daily. The BOA has offered to assist with the acquisition of new aviation radios for all airport vehicles. Our new bucket truck is expected in early November.
Pat Cappabianca asked Mr. Rodgers to provide the information presented to the Finance Committee at the meeting on the 21st to the full board:
Mr. Rodgers explained the new runway in-pavement lights and the need for replacement plow cutting edges that will allow airfield operations staff to safely and efficiently plow the runway with no damage to these new lights. Mr. Rodgers shared test data and supporting documents for the recommendation of the purchase of 3 replacement sets of cutting edges and 1 operational spare. He further explained that the purchase of these needed cutting edges for our runway plows will have a net zero effect to the airfield operations budget cost center

because monies saved in other airfield operations areas in the budget will be used for this purchase.

Mr. Rodgers explained that currently airfield operations personnel have been using a self-built dispenser to disperse liquid potassium acetate on the runway to remove frozen material from the paved areas. With more runway area to cover, the proper piece of equipment is necessary to perform this task. A 700 gallon capacity tank can be installed on an existing airfield operations vehicle to perform this task efficiently. As with the plow cutting edges, this expense will have a net zero effect to the airfield operations budget for the same reason. Mr. Rodgers added that we have made a request to the state for funding for a self-contained vehicle to perform this duty, but do not know if they will fund this purchase with a grant. If the state does offer a grant for the purchase of this machine, it would not be until next winter at the earliest.

Mr. Rodgers reported that we are currently obtaining quotes for a parking lot sealing project. This project was planned for next year's budget, but we may be able to do it in this year and save the existing lot surface from having to endure another winter season.

Mr. Rodgers stated that our runway improvement project is generating quite a bit of interest. He explained that he was contacted by a freelance writer for Airport Improvement Magazine (this magazine focuses on North America) to participate in an article about Flight Turf. The article is expected in the October issue. Mr. Rodgers said that Airports International (a worldwide publication) is interested in doing an article on our runway improvement program. Ms. Anderson suggested having extra copies for these articles available for the public. Mr. Rodgers reported that Sheilah Bruno will participate in an airport finance conference in Tucson in early October. She will make a presentation on our PFC program.

Mr. Rodgers announced that a Board Member Conference is scheduled for Thursday, September 27, 2012 at the Manufacturer's & Business Association.

Lou Bizzarro moved for adjournment and Janet Anderson seconded.

Adjournment was approved by Yeas: Frank Stefano, Janet Anderson, Lou Bizzarro, Patrick Cappabianca, Charles Augustine, Namon McWilliams, and Mary Tseng.

Adjournment: 3:35 PM

Lou Bizzarro, Secretary