

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday August 25, 2011**

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	Ken Olup, Hill International
Janet Anderson	Sheilah Bruno	Tyrone Clark, MGC, Erie
Lou Bizzarro	Mari Anne Clark	Kas Kwitowski
Charles Augustine	Ian Bogle	Ed Kissell
Namon McWilliams	Michelle Magee	Dave Belmondo, WJET
Mary Tseng		
Chris Parker		
Don Wright		

Board Treasurer Lisa Cappabianca and Board President Pro Tem Kathleen Horan were not in attendance.

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

Approval of Agenda:

Janet Anderson moved and Namon McWilliams seconded.

The agenda as presented was approved by Yeas: Frank Stefano, Janet Anderson, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

Approval of Minutes:

Board Meeting-July 28, 2011

Namon McWilliams moved and Lou Bizzarro seconded.

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

Public Comments:

Ed Kissel commented that our American flag should be moved to the other side of the room. Chris Rodgers stated that he will research the topic of indoor flag placement and make the change if necessary.

Committee Reports:

Finance Committee- Sheilah Bruno provided the Financial Report. The surplus for July 2011 after debt service is \$53,260. The year to date surplus is \$213,125. Ms. Bruno reported that we are \$50,506 favorable to budget year to date. Mr.

Rodgers added that our budget is monitored closely. Staff measures revenues and cuts expenses when necessary.

Mr. Rodgers reported that the Finance Committee met on August 23rd and reviewed the bills to be paid. Mr. Stefano asked for a motion to approve the bills to be paid. Chris Parker moved and Lou Bizzarro seconded. The bills to be paid were approved by Yeas: Janet Anderson, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.

Community Relations Committee- Charles Augustine reported on the August 19th Famous Erie Aviator portrait unveiling ceremony. He stated it was a very touching ceremony. He added that eventually the Board is going to have to explore options to accommodate the number of portraits on display.

Unfinished Business:

- Electronic Communication- Chief Bogle confirmed that all Board Members are set up to access Sharepoint. He explained that the basic infrastructure for Sharepoint and wi-fi to is set up. Chris Parker stated that he has used the Sharepoint. He asked that the minutes from previous meeting be archived on the site. Mr. Rodgers added that the ultimate goal is to have notebooks in use during meetings. Mr. Stefano asked that all Board Members try to access Sharepoint prior to the September Board Meeting and provide feedback.

Resolutions:

- **Resolution 2011-25- Acceptance of Bid for Penn Brass Roof Repair**
Mr. Rodgers explained the resolution. Janet Anderson moved and Charles Augustine seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

Executive Director's Report:

- Air Service Report
Mr. Rodgers reported that July 2011 enplanements were the highest of the year so far even though ERI year to date traffic declined .2 points from June 2011. Mr. Rodgers explained that charter activity is up 15.1% as is private business aircraft activity. There has been a lot of Canadian aircraft clearing Customs.
- Runway Project Report
Ken Olup of Hill International provided the project update to the Board. With Bid Package #1: the wetland mitigation is 100% complete. Road repair near the site is complete to Girard Township's satisfaction. The DEP is scheduled next month for a walk thru. Work continues on Bid Package #2. Mr. Olup reported that Kirila is working on bringing the taxiway and runway surface up to grade. Embankment work is the primary focus right now. Tyrone Clark reported that Zone 3 easement and acquisition work is underway. The team has notified 100% of those affected and has met with 80%. Mr. Rodgers added that Eriez Magnetics is a great neighbor to the airport and as a business they are frequent users of ERI.

- **Activities Report**

Mr. Rodgers briefly recapped the events of the past week. The National Aviation Day/Boy Scouts of America event went very well. 100 scouts received their aviation merit badge. Mr. Rodgers extended his appreciation to all those involved including Airport Police Officer Jennifer Hill, Burger King, North Coast Air. Mr. Rodgers reiterated what Mr. Augustine reported earlier. The portrait unveiling ceremony was very moving. He shared with the Board a thank you card from our honoree's family. Mr. Rodgers explained that our employee picnic was held the evening of the 19th. Many attended and enjoyed delicious food and an aviation related movie.

Mr. Rodgers reported that ERI's tri-annual disaster drill was held on August 24th. The exercise started around 6:00 pm and ended around 8:30 pm. ARFF responders staggered their arrival times to better depict actual response times in the event of an actual evening disaster at the airport. Mr. Rodgers added that the annual hot drill is scheduled for today and tomorrow.

Mr. Rodgers announced the recent passing of Airport Police Officer Andrew Yacobozzi. He added that Officer Yacobozzi's family was extremely appreciative of the airport's support throughout his ordeal.

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

Adjournment: 3:29 pm

Lou Bizzarro, Secretary