

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday August 26, 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: Noon**

**Attendees:**

Dale Roth	Chris Rodgers	Ron Cleaver
Frank Stefano	Sheilah Bruno	Tim Hahn
Janet Anderson	Mari Anne Clark	Tyrone Clark
Lou Bizzarro	Ian Bogle	Ed Kissell
Lisa Cappabianca	Rick Robie	
Charles Augustine	Kim Scharrer	
Namon McWilliams	Irene Seyler	
Mary Tseng	Michelle Magee	
Don Wright		

*\*\*\*Board Member Kathleen Horan was not in attendance.*

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

**Approval of Agenda:**

Dale Roth asked that a travel request for Chris Rodgers should be added to “New Business”. Mr. Roth asked for a motion to approve the agenda as revised. Namon McWilliams moved and Janet Anderson seconded. The agenda was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, and Mary Tseng.

**Approval of Minutes:**

Board Meeting-July 22, 2010

Frank Stefano moved and Namon McWilliams seconded.

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

**Approval of Bills to be Paid:**

Janet Anderson moved and Frank Stefano seconded to open for discussion.

The Bills to be Paid were approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lou Bizzarro, Lisa Cappabianca, Charles Augustine, Namon McWilliams, and Mary Tseng.

**Committee Reports:**

- ✓ Finance Committee- Lisa Cappabianca reported that the Finance Committee has not yet met, but will soon for the upcoming 2011 budget. She said that she would

like to schedule a budget orientation meeting for committee members as well as any other interested Board Members for Thursday September 16, 2010 at 9:15 AM in the Executive Director's office. Michelle Magee was instructed to send an email to all Board members regarding the meeting.

- ✓ Facilities and Operations- This committee did not meet this month. Mr. Roth did report that Seaman's has agreed to conduct an energy audit at the airport at no cost.
- ✓ Personnel- Namon McWilliams read the minutes from the August 11<sup>th</sup> Personnel Committee Meeting.
- ✓ Community Relations- Chairman Charley Augustine stated that a meeting will be scheduled soon now that some other committees don't need to meet quite as frequently.
- ✓ By-Laws- Janet Anderson reported that the By-Laws Committee has not met since the by-laws were revised and expected to be approved. She asked for any last questions or comments on the revisions. Hearing none, Ms. Anderson explained that approval of the By-Laws revisions will be presented later in the meeting in the form of a resolution.
- ✓ Capital Improvements- Mr. Roth reported that ground has been broken at the wetland site. The first runway improvement program construction/progress meeting was held on Wednesday August 25<sup>th</sup>. Now that construction has started, meetings will be held every Wednesday through project completion.

#### **Resolutions:**

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

Charles Augustine moved and Frank Stefano seconded. The resolution was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

##### **2010-30- Approval of Amendment #3 Professional Services Agreement (Jacob's Consultancy to Leigh Fisher)**

Mr. Rodgers explained that Leigh Fisher purchased JF Brown. The terms of the agreement with Leigh Fisher will remain the same as with JF Brown other than a term extension. Under amendment #3, the term of the agreement is being extended through completion of the runway extension project for airport financial needs that fall outside of the runway project. Mr. Wright confirmed that he has reviewed the amendment. Frank Stefano moved and Janet Anderson seconded. The resolution was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

##### **Resolution 2010-31- Acceptance of Grant Offer**

Mr. Rodgers explained that this is Part E, the 5<sup>th</sup> and final FAA authorization for 2010. Mr. Rodgers asked that the statement in the parentheses under item #1 be removed from the resolution. Mr. Roth asked for a motion to approve the resolution as amended. Frank Stefano moved and Janet Anderson seconded. The resolution was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

##### **Resolution 2010-32- Settlement of Condemnation Litigation**

This resolution was presented at the meeting. Mr. Rodgers explained the resolution. Namon McWilliams moved and Frank Stefano seconded. The resolution was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, and Mary Tseng.

## **New Business:**

### **Executive Director's Report:**

- Financial Report  
Sheilah Bruno reported a year to date surplus of \$303,833. Revenues are \$50,000 over budget (favorable) and expenses are \$130,000 under budget (favorable) year to date.
  
- Runway Project  
Mr. Rodgers reported that construction for the runway extension has begun. Weekly meetings are now being held between the contractor and the construction management company every Wednesday at 10:00 AM at the ITC. Mr. Rodgers invited Board Members to attend. Mr. Roth asked if progress information is on our website. Tyrone Clark said that the team is working on Share Point that Board Members can access.
  
- Air Service Report  
Mr. Rodgers reported that enplanements for July 2010 were off slightly from July 2009 (-.7%). ERI's year to date gain is up 6.3%. Delta continues to be the market share leader and is now 18.6 points over Continental.  
Ms. Anderson asked how we keep the airlines informed of progress on the runway extension. Mr. Rodgers explained that we keep the airlines informed by including them in events such as the groundbreaking ceremony, the Boyd Conference, and the Aviation Council Conference and also through publications and our website.
  
- Activities Report  
Mr. Rodgers reported that 2011 budget preparation work will begin after Labor Day. Mr. Rodgers reported that INet is working in the airport today to complete the PC Air Unit install. Training will be completed tomorrow. Mr. Rodgers said that our Airfield Operations staff will begin runway crack sealing within the next few days. Mr. Rodgers explained that our Wildlife Assessment Plan is in the process of being written (Resolution 2010-31). Mr. Rodgers also reported that the sand storage building is up, but work still remains. Completion is expected September 15, 2010. He explained that having this building will allow us to hold a season's worth of FAA regulation antiskid for the first time ever; less deliveries per season will amount to cost savings. Mr. Rodgers said that Hangar 20 issues are progressing towards a satisfactory conclusion. Mr. Rodgers commended Irene Seyler for her diligence. While processing invoices for payment, Irene noticed that our water bill seemed much higher than normal. Upon further investigation, a water leak was discovered. The problem has been repaired. Mr. Rodgers announced that a fundraiser for the Children's Museum is being held on the

Victorian Princess on September 11<sup>th</sup> 6:30 pm until 9:30 pm. Interested Board Members should let Michelle know by the end of the week so she can secure tickets.

Ms. Anderson asked how the hot drill went. Mr. Rodgers explained that it went well. The hot drill was held at the old Fenestra site this year rather than inside the airfield fence as in previous years. Our tri-annual disaster drill will be held next year. Details to follow as planning progresses.

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

**Adjournment: 12:28 pm**

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Lou Bizzarro, Secretary