

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday September 23, 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         | Ron Cleaver     | Tyrone Clark |
| Frank Stefano     | Sheilah Bruno   | Ed Kissell   |
| Janet Anderson    | Mari Anne Clark | John Last    |
| Lou Bizzarro      | Ian Bogle       |              |
| Lisa Cappabianca  | Rick Robie      |              |
| Charles Augustine | Kim Scharrer    |              |
| Namon McWilliams  | Irene Seyler    |              |
| Mary Tseng        | Michelle Magee  |              |
| Kathleen Horan    |                 |              |
| Jennifer Gornall  |                 |              |

*\*\*\*Executive Director Chris Rodgers was not at the meeting as he was attending the Pennsylvania Aviation and Aerospace Conference with the Aviation Council of Pennsylvania at the Inn at Pocono Manor.*

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

**Approval of Agenda:**

Dale Roth stated that the Executive Session would be moved to earlier in the meeting and would follow "Unfinished Business". Mr. Roth asked for a motion to approve the agenda as revised. Frank Stefano 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, Mary Tseng, and Kathleen Horan.

**Approval of Minutes:**

Board Meeting-August 26, 2010

Frank Stefano moved and Janet Anderson seconded.

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

**Approval of Bills to be Paid:**

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

Sheilah Bruno answered a question from Frank Stefano regarding Kellog Community College and one from Janet Anderson regarding Urban Engineers.

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

**Committee Reports:**

- ✓ Finance Committee- Lisa Cappabianca said that budget orientation session was held on September 16<sup>th</sup> for all interested Board Members and it was very beneficial. A Finance Committee meeting has been scheduled for November 4, 2010 at 9:15 AM and will be held on the second floor of the Authority administrative offices. Also, Dale Roth recently appointed Kathleen Horan to the Finance Committee.
- ✓ Personnel Committee- Namon McWilliams read the minutes from the September 15<sup>th</sup> Personnel Committee Meeting. The next meeting has been rescheduled for Wednesday, October 13, 2010 at 9:30 AM and will be held at the ITC.
- ✓ Capital Improvements Committee- Mr. Roth reported that work on the runway project is progressing specifically at the wetland site and on Powell Avenue. Mr. Roth reported that the project has run into a few snags but the consultant team is successfully working through all the issues (i.e. high water levels).

**Executive Session: 12:03 pm to 12:26 pm to discuss legal matters.**

**Resolutions:**

**2010-33-Acceptance of Revised USDA Wildlife Agreement**

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

**2010-34- Approval of Work Order #13-Program Management Services**

Mr. Roth stated that the Board has not had enough time to review this material. He recommended that the resolution be tabled and a new resolution to extend the existing contract of C&S until October 31, 2010 (Resolution 2010-40 was written and presented at the meeting). Mr. Roth asked for a motion to table Resolution 2010-34. Janet Anderson moved and Frank Stefano seconded. Motion to table was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

**Resolution 2010-35-Approval of State Grant Offer-Runway**

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

**Resolution 2010-36-Approval of Sate Grant Offer-Wildlife Services**

Namon McWilliams 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, Mary Tseng, and Kathleen Horan.

**Resolution 2010-37-Approval of Settlement-Stedman Energy-Oil Wells**

Jennifer Gornall clarified that the FAA still needs to approve this and legal counsel will not execute anything pertaining to this settlement until FAA approval is received. She instructed that language reflecting this be added to the resolution. Mr. Stefano asked that

liability insurance information be forwarded to the Board. Mr. Roth asked for a motion to approve with the added language. 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, Mary Tseng, and Kathleen Horan.

**Resolution 2010-38-Authorization to Install Mandated Security Gate**

Ms. Bruno explained and said that expected costs are between \$35,000 and \$50,000. She clarified that the resolution should state that “funding for the project will be determined, but is 100% PFC reimbursable.” Mr. Roth asked for a motion to approve with the language change. 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, Mary Tseng, and Kathleen Horan.

**Resolution 2010-39-Authorization to Extend FAA Leases DTFAEA-06-00047 and DFTA EA-06-00100**

Ms. Bruno explained that this resolution allows us to extend these existing leases for 1 year while we negotiate new agreements with the FAA (\$150,000/year for the FAA terminal leased space and \$8,880/year for the FAA spaced leased at the ITC). 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, Mary Tseng, and Kathleen Horan.

**Resolution 2010-40- Extend Existing Contract with C&S Engineers, LeighFisher, and MGC-Erie Until October 31, 2010**

This resolution is a result of tabling Resolution 2010-34-Work Order #13. 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, Mary Tseng, and Kathleen Horan.

**New Business:**

Ms. Bruno presented on behalf of Chris Rodgers his travel request to the invitation only Sabre Roundtable. Mr. Rodgers has been an attendee at this roundtable since 2004. Mr. Stefano asked if attending this conference will impact Mr. Rodgers’ workload. He suggested that attendance at this conference be determined at a later date and that Mr. Roth has the authority to determine if the Executive Director can be released from his duties in order to attend the Sabre Roundtable. Ms. Anderson added that if the Executive Director does attend, then he submit a report to the Board upon his return. Mr. Roth asked for a motion to approve the travel request with the added stipulations. Frank Stefano moved and Namon McWilliams seconded. The request was approved by Yeas: Dale Roth, Frank Stefano, Janet Anderson, Lisa Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Kathleen Horan.

**Executive Director’s Report:**

- o Financial Report

Ms. Bruno reported a surplus after debt service for the month of August of \$58,885 bringing our year to date surplus to \$362,743. To compare, our year to

date surplus in 2009 was \$193,565. Ms. Bruno reported that compares to budget we are \$231,316 favorable.

- Runway Project  
Ms. Bruno reiterated what Mr. Roth stated in his Capital Improvements Committee report-progress on the runway improvement project is on track. Crews have begun work on Powell Avenue and at the Wetland site.
- Air Service Report  
Ms. Bruno reported that August air traffic increases 4.3% over August of last year with Delta, Continental, and USAirways all reporting increases. Year to date, ERI enplanements are up 6.0% over 2009 year to date numbers.
- Activities Report  
Ms. Bruno reported that the PCAir unit installation and the sand/salt storage building construction projects are both substantially complete. Construction of the taxi-lane by Hangar 20 is expected to be completed by this winter. Ms. Bruno explained that we are waiting on final approval from the FAA. Ms. Bruno reported that the crack sealing project is underway and is expected to be complete sometime in October.

Ms. Anderson asked if the Sharepoint was up and running. Mr. Clark confirmed that it is, but passwords for the Board Members still need to be established.

**Public Comments:**

Ed Kissell asked if wildlife from the wetland dump site at 15<sup>th</sup> and Selinger will impact work being done on the runway improvement project. Mr. Clark said that it should not. Mr. Kissell said that he has spoken to several concerned residents near the new wetland site. Mr. Clark explained that the team is aware of their concerns and they are already being addressed. Mr. Clark said that the team just had a meeting with the Girard Township Supervisors and the team has been working to rectify any problems as they arise.

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, Mary Tseng, and Kathleen Horan.

**Adjournment: 12:49 pm**

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Lou Bizzarro, Secretary