

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Tuesday, September 24, 2013**

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: 3:00 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Lou Bizzarro	Michelle Magee	Tyrone Clark, MGC, Erie
Charles Augustine	Ian Bogle	Ken Olup, Hill International
Namon McWilliams	Rick Robie	Joe Ceresa, North Coast Air
Patrick Cappabianca	Kim Scharrer	Don Boetger, Boetger & Assoc.
Christopher Parker	Irene Seyler	
Mary Tseng		
Luvennise Gamble		
Don Wright		

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

*Janet Anderson tried to participate by phone but the conference phone was not connected properly.*

**Approval of Agenda:**

Frank Stefano asked for a motion to approve the agenda as presented.

Namon McWilliams moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Approval of Minutes:**

Board Meeting- July 25, 2013

Christopher Parker moved and Mary Tseng seconded. The minutes were approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Committee Reports:**

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting this morning. The committee reviewed the cash forecast, financial report, capital fund transactions, expense reports, and bills to be paid. The committee also scheduled budget review meetings for the week of November 11, 2013. Meetings will be held every morning that week at 9:00 am in the conference room at the back of the ERI Café. Meetings will continue all Week long as needed. More meetings can be added if necessary. Mr. Parker said that the committee recommends the ratification of the approval of the August bills to be

paid and the approval of the September bills to be paid. Mr. Stefano asked for a motion to ratify the approval of the August bills: Charles Augustine moved and Lou Bizzarro seconded; approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano. Mr. Stefano asked for a motion to approve the September bills as presented: Mary Tseng moved and Namon McWilliams seconded; approved by Yeas: Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

Personnel Committee- Committee Chair Mary Tseng reported that the committee scheduled an Executive Session for October 8, 2013 to discuss a personnel matter. All board members are invited to attend. The meeting will be held at the airport.

Community Relations Committee- Mr. Stefano congratulated Committee Chair Charley Augustine and his committee for the fantastic job on planning the Aviation Gala and Open House Weekend. Mr. Augustine added that it was a true team effort. He offered his appreciation to Chris Rodgers, Tyrone Clark, Mark Concilla, and the airport Board and staff. Mr. Augustine reported that a meeting was held on September 16, 2013 with Dennis Kudlak at the Knox Law Firm to discuss civilian wall of fame qualifications. Mr. Augustine said that the Community Relations Committee sees the need for a civilian wall of fame program and has begun updating the civilian criteria. This criteria will be brought to the full board for approval at the October board meeting. The committee will hold a meeting on October 22, 2013. Mr. Stefano added that Ad Hoc Community Relations Committee Members- Chris Parker, Mary Tseng, and Luvennise Gamble are released from this committee now that the Gala is over.

### **Resolutions**

Resolution 2013-12- Authorize Execution of Agreement with William Arnold for Donation of Model Collection and Display Cabinets to the Erie Regional Airport Authority- Mr. Rodgers explained how the donation came about and what the collection includes. Mr. Rodgers said that a press release will be issued once the display is ready. Charles Augustine moved and Christopher Parker seconded; approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

### **New Business**

Don Boetger of Boetger and Associates explained the ERAA Deferred Benefit Pension Minimum Municipal Obligation.

### **Board Member Comments**

Mr. Parker thanked the board and staff for the flowers his father received from the airport while he was in the hospital in Pittsburgh.

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

- **Air Service Report**

Mr. Rodgers reported that enplaned passengers were up more than 4% for the second straight month with August 2013 up 4.7% over August 2012. Year to date air traffic is off just 1.9%. We are tracking very close to where we were last year.
- **Runway Report**

Mr. Rodgers reported that Senator Casey's office led the effort to secure the remaining FAA funding. On behalf of the airport, Mr. Rodgers offered thanks to our entire elected delegation who worked so diligently behind the scenes. We received the grant offer on September 10, 2013.

Ken Olup provided an update on runway work. Bid Pack 3, Work Area A work is complete and has been inspected by the FAA. The project team is conducting a risk analysis on the remaining asphalt work. This work is weather/temperature dependent. Since this is night work; falling temperatures are a real concern with the cure time of the asphalt. Mr. Olup will follow up with Mr. Rodgers and the board after the analysis is complete.
- **Activities Report**

Mr. Rodgers reported that he has been receiving a lot of positive feedback from the Gala. He said that Mr. Porreco told him that it was one of the best events ever hosted by the airport. Mr. Rodgers offered his heartfelt thanks to all involved in the planning and execution of this great weekend.

Mr. Rodgers reported that the August 19<sup>th</sup> Aviation Day Boy Scout event was a big success. The popularity of the merit badge event is increasing and we are looking at options to expand the program to the Girl Scouts in the future.

Mr. Rodgers reviewed the schedule of events for this week's Aviation Council of PA 33<sup>rd</sup> Annual Aviation and Aerospace Conference.

Mr. Rodgers announced the upcoming retirement of Airfield Operations employee Tim Marton. Tim will be retiring on October 4<sup>th</sup> after 17 years of service.

Mr. Rodgers announced the recent acquisition of a set of air stairs from the Government Surplus Equipment Program and explained the benefits of having air stairs.

Mr. Cappabianca stated that we have done a great job with public relations and outreach. The focus for 2014 needs to be on bringing in new business. Mr. Rodgers agreed and stated that new "Open for Business" pole banners will be installed soon to kick off that focus.

Mr. Augustine stated that board members interested in attending this year's Boyd Conference in Baltimore on November 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> should let his committee know ASAP so the necessary arrangements can be made.

Charles Augustine moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Luvennise Gamble, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

**Adjournment: 4:01 PM**

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Lou Bizzarro, Secretary