

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Thursday, September 27, 2012**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the Manufacturer and Business Center, 2171 West 38<sup>th</sup> Street in Millcreek Township, Erie County, Pennsylvania.

**Opened: 3:00 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Tyrone Clark, MGC, Erie
Janet Anderson	Sheilah Bruno	Maudie Ford, MGC, Erie
Lou Bizzarro	Ian Bogle	
Charles Augustine	Rick Robie	
Namon McWilliams	Kim Scharrer	
Mary Tseng	Irene Seyler	
Pat Cappabianca	Michelle Magee	
Chris Parker	Ken Olup, Hill International	
Don Wright	Kevin Graham, Hill International	

Participated via conference call: Kathleen Horan

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.

Namon McWilliams moved and Charles Augustine seconded.

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

**Approval of Minutes:**

Board Meeting-August 23, 2012

Mary Tseng moved and Lou Bizzarro seconded.

The minutes were approved by Yeas: Frank Stefano, Kathleen Horan, Patrick Cappacianca, 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 on September 25, 2012. The bills to be paid, capital fund transactions, expense reports, and cash forecast were all reviewed. 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.

Patrick Cappabianca moved and Namon McWilliams seconded. The bills to be

paid were approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

*(Janet Anderson arrived after the roll call vote for the approval of the bills to be paid)*

Sheilah Bruno reported a net surplus after debt service of \$38,235 for the month of August. Year to date our net surplus after debt service is \$304,528. We are \$189,476 favorable to budget year to date primarily due to certain budget projects were rescheduled because of the runway project.

Personnel Committee- Committee Chair, Lou Bizzarro reported that the committee held a meeting on September 13, 2012. After opening the meeting, the committee convened in an Executive Session to discuss a personnel matter.

Community Relations Committee- Committee Chair, Charley Augustine reported that the committee held a meeting on September 25, 2012 to discuss items pertaining to next year's runway improvement project ribbon cutting ceremony including: the Jefferson Educational Society grant process, Ad Hoc committee members for the planning of this event, ceremony events, event budget, guest list, speaker list, board and staff expectations and responsibilities. Mr. Augustine said that the Committee plans to meet every month up until the ceremony. The committee has already started brainstorming ideas including corporate tents at the event, static displays, special aircraft, etc. and asked that ideas/feedback from all Board Members be forwarded to the committee before the next meeting on October 23, 2012. Mr. Augustine said that he met with Dr. Garvey of the Jefferson Society yesterday. JES will handle the advertising for the event as part of the Perry 200 celebration. The Executive Director of Jefferson Educational Society will be part of the planning meetings moving forward. Mr. Augustine asked Board President Stefano to expand the Community Relations Committee to 2 more Board Members for the purpose of planning this event. Mr. Stefano appointed Mary Tseng and Chris Parker as Ad Hoc members of this committee.

Capital Improvements Committee- Committee Chair, Frank Stefano reported that the committee held a meeting on September 25, 2012 to review the resolutions presented to the board today for consideration. After Chris Rodgers and Ken Olup briefly explained resolutions 2012-21, 2012-22, and 2012-23, Mr. Stefano stated that the committee recommends approval of all 3 resolutions.

**Resolutions:**

Resolution 2012-21- Approval of Bid Package #1, Change Order #15

This authorizes the Executive Director to execute a change order with the Bid Package #1 contractor- Mark Schaffer with a value of \$155,948.49.

Christopher Parker moved and Lou Bizzarro seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

Resolution 2012-22- Approval of Bid Package #2, Change Order #12

This authorizes the Executive Director to execute a change order with the Bid Package #2 contractor- Kirila Construction with a value of \$481,874.78.

Namon McWilliams moved and Christopher Parker seconded. Approved by Yeas: Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano

Resolution 2012-23- Approval of Work Order #24, Preconstruction Services with Hill International

This resolution authorizes the Executive Director to enter into an agreement with Hill International to conduct constructability review during the design process of Bid Package #3 with a not to exceed amount of \$34,571.

Charles Augustine moved and Janet Anderson seconded. Approved by Yeas: Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, and Janet Anderson

Resolution 2012-24- Approval of FAA Lease DTFA13-L-00103

This resolution approves a new 5-year lease with the FAA for their space in the terminal building for \$162,167.40 per year representing a negotiated increase of 3% per year.

Mary Tseng moved and Christopher Parker seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, and Kathleen Horan

Resolution 2012-25- Approval of Agreement with Republic Parking Systems for Parking Lot Crack Sealing, Seal Coat, and Line Painting

Attorney Don Wright prepared this resolution during the meeting after Board discussion of Republic's proposal letter during New Business. This resolution approves an agreement with Republic Parking for parking lot crack sealing, seal coat and line painting with ERAA's portion of the costs to be deducted from future revenue less the cost of the line painting which will be paid by Republic Parking per the contract. Mr. Parker added that the Finance Committee reviewed Republic's proposal letter and recommends approval.

Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Janet Anderson, Kathleen Horan, and Patrick Cappabianca

**New Business**

Travel Request- Chris Rodgers to Sabre Airport Roundtable

Mr. Rodgers explained this invitation only event and his participation in previous

years. Ms. Bruno added that this trip was budgeted for this year. Mary Tseng made a motion to approve the trip and Patrick Cappabianca seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker

### **Board Member Comments**

Mr. Stefano reported that the Boyd Conference he recently attended with Mr. Rodgers was very informative. He said that the information gathered is invaluable in understanding how the airline industry works. Mr. Stefano recommends that a Board Member attend this conference every year with Mr. Rodgers. Mr. Augustine suggested that we budget for 2 Board Members to attend with Mr. Rodgers every year.

Mr. Cappabianca commented that members of the public never seem to attend our monthly meetings. He directed Mr. Rodgers to see that the ERAA Board Meetings be listed in the newspaper every month prior to the meeting date.

Mr. Cappabianca stated that he has no idea how to evaluate the Executive Director of the airport. He would like a mission statement for the airport and the job description/expectations/criteria for the Executive Director. Mr. Rodgers stated that he would send a copy of the airport's continuity plan to Mr. Cappabianca to fulfill this request.

*Post meeting update: The Continuity Plan containing the Executive Director's job description was mailed to Mr. Cappabianca on September 28, 2012. Mr. Rodgers contacted Morning News Editor Doug Oathout on October 5, 2012. Mr. Oathout confirmed the meeting dates and reported that airport meetings had not been included in recent staff reports as a result of an oversight.*

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

- Air Service Update  
Mr. Rodgers reported that August 2012 traffic totals were slightly off from August 2011 with a decline of just 1.3 points. Year to date enplaned passengers are off just .8% from year to date 2011 numbers. Due to favorable weather and accelerated federal and state grant funding, the fully extended runway is expected to be operational this fall. The longer runway is expected to reduce weather related delays and cancellations this winter thus having a positive impact on enplanements. Mr. Rodgers added that ERI will experience this benefit 2 winters earlier than the original construction schedule.
  
- Runway Report  
Mr. Rodgers provided an update on runway 6/24 construction progress. He explained that we are working with the FAA to determine the publication date. A press release will be issued once we have confirmation from the FAA.
  
- Activities Report

Mr. Rodgers reported that work on the oil/water separator is close to completion with wrap up work remaining. Rick Robie added that the system is currently operational.

Mr. Rodgers explained that an updated narrative of airline industry opportunities prepared by the Boyd Group has been uploaded to Share Point in the Board Documents folder. He encouraged everyone to review this document as it is very insightful.

Mr. Rodgers shared the Erie Housing Authority newsletter featuring the Tuskegee Airmen event. He thanked Pat Cappabianca for obtaining enough newsletters for Board distribution.

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

**Adjournment: 3:51 PM**

---

Lou Bizzarro, Secretary