

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Thursday September 29, 2011**

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: 3:06 PM**

**Attendees:**

Frank Stefano	Chris Rodgers	Adam Wagner
Janet Anderson	Michelle Magee	Valerie Myers
Kathleen Horan	Rick Robie	Tyrone Clark
Lisa Cappabianca	Ian Bogle	Don Boetger
Charles Augustine	Mari Anne Clark	Kevin Graham
Namon McWilliams	Kim Scharrer	
Mary Tseng	Irene Seyler	
Chris Parker		
Don Wright		

*Board Secretary Lou Bizzarro and CFO Sheilah Bruno were not in attendance.*

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

**Approval of Agenda:**

Mr. Stefano stated that today's agenda differs slightly from the agenda that was distributed last week. Mr. Rodgers explained that the revised agenda was uploaded to Sharepoint this morning.

Kathleen Horan moved and Namon McWilliams seconded.

The agenda as presented today was approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.

**Approval of Minutes:**

Board Meeting-August 25, 2011

Charles Augustine moved and Mary Tseng seconded.

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

**Committee Reports:**

Finance Committee- Chris Rodgers provided the Financial Report in Sheilah Bruno's absence. The net surplus for August 2011 after debt service was \$71,939. The year to date next surplus after debt service is \$285,064. Mr. Rodgers reported that we are \$61,270 favorable to budget year to date. We now have a 3.1 month reserve in our cash account.

Mr. Stefano asked for a motion to approve the bills to be paid. Charles Augustine moved and Mary Tseng seconded. The bills to be paid were approved by Yeas: Janet Anderson, Kathleen Horan, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.

Community Relations Committee- Charles Augustine reported that no meeting was held, but did receive committee responsibilities from the Executive Director as requested. A meeting will be scheduled soon.

#### **Unfinished Business:**

- Electronic Communication- Chief Bogle and Adam Wagner of Velocity Net were on hand to assist with set up and use of Sharepoint for participating Board Members during today's meeting. The Board advised the Executive Director to proceed with utilizing SharePoint for the October board meeting. Mr. Rodgers asked Board Members to continue to share feedback with staff about Sharepoint.

#### **Resolutions:**

- **Resolution 2011-26- Approve Administrative Update to Pension Plan**  
Mr. Rodgers and Don Boetger explained the resolution. Kathleen Horan moved and Chris Parker seconded. Approved by Yeas: Frank Stefano, Janet Anderson, Kathleen Horan, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, and Chris Parker.
- **Resolution 2011-27- Approval of Change Order-Sand/Salt Storage Building**  
Mr. Rodgers explained the resolution and provided details of the work to be performed under the change order (additional pavement for improved access to the building, infra-red heat, and signage). He explained that we have already submitted the request for additional funds to the FAA. Approval is pending and expected. Local funds will come from a future PFC project. Lisa Cappabianca asked if there was any guarantee that the infra-red heat will perform as anticipated and prevent the antiskid from freezing in the cold months. Mr. Rodgers explained that the equipment installed would be guaranteed by the manufacturer. Janet Anderson moved and Mary Tseng seconded. Approved by Yeas: Janet Anderson, Kathleen Horan, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, and Frank Stefano.
- **Resolution 2011-28- Approval to Purchase ARFF Gear**  
Mr. Rodgers and Rick Robie explained the resolution. Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Kathleen Horan, Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, and Janet Anderson.
- **Resolution 2011-29- Ratify Acceptance of Grant Offer**  
Mr. Rodgers explained the details of the offer and the impact of receiving the \$4.6 million early. He thanked the program management team for their very creative thinking.

Janet Anderson moved and Mary Tseng seconded. Approved by Yeas: Lisa Cappabianca, Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, Janet Anderson, and Kathleen Horan.

- **Resolution 2011-30- Authorize Executive Director to Execute State Matching Grant**

Mr. Rodgers explained that this resolution is for the state match to the \$4.6 million from the FAA.

Chris Parker moved and Janet Anderson seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Mary Tseng, Chris Parker, Frank Stefano, Janet Anderson, Kathleen Horan, and Lisa Cappabianca.

### **New Business**

- Travel Request- Mr. Rodgers explained his request to attend the by invitation only Sabre Roundtable in Chicago in November. The Board unanimously approved the request.

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

- Air Service Report  
Mr. Rodgers reported that with August 2011 enplanements ERI's year to date decline continues. We are now down 13.4% over the same period last year. High unemployment, high gas prices, low stock market values, and industry capacity reductions remain the biggest factors in depressing local leisure traffic.
- Runway Project Report  
Kevin Graham of Hill International provided an update on the Runway 6/24 Improvement Project (bid package #1, bid package #2, and Powell Avenue relocation).
- Activities Report  
Mr. Rodgers reported that roof repairs (damage from a previous storm) are complete. The NOAA radar tower was removed earlier this week. Mr. Rodgers added that a visit from a prospective tenant for the NOAA building is scheduled for October.

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

**Adjournment: 4:03 pm**

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Lou Bizzarro, Secretary