

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, December 18, 2024**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the second floor conference room of the Intermodal Center, 208 East Bayfront Parkway, Erie, PA 16507.

Attendees:

Daniel Giannelli	Derek Martin	Keith Walach, citizen of Erie
Brian Slawin	Michelle Magee	Chuck Nelson, Erie City Council
Ryan Bergquist	Jennifer Gornall	
Erin Kerner	Matt Lasher	
Dorothy Smith-Frazier	Jeremy Ricketts	
David Hallman, Jr.		
Peter Burton		

Participated by Phone: Aaron Susmarski

Board President Daniel Giannelli opened the meeting at 12:09 pm with the Pledge of Allegiance to the United States of America.

Approval of Agenda

Mr. Giannelli asked for a motion to approve the agenda as presented. Erin Kerner moved, and Peter Burton seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Public Comments

Citizen of Erie Keith Walach addressed the Board. He thanked the Board for the tabling of the resolution that was presented last month regarding approving an increase in parking rates. Mr. Walach stated that increasing the rates is not necessarily the issue but eliminating the 20 minute free parking is for ERI.

Approval of Minutes

Mr. Giannelli asked for a motion to approve the minutes of the November 20, 2024, Board Meeting. Peter Burton moved to approve, and Dorothy Smith-Frazier seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Announce Executive Sessions- Mr. Giannelli announced that an Executive Session was held at 11:30 am prior to this meeting on December 18, 2024, to discuss a personnel matter related to the Executive Director's contract.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. stated that the Finance Committee Meeting met on December 17, 2024. Mr. Hallman reported that the committee reviewed the October finance report, cash forecast, bills to be paid, and expense reports. The Committee recommends approval of the bills. David Hallman, Jr. made the motion for approval seconded by Ryan Bergquist. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, and David Hallman, Jr.

Financial Report- Mr. Pacansky reviewed the October finance report. The net deficit for the month of October was \$168,523, bringing the year to date deficit to \$990,910. We are unfavorable to budget year to date \$41,696 with revenue unfavorable to budget \$93,572 and expenses favorable to budget \$51,876. In response to a question from Mr. Slawin as to why we are unfavorable to budget, Mr. Martin explained that the LEO reimbursement program was eliminated by the federal government in April. Also we have not received rent payments from the FAA for the FAA SSC technical operations building in 17 months as the FAA goes through the lease renewal process. Mr. Martin added that increased revenue from our concessionaires like car rentals, parking and restaurant revenue could help towards the deficit. Mr. Martin explained again how the airport is funded, which does not include local taxpayer dollars. Funding comes from a user fee that is applied to each ticket purchased. Mr. Slawin suggested the Board look at the impact of eliminating the 20 minutes free parking.

Personnel Committee- Mr. Giannelli stated that an Executive Session to discuss the Executive Director's employment agreement took place during Personnel Committee meeting on December 13, 2024.

Nominating Committee- Mr. Bergquist stated that Nominating Committee held a meeting on December 9, 2024 to discuss a slate of officers for 2025. A slate was agreed upon and will be presented at today's meeting during New Business.

There was no **Unfinished Business**.

Resolutions

RESOLUTION 2024-19

APPOINTMENT OF THE KNOX LAW FIRM AS SOLICITOR FOR FY2025

Whereas, the Erie Regional Airport Authority (hereinafter the "Authority") has been satisfied with the legal work of the Knox Law Firm over the last year, and;

Whereas, the Authority in the FY2025 General Operations Budget has allocated **\$55,000** to establish a retainer with the Knox Law Firm, and;

Whereas, the Authority and the Knox Law Firm agree to set a yearly retainer with two set payments.

Now, It Is Hereby Resolved That the Authority appoints the Knox Law Firm the sole solicitor to provide the Authority and the Board legal services as requested in FY2025 and the Authority is to make two payments of \$27,500, one in July and the final payment in December 2025 to establish the \$55,000 2025 legal retainer. The Authority authorizes the Executive Director to implement this resolution.

Dorothy Smith-Frazier made the motion and Erin Kerner seconded; approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Resolution 2024-20 Appointment of McGill, Power, Bell & Associates for the 2024 Audit. Mr. Bergquist inquired whether it was mandatory to rotate audit firms. Is there a benefit to having a new auditor come in. Mr. Martin suggested Mr. Bergquist and Mr. Pacansky set up a meeting to discuss with a follow up debriefing with the Finance Committee then the full Board.

RESOLUTION 2024-20

APPOINTMENT OF MCGILL, POWER, BELL & ASSOCIATES FOR THE 2024 AUDIT

Whereas, the Erie Regional Airport Authority (hereinafter the "Authority") has been satisfied with the audit work and professional consulting services of McGill, Power, Bell & Associates (formerly Malin Bergquist, then BKD LLP CPAs & ADVISORS ("BKD LLP"), for the past twenty three (23) years, and;

Whereas, the fee for the audit of the 2024 financials and PFC is not to exceed **\$49,300.00**.

Now, Therefore Be It Resolved That the Authority authorizes the Executive Director to execute and enter into a contract for concession audit services.

Brian Slawin made the motion and Erin Kerner seconded; approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, and David Hallman, Jr.

Resolution 2024-21 Authorize Executive Director to Accept and Execute State Grant Offer. Jennifer Gornall suggested that the federal grant number be added to the resolution.

RESOLUTION 2024-21

AUTHORIZE EXECUTIVE DIRECTOR TO ACCEPT AND EXECUTE STATE GRANT OFFER

WHEREAS, the Erie Regional Airport Authority (ERAA) has requested from the Pennsylvania Department of Transportation, Bureau of Aviation (BOA) funding in the amount of \$64,129.00 which is the 5% State share for the Reconstruct Taxiway A (Phase VII) project. Federal grant 84-24.

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to accept and execute the State Grant Offer upon receipt.

Brian Slawin made the motion with the recommendation to insert the federal grant number in the resolution and David Hallman, Jr. seconded. Approved by Yeas: Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, David Hallman, Jr., and Aaron Susmarski.

Resolution 2024-22 Authorize Executive Director to Accept and Execute State Grant Offer. Ms. Gornall made the same recommendation to add the federal grant number to this resolution.

RESOLUTION 2024-22

AUTHORIZE EXECUTIVE DIRECTOR TO ACCEPT AND EXECUTE STATE GRANT OFFER

WHEREAS, the Erie Regional Airport Authority (ERAA) has requested from the Pennsylvania Department of Transportation, Bureau of Aviation (BOA) funding in the amount of \$172,994.00 which is the 5% State share for the Reconstruct Taxiway A (Phase VIII) project. Federal grant 84-24.

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to accept and execute the State Grant Offer upon receipt.

Peter Burton made the motion and Brian Slawin seconded; approved by Yeas: Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, David Hallman, Jr., Aaron Susmarski, and Erin Kerner.

Resolution 2024-23 Approval of Air Transport Operator's Use and Lease Agreement- Breeze Airways, Inc.

RESOLUTION 2024-23

APPROVAL OF AIR TRANSPORT OPERATOR'S USE AND LEASE AGREEMENT- BREEZE AIRWAYS, INC.

The Board of Directors of the Erie Regional Airport Authority ("Authority") hereby RESOLVES to APPROVE the Air Transport Operator's Use and Lease Agreement with Breeze Airways, Inc. a copy of said agreement is attached hereto and incorporated herein as if fully set forth. The Executive Director is authorized to execute the agreement on behalf of the Authority.

Peter Burton made the motion and David Hallman, Jr. seconded; approved by Yeas: Peter Burton, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, David Hallman, Jr., Aaron Susmarski, Erin Kerner, and Daniel Giannelli.

New Business

Nominating Committee Chair Ryan Bergquist read the following slate of officers for 2025 as prepared by the Nominating Committee into the record:

President- Brian Slawin

Vice President- Erin Kerner

President Pro Tem- Aaron Susmarski

Treasurer- David Hallman, Jr.

Secretary- Peter Burton

Mr. Bergquist added that nominations from the floor will be accepted at the January regular Board Meeting and officers will be voted on.

The following schedule for 2025 regular Board Meetings was presented:

Jan 22, 2025

Feb 26, 2025

Mar 26, 2025

Apr 23, 2025

May 28, 2025

Jun 25, 2025

Jul 23, 2025

Aug 27, 2025

Sep 24, 2025

Oct 22, 2025

Nov 19, 2025

Dec 17, 2025

Meetings will be held in the second floor conference room of the Intermodal Center unless otherwise indicated. Erin Kerner made a motion to accept the 2025 regular Board Meeting schedule and Brian Slawin seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Mr. Giannelli stated that the Executive Director's contract was discussed during an Executive Session that was held today just prior to this public meeting. Mr. Giannelli

read the resolution into the record. If approved, the contract will be retroactive to August 16, 2024 with any changes to compensation effective January 1, 2025.

RESOLUTION 2024-24

APPROVAL OF 5-YEAR EMPLOYMENT AGREEMENT WITH EXECUTIVE DIRECTOR

The Erie Regional Airport Authority Board of Directors, **HEREBY APPROVES** the five-year Executive Director Employment Agreement with Derek Martin, retroactive to _____, and authorizes the Board President to execute said Employment Agreement on behalf of the Erie Regional Airport Authority.

The Board discussed the evergreen language in the contract. Jennifer Gornall read that portion and explained that if as of August 15, 2028 (12 months prior to the end of the five (5) year term) this agreement has not been terminated or the parties have not been put on notice of termination, pursuant to Paragraph 9 herein, this contract shall ;automatically renew for one additional five (5) year term with Executive Director receiving, effective August 16, 2029, an annual salary equal to his annual salary in the final year of this agreement plus and post evaluation salary increase he receive that year. Ryan Bergquist made a motion to approve, and Erie Kerner seconded. There was discussion to strike the evergreen language from the agreement. Vote to keep the evergreen language. Approved by Yeas: Dorothy Smith-Frazier, Ryan Bergquist, David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, and Brian Slawin. The evergreen language will stay in the Executive Director's employment agreement and the agreement being considered today is as presented to the Board. The employment agreement of the Executive Director was Approved by Yeas: Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, and Peter Burton. Agreement is on file in the Authority office.

Liaison Comments- Chuck Nelson of Erie City Council was present but had no comments.

Board Member Comments

Mr. Bergquist thanked Mr. Giannelli for his years of service on the Board. Ms. Kerner and Ms. Smith-Frazier shared Mr. Bergquist's sentiments. Mr. Burton presented Mr. Giannelli with an appreciation plaque. Mr. Slawin then presented Mr. Giannelli with an appreciation gift for his years of service and leadership.

Executive Director's Report

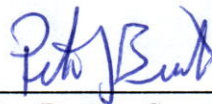
Mr. Martin presented Mr. Giannelli with a plaque from the Airport honoring his years of service and commitment to the Board. Mr. Martin shared information on how the airport prepared for the snowstorm that hit Erie just after Thanksgiving. He shared the importance of our relationship with other airports, specifically Pittsburgh International Airport, who sent 5 operations team members here to assist. This was preplanning not unpreparedness! Mr. Martin explained again how airports get federal funding. Federal funding is based on the number of passengers. Funding for capital airport projects comes

from a user fee not the general fund. Mr. Slawin clarified that if you are not flying out of ERI (or any airport), you are not funding ERI.

Mr. Martin shared our engagement with the Mercyhurst University cyber security team (CIRAT lab). They are able to access very valuable and relevant data regarding cyber and brand/image threats. He added that we will be taking on a Communications major this coming semester to assist with our social media efforts. Mr. Slawin thanked Mr. Martin for the effort on this initiative.

Ryan Bergquist made a motion to adjourn, and Peter Burton seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Adjournment: 1:05 PM



Peter Burton, Secretary

