

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, January 24, 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:

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| Daniel Giannelli | Derek Martin | Jack Bendig, Hangar 20 |
| Ryan Bergquist | Michelle Magee | Ed Tropper, self |
| Brian Slawin | Jennifer Gornall | G. Patterson, NCA |
| Peter Burton | James Pacansky | Ellen Schauerman, Co. Council |
| David Hallman, Jr. | Ian Bogle | Fred Veith, Hangar 20 |
| Dorothy Smith-Frazier | | Fred Rush |
| Erin Kerner | | |
| Eric Rogers | | |
| Aaron Susmarski | | |

Board President Daniel Giannelli opened the meeting at 12:00 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. Peter Burton moved, and Aaron Susmarski seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

There were no **Public Comments**.

2024 Slate of Officers

Mr. Giannelli stated that the slate was presented last month by the Nominating Committee then asked for nominations from the floor. Hearing none, Mr. Giannelli asked for a motion to approve the slate as one rather than vote on each position. Peter Burton moved, and Dorothy Smith Frazier seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Mr. Giannelli read the full slate into the record:

Daniel Giannelli- President
Brian Slawin- Vice President
Aaron Susmarski- President Pro Tem
David Hallman, Jr- Treasurer
Peter Burton- Secretary

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

Committee Assignments

Mr. Giannelli distributed the Board Committee Assignments for 2024. He noted that Rick Rodgers will be changed to Eric Rogers. Mr. Giannelli noted that Eric Rogers and Dorothy Smith-Frazier will co-chair the Bylaws Committee with more direction to follow from Attorney Jennifer Gornall. Mr. Giannelli reminded committee chairs to keep Michelle Magee in the loop for adherence to Sunshine Act compliance.

Approval of Minutes:

Mr. Giannelli asked for a motion to approve the minutes of the December 20, 2023, Board Meeting. Dorothy Smith-Frazier moved to approve, and Ryan Bergquist seconded. Jennifer Gornall noted that Jake Rouch's name is misspelled in minutes. As revised with the spelling correction, Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Mr. Giannelli asked for a motion to approve the minutes of the December 26, 2023 Special Board Meeting. Brian Slawin moved, and Ryan Bergquist seconded. Approved by Yeas: David Hallman, Jr., Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist. Mr. Slawin asked that the letter that the Personnel Committee sent to Executive Director Derek Martin that is referenced in the meeting minutes be attached to the minutes in the official record. Ms. Magee will handle.

Announce Executive Sessions- none.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. stated that he and Ryan Bergquist of the Finance Committee met on January 23, 2024. The cash forecast, November financials, bills to be paid, and expense reports were reviewed. Mr. Hallman said he marvels at how well we are doing with one airline and two flights a day! Mr. Hallman stated that the Finance Committee recommends approval of the bills and made the motion to approve; seconded by Aaron Susmarski. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daneil Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

Financial Report- James Pacansky reviewed the November report. Mr. Pacansky reported a deficit of \$57,792 for the month of November which brings our year to date deficit to \$43,536. We are unfavorable to budget \$319,400 with revenue unfavorable \$447,427 and expenses favorable \$128,027. In response to a question from Ms. Kerner, Mr. Pacansky explained that we do not adjust the budget after it has been approved by the Board.

Mr. Giannelli stated that he and Mr. Susmarski met with Mr. Martin to review his annual evaluation. It has been submitted to Kim Scharrer for Mr. Martin's personnel file.

Mr. Burton provided an update on the January 4, 2024, meeting with Hangar 20. The main issues are the gate, the drive, the taxi lane, and plowing. He stated that the owners are not interested in getting out of the lease early at this time. The eight planes in the hangar would have nowhere to go if the lease was terminated. All that attended were given a copy of the lease agreement. Many seemed to misunderstand what happens to the hangar when the lease is over- the building has to be removed and the land returned back to the airport. Mr. Burton stated that we will look at milling from the gate to the building rather than paving and installing an 8 foot auto swing gate for their use rather than the current Gate 6, which is a 20 foot roll gate. A FOB (access control) gate would cost an estimated \$200,000 or more. Whether these would be at the airport's cost or the owners' cost with a monthly rent increase has yet to be determined. We will get bids then get back with the owners. Mr. Burton stated we are trying to make everyone happy.

Mr. Slawin stated he appreciates the efforts of the committee and asked for clarification on the gate- would the push gate be replaced with a swing gate? Mr. Burton explained that the swing gate would be in addition to the push gate. Mr. Burton reported that Mr. Bendig made a request asking to be allowed to drive on the airport operations areas to use the gate at North Coast Air and drive over to his hangar. The FAA will not allow.

As chair of the PR Ad Hoc Committee, Mr. Slawin stated that he will be connecting with M:7. Mr. Slawin stated the committee will also look at next steps associated with the survey conducted by Harmonic Design. The thoughts and ideas presented from the survey results are not all pertinent to our airport so this will be looked at closely. The PR Ad Hoc Committee will then lay out some specific plans for the airport as a result of the survey. Mr. Slawin stated he will need an introduction to Jim Christiana of M:7 soon.

Mr. Burton inquired about how updates are accomplished on the website and stated he would rather see a picture of Erie, possibly the bayfront area on the homepage rather than Charlotte. Mr. Burton said people want to see hometown images not some other city. Ms. Magee explained that the original intent of the Charlotte image was to show where American Airlines flies to from Erie. When we still had Delta to Detroit and United to Washington and Chicago, the images rotated between a Delta message and a picture of Detroit, a United message and a picture of Washington, D.C., a United message and a picture of Chicago, and the American message with the picture of Charlotte. Mr. Giannelli advised that the American Airlines message should stay on the page, and we should look at aerial photos of the bicentennial tower or bayfront area for the image. Ms. Magee will look at options for this adjustment to the homepage.

There was no **Unfinished Business**, no **Resolutions**, and no **New Business**.

There were liaisons present for **Liaison Comments**.

Board Member Comments

In response to an inquiry from Mr. Slawin, Mr. Martin explained that authorized purchasers have Authority issued credit cards for authorized expenses that are documents on our monthly expense reports. Personal credit cards are not used.

Mr. Burton welcomed new Board Member Erin Kerner. Ms. Kerner thanked the Board for the warm welcome and stated she is here to do what is best for the airport.

Executive Director's Report

Mr. Martin stated that a study session for the Board is being planned. Ms. Magee will send a notification once the session is finalized.

Mr. Martin will attend the AAAE/ACI-NA Washington Legislative Conference in Washington, D.C. in March to meet with our officials regarding opportunities to support Erie Airport.

Mr. Martin shared our latest two brand marketing pieces released in conjunction with M:7.

Mr. Martin stated that he and Mr. Giannelli would be attending an air service roundtable in Savannah in February.

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

Adjournment: 12:33 PM



~~Peter Burton, Secretary~~

Ryan Bergquist
Treasurer

