

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, November 20, 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 City
Brian Slawin	Michelle Magee	Val Myers
Ryan Bergquist	Jennifer Gornall	
Erin Kerner	Ian Bogle	
Aaron Susmarski	James Pacansky	
David Hallman, Jr.		
Peter Burton		

Participated by Phone: Eric Rogers Sean Gallen, Definiti

Board President Daniel Giannelli opened the meeting at 12:01 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. Aaron Susmarski moved, and Erin Kerner seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, and Ryan Bergquist.

There were no **Public Comments**

MMO Update

Sean Gallen of Definiti reviewed the status of the pension plan/MMO update. ERAA will not need to make a contribution to the pension in 2025 as we continue to fund the plan with employee contributions.

Approval of Minutes

Mr. Giannelli asked for a motion to approve the minutes of the September 25, 2024, Board Meeting. Peter Burton moved to approve, and David Hallman, Jr. seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, and Ryan Bergquist.

Announce Executive Sessions- none.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. asked James Pacansky to provide a summary of the Finance Committee Meeting from

November 19, 2024. Mr. Pacansky reported that the committee reviewed the cash forecast, bills to be paid, capital fund transactions, and expense reports. The Committee recommends approval of the bills. Aaron Susmarski made the motion for approval seconded by Ryan Bergquist. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, and Ryan Bergquist. Abstained: David Hallman, Jr.

Financial Report- Mr. Pacansky stated that due to the early meeting this month, the October Finance Report will be available in December.

Personnel Committee- Mr. Giannelli stated that an Executive Session to discuss the Executive Director's employment agreement took place during Personnel Committee meetings on October 31, 2024, and November 6, 2024. Mr. Giannelli stated that an introductory meeting with a consultant to review executive salaries is set.

There was no **Unfinished Business**.

Resolutions

Resolution 2024-15 Approval of Parking Rate Increase. Mr. Martin explained that the increases reflect a recommendation from the parking concessionaire- Republic Parking based on their analysis of surrounding airports in our region. Mr. Martin further explained that the proposal increases the daily maximum rate in both short and long term by \$1.00 and eliminates 20 minutes free parking in the short term lot.

APPROVAL of PARKING RATE INCREASE

RESOLUTION 2024-15

Whereas, our parking concessionaire Republic Parking ("Republic") has provided the Erie Regional Airport Authority ("Authority") with an analysis of its parking rates, and;

Whereas, Republic recommends to the Authority the increases outlined on page 2 of the attached letter.

Now, It Is Hereby Resolved That the Authority approves the rate increase as proposed by Republic.

Brian Slawin made the motion for this resolution and Erin Kerner seconded the motion. After much discussion on the timing of and the possible reaction to the increase, Brian Slawin made a motion to TABLE the resolution and Erin Kerner seconded. Vote to TABLE: Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Peter Burton, Eric Rogers, and Brian Slawin. Nays: Daniel Giannelli and Ryan Bergquist.

Resolution 2024-16 Approval of Air Service Development Incentive Program and Authorization to Implement. Mr. Martin explained that this resolution makes

clarifications to the previously Board approved Air Service Development Incentive Program.

RESOLUTION 2024-16

APPROVAL OF AIR SERVICE DEVELOPMENT INCENTIVE PROGRAM AND AUTHORIZATION TO IMPLEMENT

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the attached Air Service Development Incentive Program is APPROVED and the Executive Director is AUTHORIZED to implement the Air Service Incentive Program.

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

Resolution 2024-17 Adoption of 2025 Capital Budget. Mr. Martin stated that this was reviewed during the budget review meetings.

ADOPTION OF 2025 CAPITAL BUDGET

RESOLUTION 2024-17

WHEREAS, the Erie Regional Airport Authority has determined that the projects described on the attached 2025 Capital Budget are necessary and desirable, and;

WHEREAS, each Federal and State grant associated with this Capital Budget has been, or will be, brought before the Board for approval, and;

WHEREAS, each project will be properly bid and awarded by the Authority as required by The Pennsylvania Municipal Authorities Act.

NOW, THEREFORE BE IT HEREBY RESOLVED THAT, Erie Regional Airport Authority adopts the 2025 Capital Budget in the amount \$1,965,722 and authorizes the Executive Director to take necessary action to implement this resolution.

Erin Kerner made the motion and David Hallman, Jr. seconded. Approved by Yeas: Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Ryan Bergquist, David Hallman, Jr., and Aaron Susmarski.

Resolution 2024-18 Adoption of 2025 General Operations Budget. Mr. Martin stated that this was reviewed during budget review meetings. Jennifer Gornall reminded the Board that the ERAA Bylaws were amended earlier this year in regard to an unbalanced budget. Ms. Gornall read the section of the bylaws (Article IV. A. 2.). Mr. Pacansky explained

the deficit budget. In response to an inquiry from Mr. Slawin, Mr. Pacansky confirmed that there are factors that could bring the deficit down.

ADOPTION OF 2025 GENERAL OPERATIONS BUDGET

RESOLUTION 2024-18

WHEREAS, the ERIE REGIONAL AIRPORT AUTHORITY (hereinafter the "Authority") has prepared and reviewed the proposed General Operations Budget for 2025, and;

NOW, THEREFORE BE IT HEREBY RESOLVED THAT, the Authority approves the 2025 General Operations Final Budget in the amount \$2,553,505 and directs the Executive Director to implement said budget.

Ryan Berquist made the motion and Erin Kerner seconded; approved by Yeas: Daniel Giannelli, Peter Burton, Brian Slawin, Ryan Bergquist, David Hallman, Jr., Aaron Susmarski, and Erin Kerner. Abstained: Eric Rogers.

New Business

Mr. Martin stated that as required by the FAA, there are voluntary Title VI surveys available at the meeting sign in table. A customer feedback survey through AirVote which also include our Title VI requirement is now live throughout the terminal as well.

There were no liaisons present for **Liaison Comments**.

Board Member Comments

Peter Burton stated that he appreciated the invitation to the airport for the first Breeze flight. He thanked Derek and James for hosting his one on one budget review meeting. Mr. Burton also thanked Mr. Bergquist for the call he received during the Nominating Committee slate consideration process. He appreciated the opportunity to provide feedback outside of the actual Nominating Committee meeting/members.

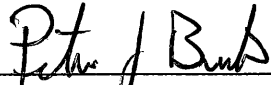
Executive Director's Report

Mr. Martin reported/shared the following:

- We will put the message out again on our social media about arrival time for outbound flights. Two hours is the recommendation because check-in kiosks/counters/phone apps shut off 45 minutes prior to departure.
- In response to an inquiry from Mr. Slawin, Mr. Martin confirmed that Breeze is very pleased! ERI has outperformed the system average (30% inbound verses 45-50%). The load factors for last week were 86% outbound and 91% inbound.
- Our advertising efforts to promote the Breeze service continue. We will engage with billboards beginning in January.

Erin Kerner 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, and Ryan Bergquist.

Adjournment: 12:47 PM



Peter Burton, Secretary

