

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, April 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:

Daniel Giannelli	Derek Martin	Jack Bendig, Hangar 20
Brian Slawin	Michelle Magee	Keith Walach, citizen Erie city
Erin Kerner	Jennifer Gornall	Sean Vanderhoof, McGill Power Bell
Aaron Susmarski	James Pacansky	Mitch Kalkhof, McGill Power Bell
Ryan Bergquist	Ian Bogle	
David Hallman, Jr.		

Board President Daniel Giannelli opened the meeting at 12:02 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 Aaron Susmarski seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Brian Slawin, and Ryan Bergquist.

Public Comments

Jack Bendig delivered a statement on behalf of Ed Tropper of the Aviation Flyers group pertaining to how Erie Airport is "unfriendly" to general aviation.

Keith Walach of the city of Erie said he is interested in updates on the airport and air service.

Audit Presentation- McGill Power Bell & Associates

Mitch Kalkhof and Sean Vanderhoof of McGill Power Bell & Associates presented the audit of the 2023 financials to the Board. Mr. Kalkhof announced that a more in-depth review was presented to the Finance Committee yesterday. They reviewed the 2023 audit highlights. The report is unmodified with no compliance or internal controls findings. There are no findings issued. Sean Vanderhoof provided a summary report of statements of net position, reviewed GADSB 94, the capital assets, the condensed summary of revenue, expenses, and changes in net position, and other relevant trends. Mr. Kalkhof added that management has been very fiscally prudent for the past 15+ years! Brian Slawin asked for clarification on other relevant trends. James Pacansky explained where we are with the CARES/CRRSA/ARPA programs. Non-aeronautical revenue was also briefly discussed.

Approval of Minutes

Mr. Giannelli asked for a motion to approve the minutes from the March 27, 2024 Board Meeting. Ryan Bergquist moved to approve, and Erin Kerner seconded. Approved by

Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Brian Slawin, and Ryan Bergquist.

Announce Executive Sessions- none.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. stated that the Finance Committee met on April 23, 2024. Mr. Hallman reported that the Committee received a thorough presentation from McGill Power Bell for the 2023 audit. Mr. Hallman commended the airport's great management team! The cash forecast, March financials, bills to be paid, and expense reports were reviewed at the Finance Committee Meeting. Mr. Hallman stated that the Finance Committee recommends approval of the bills. Ryan Bergquist made the motion to approve; seconded by Aaron Susmarski. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Brian Slawin, and Ryan Bergquist. Abstained: David Hallman, Jr.

Financial Report- James Pacansky reported a deficit of \$99,691 for the month of March bringing our year to date deficit to \$276,129. We are favorable to budget \$61,173 with revenue unfavorable to budget \$26,733 and expenses favorable \$87,906.

Public Relations Ad-hoc Committee- Mr. Slawin reported that this Committee held a meeting on April 19, 2024 and no members of the public were present for the meeting. The two agenda items discussed were the Harmonic survey results and what to do with the result and the upcoming "What's Really Happening at ERI" presentation at the Jefferson Society. Mr. Slawin reported that a meeting will be held with M:7 to discuss the idea of a "Fly Erie First" campaign. Mr. Hallman commented that "Fly Erie First" is a great tagline!

Mr. Giannelli stated that the Ad-hoc Committee will meet next month sometime to review the bylaws. He asked the Board to take a look at the current bylaws-how the Board operates verses how the airport operates under the airport's rules and regulations.

There was no **Unfinished Business**.

Resolutions

Resolution 2024-02 Authorize Executive Director to Enter Into the Services

Agreement and Order Form with Airbadge, LLC – Mr. Martin explained that this resolution is for our required badging system for the airport. The software in our current system is becoming obsolete. The quote for the cost to upgrade with the current company we have been using for the past 3-4 years is twice the amount of the Airbadge quote.

RESOLUTION 2024-02

AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO THE SERVICES AGREEMENT AND ORDER FORM WITH AIRBADGE, LLC

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to enter into the "Services Agreement" and "Order Form" with AirBadge, LLC, copies of said "Services Agreement" and "Order Form" are attached to this Resolution and incorporated into this Resolution as if fully set forth herein. The Board authorizes the Executive Director to execute the "Services Agreement" and "Order Form" on behalf of the Erie Regional Airport Authority.

David Hallman, Jr. made a motion to approve, and Brian Slawin seconded. Approved by All: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Brian Slawin, and Ryan Bergquist.

Resolution 2024-03 Approval of First Amendment to FastSigns Agreement– Mr. Martin explained that we entered into a concession agreement for advertising with FastSigns in 2019. That agreement has expired. This resolution approves the first amendment to the agreement under the same terms for three more years. Currently FastSigns is still under the federal concessionaire's component of the CARES Act. Mr. Pacanasky further explained that they have a credit balance under CARES (money we received from the federal government under CARES that we did not collect directly from the concessionaire). He stated that FastSigns still has \$29,000 from the grant we took.

RESOLUTION 2024-03

APPROVAL OF FIRST AMENDMENT TO FASTSIGNS AGREEMENT

The Board of Directors of the Erie Regional Airport Authority hereby **RESOLVES** to **APPROVE** the First Amendment to the Contract between the Authority and Sign Here d/b/a FastSigns of Erie, a copy of said First Amendment is attached hereto and incorporated herein as if fully set forth. The Executive Director is authorized to execute the First Amendment on behalf of the Authority.

Brian Slawin made a motion to approve, and Ryan Bergquist seconded. Approved by All: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Brian Slawin, Ryan Bergquist, and David Hallman, Jr.

There was no **New Business**, and no liaisons present for **Liaison Comments**.

Board Member Comments

Mr. Slawin thanked the auditors for their presentation.

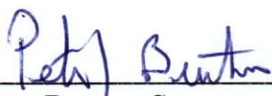
Executive Director's Report

Mr. Martin shared/reported the following:

- Mr. Pacansky created a Cost Per Enplaned Passenger (CPE) graph to depict American Airlines CPE as reflected by our current rates and chargers for 2024.
- The load factor for American Airlines for the first quarter of 2024 is 94.5%. The 6 pm flight is at about 90%.
- Airlines are facing obstacles. Delta has changed their strategy changing from 50 seat regional aircraft to A220s which is too big for Erie to Detroit service. Delta may possibly consider Erie service again but not for 3-5 years if coach and first class cabins can be supported. United has a lack of small aircraft.
- There was a brief presentation on network carriers verses hybrid LLC airlines verses ultra-low cost carriers (ULCC). After a question from Mr. Hallman, the group discussed Breeze Airways.
- The LEO (law enforcement officer) reimbursement program through TSA is coming to an end as it was not put in the federal budget. Our last submission will be for April 2024. This program allowed airports to recoup some of the costs for LEOs posted at screening from this federal program. Eighty five percent of LEO costs are paid by airlines. ERI's federal reimbursement amount is approximately \$107,000 a year.
- In response to the comments Mr. Bendig made on behalf of Mr. Tropper, Mr. Martin shared that 110 aircraft of all sizes made reservations at ERI for the solar eclipse. With last minute changes due to potential adverse weather in Erie for the eclipse, only 28 came. The FBO had a food truck available. All aircraft was handled safely and professionally on our newly improved general aviation apron. Michelle Magee recently coordinated an educational visit from Warren County Career Center where representatives from the Airport Authority, Airport Police, Airfield Operations, the FAA, TSA, North Coast Air, and Fundamentals Flight Training participated in education approximately 25 high school students on career opportunities at airports. The McDowell ROTC conducts FOD walks on the airfield twice a year. We recently hosted Andrew Sandell as an intern. He is currently a senior at McDowell High School who became a certified pilot last summer after completing an Air Force Academy Training/Junior Reserve Officer Training Corps program. Andrew will attend Embry-Riddle Aeronautical University on scholarship to study Aeronautical Science while continuing his flight career with their flight program. The Erie Airport supports aviation and the community!

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

Adjournment: 12:46 PM


Peter Burton, Secretary

