

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, May 24, 2023**

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
Andrea Zdaniewski Michelle Magee Ed Tropper, Aviation Flyers
Peter Burton (arrived late) Jennifer Gornall Terry Scutella, County Council
Richard Wagner James Pacansky Michael Keys, City Council
Brian Slawin Ian Bogle Cody Foust
Dorothy Smith-Frazier Brad Peganoff, Millcreek
David Hallman, Jr.
Aaron Susmarski

Board President Daniel Giannelli opened the meeting at 12:03 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 Brian Slawin seconded. Approved by Yeas: Andrea Zdaniewski, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Approval of Minutes:

Mr. Giannelli asked for a motion to approve the minutes of last month's Board Meeting. Dorothy Smith-Frazier moved to approve, and David Hallman, Jr. seconded. Approved by Yeas: Andrea Zdaniewski, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Mr. Giannelli announced that the Board held an Executive Session on May 9, 2023 at the Knox Law Firm for personnel and salary study related matters.

Public Comments

Mr. Giannelli stated that public comments are an opportunity for members of the public to speak on the policies and business of the Authority. It is not an opportunity to defame and specific individual.

Brad Peganoff, Millcreek resident with address on file, distributed information printed from openrecords.pa.gov website pertaining to Sunshine Act requirements and agenda items. Mr. Peganoff noted that the Treasurer did not take the handout when offered. He also stated that open records are the Treasurer's responsibility. Mr. Peganoff stated there are things the Authority should be doing regarding meeting minutes and sending

financials to the City Clerk. Mr. Peganoff asked where the state marketing study is that we got a grant to conduct.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Committee met on May 23, 2023. The Committee reviewed the current Cash Forecast and AR Summary, the April Finance Report, current Bills to be Paid, and Expense Reports. Mr. Hallman stated the Finance Committee recommends approval of the bills and made the motion to approve; seconded by Aaron Susmarski. Approved by Yeas: Andrea Zdaniewski, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Financial Report- James Pacansky reviewed the April report. The net surplus for the month of April was \$18,481. The year to date net surplus is \$58,270. We are favorable to budget year to date \$60,789 with revenue unfavorable to budget \$22,617 and expenses favorable to budget \$83,406.

Personnel Committee- Aaron Susmarski stated that the process for the Executive Director's annual evaluation will be the same as last year. Brian Slawin confirmed that it is for the period July 1, 2022 to June 30, 2023.

There was no **Unfinished Business**.

Resolutions

Mr. Martin explained the lease with Turf Management Services is for the lease of an unused area of land in the area of the former Penn Brass/Fenestra site for the purpose of storing their equipment and supplies. The lease is a month to month and subject to FAA approval. In response to a question from Mr. Slawin, Mr. Martin explained that the FAA looks at a couple of different things when determining if a lease is acceptable: how was the land originally acquired, is it located inside the fence line, and is it for the purpose of aeronautical activities.

RESOLUTION 2023-08

APPROVAL OF LEASE AGREEMENT WITH TURF MANAGEMENT SERVICES LLC

It is hereby RESOLVED by the Erie Regional Airport Authority, that it shall lease a portion of land on West 20th Street to Turf Management Services LLC for the monthly rent of \$150 upon Federal Aviation Administration (FAA) approval of such a lease.

Brian Slawin moved, and Andrea Zdaniewski seconded. Approved by Yeas: Andrea Zdaniewski, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

New Business

Travis Burch of Erie Bank presented information on the airport employee's pension plan. Moving forward, Erie Bank will make a presentation twice a year with reports issued quarterly. Mr. Burch stated that the pension is managed per the airport's investment policy statement. Staff can view statements of their own 457 plan investments. Erie Bank is always available to staff for questions.

There were no **Liaison Comments**.

There were no **Board Member Comments**.

Executive Director's Report

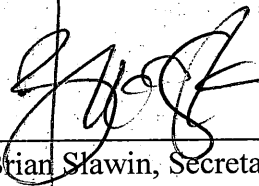
Mr. Martin provided the following for the benefit of all especially the newer Board Members:

- The airport undergoes an audit of our financials every year where federal audit requirements are followed. The audit report is sent to both the City and County by CFO James Pacansky.
- Our Right to Know (RTK) process with our Open Records Officer and Knox Law Firm.
- Since there seems to be much confusion, especially among members of the public, we do not receive funds for projects (federal or state) up front. We spend our own money for the projects then ask for reimbursement through the grant process. We DO NOT get any payments in advance and we have to spend funds on what is outlined in the grant offer otherwise we do not get reimbursed!
- Executive Sessions are held when privileged legal advice is given, for personnel issues, or for real estate matters which are all acceptable reasons.

Mr. Martin reported that we will be negotiating the FAA-SCC (technical operations) lease soon. We expect a smooth process like we had with renewal of the FAA air traffic lease.

Andrea Zdaniewski made a motion to adjourn, and David Hallman, Jr. seconded. Approved by Yeas: Andrea Zdaniewski, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Adjournment: 12:30 PM



Brian Slawin, Secretary

