

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING**

Wednesday, August 23, 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, H 20
	Ryan Bergquist	Michelle Magee	Bob Foster, Self
	Eric Rogers	Timothy Wachter	Terry Scutella, County Council
	Richard Wagner	James Pacansky	Don Chase, H 20
	Dorothy Smith-Frazier	Ian Bogle	Cody Foust, Resident
	David Hallman, Jr.		G. Patterson, NCA
	Aaron Susmarski		W. Patterson, NCA
			Sam Oddono, Fundamentals Flight
			Fred Veith, H 20

Participated by Phone: Peter Burton

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. Aaron Susmarski moved, and Richard Wagner seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Ryan Bergquist, 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. David Hallman, Jr. moved to approve, and Brian Slawin seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, David Hallman, Jr., and Dorothy Smith-Frazier. Abstained: Ryan Bergquist

There were no **Public Comments**

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Committee met on August 22, 2023. The Committee reviewed the current Cash Forecast and AR Summary, the July 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 Eric Rogers. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Ryan Bergquist, David Hallman, Jr., and Dorothy Smith-Frazier.

Financial Report- James Pacansky reviewed the July report. The net deficit for the month of June was \$6,589. The year to date net surplus is \$49,941. We are unfavorable to budget year to date \$50,114 with revenue unfavorable to budget \$175,378 and expenses favorable to budget \$125,264. Mr. Pacansky added that August, September, and October are usually low expense wise for us with November and December being higher with purchases such as sand, salt, and de-icer for winter operations.

Personnel Committee- Mr. Giannelli reported no meeting but the Executive Director's evaluation is in progress. A recommendation from the Committee will be shared with the full Board by the next meeting.

Ad Hoc Committee- Mr. Giannelli reported that this Committee met with general aviation tenants at Hangar 20 on August 2, 2023. Next steps include sharing the information from the meeting as well as historical information on the issues raised with the full Board for discussion.

Nominating Committee- Mr. Susmarski reported that this Committee met on August 15, 2023 for the purpose of nominating someone for the Vice President position left vacant with Andrea Zdaniewski's departure. Mr. Susmarski stated that the Committee unanimously recommends Peter Burton for the position and made the motion. David Hallman, Jr. seconded. Approved by Yeas: Daniel Giannelli, Peter Burton, Eric Rogers, Ryan Bergquist, David Hallman, Jr., Dorothy Smith-Frazier, Aaron Susmarski, and Richard Wagner.

Public Relations and Marketing Ad Hoc Committee- Mr. Giannelli reported that this Committee met on August 18, 2023 to further discuss the proposed contract renewal with M:7 Agency (Resolution 2023-16 tabled at last month's meeting). Mr. Giannelli stated that the committee recommends moving forward with an agreement with M:7 with the following revisions to the proposed contract: no website redesign, no website hosting or maintenance, and a list of specific deliverables from M:7 over the year of the new contract. The tabled resolution will be reconsidered during Unfinished Business.

Unfinished Business

David Hallman, Jr. made a motion to un-table Resolution 2023-16 Authorize Executive Director to Continue Engaging the Services of M:7 Agency. Dorothy Smith-Frazier seconded. Approval to un-table passes with Yeas: Peter Burton, Eric Rogers, Ryan Bergquist, David Hallman, Jr., Dorothy Smith-Frazier, Aaron Susmarski, Richard Wagner, and Daniel Giannelli. The resolution was no open for discussion.

In response to a question from Mr. Bergquist, Mr. Giannelli explained that the Authority went through an RFQ process in selecting a PR firm. The finalist firms were interviewed and M:7 was selected. This resolution would continue the services of M:7 for another year.

RESOLUTION 2023-16

AUTHORIZE EXECUTIVE DIRECTOR TO CONTINUE ENGAGING THE SERVICES OF M:7 AGENCY

WHEREAS, the Erie Regional Airport Authority (“ERAA”) operates the Erie International Airport and is responsible for ensuring the public is kept informed with accurate and timely information about Erie International Airport (“ERI”); and

WHEREAS, the Board of Directors (“Board”) of ERAA previously determined it would be in the best interest of the ERAA for a public relations firm to assist in the Board and Administration in communications with the public and, accordingly, the Board solicited a Request for Qualifications for interested public relations firms in March of 2022; and

WHEREAS, the Board of ERAA approved a contract to engage the services of M:7 Agency on July 14, 2023.

WHEREAS, the contract with M:7 Agency will expire July 31, 2023;

WHEREAS, the Board of ERAA has been pleased with the work of M:7 Agency and desires to continue the relationship with M:7 Agency.

AND NOW, THEREFORE, that the Board or ERAA hereby authorizes the Executive Director to continue engaging the services M:7 Agency for public relations services consistent with contract provided and attached.

Dorothy Smith-Frazier moved, and David Hallman, Jr. seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Ryan Bergquist, David Hallman, Jr., and Dorothy Smith-Frazier.

Resolutions

Mr. Martin explained that we awarded the base bid for realignment and reconstruction of taxiway A to Kirila in June of 2023. We have received notice of additional funding from future AIG and BIL funds so we can complete alternates 1 and 2 for this project. Construction is planned for spring 2024. In response to a question from Mr. Bergquist, Mr. Martin explained that this does not cover everything, as with all projects, a state and our local share is required.

RESOLUTION 2023 - 19

**AWARD OF
REALIGNMENT & RECONSTRUCTION OF TAXIWAY A – PHASE 2
ALTERNATE BIDS 1 AND 2**

WHEREAS, the Erie Regional Airport Authority (“ERAA”) operates the Erie International Airport and is responsible for the continued maintenance and upkeep of the terminal building, grounds and runways at Erie International Airport (“ERI”); and

WHEREAS, the ERAA has determined that realignment and reconstruction of ERI’s asphalt taxiway A is necessary, specifically including pavement demolition, excavation, storm sewer installation, subbase and base course, asphalt paving and airfield electrical (“the Project”); and

WHEREAS, the ERAA has publicly solicited bids from interested firms for the Project; and

WHEREAS, ERAA publicly opened the bids received on May 25, 2023 and determined the apparent low bidder for the Project is Kirila Contractors, Inc. (“Kirila”), which submitted a base bid in the amount of \$2,241,607, Alternative 01 in the amount of \$617,865.68 and Alternative 02 in the amount of \$1,126,894.98, with a total bid in the amount of \$3,986,367.66; and

WHEREAS, it was determined that Kirila was the lowest responsive and responsible bidder for both the base bid and also the lowest responsive and responsible bidder for Alternative 01 and Alternative 02; and

WHEREAS, at its public meeting on June 28, 2023, the ERAA Board of Directors awarded only the base bid to Kirila due to budget restraints and lack of available funding; and

WHEREAS, subsequent to June 28, 2023, ERAA was notified that it was receiving additional federal funding that now provides ERAA the ability to award to Kirila Alternative 01 and Alternative 02 for the Project.

AND NOW, THEREFORE, on this 23rd day of August, 2023, it is hereby RESOLVED by the Board of Directors of the Erie Regional Airport Authority, the following:

1. That Kirila Contractors, Inc. is declared to be the lowest responsive and responsible bidder for the Project for the base bid and Alternatives 01 and 02. Alternative 01 is in the amount of \$617,865.68 and Alternative 02 is in the amount of \$1,126,894.98.
2. Subject to the receipt of grant funding for the Project, the Board hereby awards the Alternative 01 and Alternative 02 regarding the Project to Kirila Contractors, Inc.
3. The Board authorizes the Executive Director to execute the contract documents and proceed in all ways necessary with the award of Alternative 01 and Alternative 02 to and the execution of the contract with Kirila.

Aaron Susmarski moved, and Ryan Bergquist seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Ryan Bergquist, David Hallman, Jr., and Dorothy Smith-Frazier.

New Business

Mr. Giannelli appointed Ryan Bergquist to the Finance Committee.

Liaison Comments

Terry Scutella of Erie County Council stated that he has full confidence in ERAA and Derek Martin. He referenced an email he received from Brad Peganoff. Mr. Martin addressed the statements made in Mr. Peganoff's email regarding fund balances, airline rent, and airline agreements. Mr. Giannelli added that the questions raised by Mr. Peganoff are refutable. There is no validity to the accusations from Mr. Peganoff. This all goes back to the credibility of the individual putting the information out there.

Board Member Comments

Mr. Giannelli reported on the Chamber's efforts to support air service development. Tim NeCastro of Erie Insurance had a meeting with both Delta and United regarding servicing ERI again. Both airlines told Mr. NeCastro the same thing that Mr. Martin has been telling us- aircraft and crew shortages are the issue. Delta has no interest in resuming service here. United may in a few years as resources (pilots, aircraft, and mechanics) recover.

Executive Director's Report

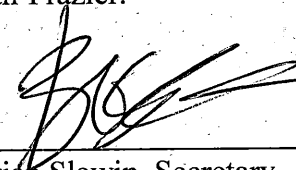
Mr. Martin reported that the NEC-AAA conference was held at the Bayfront Convention Center August 13-15, 2023. There were 185 registered attendees from across Pennsylvania to Maine to Washington, DC. No airport funds were allocated for the conference as expenses were covered by outside sources. Mr. Martin added that the conference was a great showcase for Erie. James Pacansky and Drew Feiock both participated as speakers.

Mr. Martin explained that on his recommendation, Mr. Pacansky applied for an examiner position on the NEC-AAAE Board. Mr. Martin announced that Mr. Pacansky was chosen for the position- congratulations James!

Mr. Martin reported that misinformed people in our community still think we qualify as essential air service (EAS). We do not! EAS does not and cannot help communities such as Erie. Ethan Kibbe recently gave a very good report recently.

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

Adjournment: 12:32 PM


Brian Slawin, Secretary

