

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, October 27, 2021**

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: Andrea Zdaniewski Jack Bendig, Hangar 20
David Hallman, Jr. Ed Tropper, Aviation Flyers
Gregory Hayes James Moelk, Fundamentals Flight
Daniel Giannelli John Nygaard, MHS AFJROTC
Jennifer Gornall Lou Aliota
Derek Martin Annette Mossburg
Michelle Magee Sarah M. Schnarrs
James Pacansky Kevin Carlson
Ian Bogle David Benson, Fundamentals Flight
 Mark Wells
 Debbie Binney

Participated via Zoom: Richard Wagner Marybeth Smialek Aaron Susmarski

Board President Andrea Zdaniewski opened the meeting at 12:04 PM with the Pledge of Allegiance to the United States of America.

Approval of Agenda:

David Hallman, Jr. made a motion to approve the agenda as presented and Aaron Susmarski seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, and David Hallman, Jr.

Approval of Minutes:

Ms. Zdaniewski asked for a motion to approve the minutes of the last Board Meeting as presented. Marybeth Smialek moved to approve, and Daniel Giannelli seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, and Andrea Zdaniewski.
Abstained: Gregory Hayes and David Hallman, Jr.

Public Comments

Major John Nygaard- McDowell High School AFJROTC- Major Nygaard explained that the AFJROTC at McDowell participates in a FOD walk at least twice a year at the airport. Doing so allows the students to give something back to the community as well as provides a service to the airport. Major Nygaard thanked Mr. Marin for his continued support of the AFJROTC program and for the opportunities the airport offers the students. In response to an inquiry from Ms. Zdaniewski, Major Nygaard stated that there are about 100 students in the AFJROTC program and 40 attended the FOD walk!

Lou Aliota- Mr. Aliota thanked Michelle Magee for her assistance with his recent Right to Know (RTK) request. He wants the Board to know that Ms. Magee was very helpful and accommodating. Mr. Aliota wants his RTK request distributed to all Board Members. After Mr. Giannelli asked about the nature of his request, Mr. Aliota stated that he requested copies of all public documents and correspondence.

Annette Mossburg- Wilkins Road resident- Ms. Mossburg asked again this month for an update on the proposed sale of the property off of Wilkins Road. She asked how Mr. Martin could sign the documents for the property sale two weeks before the Board approved it? Ms. Zdaniewski reported no updates and reiterated that all parties are aware of each's position and we are working towards a resolution.

James Moelk- Fundamentals Flight Training- Mr. Moelk shared that Fundamentals Flight Training operates in compliance with the FAA. He explained that Part 61 and Part 141 are both certified flight training programs. Per the ERAA Rules and Regulations, the airport is not discriminatory to type of training- both are covered. Mr. Moelk stated that Fundamentals Flight Training has three aircraft for training and has a nonprofit partnership to assist veterans with leisure flights.

Debbie Binney- Wilkins Road resident- Ms. Binney stated that the residents of Wilkins Road will protest on their road if the permit from Millcreek goes through. Ms. Binney shared how frightened she is with being in the direct path of flight approach. Ms. Binney also asked if there would be any tree trimming soon. Mr. Martin explained that yearly audits are conducted by the state and the FAA. We are currently in compliance.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman Jr. reported that the Committee met on October 26, 2021. The Committee reviewed the Cash Forecast and AR Summary, Finance Report, Capital Fund Transactions, Bills to be Paid, and the Business Expense Reports with no concerns. The Finance Committee recommends paying the bills as presented. Gregory Hayes made a motion to approve, and Daniel Giannelli seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr.

Finance Report James Pacansky reported the net surplus for the month of September as \$44,079 bringing our year to date the net surplus to \$159,511. Compared to budget year to date we are \$55,166 favorable- revenue is unfavorable to budget \$283,334 and expenses are favorable to budget \$338,500.

Personnel Committee- Personnel Committee Chair Daniel Giannelli provided an update on the process for the Executive Director's annual review. A request for input on the proposed evaluation tool was sent to board members. Board members were asked to complete the electronic evaluation. Mr. Giannelli and Ms. Zdaniewski met with Mr. Martin. Mr. Giannelli asked Ms. Magee to assist with scheduling meetings regarding Mr. Martin's evaluation with Executive Staff. Ms. Zdaniewski added that Mr. Giannelli has the completed evaluations from Board members and will review Executive staff's evaluations. Upon review of

all, Mr. Giannelli will put together something for the entire Board to review prior to reviewing with Mr. Martin.

Unfinished Business

Mr. Martin reported that the 4 week relief of the \$5 landing fee at the FBO for single engine pistons has concluded. There does not seem to be an effect on landings at this time. Mr. Martin offered the following for comparison- during the same four weeks- 2021- 42 single engine piston landings, 2020- 45 single engine piston landings, and 2019- 58 single engine piston landings. Mr. Hayes stated that this is a good faith gesture, and it won't hurt our bottom line financially so let's waive the \$5 fee for single engine pistons landing at the FBO for a full year. Gregory Hayes made the motion and David Hallman, Jr. seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr., and Marybeth Smialek.

Resolutions

Resolution 2021-21 North Coast Flight School

As previously requested by Mr. Cappabianca, Ms. Zdaniewski read this resolution into the official record. The record of the resolution is kept in the Administration Offices of the Erie Regional Airport Authority.

Marybeth Smialek moved, and Richard Wagner seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Andrea Zdaniewski, and David Hallman, Jr.

Abstained: Gregory Hayes

Resolution 2021-22 Approval of First Amendment to Uber Agreement

Mr. Martin explained that Uber will extend the terms of their current agreement for three years. We will continue to get \$6,000 a year under the agreement. In response to a question from Mr. Giannelli, Mr. Martin explained that Lyft's current agreement has a two year extension option already in it so Lyft is deciding whether or not to just take the two year option or do an amendment for a three year extension.

Gregory Hayes moved, and Daniel Giannelli seconded. Approved by Yeas: Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr., and Marybeth Smialek.

Resolution 2021-23 Approval of Change Order No. 1 Rehab Terminal Apron

Mr. Martin explained that field measured quantities are estimated for the bid. Actuals are more so the change order is needed. The not to exceed amount for the change order work is \$66,939.58.

Daniel Giannelli moved, and David Hallman, Jr. seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr., Marybeth Smialek, and Aaron Susmarski.

Resolution 2021-24 Approval of Airfield Asphalt Repairs

Mr. Martin referred to the photos previously presented by Jack Bendig of Hangar 20. It was determined that the areas depicted in photos #1 and #3 are the airport's responsibility. This resolution approves the work to repair the areas in these two photos.

Mr. Hayes asked about the areas in pictures #2 and #4. Mr. Martin explained that these are the responsibility of North Coast Air and Hangar 20. Ms. Gornall added that a letter would be going out later explaining this determination.

Gregory Hayes moved, and Marybeth Smialek seconded. Approved by Yeas: Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr., Marybeth Smialek, Aaron Susmarski, and Richard Wagner.

Resolution 2021-25 Approval of Assignment of Airport Lease and Concession Agreement

Mr. Martin explained that Tailwinds has had some internal/organization changes and per their lease we have to approve.

Daniel Giannelli moved, and David Hallman, Jr. seconded. Approved by Yeas: Gregory Hayes, Andrea Zdaniewski, David Hallman, Jr., Marybeth Smialek, Aaron Susmarski, Richard Wagner, and Daniel Giannelli.

New Business

Appointment of Nominating Committee- Ms. Zdaniewski appointed the following Board Members to the Nominating Committee: Aaron Susmarski- Chair, Gregory Hayes, and David Hallman, Jr. The Committee will prepare a Slate of Officers for 2022 to be presented to the full Board at the December meeting. The Board will vote on the Slate at the January meeting.

Liaison Comments

The County and City liaisons were not present for comment.

Board Member Comments

Board Member Brad Peganoff was not in attendance, but Mr. Peganoff stated via email prior to the meeting that either Mr. Hayes or Mr. Cappabianca would speak to the topics he presented. Mr. Cappabianca was not in attendance and Mr. Hayes declined to speak on the topics. No other Board Members commented either.

Mr. Hayes stated he was not introducing Brock Allen at this time.

Mr. Giannelli brought up the topic of utilizing a PR firm. He suggested a working group to explore this option including an RFP (\$25,000/year for a PR firm). Possible goals for the firm would be to identify misinformation, improve our reputation, assist with hot topics, and assist with strategic planning in line with our Master Plan.

Executive Director's Report

- Mr. Martin reported that ERAA has one of the best funded pensions in this area. We are fully funded. The County is funded 97% and the City is funded 70%.
- Mr. Martin reported, and Mr. Pacansky agreed that the Authority will most likely show a small profit for this year.
- Mr. Martin reported that in addition to the McDowell AFJROTC participating in a FOD walk, Project HOPE was on site with comfort dogs. There were eight dogs and 20 handlers and/or evaluators in the Operations Building working the group's comfort animal program.

Despite a reminder from Attorney Jennifer Gornall of the rules for Public Comments, Mr. Aliota addressed the Board again. He stated that after each topic on the agenda, the meeting should be opened back up for Public Comments. Ms. Gornall stated that public has an opportunity to address the Board during the Public Comments portion of the meeting.

David Hallman, Jr. made a motion to adjourn, and Gregory Hayes seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Gianelli, Gregory Hayes, Andrea Zdaniewski, and David Hallman, Jr.

Adjournment: 12:55 PM

Marybeth Smialek, Secretary

The ERAA Board met in Executive Session after the Regular Meeting closed to receive privileged legal advice.