

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, January 26, 2022

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 Ed Tropper, Aviation Flyers
Brian Slawin Michelle Magee Greyson Patterson, NCA
Marybeth Smialek James Pacansky Lou Aliota, taxpayer
Aaron Susmarski Ian Bogle Michael Keys, City Council
David Hallman, Jr. Jennifer Gornall
Andrea Zdaniewski
Brad Peganoff
Gregory Hayes

Participated via Zoom: Richard Wagner

Board President Daniel Giannelli opened the meeting at 12:05 PM with the Pledge of Allegiance to the United States of America.

Approval of Agenda:

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

Approval of Minutes:

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

Mr. Peganoff wanted the Special Board Meeting minutes from January 18, 2022, amended to reflect that he and Mr. Hayes called for the special meeting. Solicitor Jennifer Gornal attempted to offer input on the matter but was told by Mr. Peganoff that she is just an external parliamentary agent. Ms. Gornall was able to clarify the election process by explaining the bylaws. After much discussion, it was determined that Mr. Peganoff and Mr. Hayes wanted a sentence added to the minutes that stated they called the meeting to discuss Noms. Brad Peganoff made a motion to amend the minutes and Gregory Hayes seconded. Yeas: Brad Peganoff and Gregory Hayes. Nay: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Andrea Zdaniewski, Brian Slawin, and David Hallman, Jr. The motion to amend the minutes from the January 18, 2022, Special Meeting fails.

Brian Slawin made a motion to approve the Special Meeting minutes from January 18, 2022, as presented and Andrea Zdaniewski seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Andrea Zdaniewski, Brian Slawin, David Hallman, Jr. Nays: Gregory Hayes and Brad Peganoff.

Mr. Giannelli announced that the Board met in Executive Session following the Special Meeting on January 18, 2022, to discuss personnel and real estate matters.

Public Comments

Lou Aliota of Millcreek Township stated that in his experience polices and procedures of a board should be reviewed regularly. He stated that he was at the Board Meeting and listened carefully. He questions the legality of the written minutes from that meeting. Mr. Aliota stated that there is no delineation of the nominees in the report as no names were stated publicly. Mr. Aliota also questioned the legality of board member email addresses.

Committee Reports:

Finance Committee- Finance Committee Chair Marybeth Smialek reported that the Committee met on January 25, 2022. The Committee reviewed the November financials, Cash Forecast and AR Summary, Capital Fund Transactions, Bills to be Paid, and the Business Expense Reports with no concerns. She added that the airport is stable. The Finance Committee recommends paying the bills as presented. David Hallman, Jr. made a motion to approve, and Brian Slawin seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Brian Slawin, David Hallman, Jr., and Brad Peganoff.

Financial Report- James Pacansky reviewed the November report (December will be available next month due to early meetings in November and December of last year). The net deficit for the month of November was \$25,270. Year to date, we have a net surplus of \$170,615. We are favorable to budget year to date \$40,407 with revenue unfavorable to budget \$325,538 and expenses favorable to budget \$365,945. In response to a question from Mr. Peganoff regarding our embarkments, Mr. Pacansky explained that the monthly enplanements are included in the Finance Report every month. Mr. Pacansky explained that projections are run in the fall for budget planning purposes. Mr. Peganoff stated he wanted to see the projections for ERI with United ending Dulles service. Mr. Giannelli asked Mr. Pacansky to prepare and share with the Board. *(After meeting action: James Pacansky prepared the projections as requested and Derek Martin distributed to the Board via email on January 26, 2022)*

Personnel Committee-Mr. Giannelli stated there will be an Executive Session this afternoon to for personnel matters to discuss the Executive Director's evaluation.

Ad-Hoc Committee- Mr. Giannelli stated that this Committee has not met yet but the committee intends to identify a public relations firm and a strategic plan. The

first meeting will clearly define the mission statement. Mr. Giannelli stated there will be an RFP process for a public relations firm. Mr. Peganoff stated we may need to broaden the scope.

There was no **Unfinished Business**.

Resolutions

Resolution 2022-01 Approval of Change Order No. 1 Snow Removal Equipment Building (SRE)

Mr. Martin explained that the contractor faced parts and supplies challenges amidst the global pandemic. A local vendor was able to get a heater per the specifications of the project, but it cost more. This change order addresses this issue.

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

Resolution 2022-02 Approval of Change Order No. 1 GAF Project (Customs Facility Upgrade)

Mr. Martin explained that this project is for necessary upgrades to the Customs facility per the government contract. Most of the cost is associated with some hardware changes and other minor work. The costs minus the permit allowance credit, safe credit and sign credit the not to exceed amount is \$108.70.

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

New Business

Regarding the de-icing not included in our contract with the FBO North Coast Air, Mr. Martin explained that the airport does not enter into a contract for de-icing with the FBO. The individual airlines have contracts for de-icing with the FBO.

Liaison Comments

City Council Liaison Michael Keys welcomed new City Council appointed board member Brian Slawin and congratulated Mr. Giannelli on his President role. Mr. Keys said he was very concerned about diversity and inclusion on boards. His hope is to see more blacks, Latinos, and individuals of other nationalities on boards.

Mr. Peganoff announced that Mr. Keys would like a meeting with Mr. Martin perhaps a dinner meeting.

Mr. Giannelli stated that appointments to the Airport Authority Board are made by City and County Council. The Airport has no control over appointments. Mr. Giannelli added that he is happy to assist both councils with an effective recruitment process for new Airport Authority Board Members.

Board Member Comments

Mr. Giannelli made the following statements:

- There has been a lot of communication between board members via email. Please be aware that any deliberation cannot take place via email. Email or text comments by a board member to the board that are not taking place at a meeting cannot be acted on or deliberated unless raised at a public meeting. I encourage other board members not to reply to all but hold comments or questions for deliberation at a public board meeting. You are not responsible for information shared in that fashion unless it pertains to coordinating meetings or non-business topics.
- Request for agenda addition need to be made one week before the meeting date. I will not be sending reminders. Per the bylaws, requests are made to Derek or me.
- Simple requests for information or clarification are encouraged and welcome to help understand issues. However, requests for significant work needs to be reviewed and preapproved by the Board or the supervisor of the employee being requested to do the work. Mr. Slawin added that it makes more sense that all requests of staff go through the Executive Director, not directly to the staff member.
- A review of the bylaws is planned but it is unlikely to happen before the next board meeting.
- Committee appointments will be shared at the next board meeting.
- VisitErie is requesting Derek Martin be reappointed to their board as a non-voting member. The board agreed to support this.
- Members of the public are encouraged to provide Michelle Magee with a copy of any statements they made during public comments and a copy will be kept in the board binder for the official record.

Mr. Hayes asked why we don't record meetings.

Ms. Smialek commented that this board is made up of professionals and should act as such in meetings and emails. Two a.m. emails are not professional! As Mr. Giannelli stated, concerns need to be brought up at meetings.

Mr. Wagner commented that he accepted his position as a board member to change the airport not society. He cautioned Mr. Giannelli from assisting with the appointment process. Mr. Wagner added that he heard that new County Executive Brenton Davis said no one over the age of 70 years old should bother applying for any of the board positions of the Authorities that Council makes appointments to. Mr. Wagner stated that the politicians need to stay out of it! It is a bad direction to head in! Mr. Wagner also stated that with the amount of money (ARPA) being circulated to, it is time we look at how we can help North Coast Air and the two hangar groups. These people are our community so we can help them with some of the money we are getting and not just focus on the airlines. We need to focus on the little guys because they help us be a good airport.

Executive Director's Report

Mr. Martin provided a summary of the air service development conference he recently attended:

- There has been a loss of service at airports nationwide due to industry challenges including retiring aircraft and pilot/crew shortages.
- There is a lack of demand right now with very little business travel. The airlines are trying to meet the demand with limited supply.
- Due to a corporate decision to no longer operate the type of aircraft that was used at ERI, Delta is unlikely to come back to ERI. There is a possibility that SkyWest (an affiliate of Delta) could resume service between Erie and Detroit.

After a question from Mr. Hayes, Mr. Martin stated that we have everything the airlines need to operate at ERI. Mr. Peganoff asked for a list of the job titles of the individuals Derek is speaking to at each airline. Mr. Peganoff suggested Derek work with more senior people on the federal government level using his (Peganoff's) relationships with those people. Mr. Giannelli suggested this discussion be tabled at this point as this may be something the Ad-Hoc Committee can discuss during strategic planning. *(After meeting action: Derek Martin distributed the list via email to the Board on 1-27-2022).*

Mr. Martin stated that we are applying for another Small Community Air Service Development (SCASD) grant under the Department of Transportation (DOT). We will once again be looking for community support.

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

Adjournment: 1:15 PM

David Hallman, Jr., Secretary