

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, March 23, 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 Michael Keys, City Council
Marybeth Smialek James Pacansky Liz Allen, City Council
David Hallman, Jr. Ian Bogle Bob Foster, Aviation Flyers
Richard Wagner Jennifer Gornall
Andrea Zdaniewski

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

Approval of Agenda:

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

Approval of Minutes:

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

No **Public Comments**

Committee Reports:

Finance Committee- Finance Committee Chair Marybeth Smialek reported that the Committee met on March 22, 2022. The Committee reviewed the financial report, current Cash Forecast and AR Summary, Capital Fund Transactions, Bills to be Paid, and the Business Expense Reports with no concerns. The Committee also discussed a cyber security policy.

Ms. Smialek stated that the Finance Committee recommends paying the bills as presented. David Hallman, Jr. made a motion to approve, and Andrea Zdaniewski seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Brian Slawin, and David Hallman, Jr.

Financial Report- James Pacansky reviewed the February Finance Report. The net deficit for the month of February was \$19,065. Year to date, the net deficit is

\$25,532. We are favorable to budget year to date \$238 with revenue unfavorable to budget \$50,911 and expenses favorable to budget \$51,149.

Ad-Hoc Public Relations/Marketing- Committee Chair Dan Giannelli reported that the Committee held a meeting on March 9, 2022. During this first meeting, the Committee defined their role and discussed next steps in the process of engaging PR firms for proposals.

There was no **Unfinished Business**.

Resolutions

Resolution 2022-07 Approval of Change Order No. 1 Deicing Facility

Mr. Martin explained that this is to install a transformer to supply the proper voltage to the actuators on the effluent valving. The power requirements were not known prior to bidding the project.

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

Resolution 2022-08 Approval of Change Order No. 2 Deicing Facility

Mr. Martin explained that this change order is a reconciliation change order to return the unused building permit allowance as no permit was actually required to do the work.

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

Resolution 2022-09 Approval of Change Order No. 2 GAF (Customs Facility Upgrade)

Mr. Martin explained that this change order is for work required by Verizon to provide a new pathway between the terminal building and Customs facility to allow for installation of new communication lines as part of the GAF upgrades.

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

Resolution 2022-10 Approval of Change Order No. 3 GAF (Customs Facility Upgrade)

Mr. Martin explained that this change order is for equipment including situations awareness monitors and phones that Customs requires but did not say some before.

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

There was no **New Business** brought forth.

Liaison Comments

City Council President Liz Allen announced that Mr. Martin will be presenting to Council tomorrow evening at an “all aboard” presentation so Council can learn about what is happening with transportation in our area/affecting our area and be better informed on topics pertaining to these industries. In response to an inquiry from Mr. Slawin, Ms. Allen confirmed that the presentation will be streamed or can be seen in person in Council chambers.

Board Member Comments

Mr. Giannelli announced that there will be a brief Executive Session for real estate matters immediately following today’s meeting.

Executive Director’s Report

Mr. Martin reported that we submitted our application for another Small Community Air Service Development (SCASD) grant to get service to Florida on a low cost carrier.

Mr. Martin reported that we submitted two projects under the BIL grant for consideration: expansion of the baggage claim area and installation of an inline baggage system.

Mr. Martin reported that he will be touring the air traffic control tower tomorrow with the air traffic manager at ERI regarding upgrades for airport owned/FAA run towers. This will be 100% funded by the FAA. In response to a comment from Ms. Zdaniewski asking if the tower is coming back with the upgrades, Mr. Martin explained the tower is already here and is not leaving. He further explained that the tower and TRACON (the radar that is now in Buffalo) are two different and separate things.

Mr. Martin stated he will be presenting to City Council Thursday evening in their chambers.

Mr. Martin presented an award from the Northeast Chapter of the American Association of Airport Executives (NEC-AAAE) for our apron project- it won Honorable Mention.

Andrea Zdaniewski made a motion to adjourn, and Marybeth Smialek seconded.

Approved by Yeas: Marybeth Smialek, Richard Wagner, Daniel Gianelli, Andrea Zdaniewski, Brian Slawin, and David Hallman, Jr.

Adjournment: 12:24 PM

David Hallman, Jr., Secretary