

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, October 28, 2020**

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: Christopher Parker Derek Martin Jack Bendig, Hangar 20
Marybeth Smialek Michelle Magee Ed Tropper, Aviation Flyers
Patrick Cappabianca James Pacansky Michael Keys, Erie City Council
Richard Wagner Katie Gunter, Boetger & Assoc.
Gregory Hayes Joe Ceresa, NC Air
David Hallman, Jr. Grayson Patterson, NC Air
Daniel Giannelli Valerie Myers, Erie Times News
Jakob Richardson
Ed Kissell

Participated by Phone: Aaron Susmarski Andrea Zdaniewski Jennifer Gornall

Board President Christopher Parker opened the meeting at 12:01 PM.

Approval of Agenda:

Gregory Hayes moved to approve the agenda and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Approval of Minutes:

Mr. Parker asked for a motion to approve the minutes of the September 23, 2020 Board Meeting as presented. Daniel Giannelli moved to approve, and Richard Wagner seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Public Comments

Greyson Patterson of North Coast Air commented in support of Derek Martin's new contract. He believes Derek Martin brings new ideas to the airport. His accomplishments speak for themselves: larger jets and more capacity, much needed facility improvements, and new United Airlines service to Washington Dulles to name a few.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on October 27, 2020. The Committee reviewed the cash forecast, A/R summary, monthly finance report, bills to be paid, capital fund transactions, and expense reports. Mr. Hallman stated that the Finance Committee recommends paying the bills as presented. Gregory Hayes

made a motion to approve and David Hallman, Jr. seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Finance Report James Pacansky reported a net deficit after debt service of \$66,815 for the month. Year to date net deficit after debt service is \$268,371. We are \$415,923 unfavorable to budget year to date with revenue unfavorable to budget \$818,189 and expenses favorable to budget \$402,266.

Mr. Parker stated that the Board met in an Executive Session on October 14, 2020 for personnel matters.

Unfinished Business

MMO Update- Katie Gunter of Boetger and Associates distributed information on fully funding the pension by the end of this year. Richard Wagner voiced his opinion against doing so.

New United Airlines Air Service- Mr. Martin shared the groundwork that led to the new route on United to Washington Dulles:

- 2018 catchment study,
- Mr. Martin worked with consultant to develop a business case for new service that could be presented to the airline,
- Feb 2019, the Board approved an incentive package for air service development,
- Spring 2019, Mr. Martin met with United at their headquarters in Chicago,
- Feb 2020, we were awarded a Small Community Air Service Development Grant,
- Sept 2020, Mr. Martin met with United in Louisville and two weeks later United agreed to start service between ERI and Dulles.

James Pacansky- Certified Member (CM) Academy- Mr. Martin explained what the Certified Member (CM) Academy was and was Mr. Pacansky accomplished. Mr. Pacansky shared with the Board his experience with the Certified Member program and a few important takeaways from the program.

Resolutions

Resolution 2020-38 Approval of National Fuel Gas New Service Installation

Mr. Martin explained that this pertains to the construction project for the Snow Removal Equipment (SRE) building. National Fuel will install a new line for a not to exceed amount of \$22,800. We will see long term savings with the gas line verses propane as was shown in the project specifications (propane is very expensive).

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

Resolution 2020-39 Award of Terminal Building Entrance Vestibule Replacement Bid

Mr. Martin explained that this project will replace the existing revolving doors with double sliders and eliminate one of the four doors. The new doors will be ADA

compliant and offer energy savings. In response to a comment by Mr. Cappabianca regarding the low bidder calling him after all original bids were thrown out for being non-responsive, Jennifer Gornall explained the proper bidding process. Mr. Cappabianca explained that this gentleman was upset because everyone knows what his low bid was for the rebid. Mr. Cappabianca doesn't think it is fair that bids are read in public. Ms. Gornall again explained the proper bidding process. Contracts are awarded to the lowest responsible and responsive bidder. Ms. Gornall added that she even held a session with bidders on how to properly complete the paperwork so bids would not have to be thrown out again. The gentleman who called Mr. Cappabianca was indeed the lowest responsible and responsive bidder the second time around.

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

Resolution 2020-40 Acceptance of Executive Director's Employment Contract

Mr. Parker reported that the Board met several times to discuss the matter of the Executive Director's employment contract. All Board Members have been provided with a copy of the final contract as prepared by the Knox Law Firm.

Mr. Cappabianca stated that he likes Derek and his opinions are not personal. He feels that this is an intelligent Board but often scratches his head over how his opinion differs from that of the majority of the Board. Mr. Cappabianca feels the proposed pay raise of 4% this year and a \$10,000 contribution to his retirement for 5 years was snuck into the contract. Mr. Cappabianca stated that he can't hear so didn't attend any of the meetings when the contract terms were discussed. Mr. Cappabianca feels he deserves respect and he wants to do what is right for the community. Patrick Cappabianca made a motion to table this resolution until it can be further discussed. Gregory Hayes seconded the motion. The motion to table failed by a vote of 6 (Christopher Parker, Daniel Giannelli, Aaron Susmarski, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski) to 3 (Richard Wagner, Gregory Hayes, and Patrick Cappabianca).

After the motion to table the acceptance of the contract failed, Patrick Cappabianca made a motion to amend the contract to remove the pension contribution altogether (strike paragraph 4.e.) from the Executive Director's employment contract. Gregory Hayes seconded the motion. The motion to strike the pension contribution (paragraph 4.e.) failed by a vote of 5 (Daniel Giannelli, Aaron Susmarski, David Hallman, Jr., Marybeth Smialek, and Christopher Parker) to 4 (Gregory Hayes, Patrick Cappabianca, Andrea Zdaniewski, and Richard Wagner).

After the motion to remove the pension contribution from the contract failed, Mr. Cappabianca made a motion to reduce the pension contribution to \$1,000.00 instead of \$10,000.00. Gregory Hayes seconded the motion to reduce the pension contribution. The motion to reduce the pension contribution from \$10,000.00 to \$1,000.00 failed by a vote of 5 (David Hallman, Jr., Marybeth Smialek, Christopher Parker, Daniel Giannelli, and Aaron Susmarski) to 4 (Gregory Hayes, Patrick Cappabianca, Andrea Zdaniewski, and Richard Wagner).

Mr. Wagner stated that he does not believe the Authority should be contributing to Derek's pension plan. He feels the airport has been too generous. Mr. Wagner stated Mr. Martin possesses many strong qualities but there are some things he wishes Derek would do differently.

With no further discussion, Mr. Parker asked for a motion to accept the Executive Director's employment contract as presented. David Hallman, Jr. moved, and Andrea Zdaniewski seconded. Approved by Yeas: David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Christopher Parker, Daniel Giannelli, and Aaron Susmarski. Nays: Patrick Cappabianca, Richard Wagner, and Gregory Hayes.

New Business

After an inquiry from Mr. Parker, Mr. Pacansky stated that the budget will be distributed to the Board via email on or before November 1st. Mr. Cappabianca asked for a copy of the budget be mailed to him because he cannot open emailed attachments. Mr. Pacansky added that he will have thumb drives with the budget available for pick up also. Michelle Magee will send out notification for budget review meetings.

Mr. Parker reminded everyone that the November and December Board Meetings will be held a month earlier than usual due to the holidays. The November meeting will be at noon on Wednesday November 18th and the December meeting will be at noon on Wednesday December 16th. Both meetings will be held in the 2nd floor conference room of the Intermodal Center.

Mr. Parker appointed the Nominating Committee: Chair, Patrick Cappabianca and members Andrea Zdaniewski, Richard Wagner, and Aaron Susmarski. Mr. Parker stated that the Committee will present a slate of officers for 2021 at the December Board Meeting. The slate will be voted on at the January meeting. Mr. Cappabianca asked that Board Members interested in holding office in 2021 to please contact the Committee.

Mr. Parker read the letter he submitted to the County Executive, County Council, Liaison Kim Clear, Mr. Martin, and Ms. Gornall regarding his term expiration on the Board. Mr. Parker will step down December 31, 2020 even though his term technically goes until into 2021.

Liaison Comments

Erie City Council Liaison Michael Keys stated he was happy to see the new service because he flies to North Virginia frequently.

Board Member Comments

Mr. Wagner would like to see the Board tie up the following loose ends:

- Mr. Wagner brought up the K9 officer and dog. Mr. Martin put a stop to the discussion as this is a matter to be discussed in Executive Session.
- The wall hangings of the aviators belong in the airport in his opinion.
- We should be concentrating on economic redevelopment of the entire area not just running an airport. If the property we are selling was marketed properly, then it could be used by someone else. We need to revitalize our community and not be dependent on what American Airlines, Delta Air Lines, and United Airlines are doing.

- Mr. Wagner and Mr. Cappabianca have invited some economic development people to the next Board Meeting. Maybe we can get Millcreek Township under a long term lease for something.

Mr. Hallman commended Mr. Parker on his service as Board President. He has done a tremendous job!

Executive Director's Report

Mr. Martin reported success at last week's TSA Pre-Check Enrollment Event. There were 187 individuals enrolled during our weeklong event.

Mr. Martin provided updates on airport projects.

Mr. Martin gave a brief summary of the impact to the airport of the Biden and Trump visits. When President Trump visited, we had 120 law enforcement from various agencies here, 98 prohibited items were confiscated, and there were more than 10,000 attendees for the rally. North Coast Air hosted the rally which was in violation of their lease agreement.

Mr. Martin reported that ERI is exceeding the national average for load factors. Also, ERI is the lead airport at the Charlotte hub for American.

Mr. Martin announced that several local and state companies are working on the SRE building project. All materials are 100% American made! Perry Construction is doing a great job on this project.

Patrick Cappabianca made a motion to adjourn and Marybeth Smialek seconded.

Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Adjournment: 1:33 PM

Marybeth Smialek, Secretary