

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, October 29, 2019**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the Board Room on the second floor of the Intermodal Center, 208 East Bayfront Parkway, Erie, Pennsylvania.

Attendees:

Christopher Parker	Derek Martin	Kathy Fatica, Erie County Council
Patrick Cappabianca	Michelle Magee	Cas Kwitowski, Erie City Council
Richard Wagner	Jennifer Gornall	
Andrea Zdaniewski	Kim Scharrer	
Daniel Giannelli	James Pacansky	
Marybeth Smialek		

Participated by Phone: Aaron Susmarski

Opened: NOON

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

Mr. Parker stated that the agenda would be amended to add Resolution 2019-26 Approval of Executive Director Contract and asked for a motion to approve the agenda as amended. Marybeth Smialek moved to approve the agenda as amended and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Approval of Minutes:

Board Meeting- September 25, 2019

Mr. Parker asked for a motion to approve the minutes as presented. Patrick Cappabianca moved to approve the minutes and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Mr. Parker announced that the Board held an Executive Sessions on October 2, 2019, October 7, 2019, and today prior to the regular Board Meeting to received privileged information pertaining to personnel.

There were no **Public Comments**

Committee Reports:

Finance Committee- In the absence of Finance Committee Chair David Hallman, Committee Member Daniel Giannelli reported that the Finance Committee held a meeting on October 22, 2019. The Committee reviewed the cash forecast, A/R summary, bills to be paid, finance report, capital fund transactions, and expense reports. Mr. Giannelli stated that the Finance Committee recommends approval of the bills. Approval of the Bills to be Paid- Daniel Giannelli moved, and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

CFO James Pacansky reported a net surplus after debt service for the month of September of \$45,819. We are favorable to budget \$373,461 year to date. Revenue is over budget (favorable) \$108,287 and expenses are less than budget (favorable) \$265,177. In response to an inquiry from Marybeth Smialek, Mr. Pacansky explained that revenue is up primarily due to increased parking concessions as a result of increased passenger traffic. In response to an inquiry from Mr. Cappabianca regarding the pension, Mr. Pacansky explained that we work very closely with Boetger. Mr. Pacansky stated that the budget will be available on thumb drives for the Board on November 1st. Board Members should contact Mr. Pacansky to make arrangements for picking up the thumbdrives. Mr. Pacansky will be working with Finance Committee Chair Hallman to schedule the budget review meetings.

Unfinished Business

Mr. Martin reported that the previously discussed organization interested in building a hangar at the airport is currently reviewing some environmental background on the property. We are giving them a 60 day extension for the agreement.

Resolutions

Resolution 2019-25 Auditing Firm Services- Mr. Martin explained the BKD (our audit firm) has been acquired by another firm in town. The individual who heads our audit is being retained by the new company. Jennifer Gornall added that we do not need to go out for bid since this is for professional services. Marybeth Smialek made a motion for approval and Daniel Giannelli seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Resolution 2019-26 Approval of Executive Director Contract- Ms. Gornall reviewed the proposed contract for Executive Director Derek Martin. Mr. Cappabianca added that the Personnel Committee met several times to discuss the contract. Personnel Committee Chair Marybeth Smialek stated that the Personnel Committee recommends the contract for the Executive Director. Andrea Zdaniewski made a motion for approval and Daniel Giannelli seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Marybeth Smialek,

Andrea Zdaniewski, and Christopher Parker. Nays: Richard Wagner and Patrick Cappabianca.

New Business

Mr. Parker appointed the Nominating Committee for the 2020 Board Officers: Committee Chair, Patrick Cappabianca and Members Richard Wagner, Daniel Giannelli, and Andrea Zdaniewski. Mr. Cappabianca asked current officers interested in retaining their current Board position or Board Members interested in seeking an office to let him know. The 2020 Slate of Officers will be presented in December and voted on in January.

Liaison Comments

County Council Liaison Kathy Fatica announced that this would be her last meeting as she will no longer be on County Council. She thanked the Authority for the years of working together.

City Council Liaison thanked Mr. Martin for his efforts to bring TSA precheck enrollment and the blended precheck option to ERI. Mr. Kwitowski added that his time as City Council Liaison may be coming to an end also pending the outcome of the election next week.

Board Member Comments

Mr. Parker thanked the Personnel Committee and the Board for their efforts during the Executive Director contract/review process.

Executive Director's Report

Mr. Martin reported the following:

- Staff has started using the new accounting software. We will be keeping the books in both the old system and new system through the end of the year.
- Year to date passenger traffic is up 14.30%
- Boetger will be on site next week for individual employee meetings regarding the pension options.
- We are hosting another TSA precheck enrollment event November 4th thru November 8th from 9 am to Noon and 1 pm to 5 pm. There are still appointments available; preregistration can be done online. Walk-ins are welcome also, but you have to complete the preregistration online even as a walk-in.
- Budget meetings will be held at Knox this year. Initially two meetings will be scheduled with more added if needed. All Board Members are encouraged to attend. Mr. Pacansky will communicate the dates/times of the meetings once they are set.

In response to an inquiry from Mr. Giannelli, Mr. Martin explained that the Master Plan is nearly complete awaiting FAA signature on the Airport Layout Plan (ALP). Mr. Giannelli asked if the Master Plan will be presented to the Board upon final completion. Mr. Martin said it would be no problem to do so should the Board want a presentation.

Mr. Cappabianca stated that some airports are letting non-ticketed individuals through security to visit the restaurants and shopping in the secured area. Mr. Martin will ask TSA if this is an option for ERI.

Mr. Wagner asked if the current issues that Southwest is having has attributed to our increase in enplanements. Mr. Martin explained that are increase in traffic is due to the additional capacity added by American with the new Charlotte service.

Mr. Cappabianca asked Mr. Martin to contact the Veteran's Hospital to see if they are interested in taking our mural and aviator portraits.

Patrick Cappabianca made a motion to adjourn and Daniel Giannelli seconded.
Approved by Yeas: Christopher Parker, Richard Wagner, Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Adjournment: 12:34 PM

Marybeth Smialek, Secretary