

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, November 18, 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: Marybeth Smialek Derek Martin Tina Mengine
 Daniel Giannelli Michelle Magee
 David Hallman, Jr. Jennifer Gornall

Participated by Phone: Aaron Susmarski Andrea Zdaniewski
 Patrick Cappabianca Richard Wagner
 Christopher Parker

Since Board President Christopher Parker participated by phone, Vice President Daniel Giannelli led the meeting. Mr. Giannelli opened the meeting at 12:03 PM.

Approval of Agenda:

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

Approval of Minutes:

Mr. Giannelli asked for a motion to approve the minutes of the October 28, 2020 Board Meeting as presented. Patrick Cappabianca moved to approve, and Christopher Parker seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Mr. Giannelli stated that the Board met in an Executive Session prior to today's public meeting for personnel matters.

There were no **Public Comments**

Committee Reports:

Finance Committee- Finance Committee Member Marybeth Smialek reported that the Finance Committee met on November 17, 2020. The Committee reviewed the Cash Forecast and AR Summary, Capital Fund Transactions, Bills to be Paid this month, and the Business Expense Reports with no concerns Ms. Smialek stated that the Finance Committee recommends paying the bills as presented and made the motion to approve and David Hallman, Jr. seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Finance Report James Pacansky reported that the Financial Report for October will be available at the December meeting due to this month's meetings being a week early due to Thanksgiving.

There were no other Committee Meetings held but Mr. Parker wanted to note that the Ad-Hoc Committee for the purpose of the Erie Aviators display is still active but on hold due to COVID-19. Per-pandemic, the Committee was looking into upgrades to the display to include an interactive kiosk paid for with money from the community. Efforts will resume once the Committee is able to meet again in person.

Unfinished Business

Economic Development- Tina Mengine of the Erie County Redevelopment Authority introduced herself and stated that Mr. Cappabianca and Mr. Martin had both reached out to her recently. Ms. Mengine explained how the Erie County Redevelopment Authority operates and the site selection process for new businesses. She stated that she has worked with a lot of site selectors over the years. It is a very competitive process- specific criteria must be met, there must be many incentives (state and local), and a city is competing with hundreds of other cities and sometimes states.

Mr. Giannelli asked how the airport and its surrounding properties fit into the economic plans for the region. Ms. Mengine explained that the airport itself is a regional asset, so it is very important to the regional economy. She further explained that the land around the airport has limited value because you don't have much available to make a significant impact in that respect. Ms. Mengine stated the impact of the airport is in terms of the services it offers. She added that as a community, we lack shovel ready properties. The Erie County Redevelopment Authority is trying to acquire land to get shovel ready. Forty to fifty acres is the minimum with 200 acres being ideal. Ms. Mengine feels that the airport's foreign trade zone (FTZ) is underutilized. Mr. Martin stated that we have been working with Ms. Mengine and the Erie County Redevelopment Authority to market 7 acres off of Powell Avenue. At this time, we have a very interested party in the property.

Resolutions

Resolution 2020-41 Authorization to Make Payment to Fully Fund ERAA Employees' Retirement Fund

Mr. Martin summarized previous discussions on this matter. We would be using CARES Act funds for this which is permitted under the program. Ms. Gornall confirmed. Mr. Wagner expressed concern and shared information from a recent article he read about not being able to use CARES money to fix prior problems. Mr. Martin explained that we have been including the \$14,000 we pay each month to the MMO with our CARES Act reimbursement requests and it has been paid every time in full.

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

Resolution 2020-42 Sale of Orchard Park

Mr. Martin explained that this property is part of the airport's noise reuse plan approved by the FAA. We have a \$400,000 cash offer and the sale of the property is in compliance with our agreement with the FAA.

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

Resolution 2020-43 Approval of Change Order No. 1 for the Snow Removal Equipment Building Project

Mr. Wagner asked why there are no contingencies figured into these contracts. Mr. Martin explained that federal projects follow different rules- we received the bids then submit them to the FAA for approval then all change orders get submitted to the FAA also.

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

Resolution 2020-44 Approval of 2021 Capital Budget

Mr. Martin reported that two different budget meetings were held at Knox as well individual meetings at the airport with different Board Members.

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

Resolution 2020-45 Approval of 2021 General Operations Budget

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

Resolution 2020-46 Authorize Executive Director to Execute Agreement with JBT Aerotech

Mr. Martin explained that we are receiving State funding for a new, additional JetBridge. David Hallman, Jr. moved, and Marybeth Smialek seconded. Approved by Yeas: Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Christopher Parker, Richard Wagner, Daniel Giannelli, and Aaron Susmarski

Resolution 2020-47 Award of Deicing Facility Construction Bid

Mr. Martin explained that we are updating our facility using CARES Act money. Richard Wagner moved, and David Hallman, Jr. seconded. Approved by Yeas: David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Christopher Parker, Richard Wagner, Daniel Giannelli, Aaron Susmarski, and Patrick Cappabianca

Resolution 2020-48 Authorize Executive Director to Execute Long Term Lease Agreement with Nine Ships Company

Mr. Martin reported that we have been working with Tina Mengine's agency and Nine Ships Company for this property which is the former Penn Brass building. We have a letter of intent from Nine Ships and will work with Knox for the long term lease.

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

Resolution 2020-49 Authorize Executive Director to Purchase Electrical Switchgear to Support New JetBridge

Mr. Martin explained that this involved the previously discussed testing that was conducted to ensure our electrical system could support something like a new JetBridge. It has been determined that a new switchgear is necessary. There is a 22 week lead-time for the switchgear. In response to a question from Mr. Giannelli, Mr. Martin confirmed that this upgrade will support future expansion/additions. The resolution was amended to include the not to exceed amount of \$60,000.00.

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

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

There was no **New Business**

There were no **Liaison Comments**

Board Member Comments

Mr. Parker wished everyone a safe and happy Thanksgiving. He thanked Mr. Giannelli for running today's meeting.

There was no **Executive Director's Report**

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

Adjournment: 12:59 PM

Marybeth Smialek, Secretary