

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, November 20, 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:

Patrick Cappabianca	Derek Martin	Cas Kwitowski, Erie City Council
Richard Wagner	Michelle Magee	
Andrea Zdaniewski	James Pacansky	
Daniel Giannelli	Jennifer Gornall	
Marybeth Smialek		
Aaron Susmarski		
David Hallman, Jr.		

Opened: 12:01 PM

In the absence of Board President Parker, Board Vice President Daniel Giannelli opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

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

Approval of Minutes:

Board Meeting- October 29, 2019

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

There were no **Public Comments**

Committee Reports:

Finance Committee- On behalf of Finance Committee Chair David Hallman, Committee Member Marybeth Smialek reported that the Finance Committee held a meeting on November 19, 2019. The Committee reviewed the cash forecast, A/R summary, bills to be paid, capital fund transactions, and expense reports. Due to the early meeting, the Financial Report will be available in December. Ms. Smialek stated that the Finance Committee recommends approval of the bills. Approval of the Bills to be Paid- Marybeth Smialek moved, and David Hallman, Jr. seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Richard

Wagner, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Unfinished Business

Derek Martin provided follow up to these previously discussed issues:

- After reviewing with TSA, -non-ticketed guests are not permitted past security for restaurant use. TSA approved the sally port which allows service to non-ticketed guests. Mr. Martin further explained that larger airports such as Pittsburgh have a program that allows non-ticketed, vetted guests through security to allow for shopping as the shops at Pittsburgh Airport were designed as destination shopping prior to 9/11.
- We have been in contact with the Director of the VA Hospital regarding their interest in our mural and aviator portraits. The interior designer for the hospital will reach out to us within the next 45 days. The mural artist has identified Jefferson Elementary as a possible home for the mural. Mr. Martin said he will follow up with the school after we talk to the VA Hospital regarding their possible interest in the mural and portraits.\
- A review of the Master Plan has been scheduled for December 12th at 10:30 am at Knox for all interested Board Members.

Resolutions

Resolution 2019-27 Authorize Executive Director to Enter In To Lease Agreement with the FAA- Mr. Martin explained that the FAA lease expired 9/30/2017. We have been in negotiations with the FAA for a new lease since before it expired. The new lease term is October 1, 2017 through September 30, 2022 for \$183,965 annually. The FAA will pay the difference from October 1, 2017 to current. Andrea Zdaniewski made a motion for approval and Aaron Susmarski seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Resolution 2019-28 Award Contract for Erie International Airport Electronic Security System (ESS) Modernization- Mr. Martin shared a video on security upgrades. He explained that the funds for this project were previously approved by the Board in June 2018 in a state grant offer from the Bureau of Aviation. Marybeth Smialek made a motion for approval and David Hallman, Jr., seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Resolution 2019-29 Adoption of 2020 Capital Budget- Mr. Martin stated that budget meetings were held earlier this month. Andrea Zdaniewski made a motion for approval and Aaron Susmarski seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, and Richard Wagner.

Resolution 2019-30 Adoption of 2020 General Operations Budget- David Hallman Jr., made a motion for approval and Marybeth Smialek seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, and Richard Wagner.

Resolution 2019-31 Authorize Executive Director to Accept and Execute State Grant Offer- Mr. Martin explained this grant is for airfield equipment which is typically not covered by federal grants. Aaron Susmarski made a motion for approval and Andrea Zdaniewski seconded. Approved by Yeas: Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, and Aaron Susmarski.

Resolution 2019-32 Award Contract for Exit Lane Breach Control Technology- Mr. Martin explained that project is part of the security upgrades. David Hallman, Jr. made a motion for approval and Richard Wagner seconded. Approved by Yeas: Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, and Aaron Susmarski.

Resolution 2019-33 Authorize Executive Director to Execute Agreement with Velocity Network for the Purchase of the Necessary Equipment and Services for Badging and Computer Access Control Systems- Mr. Martin explained that this is for the servers, computers, warranties, and support for the new badging and access control systems- it is a 5 year agreement. David Hallman, Jr., made a motion for approval and Aaron Susmarski seconded. Approved by Yeas: David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Aaron Susmarski, and Patrick Cappabianca.

There was no **New Business**

Liaison Comments

City Council Liaison shared his thoughts on the airport's need for the airport to be more "regional" possibly with the ability to tax. He also thinks that the airport needs a better terminal. Mr. Kwitowski added that he feels Authorities such as the Airport work well; very efficient.

There were no **Board Member Comments**

Executive Director's Report

Mr. Martin shared the following:

- A copy of Airport Improvement Magazine was given to each Board Member. This month's edition features an article on the airport's terminal improvements.
- Passenger traffic increased 13.43% through October. Enplanements are expected to be near 107,000 by the end of the year.
- Negotiations with both unions continue.
- On October 1st, a joint press conference was held with the County Executive and Mayor regarding Real ID. The airport will be running public service

announcements also. Mr. Kwitowski asked Michelle Magee to email him the info on Real ID that was covered at the press conference (*after meeting action- Michelle Magee emailed the requested information to Mr. Kwitowski on 11/21/2019*).

- The TSA pre-check enrollment event held November 4th thru November 8th was very successful. We are trying to schedule another event for early April 2020.

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

Adjournment: 12:45 PM

Marybeth Smialek, Secretary