

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, December 15, 2021**

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:	Andrea Zdaniewski	Jack Bendig, Hangar 20
	Brad Peganoff	Ed Tropper, Aviation Flyers
	Gregory Hayes	Sarah Schnarrs, Fairview resident
	Daniel Giannelli	Fred Veith, Hangar 20
	Jennifer Gornall	Lou Aliota, citizen/resident
	Derek Martin	Tina Mengine, Erie County Redevelopment Authority
	Michelle Magee	Mary Lou Younke, Erie County OCY
	James Pacansky	Tish Bartlett, Autism Society NWPA

Participated via Zoom: Richard Wagner Aaron Susmarski Marybeth Smialek

Board President Andrea Zdaniewski opened the meeting at 12:05 PM with the Pledge of Allegiance to the United States of America.

Approval of Agenda:

Daniel Giannelli made a motion to approve the agenda as presented and Marybeth Smialek seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, and Brad Peganoff.

Approval of Minutes:

Ms. Zdaniewski asked for a motion to approve the minutes of the last Board Meeting as presented. Aaron Susmarski moved to approve, and Daniel Giannelli seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, and Brad Peganoff.

Public Comments

Ed Tropper of the Aviation Flyers group stated that there is currently no mechanic on the field and would like the airport to revisit the rule regarding mechanic fees.

Tish Bartlett of Autism Society of NW PA addressed the Board. She explained that she has worked with Derek Martina and Michelle Magee previously with the Autism in Flight program. Between 2019 and 2020, 173 participants experienced this great program at ERI. Ms. Bartlett explained that she reached out to Mr. Martin recently to see if the airport could assist with an individual needing an airport/flight walk thru (similar to the Autism in Flight program) to be more comfortable with an upcoming flight. Mr. Martin was happy to help. Ms. Bartlett introduced Mary Lou Younke from the Erie County Office of Children and Youth to further explain.

Mary Lou Younke introduced herself and shared that a client has been in foster care for 5 years with no family of his own. Her agency was finally able to place this young man in Georgia. Having never flown, Ms. Younke had some concerns regarding this young man taking a flight to Georgia. With Ms. Bartlett's assistance, Ms. Younke reached out to the airport and was pleasantly surprised how quickly Mr. Martin was able to make arrangements for a "trial run" at the airport the young man (it was a 48 hour turn around). The experience included TSA screening and boarding an aircraft.

Mr. Peganoff thanked both Ms. Bartlett and Ms. Younke. He and Ms. Barlett exchanged business cards as Mr. Peganoff has some contacts that may assist Ms. Barlett's organization.

Lou Aliota stated that he has been involved with the Airport Authority for about a year now and has seen gaps in the processes and procedures of the Authority. Mr. Aliota asked the following questions:

- Do right to know (RTK) requests go to all Board members?
- Has the Board approved the RTK process?
- Regarding the Knox Law Firm resolution, is the solicitor one individual with a signed contract with the Erie Regional Airport Authority?

Mr. Aliota added that Ms. Magee has been very kind when providing RTK responses and other information. He wished everyone a blessed Christmas and a Happy New Year.

Tina Mengine of the Erie County Redevelopment Authority provided an update on the 7 acres on the east side of the airport that her agency is marketing for the airport. She reported that her agency continues to market the property. She is encouraged now that the former PennBrass warehouse has been removed. Ms. Mengine stated that she already spoke to Mr. Martin about obtaining updated photos of the property. In response to an inquiry from Mr. Peganoff, Ms. Mengine stated that the redevelopment authority in Corry, PA is separate from her agency.

Committee Reports:

Finance Committee- Finance Committee member Daniel Giannelli reported that the Committee met on December 14, 2021. The Committee reviewed the October financials, Cash Forecast and AR Summary, Capital Fund Transactions, Bills to be Paid, and the Business Expense Reports with no concerns. The Finance Committee recommends paying the bills as presented. Daniel Giannelli made a motion to approve, and Brad Peganoff seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, and Brad Peganoff.

Nominating Committee- Nominating Committee Chair Aaron Susmarski reported that the Committee met on December 9, 2021 to prepare the slate of officers to be considered at the January board meeting. The slate of officers for 2022 is presented to the Board via the link on today's meeting agenda under New Business. Mr. Susmarski explained that prior to the committee meeting, he spoke to the current officers confirming their interest in serving another year. All

confirmed except Mr. Hallman and Ms. Smialek have switched officer positions on the slate. It was explained that those interested in an officer position but not on the slate can be nominated from the floor at the January board meeting prior to the vote for 2022 officers.

There was no **Unfinished Business**.

Resolutions

Resolution 2021-30 Appointment of the Knox Law Firm as Solicitor for FY2022

Mr. Martin explained that the Board considers the appointment of Knox as Solicitor every December. Many different attorneys at Knox assist us during the year. Ms. Gornall added that the Authority engages the Knox Firm; there is no signed contract each year. Mr. Peganoff referenced a letter (*a copy of the letter is on record in the 2021 Board binder*) sent by County Executive Elect Brenton Davis' transition team asking that boards take no action on personnel and contracts until the new Executive Director takes office. Ms. Gornall explained that once a municipal authority is created, they are a separate entity. The County Executive has no authority to order a board not to conduct their business. Mr. Martin added that there seems to be some confusion associated with the Airport Authority's ownership. The Erie Regional Airport Authority is an independent organization and a federally obligated facility. Neither the city, county nor state have jurisdiction over us. Mr. Martin then shared an email from current County Executive Kathy Dahlkemper (*a copy of the email is on records in the 2021 Board binder as well as a follow up letter written by Kathy Dahlkemper, Andre Horton, and Mary Rennie was sent the next day to all Authorities addressing the letter sent out by County Executive Elect Davis' transition team*).

Mr. Peganoff stated that taking action now on this could negatively impact the Authority. He asked for Knox invoices to review before this vote and didn't get them. Ms. Gornall and Ms. Zdaniewski stated that your specific request was made available to you prior to this meeting (*Ms. Gornall indicated that the invoices are available to review in an email dated 12/10/2021*). Ms. Zdaniewski added that not having a solicitor would put the Authority at risk.

Marybeth Smialek moved, and Daniel Giannelli seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, and Andrea Zdaniewski.

Nays: Gregory Hayes and Brad Peganoff

Resolution 2021-31 Appointment of McGill Power Bell & Associates for the 2021 Audit

Mr. Martin explained that McGill Power Bell & Associates (formerly BKD) has performed our financial audits for many years. This resolution appoints them for the audit of the 2021 financials.

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

Nays: Brad Peganoff

Resolution 2021-32 Lease of a One Acre Portion of the Former Penn Brass Site to Konzel Construction Co., Inc.

Mr. Martin explained that Konzel Construction is located on the south side of the airport adjacent to the site of the former Penn Brass building. This resolution approves a lease of one acre of land to Knozel for their equipment storage. Mr. Martin added that this does not impact our ability to market the property through the Erie County Redevelopment Authority. Ms. Mengine confirmed that there is no impact to her organization's efforts to market the property.

Marybeth Smialek moved, and Daniel Giannelli seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Brad Peganoff, Marybeth Smialek, and Aaron Susmarski.

Resolution 2021-33 Approval of First Amendment to Operating Agreement with Lyft, Inc.

Mr. Martin explained that the only change to the current operating agreement with Lyft is the dates as this is a three year extension.

Gregory Hayes moved, and Brad Peganoff seconded. Approved by Yeas: Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Brad Peganoff, Marybeth Smialek, Aaron Susmarski, and Richard Wagner.

New Business

Ms. Zdaniewski reiterated that the proposed slate of officers for 2022 is linked for Board members on today's agenda.

Ms. Zdaniewski appointed a Public Relations/Marketing Ad-hoc Committee for the purpose of addressing topics/ideas previously mentioned by Mr. Giannelli including engaging public relations services to be proactive with issues related to the airport as well as exploring marketing options. Committee Chair- Dan Giannelli and members Greg Hayes, Richard Wagner, and David Hallman, Jr.

Mr. Wagner asked for an explanation on the Whipple resolution that Ms. Magee received from County Council and distributed earlier to the Board. Ms. Magee explained that the current Famous Erie Aviators Wall of Fame display includes 25 portraits with names and biography information displayed on a digital kiosk. The program for new honorees has been closed since 2017 due to lack of space for additional portraits. When the mural was added, it was decided that the program would be closed once 25 portraits were on display. Options to display additional honorees digitally only were in the early stages of discussion prior to the pandemic. Ms. Magee added that there are specific criteria to be considered for the program for both military candidates and civilian. Per the request of Mr. Peganoff, Ms. Magee will forward this information to the Board. Ms. Magee stated that to be fair and protect the integrity of the program, there are eight additional applications ahead of Col Whipple's that need to be considered as well as they were submitted since the program closed. Mr. Giannelli suggested this may be something his Ad-hoc Committee could look at in the future while be mindful of the fact the wall with the current display may be removed per our Master Plan when baggage claim is expanded. Ms. Zdaniewski added that utilizing the kiosk more could be an option.

There were no liaisons present for **Liaison Comments.**

Board Member Comments

Mr. Wagner and Ms. Smialek both commented that they don't feel the incoming County Executive meant anything negative by his letter. Mr. Peganoff cautioned the Board to slow down as we may be leaving money on the table that could help us with projects. Mr. Gianelli stated that in his seven years on the Board, he cannot recall one instance where this Board was led astray by Attorney Jennifer Gornall or the Knox Firm. He added that the many years of service from Knox benefits us with a great number of resources available to us through the Knox Firm.

Executive Director's Report

Mr. Martin provided updates on the de-icing facility project and the passenger boarding bridge project.

Mr. Martin addressed a comment pertaining to the availability of on field mechanics. As previously communicated to the Board, North Coast Air employs one full time and two part time mechanics. Even with the full time mechanic off, needs are being handled. For instance, this morning two commercial aircrafts experienced mechanical issues. North Coast Air mechanics handled the issues of both aircraft. Both flights took off after a slight delay for the repairs with no further issues. North Coast Air is also starting a partnership with Chautauqua Aviation in Jamestown that will be mutually beneficial. Mr. Hayes suggested waiving the \$2,000 mechanics fee during this time of distress. Mr. Martin explained that the insurance requirement and cost is the bigger. If the mechanics can't afford the required insurance, then there is no reason to waive the fee. Ms. Zdaniewski stated that the Board needs to better understand the need first because it seems North Coast Air does have mechanics available.

Brad Peganoff made a motion to adjourn, and Daniel Giannelli seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Gianelli, Gregory Hayes, Andrea Zdaniewski, and Brad Peganoff.

Adjournment: 12:55 PM

David Hallman, Jr., Secretary