

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Wednesday, December 16, 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  
David Hallman Jr.      Daniel Giannelli  
Patrick Cappabianca      Gregory Hayes

**Participated by Phone:** Aaron Susmarski      Andrea Zdaniewski  
Richard Wagner      Jennifer Gornall

Board President Christopher Parker opened the meeting at 12:00 PM with the Pledge of Allegiance to the United States of America.

**Approval of Agenda:**

Mr. Parker asked for a motion to amend the Agenda to add Resolution 2020-57 Appointees to the ERAA Board of Directors. Marybeth Smialek moved to make the amendment to add the resolution and approve the agenda as amended and Patrick Cappabianca 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. Giannelli asked for a motion to approve the minutes of the November 18, 2020 Board Meeting as presented. Gregory Hayes moved to approve, and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

*Mr. Parker 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 Chair David Hallman Jr. reported that the Finance Committee met on December 15, 2020. The Committee reviewed the Cash Forecast and AR Summary, October Finance Report, Capital Fund Transactions, Bills to be Paid this month, and the Business Expense Reports with no concerns. Mr. Hallman stated that the Finance Committee recommends paying the bills as presented and made the motion to approve and Patrick Cappabianca

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 on the October Finance Report. The net surplus for month ending October 31, 2020 was \$120,322. Year to date deficit is \$112,920. Compared to budget, we are unfavorable \$290,869 with revenue unfavorable to budget \$783,274 and expenses favorable to budget \$492,404.

### **Unfinished Business**

Ms. Smialek asked Mr. Pacansky if the payment was made to fully fund the pension as approved at last month's meeting. Mr. Pacansky confirmed the payment was made prior to the deadline.

### **Resolutions**

#### **Resolution 2020-50 Appointment of the Knox Law Firm as Solicitor for FY2021**

Ms. Gornall confirmed that there is no rate increase for FY2021.

Daniel Giannelli moved, and Marybeth Smialek 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 2020-51 Appointment of McCill, Power, Bell & Associates for the 2020 Audit**

Mr. Pacansky reported a slight increase in the fee from the previous year. Mr. Giannelli stated that he thought the new software would make the audit easier. Mr. Pacansky explained that the new software benefits us not the auditors. In response to an inquiry from Mr. Hallman, Mr. Pacansky explained that we do not typically go out for bid for audit services.

Gregory Hayes moved, and Patrick Cappabianca 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 2020-52 Approval of Change Order No. 1 for Entrance Road and Parking Lot Rehabilitation**

Mr. Martin explained that this is for a new gas line installation (we are going from propane to natural gas which is why we need the new line), mobilization, demobilization, and two additional signs.

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

**Resolution 2020-53 Approval of Change Order No. 1 for Terminal Vestibule Replacement**

Mr. Martin explained that this change order is for the cost of the building permit as required by Millcreek Township.

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

**Resolution 2020-54 Authorize Executive Director to Negotiate Concession Agreement with Executive Car Rental**

Mr. Martin reported that the agreement is being finalized by the Knox Law Firm and the agreement with the new company will be consistent with those of our exiting rental companies. Mr. Martin explained that Executive Car Rental is a new company from the Michigan area. Once executed, this will bring new rental revenue and new CFC revenue.

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

**Resolution 2020-55 Approval of Erie International Airport/Erie Regional Airport Authority Document Retention Procedures 2020**

Mr. Martin explained that these procedures comply with the Municipal Authorities and Federal guidelines for retention. Knox has reviewed the procedures.

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

**Resolution 2020-56 Approval of Change Order No. 2 for Security Upgrades with Miller Information Systems (MIS)**

Mr. Martin explained that we received additional funding to do some additional upgrades including replacement cameras.

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

**Resolution 2020-57 Appointees to ERAA Board of Directors**

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

## **New Business**

Mr. Hayes inquired as to what aircraft owners on the airfield should do now that North Coast Air fired their mechanic. Mr. Martin advised that anyone running into an issue should let him know so it can be worked out.

Mr. Cappabianca stated for the record that he completely agrees with the information presented in the last resolution regarding appointees to the Erie Regional Airport Authority. The only reason he voted ‘No’ was because the language in no. 1 regarding working at the Authority within the last 5 years. Mr. Cappabianca states that everyone knows he doesn’t like timeframes on things.

As Committee Chair, Mr. Cappabianca presented the Nominating Committee Report. Mr. Cappabianca started his report with some background information about appointments and officers from when he was on Erie City Council. As Council President and a Councilman, Mr. Cappabianca did many firsts with appointments to the Airport Board. Mr. Cappabianca stated that he was honored to be selected to Chair the Nominating Committee again and presented the Slate of Officers for 2021:

- President- Andrea Zdaniewski
- Vice President- Daniel Giannelli
- President Pro-Tem- Aaron Susmarski
- Treasurer- David Hallman, Jr.
- Secretary- Marybeth Smialek

The slate will be voted on in January per our Bylaws.

There were no **Liaison Comments**

## **Board Member Comments**

Mr. Cappabianca thanked Mr. Parker for another excellent year. Mr. Parker has served this Board well. The rest of the Board Members shared Mr. Cappabianca’s sentiments regarding Mr. Parker’s reign on the Board.

Mr. Parker thanked everyone for all their cooperation during his time on the Board. He has learned a lot from this Board and will have fond memories of his time here. Mr. Parker gave a special thank you to Michelle Magee for all her support and assistance over the years.

To avoid a lengthy lapse in the Board President seat, a Reorganization Meeting will be scheduled for Wednesday January 6, 2021 at Noon in this location. Michelle Magee will send out the details.

## **Executive Director’s Report**

Mr. Martin reported that the Mayor’s next press conference focused on the new Dulles service on United Airlines. The press conference will be virtual, and Mr. Martin will send out the link to participate to the Board once he has it.

Mr. Martin complimented Mr. Parker on his time on the Board. There have been many ups and downs in the two and a half years they have worked together, but the airport is in a better position now than it was then, so things continue to head in the right direction. Mr. Martin reiterated that we actually turned a profit in October despite the global pandemic! Mr. Martin stated that Mr. Parker's leadership will be missed and thanked him for his time and friendship. Mr. Parker was presented with a service plaque.

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: 12:48 PM**

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Marybeth Smialek, Secretary