

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, February 24, 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: Marybeth Smialek Derek Martin Grayson Patterson, NCA
Daniel Giannelli Michelle Magee Michael Keys, Erie City Council
David Hallman, Jr. James Pacansky David Benson, Fundamentals Flight
Patrick Cappabianca James Moelk, Fundamentals Flight
Joe Ceresa, NCA

Participated by Phone: Aaron Susmarski Jennifer Gornall
Richard Wagner Kim Clear, Erie County Council
Andrea Zdaniewski

Board President Andrea Zdaniewski opened the meeting at 12:02 PM with the Pledge of Allegiance to the United States of America.

Approval of Agenda:

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

Approval of Minutes:

Ms. Zdaniewski asked for a motion to approve the minutes of the last Board Meeting as presented. Marybeth Smialek moved to approve, and Patrick Cappabianca seconded. Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Andrea Zdaniewski, Patrick Cappabianca, and David Hallman, Jr.

Public Comments

Dave Benson and James Moelk of Fundamentals Flight Training introduced themselves to the Board. They provided information on their operation and available services. They pride themselves in safe and affordable flight training! Mr. Benson and Mr. Moelk look forward to working with North Coast Air and the Airport Authority.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman Jr. reported that the Finance Committee met on February 23, 2021. The Committee reviewed the Cash Forecast and AR Summary, December and January Finance Reports, 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. Patrick Cappabianca made a motion to approve, and

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

Finance Report James Pacansky reported on the December and January Finance Reports. The net deficit for the month of December was \$156,193. Year to date the net deficit is \$299,755. Compared to budget, we are unfavorable \$574,698 year to date with revenue unfavorable to budget \$1,082,751 and expenses favorable to budget \$508,053. The deficit for the month of January was \$19,638. Year to date the net deficit is \$19,638. Compared to budget, we are unfavorable \$9,782 year to date with revenue unfavorable to budget \$71,031 and expenses favorable to budget \$61,248.

There was no **Unfinished Business**.

Resolutions

Resolution 2021-02 Authorize Executive Director to Accept and Execute CRRSA Grant

Derek Martin explained that is a second round of funding to airports as follow up to the March 2020 CARES Act. We will get \$1.394 million under this package and \$22,857 for concessions. We are checking to see if this can include the FBO.

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

Resolution 2021-03 Award of General Aviation Facility Remodel Bids

Derek Martin explained that this is for the required upgrades to the Customs and Border Protection facility. The notice describing the required upgrades due to noncompliant standards was first sent in 2013 but the Executive Director at the time did nothing with it. Now we have to- we are the last airport to complete the upgrades between here and Chicago!

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

Resolution 2021-04 Approval of Office Sub-Lease Agreement Between North Coast Air and Fundamentals Flight Training, LLC

Derek Martin reviewed the Airport's Rules and Regulations. He explained that in early January Greg Hayes as owner of the North Coast Flight School called to report that there are individuals were offering flight training out of ERI. Since this is in violation of the rules and regulations, Mr. Hayes asked Mr. Martin to address the issue. Mr. Martin explained that he and Chief Bogle were able to identify the individuals. All individuals were met with and operations ceased. Two of the individuals approached North Coast Air for a lease so they could resume operations as Fundamentals Flight Training LLC. The sublease presented today is the exact same lease North Coast Flight School has with North Coast Air. Mr. Cappabianca expressed his disappointment that we are doing this to Greg (Hayes) when he isn't here to discuss. Mr. Martin explained that under our grant

assurances (#22 and #23) we have to allow. For example, when American Airlines started Charlotte service, they offered service to Chicago as well. We could not tell American no you cannot go to Chicago because United already services Chicago. The lease is between North Coast Air and Fundamentals Flight Training; we just approve the sublease as we did with the lease between North Coast Air and North Coast Flight School. Jennifer Gornall confirmed that the sublease was reviewed when it was presented for North Coast Flight School and since this is the same agreement it too has legal support. Mr. Wagner questioned whether or not Erie can support two flight schools. Mr. Martin reiterated that the Board is just approving the sublease between NCA and Fundamentals Flight Training just like they did before for NCA and North Coast Flight School.

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

There was no **New Business**.

Liaison Comments

Erie City Council liaison Michael Keys commented that he is happy United added service to Dulles.

Erie County Council liaison Kim Clear commented that she continues to monitor current legislation closely to see what if anything can be done for the Airport.

There were no **Board Member Comments**.

Executive Director's Report

Mr. Martin reported the following:

- The lease agreement with Greenleaf is under review. They are not ready to break ground yet.
- The lease agreement with Customs and Border Protection is signed and effective August 1, 2021.
- Real ID compliance will be enforced effective October 1, 2021. A national campaign is underway, and we have the most updated information on our website.
- We have received several recent compliments on the cleanliness of our airport!!

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

Adjournment: 12:36 PM

Marybeth Smialek, Secretary