

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, February 26, 2020**

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:

Christopher Parker	Derek Martin	Joe Ceresa, NCA
Aaron Susmarski	Michelle Magee	Valerie Myers, Erie Times
Patrick Cappabianca	James Pacansky	Don Chase, Hangar 20
Richard Wagner	Jennifer Gornall	Fred Veith, Hangar 20
Daniel Giannelli	Kim Scharrer	
Gregory Hayes		
Marybeth Smialek		

Participated by Phone: Andrea Zdaniewski (*joined at 12:05 pm*)

Board President Christopher Parker opened the meeting at 12:01 PM with the Pledge of Allegiance to the Flag of the United States of America.

Approval of Agenda:

Mr. Parker asked for a motion to approve the agenda as presented. Daniel Giannelli moved to approve the agenda and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Approval of Minutes:

Mr. Parker asked for a motion to approve the minutes of the January 22, 2020 Board Meeting and the minutes of the January 28, 2020 Special Board Meeting as presented. Aaron Susmarski moved to approve the minutes and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.
Abstained: Daniel Giannelli

There were no **Public Comments**

Committee Reports:

Finance Committee- Finance Committee member Daniel Giannelli reported that the Finance Committee held a meeting on February 25, 2020. The Committee reviewed the cash forecast, A/R summary, bills to be paid, capital fund transactions, and expense reports. The Committee reviewed the December and January financials. Mr. Giannelli stated that the Finance Committee recommends paying the bills as presented. Daniel Giannelli moved, and Gregory Hayes seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron

Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, and Marybeth Smialek.

Finance Report CFO James Pacansky reported a net surplus after debt service of \$10,864 for the month of December. Year to date net surplus after debt service is \$576,861. We are \$519,604 favorable to budget year to date with revenue favorable to budget \$161,722 and expenses favorable to budget \$357,881. Mr. Pacansky reported a net surplus after debt service of \$39,947 for the month of January. Year to date net surplus after debt service is \$39,947. We are \$45,853 favorable to budget year to date with revenue favorable to budget \$5,710 and expenses favorable to budget \$40,143.

Ad Hoc Committee- Mr. Parker reported that the Ad Hoc Committee held a meeting on February 17, 2020 to discuss future options for the Famous Erie Aviators mural and portraits. He stated that many good ideas were brought to the table for consideration. The Committee's next meeting is scheduled for March 9, 2020 at 11:00 am in the conference room at the Intermodal Center.

There was no **Unfinished Business**

Resolutions

Resolution 2020-02 Authorize Executive Director to Secure and Execute Loan with Erie Bank- Mr. Martin explained that this resolution authorizes him to increase our existing \$700,000 line of credit with Erie Bank by \$300,000 to assist with cash flow for costs associated with the Snow Removal Equipment (SRE) Building Project. Costs which will then be reimbursed by the FAA.

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

Resolution 2020-03 Authorize Executive Director to Amend Agreement with Sentinel Consulting for Exit Lane Design- Mr. Martin explained that the Board previously approved a resolution approving a design proposal from Sentinel Consulting. The scope of the project has changed so this resolution authorizes Mr. Martin to amend the agreement with Sentinel to include the design work for the exit lane project. The additional cost is not to exceed of \$7,000.00.

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

There was no **New Business**

Liaison Comments- Mr. Cappabianca introduced new Erie City Council Liaison Michael Keys. Mr. Keys said he looks forward to working with the airport.

Board Member Comments

Mr. Hayes stated that he goes a bit overboard when he is passionate about something, but he can also recognize good, hard work. With that being said, Mr. Hayes congratulated Mr. Martin for his efforts to secure a Small Community Air Service Development Grant and for his continued communications with United on Dulles service.

Executive Director's Report

Mr. Martin reported the following:

- Advertising concessions were up 73% over last year
- Food concessions were up 1,151% over last year
- Fees collected from general aviation aircraft that cleared Customs was up 32% over last year
- Parking concessions were up 16% over last year
- Enplanements were up 12.2% over last year
- General aviation operations were up 11.37% over last year

Mr. Martin added that his previous professional experience has enabled the Authority to reduce the need for consultants in some areas. Mr. Martin also reported the following:

- Previously discussed planned jet bridge repairs are being done now.
- Discussions with United for Dulles service are moving forward with the announcement of the Small Community Air Service Development Grant award for ERI. We were one of 18 grants awarded!
- On March 7th the Airport will be hosting another Autism in Flight program in conjunction with Delta, SkyWest, TSA, and Autism Society of Northwestern Pennsylvania. All airport staff and tenant staff time is donated for this program and there is no cost to participants.
- The car rental canopy and snow removal equipment building projects are at 90% final design.
- The hangar project with Greenleaf continues with next steps Millcreek Zoning and Millcreek Supervisors meetings. Mr. Martin added that we are working with Knox to have this property as well as other properties on airport properly zoned.

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

Adjournment: 12:24 PM

Marybeth Smialek, Secretary