

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, March 25, 2020**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the Administrative Office on the second floor of the Erie International Airport terminal located at 4411 West 12th Street, Erie, Pennsylvania.

Attendees:

Derek Martin Michelle Magee James Pacansky Daniel Giannelli

Participated by Phone: Christopher Parker (*joined at 12:23 pm*) Jennifer Gornall
Patrick Cappabianca Richard Wagner
Gregory Hayes Marybeth Smialek
David Hallman, Jr. Aaron Susmarski
Andrea Zdaniewski

Because Board President Christopher Parker planned to join the meeting late, Board Vice President Daniel Giannelli opened the meeting at 12:07 PM 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. Patrick Cappabianca moved to approve the agenda and David Hallman, Jr. seconded. Approved by Yeas: 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 February 26, 2020 Board Meeting as presented. Marybeth Smialek moved to approve the minutes and Patrick Cappabianca seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr. Marybeth Smialek, and Andrea Zdaniewski.

There were no **Public Comments**

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman reported that the Finance Committee held a meeting on March 24, 2020. The Committee reviewed the cash forecast, A/R summary, monthly finance report, bills to be paid, capital fund transactions, and expense reports. Mr. Hallman stated that the Finance Committee recommends paying the bills as presented. David Hallman, Jr. moved, and Gregory Hayes seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

Finance Report CFO James Pacansky reported a net surplus after debt service of \$12,988 for the month. Year to date net surplus after debt service is \$52,934. We are \$93,677 favorable to budget year to date with revenue favorable to budget \$12,700 and expenses favorable to budget \$80,977.

Ad Hoc Committee- Mr. Hayes reported that the most recent Ad-Hoc meeting was cancelled but Mr. Parker is working on kiosk ideas and pricing to share with the committee.

There was no **Unfinished Business**

Mr. Parker joined the meeting at 12:23 pm

Resolutions

Resolution 2020-04 Authorize the Execution, Delivery, and Issuance of \$1,800,000 Taxable Drawdown Term Note, Series Of 2020 Accepting the Proposal for the Purchase of Note; Specifying the Purpose for which the Note is Issued, Requesting the Opinion of Counsel and other Necessary Actions - Mr. Martin explained that this action was already approved by this Board. This new resolution is necessary because Erie City Council actually needed to approve it first. At the suggestion of Mr. Cappabianca, Attorney Tim Sennett contacted Erie Bank to see if we could get a lower rate in light of the COVID-19 crisis. Erie Bank was able to lower the rate to 3.91%. The resolution language will reflect the new lower rate.

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

Resolution 2020-05 Authorize the Execution, Delivery, and Issuance of Amendment to the Existing \$700,000 Discretionary Demand Line of Credit Note, Series of 2008, Accepting the Proposal for the Purchase of Note; Specifying the Purposes for which the Note is Issued, Requesting the Opinion of Counsel and other Necessary Actions - Mr. Martin explained that like the Resolution 2020-04, this action previously approved by the ERAA Board actually needed to be approved by Erie City Council first.

Christopher Parker moved, and Richard Wagner 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 2020-06 Authorize Executive Director to Amend Agreement with Miller Information Systems (MIS)- Mr. Martin explained that the Board previously approved a resolution to contract Miller to complete our electronic security system modernization project. During the course of the project, Miller discovered that much of our wiring is insufficient to support the new access control system. New cabling to the card reader access control points needs to be replaced. The not to exceed amount is \$15,000.00.

Marybeth Smialek moved, and David Hallman, Jr. 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 2020-07 Authorize Executive Director or Chief Financial Officer to Sign and Enter Into All Commonwealth of PA, Department of Transportation

Agreements on Behalf of the Authority- Mr. Martin explained that this is something required by the state in order to accept grants. It is basically a clerical update as our agreement with the state has not been updated since Chris Rodgers was the Executive Director. As always, the Airport accepts the grants then the Board approves the projects under a specific grant- nothing has changed.

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

There was no **New Business** or **Liaison Comments** (none present) or **Board Member Comments**

Executive Director's Report

Mr. Martin reported the following:

- On March 7th the Airport held a successful Autism in Flight program in conjunction with Delta, SkyWest, TSA, and Autism Society of Northwestern Pennsylvania. All airport staff and tenant staff time volunteered their time for this program. Two groups went through the program.
- As previously reported, January and February enplanement numbers were up over last year's numbers. March will show a very drastic decrease. This is happening across the nation.

Mr. Hayes added that Real ID requirements have been pushed back to October 1, 2021.

The Board met in Executive Session 12:51 pm until 1:14 pm.

Patrick Cappabianca made a motion to adjourn and Christopher Parker 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: 1:15 PM

Marybeth Smialek, Secretary