

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, April 22, 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

Participated by Phone: Christopher Parker Jennifer Gornall
Patrick Cappabianca Richard Wagner
Gregory Hayes Marybeth Smialek
David Hallman, Jr. Mitch Kalkhof
Andrea Zdaniewski Sean Vanderhoof
Aaron Susmarski
Daniel Giannelli

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

Approval of Agenda:

Mr. Parker recommends that the agenda be amended to move the 2019 Audit Presentation to after Approval of the Minutes and asks for a motion to approve the agenda as amended. Gregory Hayes moved to approve the agenda and Richard Wagner seconded. Approved by Yeas: Christopher Parker, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Daniel Giannelli and David Hallman, Jr. joined the call after the Approval of the Agenda

Approval of Minutes:

Mr. Parker asked for a motion to approve the minutes of the March 25, 2020 Board Meeting as presented. Gregory Hayes moved to approve the minutes 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.

2019 Audit Presentation

Mitch Kalkhof of McGill Power Bell stated that a full review of the audit of the 2019 financials was given to the Finance Committee at yesterday's Finance Committee Meeting. Mr. Kalkhof presented the highlights of the audit to the Board. He reviewed the following: the Authority's balance sheet, 5 year comparison/trends in assets, 5 year comparison trends in liabilities, the condensed summary of our income statements, 5 year review of operating trends and expenses, key metrics, and subsequent events such as the stock market and COVID-19. Mr. Kalkhof stated that there were no findings and the

adjustments to the audit needed were all on grants side of the airport's finances. From an income statement perspective, the airport had a very good year- enplanements were up 12.2% which drove revenue up.

There were no **Public Comments**

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman reported that the Finance Committee held a meeting on April 21, 2020. The Committee received the audit of our 2019 financials from McGill Power Bell, 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. Richard Wagner moved, and Aaron Susmarski seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski. After an inquiry from Mr. Cappabianca, there was a brief discussion about airport Vendors. Mr. Pacansky and Mr. Martin explained that none of our vendors have offered us deferred payments and we do not have a need to ask.

Finance Report CFO James Pacansky reported a net deficit after debt service of \$3,521 for the month. Year to date net surplus after debt service is \$49,413. We are \$61,324 favorable to budget year to date with revenue unfavorable to budget \$70,070 and expenses favorable to budget \$131,394.

There was no **Unfinished Business**

Resolutions

Resolution 2020-08 Acceptance of Amendment No. 3 to the Erie Regional Airport Authority Employee's Pension plan -The early retirement program was previously reviewed with the Board.

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 2020-09 Authorize Executive Director to Accept and Execute CARES Act Grant - Mr. Martin reiterated the CARES grant money comes with federal restrictions. He also shared a list of projects that we are currently working with the FAA to accomplish under the CARES grant money.

David Hallman, Jr. 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 2020-10 Ratification of COVID-19 Related Modifications- Mr. Martin reiterated information about suspending monthly guarantees for our concessionaires

during the COVID-19 crisis. After an inquiry from Mr. Cappabianca, Mr. Martin explained that this will be reviewed on a month to month basis. The airlines have been given 90 day deferred payments.

Patrick Cappabianca 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 2020-11 Approval of Change Order to Wetlands Mitigation Project- Mr.

Martin explained that this is the last project under the runway improvement program. Marybeth Smialek moved, and Richard Wagner 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 2020-12 Authorize Executive Director to Execute Contract for Wetlands Mitigation Monitoring with Hunt Valley Environmental- Mr. Martin explained that

the monitoring is required by the Department of Environmental Project (DEP) and is for 5 years.

Gregory Hayes moved, and David Hallman, Jr. 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 2020-13 Award Contract to McCreary Roofing for Reroofing Project-

Mr. Martin explained that this was bid through COSTARS- the State bidding program. The roof replacement includes the Airfield Operations building and the remaining part of the airport terminal. Project is contingent upon CARES Act funding. Ms. Smialek made a motion to amend the resolution to add “subject to CARES Act funding”.

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

Resolution 2020-14 Approval of Amendment No. 7 to Jacobs (formerly LeighFisher)

Contract- Mr. Martin explained that this just extends the previous agreement with Jacobs. He further explained that we have been using this company since 2003. They assist with our air carrier agreements. Mr. Martin added that we only pay Jacobs for services used.

David Hallman, Jr. moved, and Richard Wagner 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 2020-15 Award of Parking Lot Reconfiguration and Canopy Bid- Mr.

Martin explained that this project was originally bid in August 2019 but did not receive any good bids at that time.

Marybeth Smialek moved, and Aaron Susmarski seconded. Approved by Yeas: David Hallman, Jr., Marybeth Smialek, Andrea Zdaniewski, Christopher Parker, Richard

Wagner, Daniel Giannelli, Aaron Susmarski, Gregory Hayes, Patrick Cappabianca, and David Hallman, Jr.

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

Board Member Comments

Mr. Parker thanked everyone for their patience as we work through this shutdown. Mr. Hallman congratulated staff for their efforts with the CARES Act money. Ms. Zdaniewski agreed.

Ms. Zdaniewski left the call at 1:00 pm due to another commitment.

Executive Director's Report

Mr. Martin reported the following:

- We received some good bids for the SRE project, but they are currently under review. We may need to schedule a Special Board Meeting in early May to consider the bid awards to move the project along with the FAA.
- Under the CARES Act, our airport was rewarded with funding for our strong financial position and having little debt and high cash reserve. We prepared a project list for work that we can get done with the CARES Act money. The projects we are considering are projects that would not be eligible for federal funding.

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

Adjournment: 1:10 PM

Marybeth Smialek, Secretary