

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, April 28, 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      Mitch Kalkhof, MPB CPA  
Daniel Giannelli      Michelle Magee      Sean Vanderhoof, MPB CPA  
Brad Peganoff      James Pacansky      Ed Tropper, Aviation Flyers  
Patrick Cappabianca      Michael Keys, Erie City Council  
Gregory Hayes

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

Board President Andrea Zdaniewski opened the meeting at 12:03 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. Daniel Giannelli moved to approve the agenda as presented and Patrick Cappabianca seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, and Brad Peganoff.

**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, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, and Brad Peganoff.

Ms. Zdaniewski asked for a motion to approve the minutes of the Special Board Meeting on March 30, 2021 as presented. Gregory Hayes moved to approve, and Daniel Giannelli seconded. Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, and Brad Peganoff.

There were no **Public Comments**.

**Committee Reports:**

Finance Committee- On behalf of Finance Committee Chair David Hallman Jr., James Pacansky gave the Finance Report. He reported that the Finance Committee met on April 27, 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. Mitch Kalkhof and Sean Vanderhood of McGill, Power & Bell presented the audit of the 2020 financials to the Finance Committee at the meeting as well. The Finance Committee recommends paying the bills as

presented. Daniel Giannelli made a motion to approve, and Marybeth Smialek seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, and Brad Peganoff.

**Finance Report** James Pacansky reported the net deficit for the month of February was \$4,084. Year to date the net deficit is \$76,772. Compared to budget year to date we are \$56,417 unfavorable with revenue unfavorable to budget \$176,496 and expenses favorable to budget \$120,079. Mr. Pacansky noted that we did not budget the \$38,000/month MAG for Republic Parking for 2021.

There was no **Unfinished Business**.

### **Resolutions**

#### **Resolution 2021-08 Purchase of Property at 4400 West 12<sup>th</sup> Street**

Mr. Martin explained that per previous discussions with the Board, this property and the property referenced in Resolution 2021-09, were purchased with assistance from a realtor and the Knox Law Firm. Mr. Martin added that he would like to schedule a study session with the Board to further discuss the properties. Ms. Gornall confirmed for the Board that there is no legal requirement to include the sale price of property purchased in the resolution.

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

#### **Resolution 2021-09 Purchase of Property at 4601 West Lake Road**

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

#### **Resolution 2021-10 Approval to Purchase Equipment for Apron Project**

Mr. Martin explained that the airport acquired the equipment now due to lead time from the only provider of this equipment in the country.

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

### **New Business**

**Audit Presentation-** Mitch Kalkhof and Sean Vanderhoof of McGill Power & Bell presented the audit of the 2020 financials. Mr. Kalkhof stated the audit report is unmodified (a clean opinion) with only three audit adjustments all related to our grant program. It is recommended that Mr. Pacansky guide Kim Scharrer to avoid the same in future audits. Mr. Kalkhof reviewed the following:

- 2020 Highlights
- the condensed summary of statements of net position
- the condensed summary of statements of revenues, expenses, and changes to net position

### **Liaison Comments**

Erie City Council liaison Michael Keys stated he is happy to see the Authority making progress and that travel is opening back up.

### **Board Member Comments**

Mr. Hallman stated that what Mr. Martin is proposing for the apron expansion does need to happen. He appreciates the concerns with the timing of the project, but feels as Mr. Martin does, it is necessary to move forward with this project.

Mr. Cappabianca commented that he was in the airport recently to pick his grandson up from the late flight and noticed that there were no officers on duty. What if someone has a question? Mr. Martin explained that we are required to have someone on site with arresting authority for outbound flights when TSA is open for the screening process, so officers are not on duty for the late inbound flights. Mr. Martin further explained that there is a red phone on the counter outside the former Information Booth that people use when they have a question or need assistance. Michelle Magee confirmed that the phone gets a lot of use because she is the one who answers those calls!

### **Executive Director's Report**

Mr. Martin reported the following:

- The Penn Brass building will be demolished. We are working with Tina Mengine to market the property.
- The potential buyer of Orchard Park is trying to get the property rezoned. Millcreek Zoning denied the request so now the issue goes to the next Millcreek Township Supervisor's meeting.
- We are finalizing the agreement with Greenleaf. Rent starts June 1, 2021 but start date for construction of their hangar is to be determined.
- We are hosting another TSA Precheck Enrollment Event May 3<sup>rd</sup> through May 7<sup>th</sup>.
- The Real ID requirement has been postponed until May 2023.
- The snow removal equipment building, paving, and sliding glass door replacement projects are nearly complete. The jet bridge installation and the Customs & Border Protection facility upgrades will begin soon.
- There is no update on Delta at this time but enplanements at ERI are up. The addition of 76 passenger planes with American brings additional capacity.

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

**Adjournment: 12:49 PM**

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Marybeth Smialek, Secretary