

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, May 22, 2019**

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	Kathy Fatica, County Council
Daniel Giannelli	Michelle Magee	Sheilah Bruno
Marybeth Smialek	James Pacansky	Ernie Bruno
Aaron Susmarski	Jennifer Gornall	Larry Kluklinski, Hangar 20
Patrick Cappabianca	Kim Scharrer	Jack Bendig, Hangar 20
David Hallman, Jr.	Daniel DiGiambattista	Ed Tropper, Aviation Flyers
Richard Wagner	Noah VanLanner	Mark Youngs, Aviation Flyers
Gregory Hayes	Brad Wargovich	Don Chase, Hangar 20
Andrea Zdaniewski		Keith Walach, citizen
		Ed Kissell, citizen
		Joe Ceresa, NCA
		Grayson Patterson, NCA
		Jet TV

Opened: 12:00 PM

Board President Christopher Parker opened the meeting 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, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

**Approval of Minutes:**

Board Meeting- April 24, 2019

Mr. Parker asked for a motion to approve the minutes as presented. Marybeth Smialek 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 Zdanieski.

**Executive Director Presentation**

Derek Martin's presentation included information/updates on the following:

- Autism in Flight- the airport in conjunction with Autism Society Northwestern PA, TSA, and SkyWest operating for Delta Air Lines hosted an airport simulation for families living with autism on May 4<sup>th</sup> and May 11<sup>th</sup>. The program was very

well received. Mr. Martin shared a letter of appreciation for the Executive Director of Autism Society Northwestern PA. He added that we plan to host another event in six months.

- Mr. Martin shared information on the internship opportunity new to the airport this year. He introduced two of the interns in attendance today.
- Mr. Martin shared an email requesting an opportunity to shadow here this summer from an Edinboro resident currently studying airport/airline management at Marywood University in Scranton.
- Mr. Martin introduced Noah Van Lannen, new employee in our Airfield Maintenance Department.
- Mr. Martin reviewed the mechanic insurance and fee information again. Mr. Cappabianca added that he checked with his source and just as Mr. Martin has been stating, freelance mechanics ARE NOT covered under the pilot's aircraft insurance.
- Because several of the pilots missed it at the last meeting, Mr. Martin reiterated that FAA approved gas cans ARE permitted in the hangars.

### **Public Comments**

Mr. Parker invited members of the public to comment. He asked that comments be kept to 3 minutes for each speaker and reminded the group that this is an opportunity to comment; not a question and answer period.

- Jack Bendig, Hangar 20- Mr. Bendig stated that private aircraft “should” be insured even when grounded during the winter months; “should be; not “has to be”. Mr. Bendig wants leeway on this issue of insurance when they are not flying in the winter.
- Ed Tropper, Aviation Flyers- Mr. Tropper stated that no one has acted on his recommendation that the Authority get input from the different airport groups/tenants when making rules and policies by holding meetings with the groups/tenants. Mr. Tropper added that Erie will be losing the tower soon with air traffic numbers down and the unfriendly airport atmosphere.
- Grayson Patterson- North Coast Air- Mr. Patterson clarified that North Coast Air maintains insurance for 12-month periods.
- Mark Youngs, Aviation Flyers- Mr. Youngs shared information about himself with the Board so they can get to know more about him.

### **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman stated that the Finance Committee held a meeting on May 21, 2019. The Committee reviewed the cash forecast, A/R summary, bills to be paid, finance report, capital fund transactions, and expense reports were reviewed with no questions or concerns. Approval of the Bills to be Paid- Daniel Giannelli moved and Andrea Zdaniewski seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

James Pacansky reviewed the Finance Report. We had a net surplus of \$56,479 for the month of April. Year to date we are favorable to budget \$146,353 with revenue favorable to budget \$52,069 and expenses are less than budget (favorable) to budget \$94,284.

Mr. Parker asked if a Famous Erie Aviators ceremony is scheduled for this year. Michelle Magee explained that the program is closed because the display is full.

## **Unfinished Business**

### **Resolutions**

#### **Resolution 2019-16 Award Maintenance Repair Contract for Jet Bridges**

Mr. Martin explained that an RFP for a contract for jet bridge repairs went out and this resolution will award the maintenance repair contract to JBT per the solicitor's review. Marybeth Smialek moved for approval and Aaron Susmarski seconded. Approved by Yeas: Christopher Parker, Richard Wagener, Daniel Giannelli, Aaron Susmarski, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

#### **Resolution 2019-17 Authorize Executive Director to Execute Agreement for Purchase of ID Management System thru GSA**

Mr. Martin explained that the Board approved the State grant offer that includes this security upgrade at last month's Board Meeting and previously approved the security design proposal from Sentinel Consulting. Mr. Martin answered questions pertaining to who holds badges now (anyone with access to the SIDA area), what the yearly fee will be for badge renewal (there is no fee), and who will support the system/software (IT support will fall under our contract with Velocity Network).

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

### **New Business**

There was no New Business.

### **Liaison Comments**

Erie County Councilwoman Kathy Fatica asked for a copy of the thank you letter regarding the Autism in Flight Program, so she can read it at the next County Council Meeting.

### **Board Member Comments**

Mr. Parker commented that the new flooring in the terminal looks great! Mr. Hayes commented that the Authority should make it a point to get all the tenants together and on the same page. Since we don't have a summer picnic anymore, regular meetings so all tenants are on the same page would be beneficial.

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

Mr. Martin provided updates on the following projects:

- Flooring
- Restaurant renovations for secured side service/TSA approved sally port for public side service. Mr. Martin explained that Medford Airport has a TSA approved sally port; we are using their footprint for ours.
- Seating
- Food concession program RFP

In response to a question from Mr. Giannelli, Mr. Martin said that two potential bidders attended the food concession pre-bid meeting; it was not mandatory for bidders to attend that meeting.

Mr. Martin shared that the Authority recently identified that a company named Constant Aviation sends mechanics here on occasion to work on private aircraft. After a 10-minute effort, the Authority had proof of insurance and secured the \$2,000 annual permit fee.

Andrea Zdaniewski 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., Marybeth Smialek, and Andrea Zdaniewski.

**Adjournment: 12:41 PM**

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Marybeth Smialek, Secretary