

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, May 27, 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 12<sup>th</sup> Street, Erie, Pennsylvania.

**Attendees:**

Derek Martin                      Michelle Magee                      James Pacansky

**Participated by Go-To-Meeting:**      Christopher Parker                      Richard Wagner  
   Patrick Cappabianca                      Marybeth Smialek  
   Aaron Susmarski                              Daniel Giannelli  
   Gregory Hayes                                 Andrea Zdaniewski  
   Jennifer Gornall

**Participated by Phone:**              David Hallman, Jr.                      Kim Clear

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:**

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

**Approval of Minutes:**

Mr. Parker asked for a motion to approve the minutes of the April 22, 2020 Board Meeting and May 6, 2020 Special Board Meeting as presented. Andrea Zdaniewski moved to approve the minutes and Marybeth Smialek seconded. Approved by Yeas: Christopher Parker, 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 May 26, 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 added that no CARES ACT money has been used to offset expenses. Mr. Hallman stated that the Finance Committee recommends paying the bills as presented and made the motion to approve; 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.

**Finance Report** CFO James Pacansky reported a net deficit after debt service of \$40,654 for the month. Year to date net surplus after debt service is \$8,759. We are \$51,427 favorable to budget year to date with revenue unfavorable to budget \$196,532 and expenses favorable to budget \$247,959.

There was no **Unfinished Business**

### **Resolutions**

**Resolution 2020-24 Approval of Service Contract Extension with dormakaba for Exit Lane** -Mr. Martin explained that this extends the previously approved contract with dormakaba for one (1) year warranty for parts, labor, and semiannual troubleshooting visits for the exit lane for three (3) additional years.

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

There was no **New Business**

### **Liaison Comments**

Erie County Council Liaison Kim Clear thanked the Board for allowing her to participate in today's meeting.

### **Board Member Comments**

Mr. Parker thanked everyone for their patience and cooperation. The way we handled our monthly meetings will be taken month by month. Mr. Parker feels the 6 foot distancing requirement may still be an issue even after we go green. Mr. Parker added that Mr. Martin and the Authority staff has things under control. The Airport is running very sufficiently despite the issues presented by COVID-19.

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

Mr. Martin shared that recently retired Airfield Operations staff member Bill Nichols passed away last week. We will be sending something to the family on behalf of the Authority Board and staff.

Mr. Martin explained the CARES ACT exemption that Delta has applied for. If granted the exemption Delta will eliminate service at ERI beginning in July through potentially the end of September.

In response to an inquiry from Mr. Cappabianca, Mr. Martin explained what the airport has been doing to ensure the health and safety of travelers, airport visitors, and employees:

- Constant cleaning and disinfecting of high traffic areas
- Alcohol based hand sanitizer stations throughout the terminal
- Twice daily deep cleaning of all public areas

- All employees have received training on COVID-19 safety and sanitation protocols.

In response to an inquiry from Mr. Giannelli, Mr. Martin provided an update on Greenleaf's planned construction of a corporate hangar.

Andrea Zdaniewski made a motion to adjourn 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.

**Adjournment: 12:21 PM**

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Marybeth Smialek, Secretary