

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, July 22, 2020**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in room 130 at the Bayfront Convention Center, 1 Sassafra Pier, Erie, PA.

**Attendees:** Daniel Giannelli      Gregory Hayes      Derek Martin  
Michelle Magee      James Pacansky

**Participated by Go-To-Meeting:** Patrick Cappabianca    Richard Wagner  
Marybeth Smialek

**Participated by Phone:**      Andrea Zdaniewski    Aaron Susmarski  
David Hallman, Jr.      Jennifer Gornall

Board Vice President Daniel Giannelli opened the meeting at 12:04 PM.

**Approval of Agenda:**

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

**Approval of Minutes:**

Mr. Giannelli asked for a motion to approve the minutes of the June 24, 2020 Board Meeting and of the July 7, 2020 Special Board Meeting as presented. Marybeth Smialek moved to approve both sets of 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 Member Andrea Zdaniewski reported that the Finance Committee held a meeting on July 21, 2020. The Committee reviewed the cash forecast, A/R summary, monthly finance report, bills to be paid, capital fund transactions, and expense reports. Ms. Zdaniewski stated that the Finance Committee recommends paying the bills as presented. David Hallman, Jr. made the motion to approve 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.

**Finance Report** CFO James Pacansky reported a net deficit after debt service of \$51,105 for the month. Year to date net deficit after debt service is \$113,232. We are \$124,406 unfavorable to budget year to date with revenue unfavorable to

budget \$504,687 and expenses favorable to budget \$380,281. In response to an inquiry from Mr. Cappabianca, Mr. Pacansky explained that we have not needed to use any reserve money and we don't expect to! Mr. Pacansky further explained that CARES Act money has to be requested through a submittal process. We just don't get the lump sum of money that was awarded to us.

There was no **Unfinished Business**

### **Resolutions**

**Resolution 2020-29 Authorize Executive Director to Accept and Execute Full Service Rental Car Concession and Lease Agreement with Avis Budget Car Rental LLC and**

**Resolution 2020-30 Authorize Executive Director to Accept and Execute Full Service Rental Car Concession and Lease Agreement with JR&L Industries, Inc. (dba Hertz) and**

**Resolution 2020-31 Authorize Executive Director to Accept and Execute Full Service Rental Car Concession and Lease Agreement with Enterprise Rent-A-Car Company of Pittsburgh (dba Enterprise Rent-A-Car, National Car Rental & Alamo Rent-A-Car)**

Mr. Giannelli stated that the Board will consider all three resolutions together since the agreements contain the same language and the content is the same in each.

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

There was no **New Business**

There were no liaisons present for **Liaison Comments**

### **Board Member Comments**

Ms. Smialek stated for the record that the Personnel Committee met in Executive Session on July 7, 2020 for the purpose of the Executive Director's annual evaluation.

At the request of Mr. Wagner, Mr. Martin will look into the possibility of a hotel on property across from the airport on West 12<sup>th</sup> Street. Mr. Giannelli stated that at one time the airport looked at installing a solar farm on property. It was determined that this could not work for us. Mr. Giannelli agrees that we need to diversify and look to more non-aeronautical revenue opportunities.

In response to Mr. Cappabianca's inquiry regarding the airport's post pandemic plan, Mr. Martin explained that it could be 2-3 years before we see the industry start to recover. The Erie Airport will continue to operate business as usual even with the reductions and decreased activity. We have been very proactive and prepared for what we thought might happen. Mr. Martin added that October 1<sup>st</sup> will be our next measuring point and our next steps will be determined at that time.

**Executive Director's Report**

As follow up to his previous emails to the Board regarding the concerns of homeowners on Wilkens Road pertaining to property the FAA requires the airport to sell, Mr. Martin reported that he held a conference call with them on July 17, 2020. A meeting at the sale site is scheduled for July 31, 2020.

Aaron Susmarski made a motion to adjourn and Andrea Zdaniewski seconded. Approved by Yeas: 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