

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, July 24, 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	Ed Tropper, Aviation Flyers
Patrick Cappabianca	Michelle Magee	Fred Veith, Hangar 20
Richard Wagner	Jennifer Gornall	Jack Bendig, Hangar 20
Andrea Zdaniewski	Kim Scharrer	Keith Walach
Gregory Hayes		Cas Kwitowski, Erie City Council
Marybeth Smialek		
David Hallman, Jr.		
Aaron Susmarski		
Daniel Giannelli		

Opened: 12:01 PM

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America. Mr. Parker announced that the Board met in an Executive Session prior to today's Board Meeting to received privileged legal advice.

**Approval of Agenda:**

Mr. Parker asked for a motion to approve the agenda as presented. Gregory Hayes moved to approve the agenda 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.

**Approval of Minutes:**

Board Meeting- June 26, 2019

Mr. Parker asked for a motion to approve the minutes as presented. Aaron Susmarski 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.

**Public Comments**

- Keith Walach, citizen- Mr. Walach thanked Derek Martin and the Board for the work they have been doing at the airport- the improvements, the new service, and the grant application. Mr. Walach expressed his desire for new destinations from Erie to Toronto, Atlanta, and Philadelphia. He thanked the Board for the

opportunity to speak and told Mr. Martin and the Board to keep up the good work!

- Ed Tropper, Aviation Flyers- Mr. Tropper mentioned again that he wants a meeting with airport tenants to discuss the Airport Rules and Regulations. He wants input from all airport users, so the rules work for them. Mr. Tropper stated that ERI is a small airport; not JFK or Detroit! Mr. Tropper asked for a status update on the possible elimination of SIDA badges. He doesn't like the idea of badges being eliminated either. Mr. Tropper shared an AOPA article that talks about the STEM program. Mr. Tropper thinks the airport should be more friendly. The airport rules are discouraging.
- Jack Bendig, Hangar 20- Mr. Bendig criticized the Board Meeting Minutes, said they should be verbatim, accused the Board of not actually reading the minutes before approving, and stated that he does not believe Michelle Magee would manipulate meeting minutes. Mr. Bendig again argued that classic cars and boats drop their insurance in the winter, why can't planes?
- Fred Veith, Hangar 20- Mr. Veith referenced the \$2,000 fee that Constant Aviation paid to the airport under the new rule. According to the Rules and Regulations, the \$2,000 fee is per individual. Does this mean Constant is using only one mechanic or did they pay \$2,000 for each mechanic?

### **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman stated that the Finance Committee held a meeting on July 23, 2019. The Committee reviewed the cash forecast, A/R summary, bills to be paid, finance report, capital fund transactions, and expense reports with no questions or concerns. Mr. Hallman stated that the Finance Committee recommends approval of the bills. Mr. Hallman added that he does review the bills line for line. Approval of the Bills to be Paid- David Hallman, Jr. moved and Daniel Giannelli seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

In the absence of CFO James Pacansky, Mr. Martin reviewed the Finance Report. We had a net surplus of \$81,860 for the month of June. Year to date we are favorable to budget \$317,676 with revenue favorable to budget \$80,190 and expenses are less than budget (favorable) to budget \$237,485.

Mr. Parker asked Michelle Magee to send out the evaluation form for the Executive Director's annual evaluation to all Board Members with a note that they be completed and returned to Marybeth Smialek by August 2<sup>nd</sup>. Mr. Parker added that there will be an Executive Session for personnel issues in September. Ms. Smialek stated that her Personnel Committee will have a meeting in August. *(after meeting action- Ms. Magee sent out on 7/24/2019)*

### **Unfinished Business**

There was no Unfinished Business.

## **Resolutions**

### **Resolution 2019-20 Sale of 1426 Powell Avenue**

Mr. Martin explained that the Authority previously purchased three properties with noise money for the runway improvement project. We are working with realtor Tom Jones and have an offer on 1426 Powell Avenue. In response to questions from the Board, Mr. Martin explained that the property is zoned for residential, the Authority will have no liability for future noise issues, there are height restrictions for the property, and the Authority will recoup expenses incurred during the sale process but the remainder of the proceeds of the sale will go back to the FAA.

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

### **Resolution 2019-21 Amendment to Jet Bridge Maintenance Contract**

Mr. Martin explained that the Board previously a maintenance contract with JBT for Jet Bridge maintenance. After the initial assessment by JBT, costs are expected to be higher than estimated. This resolution increases the contract not to exceed amount to \$460,000. David Hallman, Jr. moved for approval and Daniel Giannelli 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**

There were no Liaison Comments.

## **Board Member Comments**

Ms. Smialek commented that enplanements are up, and finances are solid- congrats to Mr. Martin and staff!

## **Executive Director's Report**

Mr. Martin reported the following:

- Our annual FAA Part 139 inspection was conducted earlier this month. There were no deficiencies noted and just a few minor recommendations from the FAA inspector. Staff is working on the recommendations.
- Our Small Community Air Service Development (SCASD) Grant application has been submitted. We expect to hear something in 60-90 days.
- The FAA Part 13 complaint filed by private pilot Mark Youngs (Aviation Flyers group member) has been dismissed as unfounded on all allegations by the FAA.
- The Authority will be hosting an Erie Chamber Business After Hours event on Thursday, August 15<sup>th</sup> from 5:00 pm to 7:00 pm in the Airport terminal. Mr. Martin invited all Board Members to attend. Food will be catered by the new food concessionaire.

- The restaurant under the new operator will be open for business on August 12<sup>th</sup>. New equipment has been arriving. The new operator will be making a \$150,000 investment and we are looking forward to their opening. In response to a question from Mr. Hayes, Mr. Martin explained that the sally port has been installed is awaiting TSA approval. The sally port was designed and manufactured locally. Mr. Cappabianca suggested a ribbon cutting ceremony for the restaurant opening. Mr. Martin explained that a ceremony would be difficult because the new restaurant is accessible from the secured side only. Mr. Martin further explained that we plan to run TV commercials announcing the new restaurant and featuring the other recent terminal improvements.
- Air traffic is up 12.42% year to date. Mr. Martin stated that recent chatter on social media has questioned the accuracy of the numbers we are reporting. Mr. Martin explained that the enplanement numbers come straight from the airlines and are also reported to the FAA. If anyone would like to see the reports we receive and how the enplanement calculation is done, please contact James Pacansky and he will be happy to review the reports. Mr. Martin added that we have already surpassed the enplanement projection for 2036 as stated in the Master Plan!

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

**Adjournment: 12:31 PM**

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Marybeth Smialek, Secretary