

ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, August 25, 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: Andrea Zdaniewski Derek Martin Ed Tropper, Aviation Flyers
David Hallman, Jr. Michelle Magee Jack Bendig, Hangar 20
Brad Peganoff Jennifer Gornall Kim Clear, County Council
Patrick Cappabianca Michael Keys, City Council
Gregory Hayes Joe Ceresa, North Coast Air
Aaron Susmarski Fred Veith, Hangar 20
Daniel Giannelli Val Myers, Erie Times News

Participated by Phone: Marybeth Smialek Richard Wagner

Board President Andrea Zdaniewski opened the meeting at 12:02 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. Aaron Susmarski 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, David Hallman, Jr., and Brad Peganoff.

Approval of Minutes:

Ms. Zdaniewski asked for a motion to approve the minutes of the last Board Meeting as presented. Gregory Hayes moved to approve, and Aaron Susmarski seconded. Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, David Hallman, Jr., and Brad Peganoff.

Public Comments

Jack Bendig- Hangar 20- Mr. Bendig distributed pictures of spots on the airfield/pavement that he feels is unsafe and unacceptable as well as a statement regarding the matter. He asked Michelle Magee to forward the airport's insurance carrier's contact info to him so he can share with them as well. Patrick Cappabianca commented that it is a shame that we have been trying to get rid of these people (the hangar tenants) since Mr. Martin got here! They are being treated unfairly! Mr. Martin asked for examples of what he has done to treat them unfairly and no one offered a response. Ms. Zdaniewski and Jennifer Gornall both stated that the Authority will need to review the information shared as well as the lease agreement to see who is responsible for maintaining the areas in question.

Brad Peganoff said that he heard recently that fuel prices on our airfield are not the same for all tenants. Mr. Martin stated that the Airport does not set that pricing, but he could gather information on pricing if desired. Mr. Peganoff dismissed Mr. Martin's offer and said he would get the information needed by "going up the chain".

Ed Tropper- Aviation Flyers- Mr. Tropper shared his group's issues with snow removal. Mr. Tropper was asked to provide specific information on his concerns to Airport Administration so the Airport can address them in a timely manner. Mr. Tropper also distributed photos from a recent Experimental Aircraft Association (EAA) luncheon. As stated repeatedly at previous meetings. Mr. Tropper believes the airport is unfriendly since Mr. Martin has been here.

Fred Veith- Hangar 20- Mr. Veith suggested that leftover asphalt/construction materials from current airport projects be given to other tenants. The Airport should coordinate with the contractors so leftover materials can be utilized by other tenants where needed.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman Jr. reported that the Finance Committee met on August 24, 2021. The Committee reviewed the Cash Forecast and AR Summary, Finance Report, Capital Fund Transactions, Bills to be Paid, and the Business Expense Reports with no concerns. The Finance Committee recommends paying the bills as presented. Marybeth Smialek made a motion to approve, and Aaron Susmarski seconded. Approved by Yeas: Marybeth Smialek, Aaron Susmarski, Richard Wagner, Daniel Giannelli, Gregory Hayes, Andrea Zdaniewski, Patrick Cappabianca, David Hallman, Jr., and Brad Peganoff.

Finance Report In the absence of CFO James Pacansky, Mr. Martin reported the net surplus for the month of July as \$108,879 bringing our year to date the net surplus to \$75,263. Compared to budget year to date we are \$38,470 favorable- revenue is unfavorable to budget \$245,012 and expenses are favorable to budget \$283,483. Mr. Martin shared a comparison chart of losses during the pandemic for airports in PA, NY, and OH. Mr. Peganoff asked for a chart comparing PA airports only.

After Meeting Action- Mr. Martin shared a chart comparing PA airports only with the Board via email on August 30, 2021, to fulfil Mr. Peganoff's request.

Personnel Committee- Personnel Committee Chair, Mr. Giannelli announced his committee has started the process for the Executive Director's annual evaluation.

Community Relations Committee- Committee Member, Mr. Peganoff stated that the group tried to get together but couldn't get schedules coordinated. Ms. Magee stated that Committee Meetings need to be properly advertised, are open to the public, need a published agenda, and minutes taken. She asked that she be included in all plans to schedule a Committee Meeting. Ms. Gornall reiterated what Ms. Magee explained.

After Meeting Action- Ms. Magee distributed via email the 2021 ERAA Board Committee Assignment, as well as the proper procedure for holding Committee Meetings to all Board Members on August 27, 2021.

Unfinished Business

Airport Fees- Gregory Hayes asked what we need to do to move forward on settling this issue. Ms. Zdaniewski stated that we are still looking into whether or not it is discriminatory practice to eliminate fees for a specific group and not others.

There was no **New Business** brought forth.

Liaison Comments

Erie County Council Liaison Kim Clear had to leave the meeting prior to Liaison Comments.

Erie City Council Liaison Michael Keys welcomed Mr. Martin back. He stated that it is not the time to make a personnel change at the Airport Authority by hiring a new Executive Director.

Board Member Comments

Mr. Cappabianca commented that the Authority staff has been reduced significantly since Mr. Martin came here.

After Meeting Action- Mr. Martin distributed via email an explanation of changes in staffing as prepared by Director of Administration Kim Scharrer to all Board Members on August 29, 2021.

Executive Director's Report

Mr. Martin reported the following:

- James Pacansky successfully completed his Accredited Airport Executive (A.A.E.) designation from the American Association of Airport Executives (AAAE) in July. James and Airfield Operations employee Noah Van Lannen also passed the Certified Member (C.M.) certification last fall.
- Our Airfield Operations department was given the Balchen Post Award honorable mention for their snow and ice control efforts this past season. This means they are second best in the country for airports this size!
- Mr. Martin reported that he continues to have conversations with our airline partners regarding servicing ERI. These conversations are important. For instance, when we learned that American Airlines service between ERI and Philly was going to be cancelled due to a change in their hub, Mr. Martin was able to successfully gain Charlotte service. This route for American outperforms all others.
- Mr. Martin shared that the Board approved an Air Service Incentive Program via resolution that we used to apply for the Small Community Air Service Development (SCASD) Grant. Mr. Martin explained that he and Tim NeCastro of Erie Insurance have hosted meetings with several large local companies with business travel needs to have a better understanding of when local business travel may resume.

- We have done 35 projects in the last three years! There are several projects currently underway. We were able to reduce budget expenses by 25% (or \$1,000,000) in three years.

Mr. Hallman commended Mr. Martin and staff for bringing payroll down and managing expenses so effectively. The companies that are doing well through the pandemic are the companies that have reduced personnel.

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, David Hallman, Jr., and Brad Peganoff.

Adjournment: 12:44 PM

Marybeth Smialek, Secretary