

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, August 26, 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:**     Derek Martin             Michelle Magee     Ed Tropper, Aviation Flyers  
                       James Pacansky         Ian Bogle             Jack Bendig, Hangar 20

**Participated by GoToMeeting:**     Christopher Parker     Aaron Susmarski  
   Patrick Cappabianca     David Hallman, Jr.  
   Richard Wagner         Andrea Zdaniewski     Daniel Giannelli  
   Marybeth Smialek         Jennifer Gornall         Michael Keys, City Council

Board President Christopher Parker opened the meeting at 12:01 PM.

**Approval of Agenda:**

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

**Approval of Minutes:**

Mr. Parker asked for a motion to approve the minutes of the July 22, 2020 Board Meeting as presented. Patrick Cappabianca moved to approve, and Daniel Giannelli seconded. Approved by Yeas: Christopher Parker, Richard Wagner, Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

**Public Comments**

Jack Bendig of Hangar 20 distributed the same information that he shared at the June meeting. He asked that Michelle Magee distribute to the Board. *(Note: Michelle Magee sent Mr. Bendig's statement to the Board via email on 8/26/2020)*

**Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Finance Committee held a meeting on August 25, 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 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: Christopher Parker, Richard Wagner, Daniel Giannelli, Aaron Susmarski, Patrick Cappabianca, David Hallman, Jr., Marybeth Smialek, and Andrea Zdaniewski.

**Finance Report** CFO James Pacansky reported a net deficit after debt service of \$74,318 for the month. Year to date net deficit after debt service is \$189,224. We are \$232,782 unfavorable to budget year to date with revenue unfavorable to budget \$598,291 and expenses favorable to budget \$365,509.

Personnel Committee- Committee Chair Marybeth Smialek stated that the Personnel Committee met in Executive Session to discuss a personnel matter.

### **Unfinished Business**

Mr. Martin provided an update on Mr. Wagner's inquiry last meeting regarding building a hotel adjacent to the airport. Mr. Martin explained that the approach end of 20 is not suitable for development. The land across West 12<sup>th</sup> Street from the airport is owned by the Schwab family (the Schwabs own the Bel Aire and Presque Isle hotels). Mr. Martin reported that he spoke with Kerry Schwab and learned that there is not enough business on the west side of Erie to support a hotel by the airport. Mr. Wagner stated that it was never his intent that the Airport Authority run a hotel but he thought it would be a convenience for the traveling public if there were a hotel across the street.

### **Resolutions**

#### **Resolution 2020-32 Approval of Change Order to Sentinel Consulting Agreement for Security Upgrades**

Mr. Martin explained that COVID-19 delayed the final inspection and close out of the project. This change order is for a final trip by Sentinel to close out the project. The not to exceed amount for the change order is \$1,000.00

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

#### **Resolution 2020-33 Approval of Change Order to Miller Information Systems Agreement for Security Upgrades**

Mr. Martin explained that this project with Miller was previously approved by the Board. This change order approves additional items discovered after work began. The not to exceed amount for the change order is \$28,520.54.

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

#### **Resolution 2020-34 Approval of Change Order for Canopy Project**

Mr. Martin explained that per the request of our Airport Electrician additional tasks were necessary for this project- removal of bollards and electrical upgrades. This change order also includes reimbursement to the contractor for permit fees and additional curbing to eliminate trip hazards. Mr. Martin further explained that this change order is for new work requested of the contractor and the not to exceed amount for the additional work is \$72,495.00.

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

There was no **New Business**

Erie City Council Liaison Michael Keys was on the call but offered no **Liaison Comments**

### **Board Member Comments**

In response to Mr. Wagner's inquiry regarding the 20 acres for sale (do we own 50 acres there and 20 has to go back to the FAA?), Mr. Martin explained that we actually own 70 acres off of Wilkins Road 20 of which is for sale and the other 50 is needed for noise. Mr. Martin reiterated that we are required to sell the 20 acres and return the money to the FAA for our Land Reuse Plan per our grant assurances. Mr. Wagner stated that there has to be better use for the 20 acres than for housing. Mr. Wagner said maybe the land can be rezoned and perhaps the County will want to buy it. Mr. Wagner directed Mr. Martin to contact Tina Mengine of the Erie County Development Team. *(Note: Mr. Martin sent an email to Board on 8/27/2020 with an update on his conversation with Tina Mengine regarding the 20 acres).*

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

Mr. Martin shared information on a realistic, optimistic, and pessimistic projection for 2021 with the Board. This presentation was shared with the Finance Committee yesterday during its meeting. Mr. Martin stated that other airports around the country are no starting to offer some of the same things we did 4 months ago to cut costs and help concessionaires/tenants like deferred rent payments and early retirement buyouts to name a few.

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

### **Adjournment: 12:36 PM**

*The Board met in an Executive Session after adjournment to discuss a personnel matter.*

---

Marybeth Smialek, Secretary