

**ERIE REGIONAL AIRPORT AUTHORITY**  
**MEETING**  
**Wednesday, August 28, 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	Sharon Hewitt Hornstein, public
Patrick Cappabianca	Michelle Magee	Sean Thompson, Mead & Hunt
Richard Wagner	Jennifer Gornall	Christopher Reis, Mead & Hunt
Andrea Zdaniewski	Kim Scharrer	Keith Walach, public
Gregory Hayes	James Pacansky	Cas Kwitowski, Erie City Council
Marybeth Smialek		Val Myers, Erie Times News
David Hallman, Jr.		Pat Bywater, Erie Times News
Aaron Susmarski		James Gill, Leigh Fisher
Daniel Giannelli		Grayson Patterson, NCA
		Joe Ceresa, NCA

Opened: 12:00 PM

Board President Christopher Parker opened the meeting with the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Agenda:**

Mr. Parker asked for a motion to approve the agenda as presented. Aaron Susmarski 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- July 24, 2019

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

**Executive Director Remarks**

Derek Martin introduced new Airfield Operations employee Don Johnson. Mr. Martin reported that the Master Plan has been approved by the FAA. This includes the Airport Layout Plan (ALP) that depicts the layout of the terminal including the expansion of the baggage claim area. With a year to date traffic growth of 14% and airline baggage requirements per the operating agreements, future expansion of the baggage claim area is planned.

Mr. Martin explained that the Airport Authority is committed to honoring those who have served our country. In May of this year, we gave WW II vet Joseph Morettini, retired U.S. Army paratrooper an honorable send off out of ERI as he traveled back to Normandy for the 75<sup>th</sup> anniversary of the invasion of Normandy. Mr. Martin reported that in 2004 the Airport Authority opened the Famous Erie Aviators program to honor local aviators selected through an application and review/selection process (based on preestablished criteria) with a portrait at the airport. Between 2004 and 2013, 13 portraits were honored. In 2014, a background mural paid for by the Airport Authority was added allowing for a maximum of 25 honorees. Between 2014 and 2017, 12 more portraits were honored filling the display. The Famous Erie Aviators program has been closed since 2017. The authorization for the Master Plan included the removal of the display due to the future plans for the baggage claim area. Mr. Martin reported that a recent opinion piece in the newspaper has caused an unnecessary concern as the Airport Authority is still honoring the well-deserving Famous Erie Aviators on a newly installed, very professional digital kiosk located in the baggage claim area. Mr. Martin further explained that the new digital display allows the ability to add more honorees in the future; we no longer have the limitation of 25 honorees max. Mr. Martin stated most of the complaints have been about removing the mural with little to no concern for the honorees. He added that we realize we are not going to make everyone happy all the time, but we feel we have kept our mission of honoring the Famous Erie Aviators in a visible and respectful manner. Mr. Martin noted that the Famous Erie Aviators portraits and biographies have been and continue to be on the airport website- [www.erieairport.org](http://www.erieairport.org). Mr. Martin reported that some families of the honorees have inquired about the status of the portraits. The portraits are in safe storage and available for pick up if the families so choose. Mr. Martin reported that he is currently working with Patrick Fisher of Erie Arts and Culture to display public art in the restaurant on a rotating basis. Mr. Cappabianca encouraged Mr. Martin find a new location for the display. He commended Mr. Martin on his efforts to bring art into the airport by working with the restaurant and Erie Arts and Culture. It's a great idea! Mr. Hallman suggested a local museum may want the display; it is worth a couple of phone calls.

### **Public Comments**

- Sharon Hewitt Hornstein, artist- Ms. Hornstein said the display is about honoring the art and the artist! There is a lot of excitement in Erie now with all the murals around town. The mural cannot and should not be replaced!

### **Committee Reports:**

Finance Committee- Finance Committee Chair David Hallman stated that the Finance Committee held a meeting on August 27, 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. Approval of the Bills to be Paid- David Hallman, Jr. moved, and 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.

CFO James Pacansky, reviewed the Finance Report. We had a net surplus after debt service of \$73,423 for the month of July. Year to date we are favorable to budget \$367,796 with revenue favorable to budget \$84,436 and expenses are less than budget (favorable) to budget \$283,360.

Personnel Committee- Committee Chair Marybeth Smialek announced that the Committee held an Executive Session to discuss a personnel matter on August 27, 2019. Mr. Parker added that another Executive Session will be scheduled for mid-September. Michelle Magee will coordinate.

### **Unfinished Business**

There was no Unfinished Business.

### **Resolutions**

#### **Resolution 2019-22 Award Contract for On-Call Engineering and Architectural Services**

Mr. Martin explained what the on-call engineering/architectural firm will do for us. Mead & Hunt is one of the top 12 aviation engineers in the entire country. After questions from Mr. Cappabianca, Mr. Martin explained that there is no cost to us for Mead & Hunt until they do work for us and then their fees are in the project costs. He added that most of the projects Mead & Hunt will be involved in will be part of the AIP Program.

Marybeth Smialek moved for approval and Daniel Giannelli 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 2019-23 Approval of Ramp Lighting with Phoenix Products LLC**

Mr. Martin explained that this resolution approves more efficient LED lighting for the airside and some areas of the parking lot. This project may qualify for some rebates also.

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

#### **Resolution 2019-24 Amendment to Section 9.C of Erie International Airport Rules and Regulations**

Mr. Martin explained that at the last meeting several of the pilots requests a meeting with staff to review the rules and regulations. A meeting was held August 22<sup>nd</sup> with four pilots, Tim Zieziula of Knox, Michelle, Ian, and me participating. We worked with Knox to make revisions indicated in this resolution to the rules and regulations.

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

### **New Business**

Mr. Martin presented an on-property event to the Board for consideration. The North Coast Flight School would like to hold a hangar dance on Saturday, September 14<sup>th</sup>. Mr. Martin reviewed the event guidelines approved by the Board in September 2018. He added that all requirements have been met for this event. Marybeth Smialek moved for approval 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.  
Abstained: Gregory Hayes

### **Liaison Comments**

There were no Liaison Comments.

### **Board Member Comments**

Mr. Parker congratulated Mr. Martin on his appointment to the North East Chapter of the American Association of Airport Executives (NEC-AAAE) Board of Directors.  
Mr. Cappabianca congratulated Mr. Martin on his one-year anniversary here. He added that now you know Erie people and how they are concerned with everything that happens here!  
Ms. Smialek congratulated Mr. Martin and staff on a very nice Chamber Business After Hours event. The event showcased the airport well!  
Erie City Council liaison Cas Kwitowski asked Mr. Martin to send him a memo when something happens at the airport so he can keep informed.

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

- Mr. Martin reported that in addition to the language clarification to the airport rules and regulations (as presented in today's resolution), the hangar tenants stated that they want the ability to remove insurance from their aircraft for the winter months when they are not flying. Mr. Martin explained that we looked in to this issue with Knox and our insurance carrier. It is the opinion of Knox and our insurance carrier that if we allow them to drop coverage, the cost and risk to the airport will increase. Mr. Martin added that the Port Authority requires all boats in their marinas to carry insurance at all times.
- Mr. Martin reported that over 250 people attended the Chamber's Business After Hours event held in the airport terminal on August 15<sup>th</sup>.
- Mr. Martin reported that the restaurant's sally port to serve terminal customers has been approved by TSA and will be operational within the next few days.
- Mr. Martin reported that passenger traffic up is 13.91% year to date.
- Mr. Martin introduced Chris Reis and Sean Thompson from Mead & Hunt.
- Mr. Martin reported that the Airport Layout Plan (ALP) has been signed and submitted. The Master Plan will be complete within 30 days of FAA approval of the ALP.
- Mr. Cappabianca shared an old story about former Erie Mayor Lou Tullio.

Patrick Cappabianca made a motion to adjourn and Andrea Zdaniewski 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: 12:44 PM**

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Marybeth Smialek, Secretary