

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, September 23, 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: Christopher Parker Derek Martin Jack Bendig, Hangar 20
Marybeth Smialek Michelle Magee Ed Tropper, Aviation Flyers
Patrick Cappabianca Drew Feiock Michael Keys, Erie City Council
Richard Wagner Jennifer Gornall Katie Gunter, Boetger & Assoc.
Gregory Hayes

Participated by Phone: Aaron Susmarski Andrea Zdaniewski

Board President Christopher Parker opened the meeting at 12:02 PM.

Approval of Agenda:

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

Mr. Parker announced that the Board met in an Executive Session at noon on September 17, 2020.

Approval of Minutes:

Mr. Parker asked for a motion to approve the minutes of the August 26, 2020 Board Meeting as presented. Patrick Cappabianca moved to approve, and Gregory Hayes seconded. Approved by Yeas: Christopher Parker, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Daniel Giannelli joined the meeting via phone at 12:06 pm.

MMO Update

Katie Gunter of Boetger & Associates presented the Minimum Municipal Obligation (MMO) Update. Mr. Martin added that staff has come up with a plan to reduce the Authority's pension liability down to zero using CARES Act money. Richard Wagner asked why we have a 457 plan instead of a 401K. Mr. Martin explained that we are government, so we follow a 457 plan for pension and deferred further questions to Ms. Gunter. Ms. Gunter confirmed that Mr. Martin is 100% correct, the Airport Authority is a government entity and always has been.

There were no **Public Comments**

Committee Reports:

Finance Committee- Finance Committee Member Daniel Giannelli reported that the Finance Committee held a meeting on September 22, 2020. The Committee reviewed the cash forecast, A/R summary, monthly finance report, bills to be paid, capital fund transactions, and expense reports. Mr. Giannelli stated that the Finance Committee recommends paying the bills as presented and made the motion to approve and Patrick Cappabianca seconded. Approved by Yeas: Christopher Parker, Daniel Giannelli, Aaron Susmarski, Richard Wagner, Gregory Hayes, Patrick Cappabianca, Marybeth Smialek, and Andrea Zdaniewski.

Finance Report In the absence of CFO James Pacansky, Mr. Martin reported a net deficit after debt service of \$12,332 for the month. Year to date net deficit after debt service is \$201,566. We are \$292,873 unfavorable to budget year to date with revenue unfavorable to budget \$719,522 and expenses favorable to budget \$426,649.

There was no **Unfinished Business**

Resolutions

Resolution 2020-35 Approval of COVID-19 Frontline Appreciate Pay

Mr. Martin explained that this was presented to the Board for discussion/consideration last month. Based on the Board's feedback, this is the resolution being presented today. In response to questions from Richard Wagner and Andrea Zdaniewski, the money to cover the \$60,000 total payout to all qualified employees will come from the CARES Act money. Mr. Martin added that the Knox Law Firm reviewed the plan and Bob Zaruta wrote the resolution.

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

Resolution 2020-36 Authorize Purchase of TYMCO 600 Sweeper

Mr. Martin explained that this equipment can be used both airside and landside. It will be purchased through COSTARS subject to CARES Act funding for \$277,550.00.

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

Resolution 2020-37 Authorize Executive Director to Enter Into Reimbursable Agreement with the Federal Aviation Administration

Mr. Martin explained that this resolution allows us to pay the FAA for their work now on certain projects (the conduit work associated with the widening of Taxiway E) and get reimbursed through the CARES Act later.

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

There was no **New Business**

Liaison Comments

Erie City Council Liaison Michael Keys stated he was happy to be meeting in person again and looks forward to working with the Airport Authority.

Board Member Comments

Mr. Parker stated that the monthly Board Meetings for October 28th, November 17th, and December 15th will be held back at the Intermodal Center in the conference room on the second floor.

Mr. Parker announced that the Board will meet in an Executive Session the week or so before the October Board Meeting. Michelle Magee will send out the notice to the Board once the date, time, and location is confirmed.

Executive Director's Report

Mr. Martin introduced Drew Feiock, the new Director of Operations and Maintenance for the Airport.

Mr. Martin provided an update on the following: roof replacement project, the FAA Part 139 annual inspection, the triennial full scale disaster exercise, and the security upgrade/access control project.

Mr. Martin reported that load factors have increased for both American Airlines and United Airlines. We saw a 4.5% gain over July 2020. Car rental revenues are up also.

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

Adjournment: 1:08 PM

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

Marybeth Smialek, Secretary