

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, September 25, 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	Joe Ceresa, NCA
Patrick Cappabianca	Michelle Magee	Don Boetger, Boetger & Assoc.
Richard Wagner	Jennifer Gornall	Ed Tropper, Aviation Flyers
Andrea Zdaniewski	Kim Scharrer	Keith Walach, public
Gregory Hayes	James Pacansky	Cas Kwitowski, Erie City Council
Marybeth Smialek		Ed Tropper,
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.

Approval of Agenda:

Mr. Parker suggested that the MMO update by Don Boetger be moved up to follow the approval of the August Board Meeting minutes and asked for a motion to approve the agenda as amended. Daniel Giannelli moved to approve the agenda as amended 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- August 28, 2019

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

Mr. Parker announced that the Board held an Executive Session on September 11, 2019 and another Executive Session today prior to the regular Board Meeting. Jennifer Gornall stated that both Executive Sessions were for personnel matters.

MMO Update:

Don Boetger of Boetger and Associates Inc. provided the Minimum Municipal Obligation (MMO) update for the airport employee's pension plan. Mr. Boetger explained our pension position including what changed, what is considered with each review, and our expected obligation for funding.

Executive Director Remarks

Mr. Martin shared a recent complimentary letter to the editor regarding exemplary customer service provided by Michelle Magee. Mr. Martin stated that safety is of the utmost importance. He shared information on the ongoing tree removal efforts per FAA request for line of site.

Public Comments

Ed Tropper of Aviation Flyers commented that he would like to see more clarification in the rules and regulations- many are ambiguous as to who or where they apply. He provided a written copy of his comments to Ms. Magee for the record.

Committee Reports:

Finance Committee- Finance Committee Chair David Hallman stated that the Finance Committee held a meeting on September 24, 2019. The Committee reviewed the cash forecast, A/R summary, bills to be paid, finance report, capital fund transactions, and expense reports. Mr. Hallman stated that the Finance Committee recommends approval of the bills. Approval of the Bills to be Paid- Gregory Hayes moved, and Aaron Susmarski 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 reported a net surplus after debt service for the month of August of \$1,962. We are favorable to budget \$365,853 year to date, Revenue is over budget (favorable) \$77,849 and expenses are less than budget (favorable) \$288,004.

Unfinished Business- There was no Unfinished Business.

Resolutions- There were no Resolutions for consideration.

New Business- The MMO update was presented earlier in the meeting.

Liaison Comments- There were no Liaison Comments.

Board Member Comments

Mr. Hayes thanked the Board and Airport Authority for approving his hangar dance. The event went well with 100-125 people attending.

Executive Director's Report

Mr. Martin reported the following:

- TSA has upgraded their baggage inspection process.
- Year to date passenger traffic is up 14.21%
- We are hosting another TSA precheck enrollment event November 4th thru November 8th. There is information about the event on the airport website. Also, TSA now offers blended precheck at ERI. Mr. Kwitowski commended Mr. Martin for his efforts to bring precheck options to ERI.

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: 12:32 PM

Marybeth Smialek, Secretary