

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Tuesday, February 13, 2024**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in room 100 at the Bayfront Convention Center, 1 Sassafras Pier, Erie, PA 16507.

**Attendees:**

Daniel Giannelli	Brian Slawin	Derek Martin
David Hallman, Jr.	Aaron Susmarski	Michelle Magee
Eric Rogers	Ryan Bergquist	Jennifer Gornall
Erin Kerner	Peter Burton (arrived at 10:12 am)	

Board President Daniel Giannelli opened the meeting at 10:04 AM.

**Approval of Agenda:**

Aaron Susmarski moved to approve the agenda and Eric Rogers seconded. Approved by Yeas: Daniel Giannelli, Aaron Susmarski, Eric Rogers, Ryan Bergquist, Erin Kerner, Brian Slawin, and David Hallman, Jr.

No members of the public were present therefore, there were no **Public Comments**.

Jennifer Gornall welcomed the group and distributed an overview of the topics to be covered. Ms. Gornall stated that this is a refresher for some and an introduction for others to the legal concepts that all board members should have a working knowledge of. Ms. Gornall presented the following:

- **Sunshine Act-** Ms. Gornall explained the purpose of the Sunshine Act and reviewed the general rules of the Sunshine Act including official acts, deliberations, what constitutes a meeting, agency business, and quorums. Mr. Giannelli initiated a discussion and explanation on gathering information verses deliberations. Ms. Gornall explained three exceptions to the general Sunshine Act rule: Executive Sessions (for personnel, labor negotiations, real property purchase or lease, litigation, privileged business and certain safety issues), conferences, and certain working sessions (like with auditors).
- **Right to Know (RTK)-** Ms. Gornall defined RTK and explained the Authority's process for RTK.
- **Ethics Act-** Ms. Gornall defined it and reviewed conflict of interest (spouse, parents, children, brothers, and sisters). She reviewed how this applies to contracts and when it is appropriate to abstain from voting. A member should abstain from voting only when it is a violation of the Ethics Act. Ms. Gornall expressed that it is technically inappropriate for a member to abstain from voting unless it is a violation of the Ethics Act as making decision/voting is your job as a board member. If there is any appearance of impropriety, then state why.
- **Pennsylvania Municipal Authorities Act (PMAA)-** Ms. Gornall reviewed the purpose of the act and how it pertains to the Airport Authority. The Airport Authority is a separate legal entity from the municipality that created it once it

Authority is a separate legal entity from the municipality that created it once it was created, and that entity does not have the power to exercise the “powers” that are delineated by the Municipal Authorities Act. The municipality that created the authority has the ability to make appointments.

- Grant Assurances- Ms. Gornall distributed an FAA document pertaining to assurances for airport sponsors. Ms. Gornall explained how grant assurances relate to FAA Part 13 complaints/investigations. She highlighted preserving rights and powers, minimum standards, exclusive rights, and subordination of lease/laws and regulations (in every ERAA lease agreement). The ERAA bylaws, airport rules and regulations, and the FAA’s airport compliance manual (which is 453 pages) were referenced. Derek Martin added that Kim Scharrer is currently preparing the airport’s Title VI program as required by the FAA.

Derek Martin distributed a handout highlighting the roles and responsibilities of senior staff members. James Pacansky is on the Board of Examiners for the Northeast Chapter of American Association of Airport Executives (NEC AAAE). Mr. Slawin commented that this is significant, and the opportunity was made possible due in part to Mr. Martin’s guidance and support. Mr. Martin added that James is accredited by A.A.A.E. and currently mentors candidates working on their accreditation. Mr. Martin is the Vice President of NEC AAAE and involved with professional development. Two of our staff members were awarded grants to attend AAAE’s national conference. We have four staff members attending the certified member (CM) academy. Mr. Martin noted the significance of this- nearly \$20,000 of funds from outside sources has been awarded to our staff to further educate and train.

Mr. Martin covered the functions and obligations of the airport including FAA Part 139 safety compliance, our bid process, and process for accepting grants. Eric Rogers asked if there is anything we can do to combat repeat questions/accusations made in Part 13 complaints. If something was already asked and answered, can it be brought up again in another Part 13 complaint. Mr. Martin stated it can and then explained the Part 13 process including Part 13 verses Part 16.


#### **Board Member Comments**

The Board thanked Ms. Gornall and Mr. Martin for the information presented. All agreed that it was a very informative and beneficial meeting.

There were no **Executive Director Comments**.

Brian Slawin made a motion to adjourn, and Erin Kerner seconded. Approved by All.

**Adjournment: 12:02 PM**

  
~~Peter Burton, Secretary~~  
Ryan Bergquist  
Treasurer

