

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, July 26, 2023**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held in the second floor conference room of the Intermodal Center, 208 East Bayfront Parkway, Erie, PA 16507.

| | | | |
|-------------------|--------------------|------------------|--------------------------------|
| Attendees: | Daniel Giannelli | Derek Martin | Jack Bendig, Hangar 20 |
| | Andrea Zdaniewski | Michelle Magee | Ed Tropper, AV Flyers |
| | Peter Burton | Jennifer Gornall | Terry Scutella, County Council |
| | Richard Wagner | James Pacansky | Bryan Magee |
| | Brian Slawin | Ian Bogle | Cody Foust, Millcreek |
| | Eric Rogers | Robert Zaruta | Brad Peganoff, Millcreek |
| | David Hallman, Jr. | | Jim Christina, M:7 Agency |
| | | | Alyssa Kasper, M:7 Agency |

Participated by Phone: Dorothy Smith-Frazier

Board President Daniel Giannelli opened the meeting at 12:00 PM with the Pledge of Allegiance to the United States of America.

Approval of Agenda:

Mr. Giannelli asked for a motion to approve the agenda as presented. Peter Burton moved, and Eric Rogers seconded. Approved by Yeas: Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Approval of Minutes:

Mr. Giannelli asked for a motion to approve the minutes of last month's Board Meeting. David Hallman, Jr. moved to approve, and Brian Slawin seconded. Approved by Yeas: Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Mr. Giannelli announced that the Board held an Executive Session on July 20, 2023, at the Knox Law Firm for the purpose of reviewing and discussing with legal counsel and obtaining privileged legal advice on issues pertaining to ERAA's Airline Operating Agreements.

Public Comments

Ed Tropper of Aviation Flyers stated that his group held a cookout on the 8th and he thanked those who attended. Mr. Tropper referenced the June minutes regarding a possible committee meeting with GA tenants regarding issues. Mr. Tropper read an AOPA article about general aviation and added that Aviation Flyers and North Coast Air have full hangars and Hangar 20 is treated badly by the airport but gave no examples of the mistreatment.

Brad Peganoff of Millcreek distributed a handout, referenced old meeting minutes, and noted for the record that the Board Secretary did not take the handout.

Jack Bendig of Hangar 20 distributed a hard copy of the AOPA article that Mr. Tropper read at the beginning of public comments and asked Michelle Magee to distribute to the Board.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. reported that the Committee met on July 25, 2023. The Committee reviewed the current Cash Forecast and AR Summary, the June Finance Report, current Bills to be Paid, and Expense Reports. Revenue is still down, but expenses have been down even more. There was a small deficit in June. Mr. Hallman stated the Finance Committee recommends approval of the bills and made the motion to approve; seconded by Peter Burton. Approved by Yeas: Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Financial Report- James Pacansky reviewed the June report. The net deficit for the month of June was \$2,355. The year to date net surplus is \$56,530. We are favorable to budget year to date \$15,890 with revenue unfavorable to budget \$103,046 and expenses favorable to budget \$118,936.

Personnel Committee- Mr. Giannelli reported that the Executive Director's evaluation survey will be distributed next week.

Community Relations- Mr. Giannelli asked Mr. Burton if there was any movement on scheduling a meeting regarding general aviation. Mr. Giannelli reminded Mr. Burton to work with Michelle Magee so the committee meeting is properly advertised. Mr. Burton stated he and Mr. Hallman attended the GA cookout. Mr. Giannelli thanked Mr. Tropper for the cookout invitation and stated he was sorry he could not make it. Mr. Martin explained that FAA funding is not used to build hangars.

Unfinished Business

Jim Christina of M:7 presented the Board with an overview of their approach to serving our needs as well as what was accomplished during their one year contract. Mr. Christina then reviewed the proposal for a new one year contract.

Bob Zaruta of Know Law Firm gave a brief summary of contract negotiations with AFSCME and the Teamsters. Tentative Agreements with both unions are being considered today as resolutions.

Resolutions

Mr. Martin explained that this resolution approves a change order with Kirila to relocate an exit gate within the existing fence line:

RESOLUTION 2023-12

**APPROVAL OF CHANGE ORDER NO. 1 WITH KIRILA- TAXIWAY A
REHABILITATION AND RECONSTRUCTION PROJECT**

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to execute Change Order No. 1 with Kirila Contractors, Inc. for Taxiway A rehabilitation and reconstruction project for a not to exceed amount of \$4,331.25.

This change order moves an existing 20 foot gate to a new location into the existing fence line to accommodate larger vehicles and enhance overall safety of airfield operations.

David Hallman, Jr. moved, and Andrea Zdaniewski seconded. Approved by Yeas: Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Mr. Martin explained that this resolution approves a change order with Kirila to remove and reinstall four taxiway edge lights:

RESOLUTION 2023-13

**APPROVAL OF CHANGE ORDER NO. 2 WITH KIRILA- TAXIWAY A
REHABILITATION AND RECONSTRUCTION PROJECT**

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to execute Change Order No. 2 with Kirila Contractors, Inc. for Taxiway A rehabilitation and reconstruction project for a not to exceed amount of \$4,386.88.

This change order includes work to remove and reinstall four (4) taxiway edge lights that were required to be removed and then replaced in order to install a storm line.

Eric Rogers moved, and Peter Burton seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., Dorothy Smith-Frazier, and Andrea Zdaniewski.

Mr. Martin explained that this resolution approves a change order with McCormick to reinstall a gate loop at Gate 16:

RESOLUTION 2023-14

**APPROVAL OF CHANGE ORDER NO. 2 WITH MCCORMICK- GENERAL
AVIATION APRON REHABILITATION**

IT IS HEREBY RESOLVED, by the Erie Regional Airport Authority Board of Directors, that the Executive Director is authorized to execute Change Order No. 2 with

Joseph McCormick Construction Company, Inc. for general aviation apron rehabilitation project for a not to exceed amount of \$6,009.41.

This change order includes work to reinstall a gate loop at Gate 16 that was impacted by the pavement rehabilitation.

David Hallman, Jr. moved, and Brian Slawin seconded. Approved by Yeas: Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., Dorothy Smith-Frazier, and Andrea Zdaniewski.

Mr. Martin explained that this resolution authorizes the Executive Director to continue engaging the services of Ailveon Pacific, the firm that has been our air service consultant since 2018. They have assisted us with our leakage study, successful SCASD grant for Dulles service, new SCASD grant application for low cost carrier service, and setting up airline meetings:

AUTHORIZE EXECUTE DIRECTOR TO CONTINUE ENGAGING THE SERVICES of AILVEON PACIFIC

RESOLUTION 2023-15

Whereas, the Ailveon Pacific was engaged by the Erie Regional Airport Authority (“Authority”) to prepare a leakage study presented in December 2018; and

Whereas, Ailveon Pacific and the Executive Director secured a meeting at headquarters with United Airlines to discuss Washington, D.C. service to Dulles in January 2019; and

Whereas, the Board of Directors (“Board”) for the Authority approved Resolution 2019-05 Approval of Air Service Incentive Program in February 2019; and

Whereas, in July 2019, the Authority submitted an application prepared by Ailveon Pacific under the Small Community Air Service Development (SCASD) Grant for United Airlines service to Washington, D.C. Dulles; and

Whereas, in February 2020, the Authority were awarded the SCASD Grant and began communication with United Airlines for service to Dulles; and

Whereas, United Airlines announced new service to Washington, D.C. Dulles in September 2020; and

Whereas, Ailveon Pacific provided an Airport Market Evaluation Study (Business Cases) for low cost carriers in September 2021; and

Whereas, under the recommendation of Ailveon Pacific, Chief Industry Analyst William Swelbar of Zhongair gave a presentation to the business community in March 2023; and

Whereas, Ailveon Pacific has previously provided route development analysis, grant support, and headquarter meeting support; and

It Is Hereby Resolved That:

1. The Board hereby AUTHORIZES the Executive Director to continue engaging Ailveon Pacific for headquarter meetings, route analysis, and consulting services pertaining to air service development.
2. The Executive Director is authorized to execute services with Ailveon Pacific for a not to exceed amount of \$50,000.00.

Brian Slawin moved, and Peter Burton seconded. Approved by Yeas: Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr., Dorothy Smith-Frazier, Andrea Zdaniewski, and Richard Wagner.

Mr. Martin explained that this resolution authorizes the Executive Director to continue contract services with M:7 as well as a website refresh:

AUTHORIZE EXECUTIVE DIRECTOR TO CONTINUE ENGAGING THE SERVICES OF M:7 AGENCY

RESOLUTION 2023-16

WHEREAS, the Erie Regional Airport Authority (“ERAA”) operates the Erie International Airport and is responsible for ensuring the public is kept informed with accurate and timely information about Erie International Airport (“ERI”); and

WHEREAS, the Board of Directors (“Board”) of ERAA previously determined it would be in the best interest of the ERAA for a public relations firm to assist in the Board and Administration in communications with the public and, accordingly, the Board solicited a Request for Qualifications for interested public relations firms in March of 2022; and

WHEREAS, the Board of ERAA approved a contract to engage the services of M:7 Agency on July 14, 2023.

WHEREAS, the contract with M:7 Agency will expire July 31, 2023;

WHEREAS, the Board of ERAA has been pleased with the work of M:7 Agency and desires to continue the relationship with M:7 Agency.

AND NOW, THEREFORE, that the Board or ERAA hereby authorizes the Executive Director to continue engaging the services M:7 Agency for public relations services consistent with contract provided and attached.

Brian Slawin moved, and Andrea Zdaniewski seconded. Ms. Zdaniewski suggested that the contract be reviewed in committee. Andrea Zdaniewski made a motion to table this resolution until the Ad-Hoc PR Committee can review the proposed contract and Eric Rogers seconded. Approved to Table by Yeas: Peter Burton, Eric Rogers, Andrea Zdaniewski, Richard Wagner, and Daniel Giannelli. Nays: Brian Slawin, David Hallman, Jr., and Dorothy Smith-Frazier.

Mr. Martin explained that this resolution approves the tentative agreement for the collective bargaining agreement with the Teamsters Local Union which is our police officers' union:

APPROVAL of TENTATIVE AGREEMENT FOR COLLECTIVE BARGAINING AGREEMENT- GENERAL TEAMSTERS LOCAL UNION No. 397

RESOLUTION 2023-17

Now, It Is Hereby Resolved That the Erie Regional Airport Authority Board of Directors approves the tentative agreement for the General Teamsters Local Union No. 397 collective bargaining agreement as recommended by the Executive Director, for a term beginning January 1, 2024, and expiring December 31, 2026.

Brian Slawin moved, and Andrea Zdaniewski seconded. Approved by Yeas: Eric Rogers, Brian Slawin, David Hallman, Jr., Dorothy Smith-Frazier, Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, and Peter Burton.

Mr. Martin explained that this resolution approves the tentative agreement for the collective bargaining agreement with the American Federation of State, County, and Municipal Employees (AFSCME) which is our operations and maintenance departments:

APPROVAL of TENTATIVE AGREEMENT FOR COLLECTIVE BARGAINING AGREEMENT- AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES, DISTRICT COUNCIL 85 ALF-CIO LOCAL 2666

RESOLUTION 2023-18

Now, It Is Hereby Resolved That the Erie Regional Airport Authority Board of Directors approves the tentative agreement for the American Federation of State, County & Municipal Employees, District Council 85, AFL-CIO Local 2666 collective bargaining agreement as recommended by the Executive Director, for a term beginning January 1, 2024 and expiring December 31, 2026.

Brian Slawin moved, and Peter Burton seconded. Approved by Yeas: Brian Slawin, David Hallman, Jr., Dorothy Smith-Frazier, Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, and Eric Rogers.

There was no **New Business**.

Liaison Comments

Erie County Council liaison Terry Scutella stated that he appreciates what the Board does. He asked for clarification on how much money the Authority has on hand. Mr. Martin and Mr. Pacansky provided the clarification.

Ms. Smith-Frazier left the meeting at 1:10 pm.

Board Member Comments

Ms. Zdaniewski announced that today will be her last meeting. She is resigning from her position as she and her family are moving out of state. She stated that she appreciated the leadership of the Board and staff.

Mr. Giannelli appointed a Nominating Committee. Brian Slawin will chair, and committee members are Peter Burton, Richard Wagner, and Aaron Susmarski.

Mr. Wagner stated that we need to do what we can so people want to utilize ERI. We need a nicer airport and more flights. He added that he wants his time on the Board to be remembered for creating a job or two. Mr. Wagner suggested working with Tina Mengine.

In response to an inquiry from Mr. Burton regarding Gate 12, Chief Bogle explained that this gate is not maintained in the wintertime, not by the airport or by the FAA. Chief Bogle further explained that the access control fob for the Aviation Flyers group will not open that gate because there is no operation need for those group members to be utilizing that gate.

Mr. Giannelli thanked Ms. Zdaniewski for her service to the Board.

Executive Director's Report

Mr. Martin thanked Ms. Zdaniewski for her service to the Board.


Mr. Martin talked briefly about the Fly Erie fund- incentives to airlines because the Airport cannot do it. He added that there is no agreement between the Airport and the Chamber- we are not giving any money to the Chamber. This is between the Chamber and air carrier.

Mr. Martin explained that \$5 million in our reserve will cover operational losses during downtimes.

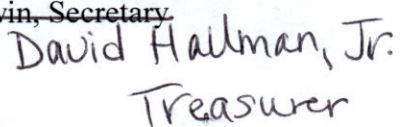
Ms. Gornall clarified that we are not giving money directly to anyone. We are offsetting the cost to land/operate here for the air carrier.

Peter Burton made a motion to adjourn, and David Hallman, Jr. seconded. Approved by Yeas: Andrea Zdaniewski, Richard Wagner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, David Hallman, Jr.

Adjournment: 1:26 PM



Brian Slawin, Secretary


David Hallman, Jr.
Treasurer

