

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING**

**Wednesday, September 25, 2024**

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	Keith Walach, citizen City of Erie
Brian Slawin	Michelle Magee	Jack Bendig, Hangar 20
Ryan Bergquist	Jennifer Gornall	Ed Tropper, Aviation Flyers (did not sign in)
Aaron Susmarski	James Pacansky	Charlie Bayle, County Council (did not sign in)
Dorothy Smith-Frazier	Ian Bogle	Chuck Nelson, City Council (did not sign in)

**Participated by Phone:** Eric Rogers      Erin Kerner

Board President Daniel Giannelli opened the meeting at Noon 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. Ryan Bergquist moved, and Brian Slawin seconded. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Public Comments**

Jack Bendig of Hangar 20 suggested that with all of the construction on the airfield, a sign should be put up identifying Hangar 20. Regarding, the recent aircraft incident at the airport, is the Airport Authority going to put anything out about what happened? This can be a learning experience for others.

**Approval of Minutes**

Mr. Giannelli asked for a motion to approve the minutes of the August 28, 2024, Board Meeting. Dorothy Smith-Frazier moved to approve, and Brian Slawin seconded. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Announce Executive Sessions-** Mr. Giannelli announced that the Board held an Executive Session today (September 25, 2024) at 11:30 am just prior to this public meeting for personnel matters.

**Committee Reports**

Finance Committee- At the request of Finance Committee Chair David Hallman, Jr., James Pacansky gave the Finance Committee report. He stated that the Finance Committee met on September 24, 2024. Mr. Pacansky reported that the

committee reviewed the cash forecast, August financials, bills to be paid, capital fund transactions, and expense reports. Mr. Pacansky stated that the Finance Committee recommended at the meeting the approval of the bills. Ryan Bergquist made the motion for approval seconded by Aaron Susmarski. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Financial Report-** James Pacansky reported a deficit of \$79,137 for the month of August bringing our year to date deficit to \$745,859. We are favorable to budget \$18,554 with revenue unfavorable \$75,960 and expenses favorable \$94,514. Mr. Slawin thanked Mr. Pacansky for his reporting. He commented that he is pleased to see how healthy our reserve fund remains and how we have been able to reduce our CPE (cost per enplaned passenger). Mr. Giannelli stated that he is unable to participate in Finance Committee Meetings for the remainder of the year and has asked Mr. Slawin to participate in his place.

There was no **Unfinished Business**.

### **Resolutions**

**Resolution 2024-12 Authorize Executive Director to Accept and Execute FAA Grant Offer-** Derek Martin explained that this is for work on Taxiway A. The bid was awarded by this Board in 2023 with the work being done with this summer.

### **AUTHORIZE EXECUTIVE DIRECTOR TO ACCEPT AND EXECUTE FAA GRANT OFFER**

#### **RESOLUTION 2024-12**

**Whereas**, the Erie Regional Airport Authority (“Authority”) has received from the Federal Aviation Administration (“FAA”) an offer for Bipartisan Infrastructure Law Airport Infrastructure Grant (BIL-AIG) Grant 3-42-0030-083-2024 for \$1,154,336; and

**Whereas**, the Authority pledges that the local share has been secured for this grant; and

**Whereas**, the Authority authorizes the Executive Director to accept the grant and execute said grant on behalf of the Authority.

#### **It Is Hereby Resolved That:**

1. The Board hereby APPROVES and ACCEPTS a grant from the FAA in the amount of \$1,154,336.
2. The Executive Director of the Authority is authorized to execute said grant on behalf of the Authority.

Aaron Susmarski made a motion to approve, and Ryan Bergquist seconded. Approved by All: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Resolution 2024-13 Authorize Executive Director to Accept and Execute FAA Grant Offer-** Mr. Martin explained that is work on Taxiway A as well. The bid was awarded by this Board to Kirila. Phase III on the project is expected fall 2025.

**AUTHORIZE EXECUTIVE DIRECTOR TO ACCEPT AND EXECUTE FAA  
GRANT OFFER**

**RESOLUTION 2024-13**

**Whereas,** the Erie Regional Airport Authority (“Authority”) has received from the Federal Aviation Administration (“FAA”) an offer for Airport Improvement Program (AIP) Grant 3-42-0030-084-2024 for \$3,113,899; and

**Whereas,** the Authority pledges that the local share has been secured for this grant; and

**Whereas,** the Authority authorizes the Executive Director to accept the grant and execute said grant on behalf of the Authority.

**It Is Hereby Resolved That:**

1. The Board hereby APPROVES and ACCEPTS a grant from the FAA in the amount of \$3,113,899.
2. The Executive Director of the Authority is authorized to execute said grant on behalf of the Authority.

Ryan Bergquist made a motion to approve, and Dorothy Smith-Frazier seconded. Approved by All: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Resolution 2024-14 Review and Adoption of the Title VI Plan for the Erie Regional Airport Authority** Mr. Martin explained that the FAA is requiring all airports to participate in and have an approved plan for Title VI. Mr. Martin added it is voluntary for airport visitors to participate in the Title VI survey. He added that we are working on finalizing and implementing our survey with AirVote.

**REVIEW AND ADOPTION OF THE TITLE VI PLAN FOR THE ERIE  
REGIONAL AIRPORT AUTHORITY**

**RESOLUTION 2024-14**

**Whereas**, the Federal Aviation Administration (“FAA”) requires all commercial service airports who receive federal funding have a Title VI Plan (“Plan”);

**Whereas**, the FAA also requires that the Plan be updated at least every three years;

**Whereas**, the Administration of Erie Regional Airport Authority has submitted a Title VI Plan to the FAA (Plan is attached to this resolution); and

**It Is Hereby Resolved That:**

1. The Board has reviewed and adopts the Title VI Plan for the Erie Regional Airport Authority.

Dorothy Smith-Frazier made a motion to approve, and Aaron Susmarski seconded. Approved by All: Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, Ryan Bergquist, and Aaron Susmarski.

There was no **New Business**.

**Liaison Comments**

Erie County Council liaison Charlie Bayle thanked the Authority for their efforts to expand service. He is excited about the opportunities with Breeze Airways. Mr. Bayle stated that the County does plan to meet with the Erie Chamber regarding the Fly Erie Fund.

Erie City Council liaison Chuck Nelson reported that the City of Erie has committed \$100,000 to the Fly Erie Fund.

**Board Member Comments**

Mr. Slawin congratulated fellow Board Member Erin Kerner for the significant grants her new business acquired.

Eric Rogers stated that his new employer is able to accommodate remote participation for Authority meetings, so he plans to continue his position on the Board. Mr. Giannelli stated that he never accepted the resignation of Mr. Rogers from the last meeting anyways!

**Executive Director’s Report**

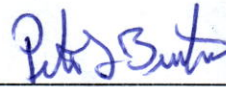
Mr. Martin reported/shared the following:

- We are working with a company called AirVote to incorporate some of the Harmonic customer service survey items into an opportunity for airport visitors to share feedback on their ERI experience (real time feedback).
- Our ERI letters have been installed in the baggage claim area. We plan to “reveal” the letters on social media in conjunction with the new Breeze service.
- We continue to drive down CPE. American Airlines is currently at \$10.03 and was 15 passengers away from a CPE of \$9.99!

- The Board will be invited to the inaugural Breeze flight on November 6<sup>th</sup>. We have a water cannon salute planned to celebrate the first flight. More information to follow.
- We hosted an On Board with Autism event in August in partnership with TSA, American Airlines, and Autism Society-Northwestern Pennsylvania. It was well received and gave families living with autism a real life airport/air travel experience. The TSA, American Airlines, and Authority staff that participated all volunteered their time for this worthwhile event and the families that attended were appreciative.

Brian Slawin made a motion to adjourn, and Aaron Susmarski seconded. Approved by Yeas: Aaron Susmarski, Erin Kerner, Daniel Giannelli, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Adjournment: 12:21 PM**



Peter Burton, Secretary

