

**ERIE REGIONAL AIRPORT AUTHORITY  
MEETING  
Wednesday, April 24, 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	Bryan Magee, Millcreek
Brian Slawin	Michelle Magee	Mark Breukink, Mead & Hunt
Erin Kerner	Jennifer Gornall	Byron Henkle, Mead & Hunt
Eric Rogers	James Pacansky	Val Myers, ETN
Ryan Bergquist	Ian Bogle	Ed Tropper, self
David Hallman, Jr.		Keith Walach, citizen Erie city
Peter Burton		Ned Smith, self
Dorothy Smith-Frazier		Patterson x 2, NCA

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. Brian Slawin moved, and Erin Kerner seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Public Comments**

Ned Smith, Erie resident, stated the Erie Airport does not seem to be represented at the JumpStart Air Service Development Conference in Washington, D.C. taking place right now. He believes that Erie Airport should be represented there.

**Approval of Minutes**

Mr. Giannelli asked for a motion to approve the minutes from the April 24, 2024 Board Meeting. Erin Kerner moved to approve, and Dorothy Smith-Frazier seconded. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Announce Executive Sessions-** none.

**Committee Reports**

Finance Committee- Finance Committee Chair David Hallman, Jr. stated that the Finance Committee met on May 21, 2024. Mr. Hallman reported that the cash forecast, April financials, bills to be paid, and capital fund transactions, and expense reports were reviewed. Mr. Hallman stated that the Finance Committee recommends approval of the bills and made the motion for approval; seconded by

Brian Slawin. Approved by Yeas: David Hallman, Jr., Aaron Susmarski, Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Dorothy Smith-Frazier, and Ryan Bergquist.

**Financial Report-** James Pacansky reported a deficit of \$61,770 for the month of April bringing our year to date deficit to \$337,899. We are favorable to budget \$90,649 with revenue unfavorable \$35,815 and expenses favorable \$126,464. Mr. Martin stated that certain individuals have been disputing financial information that was reported at our recent presentation at the Jefferson Society. To clarify, the Erie Regional Airport Authority had \$11 million cash on hand at the beginning of 2024.

**Public Relations Ad-hoc Committee-** Mr. Slawin commented on the success of the "What's Really Happening at ERI" presentation at the Jefferson Society (JES) on May 17, 2024. He added that ERAA looks to hold some type of presentation for the public possibly even monthly through town halls, luncheons, etc. Mr. Slawin also stated that we will work with M:7 on "Fly Erie First". Commenting on the JES presentation, Erin Kerner said there was a lot of valuable information presented. She believes that most people have misinformation about the airport so the more we can do to get the facts out the better. Ms. Slawin stated we need to ignore the trolls on social media and engage only with those with actual concerns. Mr. Giannelli thanked Mr. Slawin for his time and dedication to the JES presentation and our ongoing PR efforts.

Mr. Giannelli stated that the Bylaws Ad-hoc Committee will meet next month. Ms. Gornall will send out the proposed revisions for Board review.

There was no **Unfinished Business**.

### **Resolutions**

**Resolution 2024-04 Award Contract for On-Call Engineering and Architectural Services- Mead & Hunt** – Mr. Martin explained that this resolution is for our on-call engineers. By federal requirement, we have to go out for bid for these services every 5 years. Five bids were received. We look forward to continuing our professional relationship with Mead & Hunt. Over the past five years, we have had \$44 million in capital projects. Mead & Hunt has assisted with these projects, and we have been pleased with their work.

## **ERIE REGIONAL AIRPORT AUTHORITY RESOLUTION 2024-04**

### **Award Contract for On-Call Engineering and Architectural Services- Mead & Hunt**

**WHEREAS** the Erie Regional Airport Authority ("ERAA") issued a Request for Qualifications (RFQ) for On-Call Engineering and Architectural Services ("Services").

**NOW IT HEREBY BE RESOLVED THAT** the Erie Regional Airport Authority Board of Directors authorizes the Executive Director to enter into an agreement for On-Call Engineering and Architectural Services with Mead & Hunt.

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

**Resolution 2024-05 Award Contract for Architectural and Engineering Services for Air Cargo Development- CMT**– Mr. Martin explained that this is the same requirement and process but specifically for air cargo development. The contract is being awarded to Crawford, Murphy & Tilly (CMT), a firm that specializes in air cargo. This is for on-call/as needed and there is no set fee.

**ERIE REGIONAL AIRPORT AUTHORITY  
RESOLUTION 2024-05**

**Award Contract for Architectural and Engineering Services for Air  
Cargo Development- CMT**

**WHEREAS** the Erie Regional Airport Authority ("ERAA") issued a Request for Qualifications (RFQ) for Architectural and Engineering Services ("Services") for Air Cargo Development.

**NOW IT HEREBY BE RESOLVED THAT** the Erie Regional Airport Authority Board of Directors authorizes the Executive Director to enter into an agreement for Architectural and Engineering Services for Air Cargo Development with CMT.

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

**Resolution 2024-06 Greenleaf Contract Extension**– Mr. Martin explained that this extends the current contract with Greenleaf and places the contract in Mr. Greenleaf's name rather than the corporation's name. The extension stipulates that the lessee break ground on construction of a corporate hangar by June 1, 2025. In response to a question from Mr. Burton, Mr. Martin stated that North Coast Air has expressed interest in the property.

**ERIE REGIONAL AIRPORT AUTHORITY**

**RESOLUTION NO. 2024 - 06**

**GREENLEAF CORPORATION EXTENSION**

It is hereby RESOLVED by the Erie Regional Airport Authority, that it shall extend the date that Greenleaf Corporation shall be required to commence construction of its hangar for a one year period until June 1, 2025. It is further RESOLVED that the Lessee shall be James Greenleaf rather than Greenleaf Corporation. The Third Amendment to Hangar Land Lease Agreement attached to this Resolution (the "Third Amendment") is hereby approved. The Executive Director is authorized to execute the Third Amendment on behalf of the Erie Regional Airport Authority.

Brian Slawin made a motion to approve, and David Hallman, Jr. seconded. Approved by All: Erin Kerner, Daniel Giannelli, Peter Burton, Eric Rogers, Brian Slawin, Ryan Bergquist, David Hallman, Jr., and Aaron Susmarski.

**Resolution 2024-07 Second Amendment to Auto Concession Agreement- Republic Parking Systems, LLC**— Mr. Martin explained that the parking concession agreement is the airport's second largest source of revenue with a minimum monthly guarantee of \$25,000. When their sales are up, we are paid the greater of \$25,000 or a percentage of their sales based on a tiered system monthly. In response to an inquiry from Mr. Bergquist, Mr. Martin explained the advantages of a parking concessionaire versus operating the lot ourselves. Primary advantages include not covering employees' insurance, salaries and other benefits and the cost for a third party for snow and ice control/plowing.

**ERIE REGIONAL AIRPORT AUTHORITY**

**RESOLUTION 2024-07**

**Approval of Second Addendum to Auto Parking Concession Agreement- Republic Parking Systems, LLC**

The Board of Directors of the Erie Regional Airport Authority ("Authority") hereby **RESOLVES** to **APPROVE** the Second Addendum to Auto Parking Concession Agreement with Republic Parking Systems, LLC, a copy of said Second Addendum is attached hereto and incorporated herein as if fully set forth. The Executive Director is authorized to execute the Second Addendum on behalf of the Authority.

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

There was no **New Business**, and no liaisons present for **Liaison Comments**. City Council Liaison Chuck Nelson was in attendance but left prior to Liaison Comments.

### **Board Member Comments**

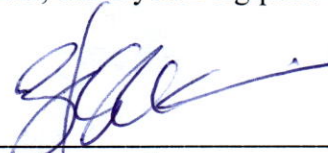
Mr. Slawin thanked the members of the public for attending today's meeting. The Board welcomes the public to engage them at any time.

### **Executive Director's Report**

- Mr. Martin shared a slide depicting the decrease in American's CPE.
- In response to Mr. Smith's public comments regarding the JumpStart Conference taking place now in D.C., the airport's consultant is there to represent ERI. Mr. Giannelli and Mr. Martin attended the Airport Roundtable in February which allowed for individual meetings with airlines. JumpStart is more "speed dating" style meetings with limited time with each airline in attendance. He added that American Airlines is very excited about ERI. He also exemplified the challenges ERI, and other regional airports are experiencing.
- In partnership with U.S. Customs & Border Protection, we will be hosting a Global Entry Enrollment Event at ERI June 11-13, 2024, at the Customs building. We have information regarding enrollment on the homepage of our website.
- We will be holding another Town Hall meeting towards the end of June to present the 2023 Annual Report. More information to follow.
- There is a pre-bid meeting tomorrow for Phase III of the Taxiway A project.
- Mr. Martin shared a video of an individual who has previously made claims/complaints against the airport pulling a 2,000+ pound plane out of a hangar.

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

**Adjournment: 1:04 PM**

  
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~~Peter Burton, Secretary~~  
Brian Slawin,  
Vice President

