

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Wednesday, June 26, 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	Charlie Bayle, County Council
Erin Kerner	Rachel Glasoe	
Eric Rogers	James Pacansky	
Ryan Bergquist		
David Hallman, Jr.		
Dorothy Smith-Frazier		

Participated by Phone: Peter Burton Aaron Susmarski

Board President Daniel Giannelli opened the meeting at 11:59 AM 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 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.

Public Comments

Keith Walach, citizen of the city of Erie spoke of his recent trip to Washington where he experienced flight delays due to maintenance issues as well as no baggage cart to move bags and no ground crew to direct exiting passengers. He stated that driving back from Cleveland is not bad in the summer but Chicago service in and out of ERI is needed instead of going east to Charlotte for a final destination in the west.

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 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.

Announce Executive Sessions- none.

Committee Reports

Finance Committee- Finance Committee Chair David Hallman, Jr. stated that the Finance Committee met on June 25, 2024. Mr. Hallman reported that the cash

forecast, May 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 Ryan Bergquist. 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 \$150,914 for the month of May bringing our year to date deficit to \$488,813. We are favorable to budget \$79,604 with revenue unfavorable \$44,331 and expenses favorable \$123,935. In response to a question from Mr. Bergquist, Mr. Pacansky explained that the revenue from the Money Market is shown below on the income statement. Our deficit does not include the interest income. In response to an inquiry from Mr. Giannelli, Mr. Pacansky noted an uptick in car rental revenue in May.

Bylaws Ad-hoc Committee- Eric Rogers stated that the committee held a very productive meeting on June 7, 2024 at the Knox Law Firm. The proposed revisions were provided to the full Board weeks ago and are on the agenda for acceptance today.

Public Relation Ad-hoc Committee- Brian Slawin stated that the committee held a meeting on June 24, 2024 to discuss several items: Fly Erie First initiative, engagement with M:7, passenger experience, and cost comparisons to fly out of ERI verses other nearby airports. Mr. Slawin stated that additional meetings with M:7 are expected in July to discuss possible agreement renewal and revisions to that agreement.

There was no **Unfinished Business**.

Resolutions

Resolution 2024-08 Award of Erie International Airport Realignment & Reconstruction of Taxiway A Phase 3 Bid— Mr. Martin explained that this is for the next phase of the ongoing Taxiway A improvements. He added that 90% of the funding comes from the FAA, 5% from the state and the remaining 5% is our local portion. Mr. Martin read the Certification and Disclosure Regarding Potential Conflicts of Interest as required by the FAA. No conflict of interest verbally stated by the following polled Board Members: Aaron Susmarski, David Hallman, Jr., Brian Slawin, Ryan Bergquist, Erin Kerner, Eric Rogers, Dorothy Smith-Frazier, Daniel Giannelli, and Peter Burton. Staff members Derek Martin and Kimberlie Scharrer signed the certification indicating no conflicts of interest.

AWARD OF ERIE INTERNATIONAL AIRPORT REALIGNMENT & RECONSTRUCTION OF TAXIWAY A PHASE 3 BID

WHEREAS, the Erie Regional Airport Authority (“ERAA”) operates the Erie International Airport and is responsible for the continued maintenance and upkeep of the taxiways at Erie International Airport; and

WHEREAS, the ERAA has determined that the Erie International Airport Taxiway A is in need of realignment and reconstruction; and

WHEREAS, the ERAA has publicly solicited bids from interested firms for the realignment and reconstruction of Taxiway A (Phase 3) (“the Project”), requesting that interested bidders submit a base bid and an alternative 1 bid; and

WHEREAS, ERAA publicly opened the two (2) bids received and reviewed the bids to determine (a) whether each bidder was a “responsible” bidder and (b) whether each bid was responsive to the bid specifications; and

WHEREAS, after review of the submitted bids, it has been determined that ERAA does not currently have the funding to award both the base bid and alternative 1 and, therefore, ERAA shall award the bid to the bidder who submitted the lowest responsive bid for the base bid portion of the Project only; and

WHEREAS, the base bid submitted by Kirila Contractors, Inc. was the lowest base bid and was responsive to the ERAA’s bid specifications and, therefore, the Administration recommends that the realignment and reconstruction of Taxiway A (Phase 3) bid be awarded to Kirila Contractors, Inc.; and

WHEREAS, the ERAA’s engineer and Solicitor have performed a due diligence review of the bids submitted and they concur that Kirila Contractors, Inc. is the lowest responsible and responsive bidder for the base bid portion of the Project.

AND NOW, THEREFORE, on this 26th day of June 2024, it is hereby RESOLVED by the Board of Directors of the Erie Regional Airport Authority, the following:

1. That ERAA currently only has sufficient funding to proceed with the base bid portion of the Project. The alternative 1 portion of the Project shall not be awarded at this time. The determination of which bidder is the lowest responsive bidder is based on an analysis of the base bid only.
2. Kirila Contractors, Inc. is declared to be the lowest responsible and responsive bidder for the base bid portion of the Project, in the amount of Three Million Seven Hundred Seventy Seven Dollars and Sixty Six Cents (\$3,000,777.66).
3. The Board authorizes the Executive Director to execute the contract documents and proceed in all ways necessary with the award of the base bid to and the execution of the contract with the lowest responsible and responsive bidder, Kirial Contractors, Inc.

Peter Burton 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 2024-09 Revision of Bylaws Regarding Officer Election, Special Meetings, Ad Hoc Committees, and Advisory Groups— Mr. Martin explained that the revisions to the bylaws streamline previously approved revisions as well as removing any ambiguity and timing of the election of officers, defining regular verses special meetings and the procedures, and the structure of committees.

REVISION OF BYLAWS REGARDING OFFICER ELECTION, SPECIAL MEETINGS, AD HOC COMMITTEES, AND ADVISORY GROUPS

WHEREAS, the Erie Regional Airport Authority (“ERAA” or “Authority”) desires to have Bylaws that are unambiguous and relevant; and

WHEREAS, the Authority desires to remove any ambiguity regarding manner and timing of election of officers of the Board and notice for Bylaw revisions; and

WHEREAS, the Authority desires to define a procedure to allow the Board to schedule regular meetings and additional special meetings; and

WHEREAS, the Authority desires to have a committee structure that is relevant and useful to its current operations and needs.

AND NOW, on this 26th day of June, 2024, the Erie Regional Airport Authority **RESOLVES** that the Bylaws, be amended as indicated on the attached document, with deletions crossed out and additions underlined.

This Bylaw Resolution shall be effective immediately.

Upon approval, the Administration is directed to update the official Bylaws of the Authority on the ERAA website.

Dorothy Smith-Frazier made a motion to approve, and Eric Rogers 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.

There was no **New Business**, and no **Liaison Comments**. County Council Liaison Charlie Bayle was in attendance but had no comment.

Board Member Comments

Mr. Hallman pointed out that Charlotte is slightly west of Erie. He encouraged the community to keep flying ERI. Three daily flights to Charlotte is better than no flights at all!

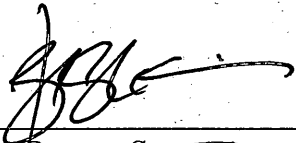
Executive Director’s Report

Mr. Martin reported/shared the following:

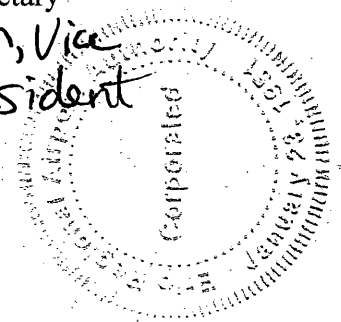
- ERAA hosted a global entry enrollment event in June with Customs & Border Protection. All available appointments were booked with the agents able to accommodate walk ins as well. There were a lot of interviewees from Pittsburgh and Cleveland with the farther from Kentucky.
- We held a town hall meeting on June 20, 2024, at the Bayfront Convention Center to release our annual report. A What's Really Happening at ERI presentation was given at the Erie Club on June 19, 2024.
- Michelle Magee has initiated the suggested updates to the website have been made (FAQs and News). We can add to the FAQs as new questions arise.
- We have three summer interns- one from Louisiana Tech, one from Purdue, and the third from University of North Dakota. Our internship program continues to be a valuable asset to our Airfield Operations department. A previous intern group (in 2019) created a Safety Management System (SMS) which is currently required by the FAA. We were ready to submit our SMS for approval when it became a requirement. Our SMS program has been approved and saved the airport tens of thousands of dollars by not having to engage a consultant for this work.
- There is a realistic timeline for the introduction of new air service.
- The airport's annual report has been distributed.

Erin Kerner made a motion to adjourn, and Ryan David Hallman, Jr. 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: 12:34 PM


Peter Burton, Secretary

Brian Slawin, Vice
President



ERIE REGIONAL AIRPORT AUTHORITY

CERTIFICATION AND DISCLOSURE REGARDING POTENTIAL CONFLICTS OF INTEREST

The Erie Regional Airport Authority ("ERAA") is required to include FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification with every federal grant application.

To ensure compliance with the Federal Aviation Administration's ("FAA") requirements for conflicts of interest relative to the Authority's receipt of federal grant funds for construction projects pursuant to the FAA Airport Improvement Program ("AIP") and other federal awards, the ERAA has developed this Certification and Disclosure Form to identify conflicts of interest of ERAA's employees, officers and agents engaged in the award and administration of contracts pursuant to 2 C.F.R. §200.318(c), 2 C.F.R. §200.112 and 2 C.F.R. §1201.112.

Pursuant to the above-referenced authority, no ERAA "employee, officer or agent" within the meaning of the above-cited authority may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of their immediate family, their partner or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract with ERAA ("Firm"). For purposes of this Certification, the term "agents" shall include ERAA's professional consultants who are directly engaged in the selection, award and administration of the Project.

- Identification of FAA AIP project ("Project"):

- Identification of Firm to which a contract associated with the Project is supported by a federal award (name of Firm to whom the contract will be awarded):

I, Derek Martin, the Executive Director of the Erie Regional Airport Authority ("Executive Director"), attest to the best of my knowledge that the below list of employees, officers and agents are directly engaged in the selection, award and administration of a contract to the Firm regarding the above-identified Project:

- A. Employees of ERAA (name and position):

1. Kimberlee Schamer

2. _____

3. _____
4. _____
5. _____

B. ERAA officers:

1. ERAA Board of Directors
2. _____
3. _____

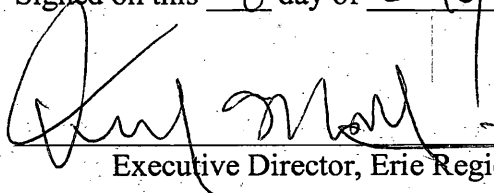
C. Agents of ERAA (name and position):

1. Mead & Hunt
2. _____
3. _____
4. _____
5. _____

Executive Director attests to the best of his knowledge, after inquiry of the above-identified individuals, that the employees, officers and agents identified above have not consulted with or discussed the selection, award and/or administration of the Project with any individual who does have a conflict of interest relative to the Firm considered for or awarded the contract for the identified Project. If Executive Director is aware of such conflict, identify/describe the conflict:

Executive Director attests to the best of his knowledge, after inquiry of the above-identified individuals, that the officers, employees and agents of ERAA identified above, have not solicited nor accepted gratuities, favors or anything of monetary value from the Firm to be awarded the contract for the identified Project.

Signed on this 8 day of July, 2024



Executive Director, Erie Regional Airport Authority