

READING REGIONAL AIRPORT

September 19, 2023 MEETING MINUTES

MEMBERS PRESENT

Commissioner Christin Leinbach, Chairman
Commissioner Michael Rivera, Asst. Sec/Treas.
Ms. Pamela Shupp-Menet, Asst. Sec/Treas.
Commissioner Lucine Sihelnik, Asst. Sec/Treas.
Mr. Kevin Barnhardt, Treasurer via Microsoft Teams

ALSO PRESENT

Zack Tempesco, Airport Director
Michael Laity, Director of Operations
Michelle Pugh, Director of Administration
Edwin L. Stock, Esq., Solicitor, Roland Stock, LLC
Anne Marie Grill, Berks County Commissioners Office
Jessie Blausner, Berks County Commissioners Office
Lynne Burns, Berks County Commissioners Office
Barbara Lopez, Berks County Commissioners Office via Microsoft Teams
Brian Potts, Bern Township
Karen Shuey, Reading Eagle
Jon Heintzman, Public Relations Office Berks County
Mark Robinson, First Energy via Microsoft Teams
Fran Strause, Transystems via Microsoft Teams

The Authority Meeting of the Reading Regional Airport Authority was held on Tuesday, September 19, 2023 in the Boarding Lounge of the Reading Regional Airport. Commissioner Leinbach, called the meeting to order at 8:00 a.m. The Board unanimously approved the minutes from September 5, 2023.

AIRPORT DIRECTOR'S REPORT

Mr. Tempesco has requested board approval to increase the capital improvement fund savings deposit to \$75,000 annually to account for future capital needs within the next 10 years, it was \$40,000 previously. Commissioner Sihelnik moved and Mr. Barnhardt seconded the motion to approve the \$75,000 annual capital improvement fund deposit. The Board unanimously approved the motion.

Mr. Tempesco has requested board approval for the Fuel Purchasing Contract RFP and move to public advertisement pending final review by our airport solicitor. Ms. Shupp-Menet moved and Commissioner Sihelnik seconded the motion to approve the Fuel Purchasing Contract RFP and move to public advertisement pending final review by the airport solicitor. The Board unanimously approved the motion.

READING REGIONAL AIRPORT

September 19, 2023 MEETING MINUTES

Mr. Tempesco has requested board approval to hire Hubric Resources for services to assist with the FBO Manager selection process. Ms. Shupp-Menet moved and Commissioner Sihelnik seconded the motion to approve Hubric Resources for services to assist with the FBO Manager selection process. The Board unanimously approved the motion.

Mr. Tempesco has requested board approval for the 3% increase to Miller Environmental service contract with RRAA for WWTP operations. Ms. Shupp-Menet moved and Commissioner Sihelnik seconded the motion to approve the 3% increase to Miller Environmental for the service contract with RRAA for WWTP operations. The Board unanimously approved the motion.

Mr. Tempesco has requested board approval for the FY 2024 EH&D Insurance Policy Package. Commissioner Sihelnik moved and Ms. Shupp-Menet seconded the motion to approve the FY 2024 EH&D Insurance Policy Package. The Board unanimously approved the motion.

Mr. Tempesco has requested board approval for the FY 2024 Loomis Insurance Policy Package. Commissioner Sihelnik moved and Mr. Barnhardt seconded the motion to approve the FY 2024 Loomis Insurance Policy Package at \$50,000,000 coverage. The Board unanimously approved the motion.

REAL ESTATE COMMITTEE

An Executive Session was held on September 19, 2023 at 8:04 AM to discuss Real Estate and Contract matters.

BBP REPORT

None at this time

SOLICITOR'S REPORT

Mr. Stock requested Board approval for an Extension or Renewal of the Enterprise Car Company lease. Commissioner Sihelnik moved and Mr. Barnhardt seconded the motion to approve the extension of the Enterprise Car Company Lease. The Board unanimously approved the motion.

Mr. Stock requested Board approval for the Resolution for Loan/Borrowers Signers with Tompkins Financial Bank. Commissioner Sihelnik moved and Mr. Barnhardt seconded

READING REGIONAL AIRPORT

September 19, 2023 MEETING MINUTES

the motion to approve the Resolution for Loan/Borrowers Signers with Tompkins Financial Bank. The Board unanimously approved the motion.

Mr. Stock requested Board approval to join the MDL PFAS Litigation. Ms. Shupp-Menet motioned and Commissioner Sihelnik seconded the motion to approve the joining of the MDL PFAS Litigation. The Board unanimously approved the motion.

ENGINEER'S REPORT

None at this time

TREASURER'S REPORT

Ms. Pugh requested Board approval to increase the T-Hangar rent by 3% for FY 2024. Mr. Barnhardt moved and Commissioner Sihelnik seconded the motion to increase the T-Hangar rent by 3% for FY 2024. The Board unanimously approved the motion.

Ms. Pugh requested Board approval for the FY 2024 RRAA Budget. Commissioner Sihelnik motioned and Ms. Shupp-Menet seconded the motion to approve the FY 2024 RRAA Budget. The Board unanimously approved the motion.

Ms. Pugh requested Board approval to pay the bills for August 2024 payments. Ms. Shupp-Menet motioned and Commissioner Sihelnik seconded the motion to approve the payment of the bills for August 2024. The Board unanimously approved the motion.

TENANT ADVISORY COMMITTEE

None at this time

PUBLIC COMMENTS

None at this time.

NEW BUSINESS

Commissioner Leinbach adjourned the meeting at 9:50 AM.