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December 2, 2022

**Via Email – [cleinbach@countyofberks.com](mailto:cleinbach@countyofberks.com)**

Commissioner Christian Leinbach

**Via Email – [mriviera@countyofberks.com](mailto:mriviera@countyofberks.com)**

Commissioner Michael Rivera

**Via Email – [kbarnhardt@countyofberks.com](mailto:kbarnhardt@countyofberks.com)**

Commissioner Kevin Barnhardt

**Via Email – [rseaman@countyofberks.com](mailto:rseaman@countyofberks.com)**

Ronald Seaman, County Chief Operating Officer

**Re: Tenant Advisory Committee**

Dear Board Members:

Enclosed herewith is the Charter for the Tenant Advisory Committee. This Charter was approved at the November 15, 2022 meeting subject to certain revisions being made to it. I made the proposed revisions.

I will work with Zack to get the Advisory Committee organized since the first meeting will be scheduled for the December 20, 2022 Board meeting.

Very truly yours,

RICK STOCK LAW

Edwin L. Stock

ELS/ktk

Enclosures

cc: Zackary Tempesco, Airport Director (w/encs.), **via email – [ztempesco@readingairport.org](mailto:ztempesco@readingairport.org)**  
Nicholas M. Clabbers, Esquire (w/encs.), **via email – [nclabbers@kaplankirsch.com](mailto:nclabbers@kaplankirsch.com)**  
Daniel P. Becker, Esquire (w/encs.), **via email – [dbecker@kozloffstoudt.com](mailto:dbecker@kozloffstoudt.com)**  
David Heath (w/encs.), **via email – [dheath@padrone.org](mailto:dheath@padrone.org)**

READING REGIONAL AIRPORT  
TENANT ADVISORY COMMITTEE  
CHARTER

GOALS OF TENANT ADVISORY COMMITTEE

The Board of Reading Regional Airport Authority recognizes that its tenants are crucial to the short-term and long-term success of Reading Regional Airport. The Tenant Advisory Committee is thereby established to serve as a resource to the Board of Reading Regional Airport Authority to provide information and advice to the Board to assist the Board and to help achieve short-term and long-term success for Reading Regional Airport. The Tenant Advisory Committee is advisory only.

ELIGIBILITY

Any tenant or sub-tenant at Reading Regional Airport is eligible to serve on the Tenant Advisory Committee. A tenant or sub-tenant shall designate one individual to serve as its representative on the Tenant Advisory Committee. Each T-hangar building shall designate one individual to serve as the representative of that T-hangar building on the Tenant Advisory Committee.

MEETINGS

Meetings of the Tenant Advisory Committee shall occur at the regularly scheduled Reading Regional Airport Authority Board meeting on the Third Tuesday of each month at 8:00 a.m. The meetings shall be open to the public.

FUNCTIONS OF TENANT ADVISORY COMMITTEE

The Tenant Advisory Committee should have the following functions:

- 1) Provide information to the Board of Reading Regional Airport Authority on matters of general interest to Reading Regional Airport, its operations, and its tenants.
- 2) Provide information to the Board of Reading Regional Airport Authority on matters of specific interest or concern to the tenants or sub-tenants at Reading Regional Airport.
- 3) Serve as an intermediary between the Board and management of Reading Regional Airport and the tenants and sub-tenants of Reading Regional Airport.
- 4) Cooperate and/or coordinate with the Board of Reading Regional Airport and its management on matters of concern to Reading Regional Airport, its tenants and sub-tenants, and the aviation community in general.

NOTE: It is not the intent that issues or matters of individual or specific concern between Tenant and Reading Regional Airport Authority be addressed, directly at meetings of the Tenant Advisory Committee. Instead, such raised issues should be addressed between the tenant and Airport management.

#### MINUTES

Minutes shall be kept of all Tenant Advisory Committee meetings. Copies of the minutes shall be distributed, after said minutes are approved by the Board of Reading Regional Airport Authority, to all tenants at Reading Regional Airport, even if such tenants have not attended the meeting of the Tenant Advisory Committee. The minutes should also be posted on the Airport website.

#### OTHER MEETINGS

The Tenant Advisory Committee may hold such other meetings as it deems necessary. A report of such meetings should be provided at the next regular meeting of the Tenant Advisory Committee.

Approved by the Board of Reading Regional Airport Authority on November 15, 2022.