

# READING REGIONAL AIRPORT

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## DECEMBER 20, 2022 MEETING MINUTES

### MEMBERS PRESENT

Mr. Christian Leinbach, Chairman  
Mr. Michael Rivera, Vice Chairman  
Mr. Kevin Barnhardt, Treasurer  
Mr. Ronald Seaman, Asst Sec/Treas.

### ALSO PRESENT

Zack Tempesco, Airport Director  
Michael Laity, Director of Operations  
Michelle Pugh, Director of Administration  
Edwin L. Stock, Esq., Solicitor, Roland Stock, LLC  
Mark Robinson, First Energy via Zoom  
David Heath, BBP Solutions  
Nicholas Clabbers, Koplan Kirsch & Rockwell  
Fran Strouse, Transystems via Zoom  
Madison Colaco, Congressman Dan Meuser's Office  
Anne Marie Grill, Berks County Commissioners Office  
Barbara Lopez, Berks County Commissioners Office  
Jesse Blauser, Berks County Commissioners Office via Zoom  
Jim Steele, PPC Excursions  
Gisel Gomez, Avis Budget Group  
Jennifer Lengel, Enterprise/National Car Rental  
Nick Riccio, Reading Jet Center  
Karen Shuey, Reading Eagle  
Todd Weaver, Reading Aero Club

The Authority Meeting of the Reading Regional Airport Authority was held on Tuesday, December 20, 2022 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 December 6, 2022 with one minor correction.

### AIRPORT MANAGER'S REPORT

First Energy 69kv- All obstructions have been submitted into the FAA's obstruction database for review. The appraiser will be meeting with RRAA on 12/20/2022 and will have the report completed within 4 weeks.

Minimum Standards Review- Mr. Tempesco is currently working with Mr. Clabbers to review and determine the best changes for our airport minimum standards. Our goal for any changes would include the best protection for the airports future and streamlining the development process to the best of our ability.

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Christmas in the Air 2022- Christmas in the Air was a success by all accounts. 265 kids between 8-17 years old received free airplane rides through the EAA Young Eagles program. During the event the airport distributed free items to the children including 200 t-shirts, 200 flying discs, 200 stuffed toys, over 300 balsa gliders, 125 activity bags, pretzels and drinks.

Spots, Stevens, and McCoy- SSM has presented a proposal to begin working on the 2023 Annual Chapter 94 Report and DRBC Report. The Chapter 94 Report is due in March to the PA DEP, and the DRBC Docket Report is due by end of January. The proposal is in the amount of \$4,600.

Reconstruct Airfield Guidance Signs – The airport staff has completed the Pre-Design meeting for reconstruction of airfield guidance signs. The goal of this project is to replace all signage on the airfield. The new signs will be LED and they will conform to part 139 requirements. A past 139 inspection pointed out our signage is on the incorrect circuit regarding runway signs and this will be corrected during the project. The anticipated sign construction should be completed by 2024.

Terminal Space Available- US Congressman Dan Muser will be vacating their Reading Airport Terminal office at the end of December 2022. Mr. Tempesco is currently in talks with a few interested parties in taking this space. Mr. Tempesco will inform the Board as we move closer to firm commitments.

AP Development Group- Commissioner Leinbach and Mr. Tempesco met with AP Development Group regarding their proposed project. Mr. Tempesco will be working with them to get some project proposal documents and looking to discuss this with the Board in January.

### **REAL ESTATE COMMITTEE**

Mr. Tempesco has requested an Executive session to discuss pending Real Estate Matters, the executive session was held until 9:45 A.M.

### **BBP REPORT**

Commission Leinbach has requested the Reading Regional Airport Authority and BBP Solutions to have a scheduled meeting to start implementing the Strategic Plan that BBP Solutions completed in FY 2022.

### **SOLICITOR'S REPORT**

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Mr. Stock has requested board approval of the Coral Aviation Lease – this agenda item has been tabled until the next authority board meeting.

Mr. Stock has requested board approval for the ALDZ Affidavit. Commissioner Rivera moved and Commissioner Barnhardt seconded the motion to approve the creation of the ALDZ Affidavit. The Board unanimously approved the motion.

### ENGINEER'S REPORT

None at this time

### TENANT ADVISORY COMMITTEE

Mr. Todd Weaver from Reading Aero Club has informed the board that there is a large desire for more T-Hangar rental space. They have tabled the purchase of a third plane until they are able to rent a T-Hangar to store the plane in. Mr. Tempesco is going to provide contact information to Mr. Weaver for AP Development Group. AP Development Group has signed a Developer's Agreement to build hangar space on the West side of the airport.

### PUBLIC COMMENTS

None at this time.

### TREASURER'S REPORT

Ms. Pugh reviewed monthly financial reports for Fiscal Period 2, ended November 30, 2022.

YTD Revenue is in line for the FY 2023 YTD Budget. This is a result of strides toward pandemic recovery in FY 2022

Operating Expenses are approximately \$ 24,000 higher than the FY 2023 Operating Budget overall. This is mainly due to the timing of H&W and Pension Expense EFTS. YTD Electricity & Heat Expenses are decreased due to the decrease in cooler temperature. In addition, Outside Services and Equipment Rental Expenses increased due to additional repairs for motor vehicles and the STP which were completed by outside companies.

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Ms. Pugh requested Board approval to release November 2022 payments. Commissioner Rivera moved and Commissioner Barnhardt seconded a motion to release November 2022 payments. The Board unanimously approved the motion.

Ms. Pugh has requested board approval for the renewal of the Admin Supplemental Life Insurance Policy and the renewal of Admin Life/AD&D Policies for FY 2023. Mr. Seaman moved and Commissioner Rivera seconded a motion to approve the Admin Supplemental Life Insurance Policy and Admin Life/AD&D Policy renewal for FY 2023. The Board unanimously approved the motion.

Ms. Pugh has requested the current board to sign an updated Conflict of Interest Policy. The forms were emailed to the new board members on Wednesday, December 21, 2022.

Ms. Pugh reviewed Accounts Receivable for the period ended November 30, 2022:

**BTMA** – account is in dispute

### NEW BUSINESS

Pamela Shupp-Menet board member appointment.

Commissioner Leinbach adjourned the meeting at 8:40 AM.