

# READING REGIONAL AIRPORT

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## NOVEMBER 15, 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  
Dan Becker, KSA  
Russell Strine, Mid Atlantic Air Museum  
David Heath, BBP Solutions  
James Dastra, Coral Aviation via Zoom  
Brian Potts, Bern Township  
David Heath, BBP Solutions  
Kenneth Shadursky, Millennium Aviation  
Nicholas Clabbers, Koplans Kirsch & Rockwell  
Madison Colaco, Congressman Dan Meuser's Office  
Christine Sadler, Berks County Commissioners Office  
Anne Marie Grill, Berks County Commissioners Office  
Barbara Lopez, Berks County Commissioners Office  
Jesse Blauset, Berks County Commissioners Office via Zoom  
Nick Riccio, Reading Jet Center  
Christina Muller-Levan, Reading Jet Center  
Peter Knight, Millennium Aviation  
Fran Strause, TranSystems  
Karen Shuey, Reading Eagle  
AVFlight

The Authority Meeting of the Reading Regional Airport Authority was held on Tuesday, November 15, 2022 in the Boarding Lounge of the Reading Regional Airport. Commissioner Leinbach, called the meeting to order at 8:00 a.m.

Commissioner Barnhardt moved and Commissioner Rivera seconded a motion to approve the October 18, 2022, October 20, 2022 and November 4, 2022 Meeting minutes, as distributed. The Board unanimously approved the motion.

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### PUBLIC COMMENTS

None at this time.

### TREASURER'S REPORT

Ms. Pugh reviewed monthly financial reports for Fiscal Period 1, ended October 31, 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 \$ 11,000 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.

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

Ms. Pugh has requested board approval for the Amended FY 2023 Administration Budgets. The request to approve the amended FY 2023 Administration Budget has been tabled until the December 6, 2022 board meeting.

Ms. Pugh has requested board approval to transfer the annual \$40,000 Sewer Treatment Plant Reserve to the Capital Account. Commissioner Barnhardt moved and Commissioner Rivera seconded a motion to transfer the annual \$40,000 Sewer Treatment Plant Reserve to the Capital Account. The Board unanimously approved the motion.

Ms. Pugh reviewed Accounts Receivable for the period ended October 31, 2022:

**BTMA** – account is in dispute

### SOLICITOR'S REPORT

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

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Mr. Stock has requested board approval for the Work Order Agreement and IFE/Authority Review of Transystems Agreement. Commissioner Rivera moved and Mr. Seaman seconded a motion to approve the Work Order Agreement and IFE/Authority Review Agreement with Transystems. The Board unanimously approved the motion.

Mr. Stock has requested board approval for the Agreement with BBP Solutions. The board has requested this to be tabled until all of the necessary documents have been received from BBP Solutions.

Mr. Stock has requested board approval for the Estoppel Agreement with Burkey. Commissioner Rivera moved and Mr. Seaman seconded a motion to approve the Estoppel Agreement with Burkey. The Board unanimously approved the motion.

Mr. Stock has requested board approval for the upcoming 2023 Board Meeting Dates, two of the dates fall on holidays. The two dates that fall on holidays have been skipped with board approval. Mr. Seaman moved and Commissioner Rivera seconded a motion to approve the upcoming 2023 Board Meeting Dates. The Board unanimously approved the motion.

### TENANT ADVISORY COMMITTEE

The board has approved the creation of a Tenant Advisory Committee. The meetings will be held during the 2<sup>nd</sup> board meeting of the month at 8 A.M. Commissioner Barnhardt moved and Commissioner Rivera seconded a motion to create the Tenant Advisory Committee. The Board unanimously approved the motion.

### HR COMMITTEE REPORT

None at this time

### REAL ESTATE COMMITTEE

Mr. Tempesco has requested board approval to include the outside area within the lease with Klinger's at the Airport. Mr. Seaman moved and Commissioner Rivera seconded a motion to approve the addition of the outside area to the Klinger's at the Airport Lease. The Board unanimously approved the motion.

Mr. Tempesco has requested board approval to approve the Lord's and Ladies Developers Agreement. Commissioner Rivera moved and Commissioner Barnhardt seconded a motion to approve the Lord's and Ladies Developers Agreement. The Board unanimously approved the motion.

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Mr. Tempesco has requested board approval to renew the Addendum to Mr. Jozwiak's Lease. The board has suggested that Mr. Tempesco forward the letter with a 7.7% increase over two years. Commissioner Rivera moved and Commissioner Barnhardt seconded a motion to approve the Addendum to Mr. Jozwiak's Lease. The Board unanimously approved the motion.

### AIRPORT MANAGER'S REPORT

EMAS damage- EMAS repairs were completed with the help of Runway Safe. Airport Maintenance staff have now received training in replacement of bed lids if any future repairs are required. This should decrease any future expense to the airport.

Reading Aerofest 2023- With the success of the Airport's first career fair, Mr. Tempesco is recommending we continue the public outreach by reviving a past event here at Reading Regional Airport, called Reading Aerofest. Mr. Tempesco would like to work on Reading Aerofest 2023 which will include an Aviation Career Fair, static displays, aerial displays, food and music. Reading Aero Club has indicated they would continue building and volunteering with the airport. The initial event date will be Saturday October 21, 2023. Mr. Tempesco has begun contacting the US Air Force regarding their support for the event. (The airport would request fly overs, static displays, or other support; the airport does not expect nor can we facilitate jet demonstrations). The airport would request Air Force Support with the intent of little to no cost incurred to RDG. Mr. Tempesco would also request interest/planning in developing a future budget for a small aerial show supported by ticket sales. Commissioner Rivera moved and Mr. Seaman seconded a motion to proceed with planning Reading Aerofest 2023. The Board unanimously approved the motion.

WWTP Digester- Miller Environmental has reported a possible issue with one of the digesters at the WWTP. To investigate the issue, the airport will need to empty the one digester unit and make room in the other for single unit operations. RRAA will need to haul sludge at an estimated quantity of 90,000 gallons for a total of \$9,000. Commissioner Rivera moved and Commissioner Leinbach seconded a motion to approve the sludge hauling expense from the WWTP. the annual \$40,000 Sewer Treatment Plant Reserve to the Capital Account. The Board unanimously approved the motion.

Minimum Standards Review- The FAA recommends that airports review their Airport Minimum Standards document periodically to make any necessary revisions which may best protect the airport. With the amount of development interest in and around the airport, Mr. Tempesco is recommending we review and revise the Minimum Standards to be presented for Board Approval upon completion. Mr. Seaman moved and

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Commissioner Rivera seconded a motion to approve the review of the airport's minimum standards. The Board unanimously approved the motion.

First Energy- Mr. Tempesco is continuing to work with First Energy regarding the 69KV transmission line. Currently the airport is getting the easement appraisal and going through obstruction submissions. First Energy has proposed underground transmission lines on airport property with transition to above ground lines on either side. They have presented the need for two towers on a small portion of airport property near Rt 183. Mr. Tempesco is concerned with the height of these obstructions and their potential impacts on the Runway 13 approach. Mr. Tempesco is working with the FAA to get clarity as to how they could impact us in the future. Once appraisal and obstruction submissions are completed, we will need final approval through the FAA 163 determination process.

Christmas in the Air 2022- The Airport expects a festive event on Saturday December 10, 2022 from 8 a.m.-1 p.m. The airport has received donations and lined up multiple vendors.

AVFlight- Recently the airport staff met with AVFlight, an international aviation services company. AVFlight would like to make a short presentation regarding a proposal at RDG.

### ENGINEER'S REPORT

L.R. Kimball's project report is attached.

### NEW BUSINESS

None at this time

Commissioner Leinbach adjourned the meeting at 10:00 AM.