

# READING REGIONAL AIRPORT

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## OCTOBER 18, 2022 MEETING MINUTES

### MEMBERS PRESENT

Michael Setley, Chairman  
Craig Lutz, Vice Chairman  
Pamela Shupp-Menet, Asst. Sec/Treas.  
Randy Heck, Asst. Sec/Treas. Asst. Sec/Treas.  
Betsey Carlisle, 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  
Mike Capron, Reading Jet Center  
Nick Riccio, Reading Jet Center  
Mark Robinson, First Energy  
Dan Becker, KSA  
Brian Potts, Bern Township  
Russell Strine, Mid Atlantic Air Museum  
David Vaughn, BA Group  
Fran Strause, Transystems  
David Heath, BBP Solutions  
Nicholas Clabbers, Koplan Kirsch & Rockwell  
Ronald Seaman, Berks County Commissioners Office  
Christine Sadler, Berks County Commissioners Office  
Anne Marie Grill, Berks County Commissioners Office  
Christian Leinbach, Berks County Commissioners Office  
Kevin Barnhardt, Berks County Commissioners Office  
Barbara Lopez, Berks County Commissioners Office  
Michael Rivera, Berks County Commissioners Office

The Authority Meeting of the Reading Regional Airport Authority was held on Tuesday, October 18, 2022 in the Boarding Lounge of the Reading Regional Airport.

Mr. Setley, Chairman, called the meeting to order at 8:00 a.m.

Mr. Setley moved and Mr. Heck seconded a motion to approve the September 20, 2022 Meeting minutes, as distributed. The Board unanimously approved the motion.

### PUBLIC COMMENTS

None at this time.

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### EXECUTIVE SESSION WITH COUNTY COMMISSIONERS 8:01 AM TO 9:25 AM

#### TREASURER'S REPORT

Ms. Pugh reviewed monthly financial reports for Fiscal Period 12, ended September 30, 2022.

YTD Revenue is approximately \$67,000 higher than YTD Budget for FY 2022 overall. This is a result of strides toward pandemic recovery in FY 2022

Operating Expenses are approximately \$ 72,000 lower than the FY 2022 Operating Budget overall. This is mainly due to the timing of H&W and Pension Expense EFTS. Engineering Fee expenses are decreased due to expenses relating to the SUNCAP and Rehab Terminal Apron project. YTD Electricity & Heat Expenses are decreased due to the decrease in cooler temperature. Trash expenses are increased due to additional sludge hauling with the STP decanter cleaning/repair project. 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 September 2022 payments. Ms. Shupp-Menet moved and Mr. Heck seconded a motion to release September 2022 payments. The Board unanimously approved the motion.

Ms. Pugh has requested board approval for the FY 2023 Operating and STP Budgets. Mr. Setley motioned and Mr. Heck seconded a motion to approve the FY 2023 Operating and STP Budgets. The Board unanimously approved the motion.

Ms. Pugh has requested board approval to implement new Lease Management Software, this software is required to be GASB87/GASB96 Audit Compliant. Mr. Heck motioned and Ms. Shupp-Menet seconded the motion to approve the Lease Management Software implementation. The Board unanimously approved the motion.

Ms. Pugh reviewed Accounts Receivable for the period ended September 30, 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.

# READING REGIONAL AIRPORT

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Mr. Stock requested board approval to 3% rate increase for the Miller Environmental Contract. Mr. Heck moved and Ms. Carlisle seconded a motion to approve the Miller Environmental 3% rate increase for FY 2023. The Board unanimously approved the motion.

### HR COMMITTEE REPORT

Human Resource Committee has requested board approval to approve the increase in management salaries for FY 2023. Mr. Heck moved and Mr. Setley seconded a motion to approve the management salary increases for FY 2023. Ms. Carlisle opposed the motion, the motion passed.

### REAL ESTATE COMMITTEE

None at this time.

### AIRPORT MANAGER'S REPORT

Boscov's Charters- New advertising for the Orlando Charter has been installed in the terminal. Boscov's Travel also held an event in the Terminal October 16, 2022 to provide information to future travelers.

Airport Website- The new airport website has been published. The new website features more information, enhanced graphics, a tenant portal and easier access to maintenance functions for RRAA admin.

EMAS damage- The FAA ADO office has informed the airport that some EMAS upgrades and repairs can be covered with federal grants. Mr. Tempesco will continue discussion on potential repairs that would serve the EMAS bed in the long term. The FAA has also specified the 6 damaged lids on the EMAS would not be eligible. Based on the quote received from Runway Safe, Mr. Tempesco is recommending to proceed with the least expensive option of \$19,153.00. This would provide 6 lids and oversight for our maintenance crews to repair. Runway Safe is the only approved vendor for this application. Mr. Setley motioned and Mr. Heck seconded the motion to approve the EMAS damage repair of \$19,153.00. The Board unanimously approved the motion.

Strategic Plan Goals Update- During our strategic business planning session, airport stakeholders identified opportunities for Reading Airports improvement. Two of the goals targeted include, 135 Charter Operators and Flight Schools. Each of these goals are important for an airports traffic and industry growth. Mr. Tempesco has been in discussions with interested parties that may be willing to work with airport stakeholders

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in bringing more services to RDG. Mr. Tempesco will keep the Board informed as he moves through the process and develop more concrete relationships.

RDG Aviation Career Fair- The first RDG Aviation Career Fair was a success! All involved participants, volunteers and exhibitors gave positive comments. Event turnout was good, despite unfavorable weather.

Reading Aerofest 2023- With the success of our first career fair, Mr. Tempesco is recommending the airport to continue the public outreach by reviving a past event here at Reading Regional Airport, Reading Aerofest. With Board support, 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 us. Our initial thoughts have the event date of Saturday October 21<sup>st</sup>, 2023. Mr. Tempesco has begun contacting the US Air Force regarding their support for an event. (The airport would request fly overs, static displays, or other support; the airport does not expect nor can we facilitate jet demonstrations) For the first year, the goal would be to have a few aerial displays at a minimum cost. Show Budget would dictate ticket pricing for the event. The board supports the event.

DBE Program Agreement- To enable the Airport Sponsor to proceed with any project utilizing Airport Improvement Program (AIP) Funding, a Disadvantaged Business Enterprise (DBE) Program will need to be developed and approved by the FAA Office of Civil Rights. Therefore, Mr. Tempesco recommends TranSystems prepare an update to the Airports Disadvantaged Business Enterprise (DBE) Plan for Federal Fiscal Years (FFY) 2023-2025 (October 1, 2022 to September 30, 2025) and provide Annual DBE Accomplishment Reporting services over this three (3) year period. Also, as discussed at the Planning Session, these costs can be included as an Administrative Cost in any upcoming AIP Grant Projects for reimbursement. The proposal cost is (\$15,164.00). This is a lump sum for the 3-year period. Mr. Setley motioned and Ms. Shupp-Menet seconded the motion to approve the DBE Program Agreement. The Board unanimously approved the motion.

Hiring Replacement for Maintenance Employee- One of our Maintenance/Operations employees has retired within the last month. Mr. Tempesco has begun searching for a replacement and request board approval to hire upon completing the interview/selection process. The board approves the hiring of the new maintenance employee.

Snow Operations and Wildlife Plan Review Meeting- RRAA will be hosting a tenant meeting to discuss our Snow Operations Plan and Wildlife Management Plan. This annual meeting discusses a general overview of the plan, and any changes needed in the future. If any tenants have questions or would like a better understanding, the airport encourages you to join us on Wednesday October 26, 2022 at 3 p.m.

# **READING REGIONAL AIRPORT**

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## **OCTOBER 18, 2022 MEETING MINUTES**

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 already. The airport encourages anyone interested to participate!

### **ENGINEER'S REPORT**

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

### **NEW BUSINESS**

None at this time

Mr. Setley adjourned the meeting at 9:55 AM.