



Board Members In Attendance: Brock Allen, Tim Thomas, Ben Kafferlin, Charles Gray

Guests In Attendance: ____

Meeting Called to Order: at a.m. by

Public Comment Regarding Items on the Agenda

- Sign in with name and address for recording purposes – Those signed up will be called on for comment in the order they have signed

Approval of Minutes - 1st -- 2nd -- Pass / Fail

Approval of Financials - 1st -- 2nd -- Pass / Fail

- 1/31/2023*

Old Business

- Airport Authority Board Member Eligibility
- Office of Open Records
- Review of Past Business
 - Chair Brock Allen, Vice Chair Tim Thomas, Treasurer Ben Kafferlin, Secretary Charles Gray
 - Meeting Agendas & Minutes
 - 7/5/22, 7/29/22, 8/9/22, 8/23/22, 9/13/22, 9/27/22, 10/11/22, 10/25/22, 11/08/22, 11/22/22, 12/13/22, 12/20/22, 1/10/23, 1/24/23, 2/14/23, 2/28/23
 - Financials
 - 8/9/22, 9/13/22, 10/11/22, 11/08/22, 11/30/22, 12/13/22, 12/31/22, 1/10/23
 - Motions approved since Authority inception:
 - Mission, Vision, Core Values
 - Airport Internet Service Update
 - Consultant RFQ Approved / Published / Distributed
 - Fixed Base Operator RFP Approved / Published / Distributed
 - JACIP List Approved
 - Directors & Officers Insurance Selected
 - DRAFT Airport Services Agreement with City of Corry
 - Selection of McFarland Johnson as Consultant
 - Fixed Base Operator Bid selected / Negotiations begin
 - Hangar lease contracts suspended until background checks & new lease process completed
 - City of Corry Public Works are only individuals permitted to use Airport grounds maintenance equipment
 - Background check approved using third party (Erie County Airport Police) with Airport Authority approval – Airport Authority will absorb cost of background checks for existing tenants and application documents would be kept confidential.
 - Revised Hangar Lease Agreement approved
 - Tenant Requirements Document approved
 - Procedure to implement new tenancy process and documents approved
 - Seek to acquire fill dirt from the Dunkin property if possible

- Airport Services Agreement approved with condition of further work with the City of Corry to determine when Authority assumes financial responsibility
 - Legal notice approved for publication RFQ for legal representation with bid opening scheduled for 2/28/23
- Legal Representation Bid* review – Schedule Interview / Contract
 - When lawyer selected, put to work to clarify beginning date of financial responsibility by Authority, clarify expenses and revenue to be transferred, and represent Authority in any legal matters.
- Mobile office purchase of used property investigation
 - Investigated resale of mobile homes, 5th wheel campers, and RVs on the state and federal auctions sites, seized/forfeited merchandise, and surplus merchandise. Since 2022, found only one mobile home that sold for \$3,150 that was located 738 miles away in Kentucky. It was in dubious shape and was laid out for recreational use rather than business use. 5th wheel campers and RVs were more plentiful \$10,300 to over \$1M, with relocation costs added to that. Again, RVs and 5th wheel campers re designed for domicile use rather than business use. Suggest we explore options closer to home including modular structures to made to order units such as are built by Riverside Structures or other providers.
- Airport Events
 - Create event usage application and process – volunteers to help?
 - Downloaded “Airport Response to Events” – Strong checklist to adapt to our needs
 - Posted on shared document drive
 - Already identified needs: rental and property preparation costs, event insurance, list of fees for services, porta potties, notify all shareholders,
- Per September PennDOT BOA inspection requirements:
 - Set dates for Emergency Preparedness Training
 - Airport Hazard Zone discussion with Spring Creek Township
 - Establish UAS outreach plan re: drone operators near airport
 - Additional signage map and request
 - Fuel system inspection program formalized and expanded
- Approval requested for Inspection report response*
- Internet connection equipment is installed at the airport and working per Lester Zook
- Pollution Insurance forms have been completed and submitted to AIG insurance to receive quote
- Airport economic impact discussion with City of Corry council scheduled for March 9, 2023

New Business

- Accept receipt of and approve:
 - Final Airport Business Plan* with Economic Impact documentation added
 - Executive Summary of Airport Business Plan*
- Accept resignation letter from Charles Thompson* – Well wishes
- Replacement authority member recommendation
- Request City of Corry consider and expedite the following at their public meeting March 20, 2023
 - City of Corry Airport Authority replacement member approved
 - Signing of service contract between City of Corry and Corry Lawrence Airport Authority
 - Submission of Court Petition for Airport Transfer to City of Corry Airport Authority
- Set date for event to introduce new plan, authority, community celebration
- Fundraiser discussion

Public Comment Regarding any Airport Related Topic

- Sign in with name and address for recording purposes – Those signed up will be called on for comment in the order they have signed

Meeting Adjourned: a.m. - 1st -- 2nd -- Pass / Fail

Executive Session:

Purpose (5) To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Pending / Tabled

- Fundamentals Flight School negotiation – Brock, Lester, Chuck G.
- Background Check Documents approved by & contract signed w/ EC Airport Police - Brock
 - Once Complete: Institute background checks and new lease process
- Hangar proposal from Logan Hunt – April 2023
- T-Hangar built in 2004 and not owned by the airport and not maintained – lease has not been paid – Once BOA releases airport to Airport Authority, Authority must investigate filing for possession
- Old Point of Purchase system was installed in 2000, doesn't take Mastercard and failing. Machine should be updated
- Progress on relining of Jet A Fuel Tank
- Airport Schedule of Events

Airport Authority Meetings ahead for 2023:

- March 28, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- April 11, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- April 25, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- May 9, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- May 23, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- June 13, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- June 27, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- July 11, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- July 25, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- August 8, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- August 22, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- September 12, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- September 26, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- October 10, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- October 24, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- November 14, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- November 28, 2023, 9:30 a.m. – 4 South Center Street – Work Session
- December 12, 2023, 9:30 a.m. – 4 South Center Street – Board Meeting
- December 19, 2023, 9:30 a.m. – 4 South Center Street – Work Session