

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

**Guests In Attendance:** Mark Leofsky, Buzz Hammond, Mike Baker, Lester Zook, Rebecca Wallace, Deb Thompson. By phone: Nick Barber

**Meeting Called to Order:** at 9:33 a.m. by BA

**Public Comment Regarding Items on the Agenda**

- No public comment

**Approval of Minutes** - 1<sup>st</sup> BK 2<sup>nd</sup> TT Pass

**Approval of Financials** - 1<sup>st</sup> CG 2<sup>nd</sup> TT Pass

- 1/31/2023\*

**Old Business**

- Airport Authority Board Member Eligibility
  - Brock Allen, Tim Thomas, and Ben Kafferlin are now all land owners in Corry and eligible to serve.
- Office of Open Records
  - Worked to make certain all administrative processes align with Sunshine Law and authority members are taking courses on the Sunshine Law. RTK request was duly executed.
- Review of Past Business
- The following business conducted since the authority's first meeting in July of 2022 were each motioned and voted on again with eligible board to prevent inconsistencies.
  - Chair Brock Allen, Vice Chair Tim Thomas, Treasurer Ben Kafferlin, Secretary Charles Gray
    - CG/TT Pass
  - 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
    - BK/CG Pass
  - 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
    - TT/CG Pass
  - Motions approved since Authority inception:
    - Mission, Vision, Core Values
      - CG/BK Pass
    - Airport Internet Service Update
      - BK/TT Pass
    - Consultant RFQ Approved / Published / Distributed
      - TT/BK Pass
    - Fixed Base Operator RFP Approved / Published / Distributed
      - BK/CG Pass
    - JACIP List Approved
      - CG/BK Pass

- Directors & Officers Insurance Selected
    - BK/TT Pass
  - DRAFT Airport Services Agreement with City of Corry
    - BK/TT Pass
  - Selection of McFarland Johnson as Consultant
    - CG/BA Pass
  - Fixed Base Operator Bid selected / Negotiations begin
    - CG/TT Pass
  - Hangar lease contracts suspended until background checks & new lease process completed
    - TT/CG Pass
  - City of Corry Public Works are only individuals permitted to use Airport grounds maintenance equipment
    - CG/TT Pass
  - 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.
    - CG/TT Pass
  - Revised Hangar Lease Agreement approved
    - TT/BK Pass
  - Tenant Requirements Document approved
    - BK/CG Pass
  - Procedure to implement new tenancy process and documents approved
    - CG/BK Pass
  - Seek to acquire fill dirt from the Dunkin property if possible
    - TT/CG Pass
  - Airport Services Agreement approved with condition of further work with the City of Corry to determine when Authority assumes financial responsibility
    - CG/BK Pass
  - Legal notice approved for publication RFQ for legal representation with bid opening scheduled for 2/28/23
    - BK/TT Pass
- 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. FAA suggested having a lawyer with PA Aviation Bar Criteria – **Chuck will request Attn. Schmidt attend work session to meet authority and to discuss if willing to subcontract a PA Aviation Bar Attorney when needed.**
- Mobile office purchase of used property investigation
  - Investigated resale of mobile homes, 5<sup>th</sup> 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. 5<sup>th</sup> wheel campers and RVs were more plentiful \$10,300 to over \$1M, with relocation costs added to that. Again, RVs and 5<sup>th</sup> 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.
  - **Decided that Airport would office tenants to build their own hangars (within airport specs – Tim will reach out to Zelenople Airport for their specs). That tenants would then pay for lease of the land. Tim will find out per square foot prices. Lester and Brock will continue conversation with Fundamentals Flight Training along these same lines. Authority will need to discuss areas to develop for airport sponsored building and tenant building. Chuck will**

invite Brian Bills to next work session to share ideas Mr. Bills has advocated as to airport development.

- Airport Events – Usage application process tabled until next meeting
  - 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
    - Chuck will include in letter to City
  - Airport Hazard Zone discussion with Spring Creek Township
    - BK said that Spring Creek passed this 10 years ago. Chuck will reach out to Jeff Thomas at Spring Creek and get passage information.
  - Establish UAS outreach plan re: drone operators near airport
    - Chuck will include in letter to City
  - Additional signage map and request
    - Will wait for PennDOT reply to help us meet these needs
  - Fuel system inspection program formalized and expanded
- Approval requested for Inspection report response\* BK/TT Passed to send letter to PennDOT
- 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 CG/TT Passed
  - Executive Summary of Airport Business Plan\*
    - CG/TT Passed
- Accept resignation letter from Charles Thompson\* – Well wishes
  - BK/TT Passed
- Replacement authority member recommendation – Recommend Logan Hunt
- 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
  - Request email addresses for Brock Allen, Tim Thomas, and the info@email be forwarded to Chuck Gray as secretary.
    - TT/CG Passed
- Set date for event to introduce new plan, authority, community celebration
  - Tabled for next meeting with announcement date
- Fundraiser discussion
  - Looking to create a fundraiser with Erie County Crimes Victim Center for battered women and children – connect with Purple One locally

#### Public Comment Regarding any Airport Related Topic

- Deb Thompson: Transfer of [airport@corrypa.gov](mailto:airport@corrypa.gov)
- Joannie Smith: Email lines would cost \$5/month
- Mayor Mike Baker: Expressed satisfaction that this administrative matter has been taken care of by the authority board

Meeting Adjourned: 1<sup>st</sup> BK 2<sup>nd</sup> TT Pass

**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