

Commissioners' Special Board Meeting Minutes December 11, 2018

The Berks County Board of Commissioners met in special session on Tuesday, December 11, 2018, at 9:00 A.M. in the Commissioners' Boardroom, 13th floor of the Berks County Services Center, pursuant to due notice to Board members and the public.

Commissioner Chair Christian Y. Leinbach called the meeting to order with Commissioner Kevin S. Barnhardt and Commissioner Mark C. Scott in attendance. The following members of the Reading Airport Authority were in attendance: Michael Setley, Esq., Authority Chair; Paul Prutzman, Randy Swan, Craig Lutz, Andy Muller, Terry Straka and Ed Stock, Esq., Authority Solicitor. Also present were County Solicitor Christine M. Sadler, Chief Administrative Officer Ronald R. Seaman, Chief Financial Officer Robert Patrizio and Chief Clerk Maryjo Gibson.

Agenda Items

1. A special meeting was called to review the Authority's finances and develop an action plan moving forward.

The Authority presented two fiscal year reports depicting financial forecasts from 2019 to 2031; one report included debt service fees and other did not. Mr. Prutzman focused on the No MRO report stating the report details all revenue and expenditures. Mr. Prutzman and most Authority members present agreed if it were not for the debt, the financial health of the Authority would be good. Mr. Prutzman mentioned as leases have expired and renewed, the rents have not escalated, are all over the place and should be standardized.

Commissioner Scott suggested a more aggressive approach be taken to marketing the vacant parcels at the Airport that could bring in ancillary revenue, and recommended reaching out to the Berks County Industrial Development Authority ("BCIDA"). Commissioner Barnhardt also suggested reaching out to GREP.

A discussion also focused on the possibility of selling the sewer plant.

At the conclusion of the discussion, Commissioner Leinbach laid out the following suggestions:

1. Contact GREP, the BCIDA and a professional real estate company to aggressively market the vacant parcels.
2. Perform a formal review of the sewer plant, with the option to sell.
3. Look at all the fees, i.e. landing fees, fuel fees, etc., to make sure they are reasonable and competitive, and look at annual increases.
4. Have Bob Patrizio take an in depth look at the debt and expenses of the Authority, and the role of the County.
5. Set a date for another meeting at the Airport after an Authority Board meeting.

Both Commissioner Barnhardt and Commissioner Scott agreed to move forward with Commissioner Leinbach's recommendations.

A tentative meeting of the Board of Commissioners was scheduled for February 19, 2019 at 10:00 a.m. at the Reading Regional Airport to meet with the Reading Airport Authority Board.

2. Ryan Hunter and Doug Kenwood attended the meeting to discuss the schematic design for the 3rd Floor Services Center Renovations Project, and the potential of relocating the Recorder of Deeds office to the space formerly occupied by Mapping and place Family Court in the space occupied by the Recorder of Deeds. This would involve significant structural changes in both removing and adding walls; however, logistically this seems to make more sense in combining like operations. The Board authorized Mr. Hunter to reach out Olsen Design Group, Inc. to modify the scope of the project and advise the Board of the adjusted cost of splitting the project into two different scopes. It was further agreed that in the interest of time, to move ahead with the completion of the MDJ area prior to commencing the balance of the project.

In another matter, Mr. Hunter advised the Board he received word from the USDA they are willing to extend their three (3) year lease for office space located at the Berks County Agricultural Center, but would like to freeze the rent for the renewal period. Mr. Hunter believes he could persuade the USDA to agree to an escalation and CPI increase. The Board agreed to the three (3) year renewal, and authorized Mr. Hunter to go back to the USDA and negotiate an escalation in rent.

There being no further business, the meeting adjourned at 10:30 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk