

MINUTES OF
LANCASTER AIRPORT AUTHORITY

February 15, 2016

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, February 15, 2016. The planning session began at 3:30 p.m. and the business meeting began at 4:00 p.m. Mr. Marvin Miller, Chairman, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chairman	Marvin Miller
Vice-Chairman	Russell Howell
Secretary	James Cunningham
Treasurer	Valerie Moul
Asst. Secretary/Asst. Treasurer	Matthew Brown

Counsel – Craig Russell, Esquire of Russell, Krafft & Gruber, LLP

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator
Mary Stauffer – Manager, Alliance Aviation

Public

Micah Zeigler – Enterprise Rent-A-Car

PUBLIC COMMENT

Mr. Miller asked if any attendees had any additional comments or questions. No additional comments were received at this time.

PROPOSED SLATE OF OFFICERS – 2016

The current slate of officers was distributed and no changes were requested for 2016. The slate will be available for approval at the Business meeting.

PERSONNEL COMMITTEE

Mr. Howell recommended that the Airport Authority consider the Auditor and Counsel appointments at the Business meeting. She is recommending that Russell, Krafft & Gruber be approved to continue as Counsel for this year and that Baker Tilley Virchow Krause, LLP be approved to perform the 2014 audit and financial statements.

PENNDOT – BUREAU OF AVIATION MATCHING GRANTS

PennDOT – Bureau of Aviation forwarded grant offers for the two latest Federal grants. The matching grants provide for five percent (5%) of allowable costs. The two (2) projects are the 37-15 Taxiway H & North TL Rehab, Design and Construct and the 38-15/Construct TW K & L, Design. The 37-15 project has been completed and the 38-15 project is in progress.

BRETHREN VILLAGE LAND EXCHANGE UPDATE

Mr. Eberly has been working with Brethren Village to finalize the agreement to exchange two parcels. Mr. Russell provided several changes to the initial draft. They also are providing the metes and bounds for the two parcels awhile, which is needed for final FAA approval to release any Airport property.

SHEETZ CONVENIENCE STORE LEASE AGREEMENT DISCUSSION

Mr. Eberly and Mr. Russell have had discussions from Sheetz representatives who have agreed to reducing the restriction time frame from 50 years to 25 year and it is only for convenience stores on the Route 501/Airport Road corner and the Route 501/Millport Road west corner. Discussion continued with concerns regarding agreeing to any restrictions as well as rebidding the area to agreeing to the reduced restrictions and agreeing to moving forward, which includes rent escalators.

ADJOURNMENT

At this time, the Planning Session adjourned. A brief recess was held before the 4:00 meeting began.

PUBLIC COMMENT

Mr. Miller began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Miller then requested any public comments from the meeting attendees. No additional comments were offered. Mr. Miller encouraged anyone, however, to get his attention throughout the meeting if desired.

MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on December 21, 2015. The January 26, 2016 meeting was cancelled due to weather. Ms. Moul abstained from voting. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending December 31, 2015 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending December 31, 2015</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
December Net Revenue:	(\$10,321.93)	\$8,659.78
Year to Date Net Revenue:	\$496,402.77	\$911,828.27
General Fund Report		
Reporting Period	Budget	Actual
December Net Revenue:	(\$19,682.07)	(\$30,290.71)
Year to Date Net Revenue:	\$196,772.70	\$298,490.09
Alliance Aviation Report		
Reporting Period	Budget	Actual
December Net Revenue:	\$9,360.14	\$38,950.49
Year to Date Net Revenue:	\$299,630.07	\$613,338.18
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$14,191.75
General Fund Liquid Reserves:		\$430,813.76
General Fund Certificate of Deposit:		\$1,646,000.00
Capital Improvement Account:		\$847,000.00
PLGIT Cash Account:		\$17.79
General Fund Accounts Receivable:		\$36,553.23
General Fund Accounts Payable:		(\$45,867.79)
Alliance Aviation Checking/Cash on Hand:		\$30,713.10
Alliance Aviation Accounts Receivable:		\$47,005.90
Alliance Aviation Accounts Payable:		(\$59,037.05)
Total Cash and Cash Equivalents:		\$2,947,390.69
Grant-Funded Project Construction Report		
Balance @ November 30, 2015		\$1,969.88

Grant Receipts:		\$175,219.52
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$160,850.02)
Balance @ December 31, 2015		\$16,339.38
Passenger Facility Charge Account		
Balance @ December 31, 2015		\$2,145.11
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ December 31, 2015	\$0.00	\$1,000,000.00

The financial reports for the period ending December 31, 2015 were approved as submitted subject to audit.

The financial report for period ending January 31, 2016 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending January 31, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
January Net Revenue:	\$37,540.72	\$70,541.26
Year to Date Net Revenue:	\$37,540.72	\$70,541.26
General Fund Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$17,750.51	\$25,933.76
Year to Date Net Revenue:	\$17,750.51	\$25,933.76
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$19,790.21	\$44,607.50
Year to Date Net Revenue:	\$19,790.21	\$44,607.50
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$19,661.72
General Fund Liquid Reserves:		\$665,529.76
Certificate of Deposit:		\$2,493,000.00
PLGIT Cash Account:		\$17.79
General Fund Accounts Receivable:		\$46,979.11
General Fund Accounts Payable:		(\$20,496.17)
Alliance Aviation Checking/Cash on Hand:		\$60,506.72
Alliance Aviation Accounts Receivable:		\$46,683.09
Alliance Aviation Accounts Payable:		(\$57,989.63)

Total Cash and Cash Equivalents:		\$3,253,892.39
Grant-Funded Project Construction Report		
Balance @ December 31, 2015		\$16,339.38
Grant Receipts:		\$359,677.55
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$375,073.00)
Balance @ January 31, 2016		\$943.93
Passenger Facility Charge Account		
Balance @ January 31, 2016		\$2,145.11
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ January 31, 2016	\$0.00	\$1,000,000.00

The financial reports for the period ending January 31, 2016 were approved as submitted subject to audit.

PROPOSED SLATE OF OFFICERS FOR 2016

Mr. Howell recommended the following slate of officers for 2016:

SLATE OF OFFICERS – 2016

Officers

Chairman	Marvin E. Miller, Jr.
Vice-Chairman	Russell S. Howell
Secretary	James J. Cunningham
Treasurer	Valerie Moul
Asst. Sec./Asst. Treas.	Matthew Brown

COMMITTEES

Planning Committee - Committee of the Whole:

Chairman	Marvin E. Miller, Jr.
	Russell S. Howell
	James J. Cunningham
	Valerie Moul
	Matthew Brown

Non-aeronautical Property Committee - Committee of the Whole:

Chairman	Marvin E. Miller, Jr.
	Russell S. Howell
	James J. Cunningham
	Valerie Moul
	Matthew Brown

Finance Committee:

Chairman Valerie Moul
James J. Cunningham

Personnel Committee:

Chairman Russell S. Howell
Valerie Moul

Facilities Committee:

Chairman James J. Cunningham
Matthew Brown

Security Committee:

Chairman James J. Cunningham
Matthew Brown

Marketing Committee:

Chairman: Valerie Moul
Marvin E. Miller, Jr.

PERSONNEL COMMITTEE

Mr. Howell presented two resolutions with regard to the Counsel and Auditor appointments for the calendar year 2016. She recommended adopting the following resolution with regard to legal counsel for the Airport Authority:

**Resolution No. 1 of 2016
Legal Counsel Appointment**

WHEREAS, the Lancaster Airport Authority consults with legal counsel to review documents; and

WHEREAS, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

BE IT RESOLVED, THEREFORE, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2016.

Upon motion duly made, seconded, and approved unanimously, the resolution was adopted and Russell, Krafft & Gruber, LLP was approved to perform the legal matters for calendar year 2016.

Mr. Howell recommended adopting the following resolution with regard to the Auditors for Fiscal Year 2015:

Resolution No. 2 of 2016
Auditors Appointment

WHEREAS, the Financial Documents for the Lancaster Airport Authority must be audited annually in conjunction with Federal, State and Local regulations; and

WHEREAS Baker Tilley Virchow Krause, LLP presented the Lancaster Airport Authority with a proposal to perform the 2014 Fiscal Year Audit not to exceed \$19,000.00.

THEREFORE BE IT RESOLVED, that the Lancaster Airport Authority hereby accepts the proposal from Baker Tilley Virchow Krause, LLP to perform the 2015 Fiscal Year Audit and to be the independent certified public accountants for the Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the auditors were approved.

PENNDOT – BUREAU OF AVIATION MATCHING GRANTS

PennDOT – Bureau of Aviation provided grant agreements for two projects. The first project is a five percent (5%) matching grant for the FAA grant agreement 37-15/TW H and North TL Rehab, Design & Construct project. The following resolution approves the agreement:

Resolution No. 03 of 2016
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 37-15 Grant Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Rehabilitate Taxiway H and North Taxilane Project for five percent (5%) of allowable costs at the Lancaster Airport; and

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached Grant Agreement; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned grant agreement and project, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved.

The following resolution approves the grant agreement for the five percent (5%) match for the FAA grant agreement 38-15/Construct TW K & L, Design project.

Resolution No. 04 of 2016
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 38-15 Grant Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Construct Taxiways K and L, Design, Phase I Project for five percent (5%) of allowable costs at the Lancaster Airport; and

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached Grant Agreement; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned grant agreement and project, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved.

BRETHREN VILLAGE LAND EXCHANGE AGREEMENT

Brethren Village desires to exchange parcels to make both facilities more attractive. A tentative final agreement has been provided to Brethren Village. The following resolution approves the agreement:

Resolution No. 5 of 2016
Brethren Village Land Exchange Agreement

WHEREAS, the Lancaster Airport Authority desires to make improvements on the business park parcel to make it more attractive to prospective tenants at the Lancaster Airport; and

WHEREAS, Brethren Village proposes a parcel exchange to benefit both parties at the business park; and

WHEREAS, Brethren Village will underwrite all costs relating to the parcel exchange as outlined in a proposed agreement.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve a parcel exchange with Brethren Village; and

ALSO BE IT RESOLVED that an agreement between Brethren Village and the Lancaster Airport Authority is approved; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved; and

ALSO BE IT RESOLVED a copy of the Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously agreed, the agreement was approved pending review and approval by Mr. Eberly, Mr. Russell, and Mr. Brown.

SHEETZ CONVENIENCE STORE

The Board has been working with Sheetz to finalize an agreement for a convenience store at the corner of Route 501 and Airport Road. The Board approved moving forward with a formal agreement at the next meeting. They directed Mr. Eberly and Mr. Russell to communicate with Sheetz to have a final agreement for the next meeting.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that with the big snow storm which cancelled the January meeting, the Airport received about 31 inches of snow. A dedicated snow removal staff stayed overnight to be sure they were available to remove the snow. The Airport also received positive press with the sales of the old snowblower to the City. It was a little dicey until they figured out how to make it work the best.

The new facility is finished with several little outstanding items to finish by the contractors. The staff were working hard to move the offices over and accomplished a lot in just a few days.

FINANCE ADMINISTRATOR

Ms. Martin reported that traffic is steady from last year even with the big snow storm. The auditors will be starting in March before the next meeting.

FACILITIES ADMINISTRATOR

Mr. Beiler added with the snow removal he is proud of how the snow removal efforts went especially with 2 new employees who weren't at the Airport last winter. Aircraft were able to use the Airport on Sunday – in AOPA, it was reported that a pilot was able to perform a solo and land. The car wash is finally moving forward with a permit in hand. Hoping to solicit bids in the next 1-2 weeks.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that January was a good month. Two line service employees attended training and left in the midst of the cleanup of the big snow storm.

PUBLIC COMMENT

Mr. Miller asked if any attendees had any additional comments or questions. Micah Zeigler from Enterprise Rent-A-Car requested some assistance with website and signage. Staff will work with Mr. Zeigler on his requests. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, March 21, 2016 with a planning session scheduled to start at 3:00 p.m. and the business meeting at 4:00 p.m. All future meetings will be held in the new administrative offices of the Airport Authority. There being no further business to discuss, motion was duly made, seconded, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary