

MINUTES OF
LANCASTER AIRPORT AUTHORITY

March 20, 2023

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, March 20, 2023. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chair	James Cunningham
Vice-Chair	Valerie Moul – Excused Absence
Secretary	Matthew Brown – Excused Absence
Treasurer	Amanda Lehman – Virtual
Asst. Secretary/Asst. Treasurer	Richard Stauffer – Virtual

Counsel – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Lancaster Airport Authority Staff

Ed Foster – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator
Mary Forney – Manager, Alliance Aviation
Tracy Barley – Aviation Events & Marketing Coordinator

VISITORS – In-Person

Pepper Broad – Civil Air Patrol
Glen Boughner – Civil Air Patrol

VISITORS – Virtual

John Beuerle – Lancaster County Emergency Management

PUBLIC COMMENT:

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

MINUTES OF LAST MEETINGS:

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on February 27, 2023 were distributed to the Board members. Upon motion duly made by Ms. Lehman, seconded by Mr. Stauffer, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Martin reviewed the financial report for period February 28, 2023. She noted that the year continues on a positive note. The following table is the report for the referenced period.

<i>Period Ending February 28, 2023</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$120,910.80	\$184,506.58
Year to Date Net Revenue:	\$222,927.70	\$314,367.94
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$67,078.17	\$105,158.62
Year to Date Net Revenue:	\$127,994.60	\$185,904.85
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$53,832.63	\$79,347.96
Year to Date Net Revenue:	\$94,933.10	\$128,463.09
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$17,343.96
General Fund Liquid Reserves:		\$658,395.62
Certificate of Deposit:		\$0.00
PLGIT Cash Account:		\$252,674.39
PLGIT Prime Investment Account		\$206,316.26
PLGIT Term Account		\$6,250,000.00
General Fund Accounts Receivable:		\$89,690.93
General Fund Accounts Payable:		(\$29,851.85)
Alliance Aviation Checking/Cash on Hand:		\$76,246.37
Alliance Aviation Accounts Receivable:		\$72,417.82
Alliance Aviation Accounts Payable:		(\$121,940.38)
Total Cash and Cash Equivalents:		\$7,471,293.12
Grant-Funded Project Construction Report		
Balance @ January 31, 2023		\$19,385.59

Grant Receipts/Transfers:		\$869,172.59
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$887,917.58)
Balance @ February 28, 2023		\$640.60
Passenger Facility Charge Account		
Balance @ February 28, 2023		\$1,181.30
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ February 28, 2023		\$1,000,000.00

The financial reports were moved for approval as submitted by Ms. Lehman, seconded by Mr. Stauffer, and unanimously approved subject to audit.

PERSONNEL COMMITTEE REPORT:

No report this month.

FACILITIES COMMITTEE:

CIVIL AIR PATROL REPORT – Representatives from the Civil Air Patrol attended the meeting and provided a report for 2022 activities. In 2022, they had a 25% increase in participation over the past 1 ½ years. They have 41 total cadets currently signed up with 24 of the cadets being seniors. They are doing ok financially, currently, and participating in many community service events. They relayed that they are running out of space. They also requested a waiver of their rent for the current lease term which started February 1, 2023. The following resolution considers their request.

**Resolution No. 08 of 2023
Civil Air Patrol Lease Rent Waiver**

WHEREAS, the Jesse Jones Squadron 304 operates a Civil Air Patrol unit at the Lancaster Airport; and

WHEREAS, the Squadron rents space to operate at the Lancaster Airport; and

WHEREAS, the Squadron has requested a waiver of rental payments for their office/classroom space in the Venture Jets facility at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED, that Lancaster Airport Authority does hereby approve the request to waive rental payments for leased space at the Lancaster Airport; and

ALSO BE IT RESOLVED that the waiver is approved for the current lease term which expires as of January 31, 2028; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned lease agreement is hereby approved.

Upon motion duly made by Mr. Stauffer, seconded by Mr. Cunningham, the resolution was adopted and the waiver was approved.

MCFARLAND-JOHNSON ENGINEERING AGREEMENTS – McFarland-Johnson is working on a hangar complex on the north side of the field near the Venture Jets and LR Services facilities. Venture Jets also desires to have a hangar constructed off the ramp perpendicular to their current facility. The building must be designed to aviation and local standards. In order to take advantage of the most funding possible, the site and the hangar design is broken out in two (2) separate contracts. The following resolution approves the agreements pending final review and approval by PennDOT - BOA and Counsel.

Resolution No. 10 of 2023
McFarland-Johnson, Inc.
Task Order No. 04 and Task 05 Agreements

WHEREAS, the Lancaster Airport Authority desires to build hangars at the Lancaster Airport to be located adjacent to the current Venture Jets ramp; and

WHEREAS, McFarland-Johnson, Inc. has provided a Site Design Services proposal identified as Task Order No. 04 to provide corporate hangar site design in the amount of \$121,696; and

WHEREAS, McFarland-Johnson, Inc. has also provided a Hangar Design Services proposal identified as Task Order No. 05 to provide corporate hangar design in the amount of \$235,255.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve Task Order No. Four (04) for site design engineering services and Task Order No. Five (05) agreement for hangar design engineering services with McFarland-Johnson at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreements is hereby approved pending Counsel and Bureau of Aviation approval; and

ALSO BE IT RESOLVED a copy of the Task Order Agreements are attached hereto and made a part of this Resolution.

Mr. Stauffer expressed concern about the overall engineering cost for the project. He requested that Staff look into alternatives to outsourcing this work completely and potentially entertain a similar approval such as the attorney. Upon motion duly made by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the agreement was approved pending Counsel's final review.

NON-AERONAUTICAL PROPERTY COMMITTEE:

EARL TOWNSHIP PARTNER REPORT – Ms. Martin and Mr. Foster reported on a recent meeting held with Earl Township Partners. They requested that the Board consider having them submit a proposal to complete the rezoning for the NW corner parcel with the future Hotel RFP. The Board requested that staff continue moving forward with Earl Township Partners to keep the project going and that the two (2) projects are not to be tied together. They requested that Earl Township Partners be formally notified to move forward with the project.

ALDI/BARLEY SNYDER LIMITED ENGAGEMENT LETTER – ALDI is required to change the zoning for the area they desire to erect a facility. As part of the re-zoning, they have engaged Barley Snyder to submit and follow the process through Manheim Township to process a Text Amendment. Barley Snyder would work on behalf of the Airport Authority at the expense of ALDI as well as keeping Airport Counsel apprised of their progress. This is a similar process that was followed during the approval process. The following resolution approves the agreement.

**Resolution No. 09 of 2023
Authorizing Limited Engagement of Barley Snyder, LLP**

WHEREAS, the Lancaster Airport Authority (the "Authority"), has entered into a Ground Lease Agreement dated December 23, 2022, with Aldi, Inc. ("Aldi") as tenant (the "Lease Agreement") and which permits Aldi to lease approximately 22,000 square feet of ground on the north side of the airport ("the Leased Premises") upon which Aldi wishes to construct a grocery market and related improvements; and

WHEREAS, the Manheim Township Zoning Ordinance (the "Ordinance") does not currently permit a grocery market to be operated on the Leased Premises and, therefore, the Authority and Aldi have agreed that the best course of action to obtain zoning approval for Aldi to operate on the Leased Premises is to seek a text amendment of the Ordinance; and

WHEREAS, THE AUTHORITY AND ALDI HAVE FURTHER AGREED THAT THE AUTHORITY SHALL ACT AS THE PETITIONER IN ORDER TO SEEK AN AMENDMENT TO THE ORDINANCE; however, Aldi shall engage its local counsel, Barley Snyder, LLP ("Barley") to seek such relief on behalf of the Authority and Aldi shall be responsible for the fees, costs, and other expenses incurred in seeking the amendment of the Ordinance; and

WHEREAS, in order to carry out the above, the Authority will engage Barley for the limited purposes of representing the Authority to file the Petition seeking to amend the Ordinance to permit the operation of a grocery market within the I-3 Light Industrial District as a special exception; and

WHEREAS, Barley has prepared a Limited Engagement Agreement detailing the terms of the Authority's limited engagement of Barley.

NOW, THEREFORE, BE IT RESOLVED that the Authority approves the Limited Engagement Agreement permitting Barley to represent the Authority for the limited purpose of filing and presenting a petition seeking a text amendment of the Ordinance to permit as a special exception, the operation of a grocery market in the I-3 Light Industrial zoning district.

BE IT FURTHER RESOLVED that William E. Foster, Airport Director, is hereby authorized to execute, on behalf of the Authority, said Limited Engagement Agreement.

Upon motion duly made by Ms. Moul, seconded by Ms. Lehman, the resolution was adopted and the agreement was approved.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that the air service consultant, Mead and Hunt will be on-site this week, March 23 and 24 along with airline representatives on the 24th. The prospective airline is interested in starting service late this year. This meeting has been set up to see the community involvement and to garner marketing funds to start the service.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that about 77% of outstanding Receivables have been collected since February 28, 2023. Aircraft activity continues to exceed the prior year's numbers starting the year off with a slight increase in activity as compared to February 2023 and year-to-date. The annual audit team was on-site last week and had minimal questions.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the Advanced Aircraft Services hangar is anticipated to be finished April 1. There are some last minutes issues they hope to work out before the deadline. He attended a meeting with Manheim Township and ALDI representatives. The project was well received. He also is attending an upcoming meeting with PA DEP regarding the proposed relocation of the storm basin on Airport Road near Penn Cinema. He is hoping to finally receive direction regarding the ability to move forward.

He notified the Board that the next construction phase of the project will start May 1. The work will take approximately 4-6 weeks. The snow removal broom that Mr. Foster was able to obtain has been transported to the Airport with those costs being about \$3,500. The piece of

equipment would typically be about \$600,000 - \$700,000. The airport is expecting it to cost about \$10,000 - \$15,000 to get it working again.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that February's numbers were down. After discussions with other industry leaders, she feels that the numbers will continue to stay deflated until inflation drops

PUBLIC COMMENT

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

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, April 17, 2023 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary