

MINUTES OF
LANCASTER AIRPORT AUTHORITY

March 16, 2020

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, March 16, 2020. The meeting began at 3:30 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

Chair	James Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman – via telephone
Asst. Secretary/Asst. Treasurer	Richard Stauffer – via telephone

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

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator – not present
Mary Stauffer – Manager, Alliance Aviation – not present

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 requested any public comments from the meeting attendees. No additional comments were offered. Mr. Cunningham 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 17, 2020 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted by Ms. Moul, seconded by Mr. Brown, and unanimously approved.

FINANCE COMMITTEE:

FINANCIAL REPORT – The financial report for period ending February 29, 2020 was submitted. Ms. Martin reviewed the reports and noted that the first 2 months are starting great, however, with the current health crisis, the impact will be showing in the coming months. The landfill had a great month even though it was closed for a good bit due to soggy weather. With minimal snow removal, however, those related costs were significantly down. The following is the report for the referenced period.

Lancaster Airport Authority's Monthly Financial Summary		
<i>Period Ending February 29, 2020</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$64,855.79	\$115,592.60
Year to Date Net Revenue:	\$129,367.34	\$199,789.12
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$30,452.15	\$72,873.46
Year to Date Net Revenue:	\$63,794.68	\$116,425.56
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$34,403.64	\$42,719.14
Year to Date Net Revenue:	\$65,572.66	\$83,363.56
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$10,745.84
General Fund Liquid Reserves:		\$270,662.77
Certificate of Deposit:		\$2,932,000.00
PLGIT Cash Account:		\$4,564.70
PLGIT Prime Investment Account		\$309,408.36
PLGIT Term Account		\$2,600,000.00
General Fund Accounts Receivable:		\$79,020.84
General Fund Accounts Payable:		(\$44,881.11)
Alliance Aviation Checking/Cash on Hand:		\$71,163.86
Alliance Aviation Accounts Receivable:		\$37,658.25
Alliance Aviation Accounts Payable:		(\$63,403.93)
Total Cash and Cash Equivalents:		\$6,206,939.58
Grant-Funded Project Construction Report		
Balance @ January 31, 2020		\$25,292.60
Grant Receipts:		\$151,287.48
Line of Credit Drawdowns:		\$0.00

Total Cash Disbursements:		(\$162,624.86)
Balance @ February 29, 2020		\$13,955.22
Passenger Facility Charge Account		
Balance @ February 29, 2020		\$3,023.38
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ February 29, 2020		\$1,000,000.00

The financial reports for the period ending February 29, 2020 were moved for approval as submitted by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved subject to audit.

COMPARISON OF 2019 VS 2018 REPORT – the report had been distributed to everyone, however, the Board requested that discussion would occur when all Board members could be present.

NON-AVIATION FACILITY FEES – Mr. Eberly reported that although currently many of the events that occur on the Airport are aviation-related, some are not. At this time, aviation-related events are not charged a facility fee. Non-aviation events pay a facility fee which covers the cost to have an employee on site during the event to assist with any issues as well as cleaning and returning the facility back to the original set up. Several non-aviation upcoming events are Rose Radio Food Truck Frenzy to be held in May and September and the 3rd annual Rotary event in June. Mr. Eberly is requesting approval to have the non-aviation functions facility fees be sent directly to the Pennsylvania Aviation Foundation, an organization dedicated to furthering aviation education across Pennsylvania. High schools initiate any requests for funds.

PA AVIATION FUNDING AGREEMENT – the Lancaster Airport Authority must have an agreement in place permitting a direct project application to the FAA for funding rather than through PennDOT – Bureau of Aviation. The agreement was last updated in 2015 and expires this year. The agreement replaces the current one and extends the funding path for an additional five (5) years. Following is a resolution approving the agreement:

**Resolution No. 05 of 2020
PennDOT – Bureau of Aviation Direct Funding Agreement**

BE IT RESOLVED, by authority of the Lancaster Airport Authority
(Name of governing body)
of the city of Lititz, Lancaster County,
and it is hereby resolved by authority of the same, that the Chairman or Vice-Chairman
or Airport Director
(designate official title)
of said Municipality be authorized and directed to sign on its behalf any and all agreements entered into with the Commonwealth of Pennsylvania, Department of Transportation and that the Secretary or Treasurer or Assistant Secretary/Treasurer or Airport Director be authorized to attest the same.

(designate official title)

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. A signed agreement will be forwarded to PennDOT – BOA for their records.

PERSONNEL COMMITTEE REPORT:

The Board held an Executive Session to discuss the replacement of the Airport Director upon his scheduled retirement at the end of 2020. The executive session was held at the end of the meeting and a report will be submitted at the beginning of the next meeting.

FACILITIES COMMITTEE:

No report this month.

PROPERTY COMMITTEE:

BUS LOT/MTSD PROPOSED BUILDING PROJECT – Mr. Eberly met with Manheim Township to discuss how to proceed with a potential maintenance facility for the Manheim Township School District at the bus lot. He is continuing to work with staff to keep the project moving with up to 4 possible variances necessary to move forward including water access.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Eberly reported that with the Coronavirus expanding to the US and with the Governor closing businesses and schools for 14 days as of March 16, 2020, the Airport Authority will be able to continue to remain open as a life-sustaining organization. Staff has held numerous meetings to educate staff on how to handle interacting with others and maintaining a clean environment. He has also adjust the sick time/short-term disability policy in the short-term until the emergency has passed. Fiorentinos' closed Saturday, March 14 in response to the virus. The airline is considered essential and is still scheduling flights. Construction appears to be able to continue with this order.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that the remaining Receivables are about 68% since the end of the month. Aircraft activity in February decreased in 2020 compared to 2019 but still a positive start to the year. The annual audit begins on March 17 which in light of the health concerns, will be completely remotely rather than on-site. The report is anticipated to be available for review at the April 20 meeting.

The Mrach Fly-In had about 80 attendees. The next breakfast is scheduled for April 4.

FACILITIES ADMINISTRATOR – Mr. Beiler did not attend the meeting to reduce the amount of people in the room.

MANAGER, ALLIANCE AVIATION – Ms. Stauffer did not attend the meeting to reduce the amount of people in the room. Ms. Martin presented her report – Jet A fuel price dropped by 37 cents in the past week. It is the largest weekly drop that has been seen since the 1980's according to the AvFuel District Rep. Ms. Stauffer and Ms. McCracken from Alliance attended the NBAA Schedulers and Dispatchers conference in North Carolina, which they were able to attend due to a late cancellation. The traffic was light compared to prior years, however, she felt it was a valuable experience. As with the Terminal and Office, Alliance is being especially vigilant by continuing to disinfect high touch surfaces along with all other prescribed precautions.

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 20, 2020 at 3:30 p.m. in the Administrative Office conference room. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Mr. Brown, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary