

MINUTES OF
LANCASTER AIRPORT AUTHORITY

March 19, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, March 19, 2018. The planning session was held at 3:30 p.m. and the business meeting began at 4:00 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

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

Counsel – Aaron Zeamer, 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

Tom Walt – Squadron 304, Civil Air Patrol
Chris Porter – Squadron 304, Civil Air Patrol
Nelson Bollinger – Lititz Car Wash
Dan Myers – Lancaster Air Traffic Control Tower

PUBLIC COMMENT

Mr. Cunningham began the Planning meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Cunningham then 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.

MINIMUM STANDARDS AMENDMENT

An updated minimum standards amendment was presented for consideration regarding a pricing level for Jet A fuel purchases. If approved, those affected by the change will be notified.

RETIREMENT PLAN

Mr. Eberly reviewed the plan basics and requested consideration of approval at the Business meeting for the services agreement with Fulton Financial as well as the plan documents. The plan documents were prepared by PA Retirement Solutions and the agreements with Fulton Financial update documents currently in place for the employer plan as well as have Fulton Financial perform the day-to-day investment services for the employee plan.

CIVIL AIR PATROL LEASE AGREEMENT

Mr. Eberly has been working with Chris Porter from the Civil Air Patrol to relocate their operation from their location next to Hangar 2 to the back half of the upstairs office area of Venture Jets. As a result of the move, a new lease agreement has been prepared for the new space. Mr. Porter will be making a presentation during the Business meeting about the activities in 2017 of the CAP.

NW CORNER RFP UPDATE

The RFP submissions were due by Monday, March 12 and two (2) were received. A basic summary of the submissions was provided along with copies of the proposals. Mr. Eberly requested approval to move forward with one of the entities to begin negotiations to work towards approval by the Board. It would be a triple net lease and the selected tenant would be responsible for water and utility issues.

PUBLIC COMMENT

Mr. Cunningham began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Cunningham then 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 MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on February 19, 2018 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as edited.

FINANCIAL REPORT

The financial report for period ending February 28 2018, was submitted. The following is the submitted report for the referenced period:

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$43,977.72	\$46,769.87
Year to Date Net Revenue:	\$75,942.70	\$105,908.95
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$7,527.60	\$13,062.87
Year to Date Net Revenue:	\$11,043.52	\$22,770.65
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$36,450.12	\$33,707.00
Year to Date Net Revenue:	\$64,899.18	\$83,138.30
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$7,659.77
General Fund Liquid Reserves:		\$170,092.01
Certificate of Deposit:		\$2,944,000.00
PLGIT Cash Account:		\$103.07
PLGIT Prime Investment Account		\$179,231.04
PLGIT Term Account		\$1,800,000.00
General Fund Accounts Receivable:		\$51,791.71
General Fund Accounts Payable:		(\$32,375.14)
Alliance Aviation Checking/Cash on Hand:		\$60,260.35
Alliance Aviation Accounts Receivable:		\$83,776.50
Alliance Aviation Accounts Payable:		(\$44,341.32)
Total Cash and Cash Equivalents:		\$5,220,197.99
Grant-Funded Project Construction Report		
Balance @ January 31, 2018		\$568.60
Grant Receipts:		\$14,536.36

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$14,536.36)
Balance @ February 28, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ February 28, 2018		\$4,326.26
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ February 28, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending February 28, 2018 were approved as submitted subject to audit.

MINIMUM STANDARDS AMENDMENT

The Lancaster Airport Authority has created a pricing structure for self-serve fueling locations on the field for qualifying tenants on the field. The following resolution approves the amendment reflecting the new pricing structure.

Resolution No. 06 of 2018 Self-Service Jet-A Fuel Flowage Charges

WHEREAS, the Lancaster Airport Authority (hereinafter referred to as the “Authority”) owns and maintains Self-Service Jet-A refueling stations at the Lancaster Airport and wishes to establish Minimum Standards for fuel flowage charges which shall be applicable to qualifying tenants and qualifying fixed base operators. As used in this Resolution, “qualifying tenants” shall mean tenants of the Authority who rent a hangar and maintain and base aircraft at the Lancaster Airport under a written Lease having a minimum term of one (1) year. As used in this Resolution, “qualifying fixed base operators” shall mean qualifying tenants who also maintain a Limited Fixed Base Operation Concession Agreement with a term of at least one (1) year and pay a minimum of Ten Thousand Dollars (\$10,000.00) per year in commissions under such Agreement.

WHEREAS, a qualifying tenant and a qualifying fixed base operator must be current in all Lease payments and all Limited Fixed Base Operation Concession Agreement fees and commissions.

WHEREAS, all fuel dispensed at any Self-Service Jet-A refueling station will be utilized only in aircraft owned/leased by a qualified tenant or a qualified limited fixed base operator for the purposes of operating their approved business at the Lancaster Airport. No fuel will be sold by a tenant or a fixed base operator nor dispensed into any aircraft other than those owned and operated by the tenant or fixed base operator.

NOW, THEREFORE, BE IT RESOLVED, that, in order to provide a uniform rate of fuel flowage charges for Self-Service Jet-A refueling by qualifying tenants and qualifying fixed base operators, the Authority will adopt, review and revise uniform fuel flowage charges

applicable to qualified tenants and qualified fixed base operators. Notice of any change in the fuel flowage charges will be provided to any qualifying tenant and qualifying fixed base operator.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the new structure was approved. Those impacted by this change will be notified and the Minimum Standards document will be updated.

RETIREMENT PLAN DOCUMENTS AND AGREEMENTS

Fulton Financial Advisors currently maintain the investment plan for the Airport Authority retirement account. With the pending change to the plan effective April 1, they have provided updated service and trust agreements for the current plan as well as documents to handle the new employee plan. The following resolution approves the new documents.

Resolution No. 7 of 2018 Lancaster Airport Authority Profit Sharing Plan Plan Documents

WHEREAS, the Lancaster Airport Authority has previously adopted a Profit Sharing Plan, hereinafter called the “Plan”, effective as of January 1, 1982; and

WHEREAS, the Lancaster Airport Authority desires to change the plan to permit employees to contribute to a retirement account; and

WHEREAS, the Lancaster Airport Authority is required to engage a service provider as non-discretionary trustee or custodian for the Plan; and

WHEREAS, the Lancaster Airport Authority desires to engage Fulton Financial Advisors to act as Trustee and provide investment services for the retirement plan.

NOW THEREFORE BE IT RESOLVED, that the Lancaster Airport Authority approves engaging Fulton Financial Advisors to provide Trustee and investment services for the Plan; 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 retirement plan is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreements were approved. The fully executed agreements will be returned to Fulton Financial Advisors for their files.

As part of the retirement plan change, new plan documents were prepared by PA Retirement Solutions which outline how the plans will operate and all the eligibility requirements which follow along with the current plan. The following resolution approves the new plan documents.

**Resolution No. 09 of 2018
Lancaster Airport Authority Profit Sharing Plan
Plan Documents**

WHEREAS, the Authority has previously adopted Lancaster Airport Authority – Profit Sharing Plan, hereinafter called the “Plan”, effective as of January 1, 1982; and

WHEREAS, the Lancaster Airport Authority desires to amend and restate the Plan; and

WHEREAS, the Lancaster Airport Authority also desires to create a Lancaster Airport Authority 457 Plan to permit employee to contribute towards their retirement; and

WHEREAS, Fulton Bank, N.A. will be retained as Trustee for the Lancaster Airport Authority Profit Sharing Plan and the Lancaster Airport Authority 457 Plan.

NOW THEREFORE BE IT RESOLVED, that the Lancaster Airport Authority amends and restates the Plan in the Adoption Agreement #003 for Plan #001, effective as of April 1, 2018; and

ALSO BE IT RESOLVED, that the Lancaster Airport Authority creates a Lancaster Airport Authority 457 Plan for employees to contribute towards their retirement; 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 Plan Document #03 and 457 Plan is hereby approved; and

ALSO BE IT RESOLVED, that the proper officers of the Corporation are and each of them is, hereby authorized and directed in the name of and on behalf of the Airport Authority, to also execute and do all other things, including the execution of any other necessary documents as set forth in the terms and conditions of the Plans.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the plan documents were approved. Summaries will be provided to all employees regarding the retirement change.

CIVIL AIR PATROL LEASE AGREEMENT AND PRESENTATION

The Civil Air Patrol operate a squadron out of the Lancaster Airport and with an upcoming project, they have relocated to another location on site. Mr. Porter of the Civil Air Patrol provided a brief report on the activities in 2017 and introduced Tom Waltz who will be taking over as commander of the Lancaster squadron.

The Lancaster squadron is the largest in Pennsylvania and is for youth 12 to 18 years of age. During their meetings and activities, the youth learn to fly, learn leadership skills, and if they stay in the program over 80% of cadets end up in the military in some capacity. One of the

highlights in 2017 is escorting drones in New York as well the Civil Air Patrol overall assists with border patrol. Currently, they are not funded and raise monies to pay expenses through parking during Community Days and Rough and Tumble events

Mr. Porter requested that the Airport Authority Board waive the rent for 2018 for the CAP. The following resolution approves the rental waiver:

**Resolution No. 08 of 2018
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 2018 fiscal year; 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 lease agreement is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the wavier was approved. The Board thanked them for their work at the airport as well as their contributions to assisting those in distress.

NORTHWEST CORNER RFP REPORT

The Board requested that Mr. Eberly along with Counsel initiate negotiations on behalf of the Board with the Aqua Car Wash. Upon reaching an agreement to terms, Mr. Eberly will submit it to the Board for consideration.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the current pictures on the website need to be updated and a photographer will be onsite prior to the next meeting to be uploaded on the website. Mr. Eberly also reported that the hangar project that was submitted through the Multi-Modal program did not receive funding approval. It will be re-submitted during the next cycle.

FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 63% since the end of the month. Aircraft activity during February dropped off from last year as well as the year-to-date . The last Fly-In was held on March 3 with about 85 attendees. The next one is scheduled for April 7. . The auditors are on-site this week to compile the required reports for 2017 and anticipate having the final report for consideration at the next meeting.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that Sheetz project is on target with May 24 as an estimated opening date. They have started pouring sidewalks and the road improvements are slated to happen in the coming weeks. Signage will be coordinated with Brethren Village. We are planning to install backlit halo letters on the Airport Road wall.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that she is still looking for a part-time CSR. There has been an increase in military helicopters on the field. She is also continuing to work with Mr. Eberly and the architect regarding the future move to the Terminal.

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 16, 2018 with a planning session scheduled to start at 3:00 p.m. and the business meeting at 4:00 p.m. in the Administrative Office conference room. 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