

MINUTES OF
LANCASTER AIRPORT AUTHORITY

April 16, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, April 16, 2018. The planning session was cancelled due to a lack of agenda items 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

Ryan Bollinger – Lititz Car Wash
Dan Myers – Lancaster Air Traffic Control Tower
Michael Wascura – Baker Tilly Virchow Krause, LLP

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 March 19, 2018 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending March 31 2018, was submitted. Accounts of note were farmland rental and the employee insurance expense account. Southern Airways continues to honor their payment plan. The following is the submitted report for the referenced period:

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
March Net Revenue:	\$29,166.92	\$54,519.83
Year to Date Net Revenue:	\$105,109.62	\$162,921.58
General Fund Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$3,088.64	\$12,598.14
Year to Date Net Revenue:	\$14,132.16	\$37,541.76
Alliance Aviation Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$26,078.28	\$41,921.69
Year to Date Net Revenue:	\$90,977.46	\$125,379.82
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$7,581.35
General Fund Liquid Reserves:		\$226,311.72
Certificate of Deposit:		\$2,942,000.00
PLGIT Cash Account:		\$268.07
PLGIT Prime Investment Account		\$86,171.64
PLGIT Term Account		\$1,900,000.00
General Fund Accounts Receivable:		\$53,381.68
General Fund Accounts Payable:		\$48,568.31
Alliance Aviation Checking/Cash on Hand:		\$33,802.21
Alliance Aviation Accounts Receivable:		\$76,704.58
Alliance Aviation Accounts Payable:		(\$28,985.81)
Total Cash and Cash Equivalents:		\$5,345,803.75
Grant-Funded Project Construction Report		
Balance @ February 28, 2018		\$568.60
Grant Receipts:		\$32,642.98
Line of Credit Drawdowns:		\$0.00

Total Cash Disbursements:		(\$32,642.98)
Balance @ March 31, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ March 31, 2018		\$4,853.17
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ March 31, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending March 31, 2018 were approved as submitted subject to audit.

FISCAL YEAR 2017 AUDIT REPORT

Baker Tilly Virchow Krause LLP performed the audit for Fiscal Year 2017. Draft copies were distributed prior to the meeting. Michael Wascura of Baker Tilly reviewed the highlights of the audit report. The audit was clean with a no findings determination. There were no changes to the accounting policies or disclosures during 2017. There were no unusual audit transactions as well.

The report is unqualified with no material adjustments and an A-133 Single Audit report was required this year due to the amount of federal funds expended during the fiscal year. The following draft resolution approves the financial statement and compliance report for the Fiscal Year 2017 audit.

Resolution No. 10 of 2018 Adoption of Auditor's Reports

WHEREAS, Baker Tilly Virchow Krause, LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority's financial statements, have completed and submitted financial statements for the year ended December 31, 2017, together with an independent auditors' report thereon; and

WHEREAS, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2017 submitted by Baker Tilly Virchow Krause, LLP; 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 Audit Report is hereby approved; and

ALSO BE IT RESOLVED a copy of the approved 2017 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the audit was accepted and the resolution was adopted. The final report will be provided to staff to disseminate as necessary. The required reports will be submitted to the Federal, State, and Local agencies.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that there was a great article about an aviation cooperative between Aero-Tech Services located on the Airport and Eastern Mennonite University (EMU). EMU is hoping to have 10 students enrolled in the program to start in the fall. An open house was held at the Airport recently to get the word out on the new program.

Mr. Eberly has also received communication from Aqua Premier regarding their proposed timeline. Mr. Eberly and Counsel will work with them to work towards a draft agreement for a future meeting.

Mr. Eberly reported that the multi-bay hangar project has been put out to bid with a mandatory pre-bid meeting to be held April 17. The bids are due on April 30 in anticipation of approval at the next Board meeting.

Mr. Eberly has also been working with Advanced Aircraft Services regarding expanding their services on the Airport with additional facilities as well as converting their current facility. They are looking to install a paint booth in their current facility and move their maintenance operation to the current Alliance facility. They are also looking to utilize a third facility to house a Vision Jet Center, the only non-Cirrus jet service center in the country. The architect is also preparing a contract for the Terminal expansion design phase and is anticipated to be ready for the next meeting for approval.

FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 50% since the end of the month. Aircraft activity during March increased dramatically from last year which helps bring up the year to date activity. The last Fly-In was held on April 7 with about 85 attendees. The next one is scheduled for May 5. Ms. Martin also reported that a new payment program will be offered to customers for automatic withdrawals for rent and on-account fuel customers.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the plows have been put away for the season. The Sheetz wall has been built with more wall space than anticipated. He is working through a bid process to install the sign and stone. The Board requested that staff look for real stone and not pre-manufactured stone for the wall. Brethren Village is coordinating with the Airport to have a similar wall on their corner. Minimal additional landscaping will be installed as there is not sufficient room between the wall and the sidewalk to put much there. The sign will be backlit with LED lights. He

anticipates releasing it for bid in the next few weeks. He is continuing to work with Patrick Mack on the memorial.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that several large aircraft have been at the airport recently – Falcon 7X and Gulfstream 200.

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, May 21, 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