

MINUTES OF
LANCASTER AIRPORT AUTHORITY

April 20, 2020

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, April 20, 2020. The meeting began at 3:30 p.m. The meeting was held remotely using ZOOM. 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
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

Public

Garrett Cliff, Aero-Tech Services

Lancaster Airport Authority Staff

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

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 at this time. Mr. Cunningham encouraged anyone, however, to get his attention throughout the meeting if desired.

EXECUTIVE SESSIONS:

MARCH 16, 2020 – at the conclusion of the March 16 Board meeting, an Executive Session was held to discuss and review the current status of replacing Mr. Eberly upon his retirement at the end of the year. No formal action was taken.

APRIL 16, 2020 – an Executive Session was held on Thursday, April 16, 2020 to review the current personnel status due to the impact of COVID-19. It was for information purposes only and no action was taken.

MINUTES OF LAST MEETINGS:

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on March 16, 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 March 31, 2020 was submitted. Ms. Lehman reviewed the reports and noted that overall the financial picture 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.

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
March Net Revenue:	\$69,610.06	\$83,706.10
Year to Date Net Revenue:	\$198,977.40	\$287,292.51
General Fund Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$35,047.81	\$57,531.89
Year to Date Net Revenue:	\$98,842.49	\$179,374.04
Alliance Aviation Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$34,562.25	\$26,174.21
Year to Date Net Revenue:	\$100,134.91	\$107,918.47
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$5,235.17
General Fund Liquid Reserves:		\$111,709.38
Certificate of Deposit:		\$2,936,000.00
PLGIT Cash Account:		\$2,227.16
PLGIT Prime Investment Account		\$761,685.46
PLGIT Term Account		\$1,850,000.00
General Fund Accounts Receivable:		\$89,593.07
General Fund Accounts Payable:		\$46,316.77
Alliance Aviation Checking/Cash on Hand:		\$48,581.09

Alliance Aviation Accounts Receivable:		\$27,530.85
Alliance Aviation Accounts Payable:		(\$39,815.62)
Total Cash and Cash Equivalents:		\$5,839,063.33
Grant-Funded Project Construction Report		
Balance @ February 29, 2020		\$13,955.22
Grant Receipts:		\$1,023,680.41
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$968,688.70)
Balance @ March 31, 2020		\$68,946.93
Passenger Facility Charge Account		
Balance @ March 31, 2020		\$651.58
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ March 31, 2020		\$1,000,000.00

The financial reports for the period ending March 31, 2020 were moved for approval as submitted by Mr. Stauffer, seconded by Mr. Brown, and unanimously approved subject to audit.

AUDIT REPORT FOR 2019 – the report will be presented at the May Board meeting.

COVID-19 RELATED REQUESTS – Several tenants on the field reached out regarding financial relief as a result of mandated closures by Governor Wolf or a significant drop in business activity as a result of the Stay At Home Order. Penn Cinema was forced to close, the car rentals are open, however, business has dropped off dramatically, and Lancaster Balloonport is requesting a discounted rental payment as social distancing prevents several people in a balloon basket. Southern Airways Express is unable to pay for rents until airline funding is released.

After a lengthy discussion, Mr. Eberly was requested to contact each entity for more information about how they are handling funds. Mr. Zeamer will also check into the FAA Sponsor Assurances regarding altering lease terms. The information will be provided to the Board as soon as possible.

The FAA has allocated \$69,000 of a CARES Act to Lancaster Airport to help offset operational expenses. A grant agreement will be forthcoming shortly for consideration by the Board.

PERSONNEL COMMITTEE REPORT:

Currently, ten (10) employees are on furlough as a result of the Non-Essential/Social Distancing mandates. Activity has dropped off significantly with aircraft traffic as well as fuel sales. As Governor Wolf permits more activity, staffing will be adjusted as activity increases. With spring, the Maintenance Staff need to keep up with mowing as well with the closure of the restaurant, it has provided time to install a new floor before they re-open, hopefully in May. The

office continues to remain closed with Mr. Eberly and Ms. Martin checking on mail and packages daily.

FACILITIES COMMITTEE:

PENNDOT GRANT AGREEMENT – MAINTENANCE MATERIALS – Staff submitted for costs associated with maintaining the airport field – paint and crack sealing supplies. A grant has been issued with for a match of 75% PennDOT funds and 25% LAA funds. The project cost is \$50,000 with the grant amount being \$37,500. The following resolution accepts the grant:

**Resolution No. 06 of 2020
PennDOT - Bureau of Aviation Grant Offer
Acquire Airfield Maintenance Materials
Grant Agreement No. ADP-2019-Lancaster AA-000033**

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Acquire Airfield Maintenance Materials (“Project”) at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a seventy-five percent (75%) matching grant agreement for the project costs not to exceed \$50,000; and

WHEREAS, the Lancaster Airport Authority anticipates the total project to cost approximately \$50,000 and agrees to fund any project costs exceeding the matching grant portion.

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority, does hereby accept the Grant offer for the above-referenced project at the Lancaster Airport; 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 Offer and project, is hereby approved.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the grant agreement was approved.

PENNDOT GRANT AGREEMENT – ACQUIRE EQUIPMENT: Staff applied for funding for a Jet A fuel truck along with a new Crack Sealer to crack seal asphalt as well as funds for a new maintenance truck. PennDOT is currently processing the grant request to be ready by their April 30 deadline. The grant match is 75% PennDOT and 25% LAA with a total project cost of \$300,000. The following resolution approves the acceptance of the grant agreement once it is released with Counsel’s review and approval.

Resolution No. 07 of 2020
PennDOT - Bureau of Aviation Grant Offer
Acquire Equipment (Jet Refueler and Airfield Maintenance)
Tentative Allocation No. ADP-2019-Lancaster AA-000037

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Acquire Equipment (Jet Refueler and Airfield Maintenance) project (“Project”) at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a seventy-five percent (75%) matching grant agreement for the project costs not to exceed \$300,000; and

WHEREAS, the Lancaster Airport Authority anticipates the total project to cost approximately \$300,000 and agrees to fund any project costs exceeding the matching grant portion.

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority, does hereby accept the Grant offer when released for the above-referenced project at the Lancaster Airport pending Counsel review and approval; 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 Tentative Allocation, Grant Offer, and project, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement approved pending release and required approvals.

PROPERTY COMMITTEE:

BUS LOT/MTSD PROPOSED BUILDING PROJECT – Mr. Eberly reviewed the project with TONO Architects and has another meeting scheduled to review the scope of the project. Before recommending proceeding, Mr. Eberly will require a letter from Manheim Township School District to hold harmless the Airport Authority for the costs of the design.

TERMINAL BUILDING UPDATE – Mr. Eberly reported that he received approval to continue with the roof for the new portion of the Terminal. Wohlsen Construction have put into place procedures as required for COVID-19 and will only permit one subcontractor on site at a time. No construction worker is permitted in the Terminal building. The port-a-john has been moved and a temporary sink with hot running water has been installed for the contractor’s use.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Eberly did not have any additional items.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that activity has been down over all. Mr. Cunningham asked about Tru-Line Contractors and nothing has been received regarding their status. The equipment sale was supposed to be held in March. Due to the Coronavirus, events originally scheduled over the past several weeks have been cancelled.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that as said before, Maintenance Staff are running a skeleton crew and complying with COVID-19 requirements. Several annual training requirements have been delayed to comply with minimal in-person contact. Tenant requests have been slow. Mr. Beiler and Mr. Newswanger have been taking the opportunity to set up a work order/asset management program.

MANAGER, ALLIANCE AVIATION – Ms. Stauffer reported that it has been rough with traffic very slow. Southern Airways Express is taking fuel. The staff has been reduced to 2 full-time and 2 part-time line service being able to accommodate the current traffic.

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 18, 2020 at 3:30 p.m. in the Administrative Office conference room. There being no further business to discuss, motion was duly made by Mr. Brown, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary