

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**

**May 20, 2019**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, May 20, 2019. The meeting began at 3:30 p.m. Ms. Valerie Moul, Vice-Chairman, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

Chairman	James Cunningham – Excused Absence
Vice-Chairman	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman
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 Attendees**

Glenn Knight, Civil Air Patrol  
Alvin Hubler – Tenant/Pilot  
Linda Elliott  
Ann Roberts – Hi-Tech Helicopters  
Dan Myers – LNS Air Traffic Control Tower

**PUBLIC COMMENT**

Ms. Moul began the meeting and thanked everyone for attending. She introduced members of the Authority and staff and recognized a quorum present. Ms. Moul then requested any public comments from the meeting attendees.

Al Hubler and Linda Elliott requested that the Board consider approval to name the airport driveway and erect street signs at the ends of the entrances to the Airport Terminal. There would be no cost to the Airport for erecting the signs. They feel it would be a way to honor the major contributions to Jesse Jones and his daughter, Jessie Jones Eckhart, of the Lancaster Airport since 1935. The local Civil Air Patrol squadron is named after Jesse Jones as well and Mr. Knight, who attended representing the CAP, was in favor of the recognition. Ms. Moul requested that a formal

proposal along with approvals from any governmental agencies be provided as well for consideration at a future meeting.

No additional comments were offered. Ms. Moul encouraged anyone, however, to get her attention throughout the meeting if desired.

MINUTES OF LAST MEETINGS

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on April 15, 2019 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved.

FINANCIAL REPORT

The financial report for period ending April 30, 2019 was submitted. The following is the report for the referenced period.

<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$74,753.22	\$125,406.51
Year to Date Net Revenue:	\$261,474.29	\$423,938.74
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$33,708.79	\$57,783.97
Year to Date Net Revenue:	\$132,456.93	\$228,822.51
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$41,044.43	\$67,622.54
Year to Date Net Revenue:	\$129,017.36	\$195,116.23
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$20,543.58
General Fund Liquid Reserves:		\$147,998.03
Certificate of Deposit:		\$2,911,000.00
PLGIT Cash Account:		\$64.54
PLGIT Prime Investment Account		\$631,798.16
PLGIT Term Account		\$1,900,000.00
General Fund Accounts Receivable:		\$56,176.03
General Fund Accounts Payable:		<b>\$85,015.35</b>
Alliance Aviation Checking/Cash on Hand:		\$75,381.92
Alliance Aviation Accounts Receivable:		\$71,122.24

Alliance Aviation Accounts Payable:		<b>(\$90,412.02)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,808,687.83</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ March 31, 2019		\$242,516.01
Grant Receipts:		\$391,441.49
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$633,388.90)</b>
<b>Balance @ April 30, 2019</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ April 30, 2019</b>		\$4,457.37
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.78975%	Available Balance:
<b>Balance @ April 30, 2019</b>	\$0.00	\$1,000,000.00

The financial reports for the period ending April 30, 2019 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Stauffer, and unanimously approved subject to audit.

#### ORGANIZATION FUTURE PLANNING

Mr. Eberly has expressed his intention to retire in the next few years and has been looking for a consultant to assist with this transition to a new manager. He met with several consultants and has a proposal from the North Group. The following resolution recommends approval of the agreement:

**Resolution No. 10 of 2019  
Leadership Transition Assessment  
North Group Consultants Agreement**

**WHEREAS**, the Lancaster Airport Authority desires to assess the organizational health and performance highlighting leadership transition; and

**WHEREAS**, the North Group has submitted a proposal to assist with assessment and create a leadership transition recommendation.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the agreement with the North Group to perform a leadership transition assessment and provide a transition recommendation in the amount of \$14,600 for 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, unanimously approved, the resolution was adopted and the agreement was approved. Mr. Eberly will move forward with the agreement.

### MIDDLE MARKER DISCUSSION

There is a small parcel of land that is located across Airport Road that is identified as the Middle Marker. On the parcel, there used to be equipment utilized by aircraft to assist them with landing. With newer technology, that equipment was phased out and the equipment eventually removed. In 2016, Brad Clubb of Flyway Excavating rented the parcel to utilize for a parking lot. That never transpired and since they have sold the property to Sylvan Pools. The new owners would like to purchase the property. There is another piece called the Outer Marker located in West Hempfield Township in the same situation that the equipment has been removed and the parcel is now just grass.

Any property transactions must be approved by the FAA. Mr. Eberly is requesting approval to respond to Sylvan Pools and approach the property owner surrounding the Outer Marker regarding the potential sale of the property. The Board approved moving forward on the condition that the property owners bear the cost of the transactions. Mr. Eberly will contact the owners and provide an update at a future meeting.

### AIRPORT DIRECTOR REPORT

Mr. Eberly reported that he and Mr. Zeamer from Russell, Krafft & Gruber have been working on a letter regarding Lancaster Airport's future eligibility in the EAS program and challenging the current program format. He distributed a draft letter and requested any comments by the end of the week before submitting it to the US legislators.

Mr. Eberly also reported on the status of Community Days. A current budget was provided with the Board packets. Since the report was prepared, another sponsor was added, B. R. Kreider. Mr. Eberly reported that 2 aircraft, a C-54 and C-97, are available to attend and be open to the public at a cost of approximately \$26,000. Staff are still working to secure additional sponsors. Some have indicated a commitment, however, not a level. Mr. Eberly requested approval to increase the parking charge from \$5 to \$10 per car. Board approved with significant advertising for the change in price. By increasing the price, it will hopefully offset over half of the cost of the have the additional aircraft on the ramp.

Mr. Eberly also reported that Jay Garber of Garber Scales and Airport Storage has notified him that he is looking to send outside storage customers to the Airport Authority for the RV/Bus lot. He is in the process of adding inside storage and does not have a location for his customers. As a result, Mr. Eberly and Mr. Beiler are looking into expanding the parking area. Mr. Beiler also reported that as part of the expansion, the Airport Authority would build a natural buffer between the road and the lot. The current 5 foot fencing which was along the old Millport Road would need to be replaced with 8 foot barbed wire fence. The current tenants pay about \$55,00 per year with the current

configuration. If the space is opened up to more customers, it is felt that the area needs to be more secure from field access as well as public access. Mr. Beiler will secure proposals before proceeding.

#### FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are about 38% since the end of the month. Aircraft activity in April decreased in 2019 compared to 2018 and remains at a lower level compared to year-to-date. Weather continues to affect the activity numbers year to date. Ms. Huber relayed that about 50 people attended the May 6 Fly-In. The next one scheduled is in October to start off the season.

#### FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangar project is about 1 month out from being inspected and usable. The hangars have a new door system which will hopefully be able to be demonstrated at the next meeting.

#### MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that she is still looking for a part time customer service representative for primarily evenings and weekends. Contract fuel continues to attract how customer pay for their fuel, including several larger fuel purchasers at the Lancaster Airport. March continued to be a bleak month but April was much better and continues to show increased activity into May.

#### PUBLIC COMMENT

Ms. Moul 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, June 17, 2019 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 Mr. Stauffer, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary