

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**June 19 2023**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, June 19, 2023. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meeting 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 – Julie Miller, Esquire of Russell, Krafft & Gruber, LLP

**Lancaster Airport Authority Staff**

Ed Foster – Executive Director  
Cheryl Martin – Director, Finance & Administration  
Austin Beiler – Director, Operations & Development – Excused Absence  
Mary Forney – General Manager, Alliance Aviation  
Tracy Barley – Aviation Marketing & Communication Coordinator

**VISITORS – In-Person**

Chris Reber - LNP

**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 then asked for any public comments from the meeting attendees.

Chris Reber of LNP News asked if there is interest in an airline to provide flights from Lancaster Airport to other destinations. Mr. Cunningham replied that several airlines have expressed interest, however, none have committed at this point. Mr. Reber asked the if Airport desires this service. Mr. Cunningham replied that in over 20 years, no new service has come to Lancaster except through Essential Air Service. The Airport is preparing for potential service if an airline would request to provide service out of Lancaster Airport. Mr. Foster added that if an airline would provide a Letter of Intent, generally they take about six (6) months to start service.

No additional comments were presented. 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 May 15, 2023 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending May 31, 2023. As discussed in prior months, there were lags in rentals that will remain through the rest of the year. The rest of the financial report is as expected. The following table is the report for the referenced period.

<i>Period Ending May 31, 2023</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$193,172.01	\$159,183.06
Year to Date Net Revenue:	\$616,343.60	\$710,492.22
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$108,734.21	\$111,247.30
Year to Date Net Revenue:	\$336,960.98	\$412,290.59
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$84,437.80	\$47,935.76
Year to Date Net Revenue:	\$279,382.62	\$298,201.63
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$23,918.16
General Fund Liquid Reserves:		\$538,293.23
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$0.00
PLGIT Prime Investment Account		\$291,386.15
PLGIT Term Account		\$5,400,000.00
General Fund Accounts Receivable:		\$84,578.93
General Fund Accounts Payable:		<b>(\$25,266.70)</b>
Alliance Aviation Checking/Cash on Hand:		\$65,228.84

Alliance Aviation Accounts Receivable:		\$92,178.31
Alliance Aviation Accounts Payable:		(\$129,565.91)
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,816,751.01</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ April 30, 2023		\$6,797.08
Grant Receipts/Transfers:		\$65,998.91
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$65,998.91)
<b>Balance @ May 31, 2023</b>		<b>\$6,797.08</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ May 31, 2023</b>		\$1,223.87
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 6.3000%	Available Balance:
<b>Balance @ May 31, 2023</b>		\$1,000,000.00

The financial reports were moved for approval as submitted by Ms. Lehman, seconded by Ms. Moul, and unanimously approved subject to audit.

**PERSONNEL COMMITTEE REPORT:**

Ms. Moul requested an Executive Session at the end of the meeting to discuss a personnel matter.

**FACILITES COMMITTEE:**

**FIorentino’s LEASE REQUEST** – Eric Perrone of Fiorentino’s Restaurant had requested an extension on the restaurant lease agreement. The extension would offset the capital investments he has completed and is planning on completing. An agreement was provided to Fiorentino’s for their review and approval. The following draft resolution approves the agreement.

**Resolution No. 18 of 2023  
 Fiorentino’s Restaurant/Katrones LLC  
 Lease Amendment Agreement**

**WHEREAS** Katrones LLC operating as Fiorentino’s Restaurant desires to provide a substantial capital investment into the restaurant facility; and

**WHEREAS** Katrones LLC desires to extend their current lease for an additional three (3) five-year terms as a return on their investment; and

**WHEREAS**, the Lancaster Airport Authority has offered a Lease Amendment Agreement to Katrones LLC for the desired additional renewal terms.

**NOW THEREFORE BE IT RESOLVED** that the Authority approves the amendment of the Lease Agreement with Katrones LLC for the additional three (3) five-year terms; and

**ALSO BE IT RESOLVED** that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the Lease Amendment Agreement is attached hereto and made a part of this Resolution.

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

**LNS FLIGHT SERVICES GROUND LEASE AGREEMENT** – LNS Flight Services had submitted a Letter of Intent requesting approval to lease ground to build hangars near the Air Traffic Control Tower. An agreement was provided to LNS Flight Services for their review and approval. The following draft resolution approves the agreement.

**Resolution No. 19 of 2023**  
**LNS Flight Services Ground Lease Agreement**

**WHEREAS**, LNS Flight Services desires to design and erect a hangar complex comprising of corporate and t-hangars; and

**WHEREAS**, the Lancaster Airport Authority has provided a ground lease agreement for the area where the hangar complex is to be placed.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the ground lease agreement with LNS Flight Services for a hangar complex; and

**ALSO BE IT RESOLVED** that the authorization William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved; and

**ALSO BE IT RESOLVED** that a copy of the agreement is attached to this resolution.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted and the agreement was approved.

**CAR RENTAL BID RESULTS** – The current contracts for the car rental counters expires July 31, 2023. As required by FAA regulations, a Request for Proposals was released and two (2)

companies submitted proposals to represent four (4) national chains: AVIS, Budget, Enterprise, and National. The following resolution approves the bid results and awards the counters to Aero Corp and PENRAC.

**Resolution No. 20 of 2023**  
**Car Rental Bid Results**

**WHEREAS**, the Lancaster Airport Authority requested proposals for two (2) car rental concession counters at the Lancaster Airport, Lancaster, Pennsylvania; and

**WHEREAS**, the Lancaster Airport Authority received two (2) proposals, reviewed the bid results, and concur that Aero Corporation and PENRAC LLC are the accepted bidders for the two (2) car rental counters.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby accept Aero Corporation and PENRAC LLC as the successful bidders for the two car rental concession counters at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned bid results, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the bid results were approved. Staff will provide agreements to the awarded firms to be in place by the end of the current term.

**FAA PROJECTS ENGINEER SELECTION** – The Federal Aviation Administration requires that airport sponsors such as the Lancaster Airport Authority are required to go through an engineer selection every five (5) years. Staff have gone through the selection process and have selected Delta Airport Consultants as the engineer of record for the upcoming Federal projects. Delta Airport Consultants provided a base engineering agreement which is referenced in all future contracts. The following draft resolution approves the agreement.

**Resolution No. 21 of 2023**  
**Delta Airport Consultants, Inc.**  
**Base Engineering Agreement**

**WHEREAS**, the Lancaster Airport Authority requested proposals from engineering firms to provide planning, design, and construction services for Federal Aviation Administration (FAA) eligible projects; and

**WHEREAS**, the Lancaster Airport Authority has reviewed the submissions and selected Delta Airport Consultants as the engineer of record; and

**WHEREAS**, the Delta Airport Consultants, Inc. has presented the Lancaster Airport Authority with an Agreement for Professional Services to perform engineering services for projects at the Lancaster Airport slated for 2024 - 2028; and

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the base engineering agreement for professional services with Delta Airport Consultants, Inc. for engineering services for projects at the Lancaster Airport; and

**ALSO BE IT FURTHER RESOLVED** that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement, is hereby approved.

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

**LIFE LION LEASE AGREEMENT** – Life Lion desires to have a base at the Lancaster Airport. Space has been temporarily secured in the new hangar rented by FlyAdvanced. FlyAdvanced is not utilizing all their space initially and is willing to house them temporarily. The agreement is for at least six (6) months with the intent to house them in their own location as soon as space is available. An agreement has been provided for review and approval. The following draft resolution approves the agreement.

**Resolution No. 22 of 2023**  
**Penn State Health Lancaster Medical Center Lease Agreement**

**WHEREAS**, Penn State Health Lancaster desires to station a hangar and support space at the Lancaster Airport; and

**WHEREAS**, temporary space has been provided in the 540 Airport Road facility currently leased by FlyAdvanced; and

**WHEREAS** the Lancaster Airport Authority has provided an office and hangar space lease agreement for space within 540 Airport Road with the agreement of FlyAdvanced who currently leases the entire facility.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the office and hangar space lease agreement with Penn State Health Lancaster Medical Center; and

**ALSO BE IT RESOLVED** that the authorization William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved; and

**ALSO BE IT RESOLVED** that a copy of the agreement is attached to this resolution.

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

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**EARL TOWNSHIP PARTNERS/SW PARCEL STATUS REPORT** – Ms. Martin reported that Earl Township Partners submitted a proposal for the completion of the rezoning of the parcel in Warwick Township. After Staff discussed it with Counsel, Staff recommend that the re-zoning move forward with Russell, Krafft & Gruber. An Engagement Letter will be provided for consideration.

**ALDI GROUND PROJECT STATUS REPORT**– Ms. Martin reported that a Text Amendment request is being considered at the upcoming Manheim Township meeting.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that PA DEP met with staff and the consultant regarding the NPDES permit and the cleanfill area. They are continuing to work through the process and seem to be coming to a final conclusion in the coming weeks.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 82% of outstanding Receivables have been collected since May 31, 2023. Aircraft activity continues to stay steady.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler was unable to attend the meeting.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that AvGas sales were up in May, however, JetA sales were down significantly. The runway closure throughout May due to the rehab project definitely impacted sales. AvFuel worked with staff to put together an AvTrip promotion in July. Fuel shortages have stabilized and are not currently an issue. Prices have finally stabilized as well.

**MARKETING EVENTS & COMMUNICATIONS COORDINATOR** – Ms. Barley reports that Wheels and Wings is June 24. In addition to the car show, there will be a FAA Team meeting as well as aircraft on the ramp, both static and rides. A possible A-10 flyover is slated during the event.

Ms. Barley also reported that the website is progressing well and will soon be in the test phase.

**PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. No additional comments were received at this time.

**EXECUTIVE SESSION**

The Board entered into an Executive Session to discuss a Personnel issue. No action was taken at this time.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, July 17, 2023 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary