

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**July 19, 2021**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, July 19, 2021. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

Chair	James Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown – Absent
Treasurer	Amanda Lehman – Absent
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

**Lancaster Airport Authority Staff**

Ed Foster – Airport Director  
Cheryl Martin – Finance Administrator  
Austin Beiler – Facilities Administrator - Absent  
Mary Forney – Manager, Alliance Aviation

**VISITORS**

Garrett Cliff, Aero-Tech Services - Virtually  
Glenn Knight, Civil Air Patrol  
Dick Hess, Lancaster Balloonport  
Nick Moehlmann, Lancaster Balloonport

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

No additional comments were offered at this time. He 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 June 21, 2021 and the special meeting held on July 6, 2021 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** – Mrs. Martin reviewed the financial report for period ending June 30, 2021. The report shows that the year is going well at the halfway mark. Landfill and Commissions are much better than anticipated. Interest rates continue to be extremely low. Fuel sales continue to show increases reflecting increasing air traffic. The following table is the report for the referenced period.

<i>Period Ending June 30, 2021</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$89,858.19	\$163,829.44
Year to Date Net Revenue:	\$383,413.10	\$791,841.31
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$79,920.38	\$123,584.79
Year to Date Net Revenue:	\$392,215.12	\$556,925.55
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$9,937.81	\$40,244.65
Year to Date Net Revenue:	(\$8,802.02)	\$234,915.76
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$1,781.80
General Fund Liquid Reserves:		\$295,461.48
Certificate of Deposit:		\$3,224,000.00
PLGIT Cash Account:		\$0.01
PLGIT Prime Investment Account		\$478,406.88
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$243,608.84
General Fund Accounts Payable:		(\$3,980.24)
Alliance Aviation Checking/Cash on Hand:		\$46,471.23
Alliance Aviation Accounts Receivable:		\$59,704.44
Alliance Aviation Accounts Payable:		(\$90,229.83)
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,755,224.61</b>

<b>Grant-Funded Project Construction Report</b>		
Balance @ May 31, 2021		\$568.60
Grant Receipts/Transfers:		\$112,090.95
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$112,090.95)</b>
<b>Balance @June 30, 2021</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @June 30, 2021</b>		\$3,013.70
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @June 30, 2021</b>		\$1,000,000.00

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

**PA BOA GENERAL CONSENT AGREEMENT:** The BOA has requested that an updated agreement be signed with the change in the Airport Director. The following resolution adopts the agreement.

**Resolution No. 20 of 2021**

**PennDOT – Bureau of Aviation General Consent Agreement for Grants**

**WHEREAS**, the PennDOT – Bureau of Aviation offers grants for projects at the Lancaster Airport; and

**WHEREAS**, PennDOT – Bureau of Aviation requires a General Consent Agreement for grants accepted by the Lancaster Airport Authority.

**THEREFORE, NOW BE IT RESOLVED**, that the Lancaster Airport Authority approves the General Consent Agreement for grants; and

**ALSO BE IT RESOLVED**, that the Airport Director is hereby authorized to act as agents to execute any and all necessary documents relating to the aforementioned agreement.

Upon motion duly made by Mr. Stauffer, duly made by Ms. Moul, and unanimously adopted, the agreement was approved. The agreement will be returned to the BOA for processing.

**PERSONNEL COMMITTEE REPORT:**

Ms. Moul requested that the Personnel Committee report be moved to the end of the meeting with an Executive Session to discuss personnel matters.

**FACILITIES COMMITTEE:**

**PA BOA GRANT AGREEMENT – CORPORATE HANGAR, Phase II:** PennDOT – Bureau of Aviation has released a grant agreement for construction phase costs for the Corporate Hangar project. The grant provides for 50% of the project costs of \$2.2 million. The following resolution accepts the grant agreement.

**Resolution No. 21 of 2021  
PennDOT - Bureau of Aviation Grant Offer  
Corporate Hangar w/Offices, Phase II  
Grant Agreement No. ACB-2021-Lancaster AA-00002**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Corporate Hangar w/Offices, Phase II Project (“Project”) at the Lancaster Airport; and

**WHEREAS**, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs totaling \$1,100,000; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost for this phase to be approximately \$2,200,000.

**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 William E. Foster, 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, the resolution was approved and the grant agreement was accepted.

**FAA REIMBURSEABLE AGREEMENT:** The FAA forwarded an agreement to provide services to relocate equipment and facilities impacted by the Runway 8-26 project. The FAA will not permit outside contractors to work on certain equipment. The cost of the agreement is provided for in a forthcoming FAA grant agreement and is the estimated costs for the FAA to provide the design/construction services. The following resolution accepts the FAA agreement.

**Resolution No. 22 of 2021  
Federal Aviation Administration Reimbursable Agreement  
Runway 8-26, Phase V**

**WHEREAS**, the Federal Aviation Administration (FAA) has tendered a Reimbursable Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Rehabilitate Runway 8-26, Phase V Project (“Project”) at the Lancaster Airport; and

**WHEREAS**, the project will impact FAA equipment which requires FAA involvement to relocate the affected equipment; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost approximately \$30,000.

**NOW THEREFORE BE IT RESOLVED** the Lancaster Airport Authority, does hereby approve the FAA Reimbursable Agreement for the above-referenced project 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 Agreement 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 agreement was approved. Signatures will be affixed and returned to the FAA for processing.

**HI-TECH HELICOPTERS LEASE AGREEMENT** – Counsel finally received communication from Mr. Kerrick and Mr. Rathmell. Counsel requested that the Board discuss the matter in Executive Session.

**FIorentino’s Restaurant Sublease Report** – Mr. Foster reported that the transfer of ownership has occurred. The Liquor License is at the final office to approve the change in ownership.

**PROPERTY COMMITTEE:**

**SE STORMWATER BASIN PROJECT UPDATE** – Mr. Foster reported that the four (4) submissions were reviewed and a meeting has been set up to discuss the overall project goal and to request a contract cost. Staff anticipate having a final document ready for consideration at the next meeting.

The design time should be relatively short with the exception of the NPDES approvals, which may take some time. Staff are not in a hurry to push the project forward which will hopefully help to bring in better bid prices. The project will also not require much in the amount of supplies, generally labor.

## **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that the paving project is going well. At this point, the engineers estimate that the project is under budget about \$400,000 so they are trying to get the contractor to extend their area to utilize as much of the funds as possible. The Transportation project is starting in the next weeks with the utility line work. The FAA has 2 grants that are awaiting funding release to continue with the next phase of the Runway 8-26 project. PennDOT – BOA funded projects are moving through the processes. Southern Airways Express reported that the Nantucket route is so popular in Lancaster that they may add a mid-week stop. On August 4, Washington-Dulles representatives will be holding an open house and has requested that representatives from Lancaster will be able to attend.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up tremendously again in June at over 33% from June 2020 when people started getting out and year to date above by about 55%, which is reflected in the fuel sales. About 28% of outstanding funds have been collected since June 30, 2021. Meetings are now held in person with the option of ZOOM. Changes are effective August 29, 2021 which will impact adding last minutes changes to the agenda. Counsel is verifying the in-person requirement for future meetings.

**FACILITIES ADMINISTRATOR** – Mr. Beiler was unable to attend the meeting.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that the Open House went well with much positive feedback. A photo shoot was just completed with the hope that the pictures are available by early September. Traffic continues to rebound. The new truck is doing well.

## **PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. Mr. Moehlmann announced that he has sold his part in the Lancaster Balloonport and Susquehanna Balloon Company to two separate parties. Mr. Knight announced that the Civil Air Patrol held in-person meetings for the first time in 16 months.

## **EXECUTIVE SESSION**

The Lancaster Airport Authority Board went into Executive Session at the close of the meeting for the purpose of dissing potential litigation involving a tenant at the Lancaster Airport. It was also for the purpose of discussing a personnel matter involving the Airport Director.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, August 16, 2021 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stauffer, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin, Recording Secretary