

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

**July 20, 2020**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, July 20, 2020. The meeting began at 3:30 p.m. 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 – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

**Public**

Ed Foster, University Park  
Mojo5, unknown

**Lancaster Airport Authority Staff**

David Eberly – Airport Director – Excused Absence  
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.

**MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on June 15, 2020 were distributed to the Board members. Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – The financial report for period ending June 30, 2020 was submitted. Ms. Lehman reviewed the reports and noted the overall financial picture. Accounts that include commissions were estimated and not all reports have been submitted yet so the overall picture will change once they are submitted. Fuel sales are returning as well as overall airport activity. The following is the report for the referenced period.

<i>Period Ending June 30, 2020</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$150,082.31	\$159,516.09
Year to Date Net Revenue:	\$523,295.35	\$591,844.55
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$86,952.11	\$98,145.76
Year to Date Net Revenue:	\$261,631.92	\$399,916.02
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$63,130.20	\$61,370.33
Year to Date Net Revenue:	\$261,663.43	\$191,928.53
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$5,317.49
General Fund Liquid Reserves:		\$515,564.81
Certificate of Deposit:		\$2,945,000.00
PLGIT Cash Account:		\$0.00
PLGIT Prime Investment Account		\$2,387,604.62
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$108,105.07
General Fund Accounts Payable:		<b>\$7,498.86</b>
Alliance Aviation Checking/Cash on Hand:		\$34,714.66
Alliance Aviation Accounts Receivable:		\$40,542.10
Alliance Aviation Accounts Payable:		<b>(\$33,151.30)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,011,196.31</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ May 31, 2020		\$568.60
Grant Receipts:		\$119,626.59
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$120,158.59)</b>
<b>Balance @ June 30, 2020</b>		<b>\$36.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ June 30, 2020</b>		\$1,020.12

<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ June 30, 2020</b>		\$1,000,000.00

The CARES ACT grant issued by the FAA is pending – a pay request has been submitted and staff are waiting for approval and release of funds. Receipt will be shown as required on the financial statements. The financial reports for the period ending June 30, 2020 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Brown, and unanimously approved subject to audit.

**PERSONNEL COMMITTEE REPORT:**

An executive session was held at the end of the public meeting with the following action taken. The Board authorized the Chair of the Personnel Committee to extend a formal offer to the top candidate for Associate Director. Aspects of his compensation package, tentative start date, and a robust orientation including the need for a refreshed five-year strategic plan were reviewed with the full Board.

**FACILITIES COMMITTEE:**

**PENN CINEMA LEASE REQUEST DISCUSSION** – A lease agreement amendment was forwarded to Penn Cinema as a way for Penn Cinema to defer rental payments for the remainder of the year with repayments to begin on or before February 1, 2021 with a financing fee. The following resolution approves the resolution and agreement.

**Resolution No. 17 of 2020  
Penn Cinema Lease Amendment Agreement**

**WHEREAS**, the Lancaster Airport Authority (the “Authority”) is the owner and landlord of certain real estate located at 541 Airport Road, Manheim Township, Lancaster County, Pennsylvania. The tenant is Mountain Ventures Manheim, LLC. (“MVM”). The Authority and MVM are parties to a Ground Lease dated March 30, 2006, which property was subleased to Penn Cinema Management Company, LLC and Byler Management Co., LLC (collectively the “Tenants”) by Sublease dated May 30, 2006, which was consented to by the Authority; and

**WHEREAS**, due to certain economic hardships created by the COVID-19 pandemic, the Tenants have requested certain temporary concessions from the Authority in the form of rent relief; and

**WHEREAS**, the Authority has agreed to permit Tenants to defer rent for the months of July, 2020 through December 2020, with any deferred rent to be repaid to the Authority in 2021 along with interest on the amounts deferred; and

**WHEREAS**, to memorialize their agreement, the Authority and Tenants have entered into a First Amendment to Ground Lease.

**THEREFORE BE IT RESOLVED** that the First Amendment to Ground Lease between the Authority and Tenants is hereby approved; and

**BE IT FURTHER RESOLVED** that David F. Eberly, Jr., Airport Director, is hereby authorized to execute, on behalf of the Authority, said First Amendment to Ground Lease.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement was approved. The agreement will be fully executed and rental payments will be deferred.

**AIRPORT LIABILITY INSURANCE DISCUSSION**—Mr. Eberly has been researching other airport’s insurance information, however, has been unable to connect with a comparable airport in similar circumstances. Mr. Eberly will be able to provide a more informational report at the next meeting. Mr. Zeamer assured the Board that he feels the Board is not underinsured. He also felt that increasing it by \$5 million is not extraordinary amount and is not very expensive.

**MANHEIM TOWNSHIP SCHOOL DISTRICT BUS DEPOT UPDATE** – Mr. Eberly has been working with Manheim Township School District and Manheim Township regarding erecting a facility at the Bus Depot area. On July 6, a waiver was approved regarding water and sewer to the facility. Since that time, Mr. Eberly has met with Manheim Township School District officials and the architect to discuss the project and the School District is still interested in moving forward. Mr. Eberly is currently working with the School District to finalize a lease agreement before starting to design the project.

**PROPERTY COMMITTEE:**

No report this meeting.

**STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Eberly was unable to attend the meeting.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was only about 8% down from June 2019 with an overall drop to 25%. Activity continues to increase overall. About 35% of Receivables are outstanding from the end of June with much of the amounts due being landfill and commission amounts. Vice-President Pence’s advance team and other personnel who were in and out of the office were very appreciative of the staff and coordination prior to the Vice-President’s visit.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the construction project is progressing well with a completion date of September 15. The building should be closed in in the next couple of weeks. Vice President Pence arrived on July 9 with an advance team coming several days before and being on-site all week. The event went well with a C-17 arriving Tuesday to drop off equipment needed for his visit and then VP Pence arrived on a 757 lightly loaded due to weight issues. They required a waiver prior to landing..

**MANAGER, ALLIANCE AVIATION** – Ms. Stauffer reported that activity is increasing and that all staff have returned to prior COVID-19 schedules. Currently working on furniture for the new facility with Austin.

### **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, August 17, 2020 at 3:30 p.m. by ZOOM. Meetings have been scheduled on ZOOM until the Board is ready to return to meetings on-site. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Ms. Lehman, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary