

MINUTES OF

LANCASTER AIRPORT AUTHORITY

August 16, 2021

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 16, 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 – Virtual
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

Lancaster Airport Authority Staff

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

VISITORS

Dick Hess, Lancaster Balloonport
John Rathmell, Sport Flying 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 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 July 19, 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 amended. Mr. Cunningham also reported that during the Executive Session, no decisions were made regarding the 2 matters discussed.

FINANCE COMMITTEE:

FINANCIAL REPORT – Mrs. Lehman reviewed the financial report for period ending July 31, 2021. The report shows that the year is continuing to show overall improvement. FBO income continues to improve. Alliance appears to be benefiting to the increased traffic. Interest rates continue to be extremely low. The following table is the report for the referenced period.

<i>Period Ending July 31, 2021</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
July Net Revenue:	\$148,387.14	\$155,449.89
Year to Date Net Revenue:	\$984,349.40	\$1,137,220.17
General Fund Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$75,091.44	\$92,518.16
Year to Date Net Revenue:	\$467,306.56	\$640,854.39
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$73,295.70	\$62,931.73
Year to Date Net Revenue:	\$517,042.84	\$496,365.78
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$0.23
General Fund Liquid Reserves:		\$353,581.73
Certificate of Deposit:		\$3,224,000.00
PLGIT Cash Account:		\$114.54
PLGIT Prime Investment Account		\$728,424.92
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$232,179.65
General Fund Accounts Payable:		(\$12,928.86)
Alliance Aviation Checking/Cash on Hand:		\$74,246.70
Alliance Aviation Accounts Receivable:		\$70,134.33
Alliance Aviation Accounts Payable:		(\$90,746.65)
Total Cash and Cash Equivalents:		\$6,079,006.59

Grant-Funded Project Construction Report		
Balance @ June 30, 2021		\$568.60
Grant Receipts/Transfers:		\$520,947.28
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$520,947.28)
Balance @July 31, 2021		\$568.60
Passenger Facility Charge Account		
Balance @July 31, 2021		\$3,250.46
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @July 31, 2021		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

IIC EMPLOYEE REIMBURSEMENT: the Lancaster Airport Authority is part of a self-insured co-operative, the Intergovernmental Insurance Co-Operative which reimburses participating entities unused claim fund monies. Over the past several years, the Board has released a portion of the reimbursement to eligible employees. The Board approved the 2021 disbursement which will occur in September.

BOARD RETREAT: the final agenda was provided to the Board for the meeting to be held in early September. Any additional details will be forwarded as necessary.

FACILITES COMMITTEE:

AERO-TECH SERVICES LEASE AGREEMENT – AREO-TECH WEST: Aero-Tech Services leases the hangar facility on the south side of the field closest to Route 501 and Sheetz, which is called Aero-Tech West and is generally utilized to house flight school aircraft. The current agreement expires August 31, 2021 with all renewal clauses expired. The following agreement approves a new agreement for the facility.

**Resolution No. 23 of 2021
Aero-Tech Services Lease Agreement
Flight School Hangar**

WHEREAS, Aero-Tech Services, Inc. desires to lease space to store aircraft as part of their aircraft repair station and flight school at the Lancaster Airport; and

WHEREAS, the current lease agreement for the facility used for flight school aircraft expires August 31, 2021; and

WHEREAS, the Lancaster Airport Authority has offered a new lease agreement to Aero-Tech Services, Inc. to replace the current agreement.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the new lease agreement with Aero-Tech Services, Inc. for the flight school storage hangar; 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 Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, the resolution was approved and the lease agreement was accepted.

ESSENTIAL AIRLINE SERVICE UPDATE: the US DOT released a Request for Proposal for airlines to submit proposals to provide airline service for four (4) years through the EAS program. Two airlines, Southern Airways Express, and Boutique Airlines, submitted proposals. After reviewing the proposals, the Board approved submitting a recommendation to the US DOT to support the Southern Airways Express proposal. Staff will follow up on the submission.

HI-TECH HELICOPTERS REPORT: Staff are still working with Mr. Kerrick and his associates to set up a meeting regarding the current status of the business.

FIorentino's LEASE ASSIGNMENT REPORT: Mr. Foster reported that Fiorentino's Liquor License Application has been approved and is just waiting for final signatures. Upon receipt, a final assignment document will be forwarded for our files.

PROPERTY COMMITTEE:

SE STORMWATER BASIN RELOCATION PROJECT PROPOSAL: Staff received a proposal from RGS to provide the initial testing and surveying necessary to compile an NPDES Permit related to relocating the current stormwater retention basin. The following resolution accepts the proposal.

**Resolution No. 24 of 2021
RGS Associates Regional Stormwater Facility
Initial Site Services**

WHEREAS, the Lancaster Airport Authority desires to expand the current Regional Stormwater Facility on Airport property along Airport Road; and

WHEREAS, the Airport Authority desires to begin the approval process to relocate the basin; and

WHEREAS, RGS Associates has provided a proposal for services to provide initial site services to obtain data to be able to provide review documents for the approval agencies.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the RGS Associates proposal to provide initial site services to relocate the Regional Stormwater Facility in the amount \$24,000 plus expenses for 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 proposal is hereby approved; and

ALSO BE IT RESOLVED a copy of the proposal is attached hereto and made a part of this Resolution.

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 a Notice To Proceed will be provided to RGS to begin the process.

MIRIAM THOMAS REPORT: Mr. Foster met with Miriam Thomas, Mr. Eberly, and 2 of Mrs. Thomas' advisors, and an appraiser regarding the potential to sell her property to the Lancaster Airport Authority. She expressed interest in selling it, however, she is not necessarily in a hurry. She will further discuss her options with family and contact the Airport Authority with a direction.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that he is at the Northeast Chapter of the AAAE in Burlington, VT and Austin Beiler is with him. The Lancaster Airport was awarded the Honorable Mention of the 45th Annual Balchen/Post Award for keeping the Airport operationally safe during snow events. At the conference, Mr. Foster was also awarded the F. Russell Hoyt Presidential Award for the NEC Chapter Involvement.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up again in July about 25% from July 2020 and year to date above by about 47%, which is reflected in the fuel sales. About 32% of outstanding funds have been collected since July 31, 2021.

Interest rates continue to be at rock bottom which is reflected in the year-to-date interest income.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the 1st phase of the Runway 8-26 overlay project. The next phase will be done next summer. The bus garage project is underway with the utility already started on site. The contractor has hit a lot of rock. The building contractor will be starting in a few weeks. During the sessions at the conference, he spoke with other airport management about how they faired through COVID and many are still suffering. Lancaster Airport hasn't really felt the affects other airports are dealing with.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that as reflected in the financial reports, Alliance is benefiting from the increased aviation traffic on the airport. Both 100LL and Jet A sales are over 2019 for the same period.

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, September 20, 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