

MINUTES OF
LANCASTER AIRPORT AUTHORITY

September 17, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, September 17, 2018. The planning session was cancelled due to a lack of agenda items and the business meeting began at 4:00 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

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

Counsel – Craig V. Russell, Esquire of Russell, Krafft & Gruber, LLP

Public

Brad Witmer

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator – Excused Absence
Mary Stauffer – Manager, Alliance Aviation

PUBLIC COMMENT

Mr. Cunningham began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present, of who Matthew Brown joined by teleconference. Mr. Cunningham then requested any public comments from the meeting attendees.

No additional comments were offered. Mr. Cunningham encouraged anyone, however, to get his attention throughout the meeting if desired.

MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on August 20, 2018 were distributed to the Board members. Upon motion duly made, seconded, and

unanimously approved, the minutes were moved for approval as submitted by Ms. Moul, seconded by Mr. Stauffer and unanimously approved.

FINANCIAL REPORT

The financial report for period ending August 31, 2018, was submitted. The landfill income has been strong this year and appears to be continuing to be a great non-aviation income source weather permitting with related costs at an increase as a result of the increased usage.

Ms. Martin reported that Southern Airways Express has brought all outstanding items up to date related to fuel and the lease agreements. They are continuing to work towards bringing the PFC funds up to date. The following is the report for the referenced period.

<i>Period Ending August 31, 2018</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
August Net Revenue:	\$110,105.63	\$117,314.78
Year to Date Net Revenue:	\$566,840.55	\$760,294.72
General Fund Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$59,580.85	\$64,306.20
Year to Date Net Revenue:	\$227,088.71	\$329,487.24
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$50,524.78	\$53,008.58
Year to Date Net Revenue:	\$339,751.84	\$430,807.48
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$22,091.74
General Fund Liquid Reserves:		\$195,481.18
Certificate of Deposit:		\$2,929,000.00
PLGIT Cash Account:		\$6,728.59
PLGIT Prime Investment Account		\$397,175.81
PLGIT Term Account		\$2,150,000.00
General Fund Accounts Receivable:		\$94,807.58
General Fund Accounts Payable:		(\$25,982.27)
Alliance Aviation Checking/Cash on Hand:		\$64,407.55
Alliance Aviation Accounts Receivable:		\$86,021.34
Alliance Aviation Accounts Payable:		(\$111,528.43)
Total Cash and Cash Equivalents:		\$5,808,203.09
Grant-Funded Project Construction Report		
Balance @ July 31, 2018		\$568.80
Grant Receipts:		\$40,615.27

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$40,615.27)
Balance @ August 31, 2018		\$568.80
Passenger Facility Charge Account		
Balance @ August 31, 2018		\$3,198.12
\$ 1 Million Line of Credit Report		
Item	Rate of 4.40288%	Available Balance:
Balance @ August 31, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending August 31, 2018 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Brown by telephone, and unanimously approved subject to audit.

PA BOA GRANT AGREEMENT – CORPORATE HANGAR FACILITY

The Lancaster Airport Authority applied through the PennDOT – BOA Multi-Modal program and was awarded a Tentative Allocation. The Tentative Allocation was submitted and a grant offer was released. The project is funded 75% from PennDOT and 25% local share. The costs include the site work and design for a new corporate hangar and offices. Tippetts/Weaver will be the primary architect with L. R. Kimball assisting with any issues related to aviation requirements.

Advanced Aircraft Services has expressed interest in expanding their services with the addition of a Cirrus Jet Service Center. This facility would be ideal for them to utilize. Mr. Eberly is working with Advanced Aircraft Services regarding their future plans. The following resolution accepts the grant agreement.

Resolution No. 19 of 2018
PennDOT - Bureau of Aviation Grant Offer
Construct Corporate Hangar w/Offices, Phase I: Design and Site Work
Grant Agreement No. MMA-2018-Lancaster AA-00009

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Construct Corporate Hangar w/Offices, Phase I: Design and Site Work Project (“Project”) at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a seventy-five percent (75%) matching grant agreement for the project costs not to exceed \$691,150.00; and

WHEREAS, the Lancaster Airport Authority anticipates the total project to cost approximately \$921,533 and agrees to fund any project costs exceeding the matching grant portion.

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 David F. Eberly, Jr., 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 made by Mr. Stauffer, seconded by Mr. Brown by telephone, and unanimously approved, the resolution was adopted and the grant agreement was approved. The grant agreement documentation will be returned to PennDOT – Bureau of Aviation for their review approval before release of the grant.

AIRPORT DIRECTOR REPORT

Mr. Eberly and staff have been working with FIG on a new logo for the Lancaster Airport. Mr. Eberly shared the top choices and the requested feedback from the Board. Ms. Moul thanked staff for working through the process. The stone wall would not have the new logo, however, the style of the block lettering from the logo would be used for the letters in Lancaster Airport.

Mr. Eberly reviewed the status of the next Community Days slated for August 23 and 24, 2019. With the budget process in full swing, staff is requesting approval for the amount of potential funds to be expended towards the event out of the Airport Authority marketing budget. In the past, the parking fee was \$5 per car and the Board decided to keep the cost the same. With the erection of Sheetz facility, parking will be limited and Mr. Eberly is looking into nearby parking with wagon transportation.

Mr. Eberly also reported that he is working towards the removal of the remaining aircraft from Privilege Aero. Evidently, the aircraft was sold to an owner in Princeton, NJ and they are checking the process to ensure that all the paperwork is correct before releasing it to the new owner. The aircraft is not currently flyable and would need to be ferried to New Jersey.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 35% since the end of the month. Aircraft activity during August flat lined for the month, however, still ahead for the year. Ms. Huber is working with Southern Airways to hold a customer appreciation reception on the airline ramp on Wednesday, September 19. The event is by invitation only.

Ms. Huber is gearing up for this year's season of Fly-In's to start October 6. She is also coordinating the EAA's B-17 tour stop at Lancaster October 10 – 17. They will be offering rides and tours to the public October 12 – 14 and will be stationed on the West Ramp.

FACILITIES ADMINISTRATOR

Mr. Beiler was unable to attend the meeting due to jury duty.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported on various different aircraft who have visited in the past few weeks. She also reported that the new vending machines have arrived and are in place. They will be moved to the Terminal when Alliance moves up and will be moved by the vending machine operators at no cost.

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, October 15, 2018 with a planning session scheduled to start at 3:00 p.m. and the business meeting at 4:00 p.m. in the Administrative Office conference room. There being no further business to discuss, motion was duly made by Mr. Cunningham, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary