

MINUTES OF
LANCASTER AIRPORT AUTHORITY

September 20, 2021

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, September 20, 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 – Excused Absence
Treasurer	Amanda Lehman – Virtual
Asst. Secretary/Asst. Treasurer	Richard Stauffer – Excused Absence

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

Glenn Knight – Civil Air Patrol

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 August 16, 2021 were distributed to the Board members. Upon motion duly made by Ms.

Moul, seconded by Mr. Cunningham, and unanimously agreed, the minutes were approved as submitted. Copies of the minutes of the special meeting held on September 9, 2021 were also distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Cunningham, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Mrs. Lehman reviewed the financial report for period ending August 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 August 31, 2021</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
August Net Revenue:	\$87,482.16	\$151,632.90
Year to Date Net Revenue:	\$557,107.97	\$1,100,320.87
General Fund Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$73,830.21	\$77,114.45
Year to Date Net Revenue:	\$541,136.77	\$724,086.62
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$13,651.95	\$74,518.45
Year to Date Net Revenue:	\$15,971.20	\$376,234.25
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$16,193.99
General Fund Liquid Reserves:		\$488,881.62
Certificate of Deposit:		\$2,728,000.00
PLGIT Cash Account:		\$0.00
PLGIT Prime Investment Account		\$1,226,186.30
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$239,896.24
General Fund Accounts Payable:		(\$56,576.58)
Alliance Aviation Checking/Cash on Hand:		\$97,198.03
Alliance Aviation Accounts Receivable:		\$67,345.85
Alliance Aviation Accounts Payable:		(\$132,761.20)
Total Cash and Cash Equivalents:		\$6,174,364.25
Grant-Funded Project Construction Report		
Balance @ July 31, 2021		\$568.60
Grant Receipts/Transfers:		\$1,615,392.91

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,615,392.91)
Balance @ August 31, 2021		\$568.60
Passenger Facility Charge Account		
Balance @ August 31, 2021		\$1,815.32
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ August 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:

BOARD RETREAT: The Board expressed appreciation for the information provided at the Board retreat which was held September 9 & 10, 2021. Staff summarized goals for the next five (5) years and provided a copy to the Board.

FACILITIES COMMITTEE:

No report this month.

PROPERTY COMMITTEE:

No report this month.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that he felt the Board Retreat went well. Since the meeting, he can report that the airline is adding service for Penn State gameday weekends. He also spoke with an airline consultant at a recent PIT connect airport meeting. He has requested a proposal to look at potential air service that would not conflict with current Southern Airways Express service.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up again in August about 13% from July 2020 and year to date above by about 41%, which is reflected in the fuel sales. About 75% of outstanding funds have been collected since August 31, 2021, including the Penn Cinema outstanding funds. 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 first phase of the Runway 8-26 project will be finishing up with a final week of grooving and painting. The Transportation Building project is moving along with the utility lines making their way over to the building. They should connect in about 2-3 weeks. The building frame is up and the concrete should be poured soon. Mr. Beiler also reported that the current gate system is about 20 years old and has become obsolete and are unable to get parts to make repairs. He is currently reviewing proposals to replace it with a new system which will cost about \$20,000.

He and Mr. Foster also met with a snow removal consultant to look over current equipment and see what equipment should be updated and/or replaced. Recommendations will be submitted for funding approval in the next few years.

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. Southern Airways Express is using more fuel as compared to 2019 at the same time, however, she attributes it to a change in cities, which is further away.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Glenn Knight of the Civil Air Patrol invited the Board to a ceremony awarding a cadet commander the Amelia Earhart Award, which is a significant achievement, on October 11, 2021 at 7 pm.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, October 18, 2021 at 3:30 p.m. in-person and by ZOOM. 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