

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

**September 21, 2020**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, September 21, 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**

Jordon Alvord – AA Line Service  
Garrett Cliff, Aero-Tech Services

**Lancaster Airport Authority Staff**

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

**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 August 17, 2020 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Stauffer, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – The financial report for period ending August 31, 2020. Due to timing on several items, the Airport Authority continues to be ahead overall. The overall airport activity as well as gallons sold are in line with last year. Landfill continues to be a disappointment year to date. The CARES Act funding is still in process awaiting approval to drawdown. The following is the report for the referenced period.

<i>Period Ending August 31, 2020</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
August Net Revenue:	\$129,078.56	\$135,004.43
Year to Date Net Revenue:	\$761,156.21	\$869,527.96
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
August Net Revenue:	\$90,501.34	\$71,758.65
Year to Date Net Revenue:	\$423,395.60	\$554,331.32
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
August Net Revenue:	\$38,577.22	\$63,245.78
Year to Date Net Revenue:	\$337,760.61	\$315,196.64
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$13,470.11
General Fund Liquid Reserves:		\$372,070.48
Certificate of Deposit:		\$2,956,000.00
PLGIT Cash Account:		\$1,525.98
PLGIT Prime Investment Account		\$2,191,690.09
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$119,125.32
General Fund Accounts Payable:		<b>(\$26,480.79)</b>
Alliance Aviation Checking/Cash on Hand:		\$47,132.60
Alliance Aviation Accounts Receivable:		\$41,944.54
Alliance Aviation Accounts Payable:		<b>(\$20,801.84)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,695,676.49</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ July 31, 2020		\$568.60
Grant Receipts/Transfers:		\$4,193.58
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$4,193.58)</b>
<b>Balance @ August 31, 2020</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ August 31, 2020</b>		\$1,287.99

<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ August 31, 2020</b>		\$1,000,000.00

The financial reports for the period ending August 31, 2020 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Brown, and unanimously approved subject to audit.

**PERSONNEL COMMITTEE REPORT:**

**AIRPORT STAFF** – Ed Foster has joined the Airport Authority as the replacement for David Eberly upon his retirement at the end of the year. He expressed his delight to finally be on board and is looking forward to working with Mr. Eberly the remainder of the year in preparation to become the new Director.

**BOARD RETREAT** – the retreat is confirmed to be held November 19 & 20 at the Lancaster Marriott. A draft agenda/schedule was provided. A more detailed agenda will be provided in the coming weeks.

**FACILITIES COMMITTEE:**

**FAA GRANT AGREEMENT – 3-42-0049-043-2020** – a final grant agreement was released as a different amount than anticipated at a prior meeting. The following resolution rescinds the prior resolution and adopts the final grant amount.

**Resolution No. 18 of 2020  
Federal Aviation Administration Grant Agreement  
AIP Project No. 3-42-0049-043-2020 - Revised**

**WHEREAS**, the Lancaster Airport Authority anticipated a grant offer release in the amount of Four Million One Hundred Seven Thousand Nine Hundred Ninety-Five Dollars (\$4,012,995.00) and was accepted in Resolution No. Thirteen (13); and

**WHEREAS** the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Three Million Nine Hundred Fifty-Eight Thousand Four Hundred Ninety-Four Dollars (\$3,958,494.00) representing One Hundred percent (100.0%) of all allowable project costs of the Rehabilitate Runway 8/26 (Construct), Phase III at the Lancaster Airport; and

**WHEREAS**, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does rescind Resolution No. Thirteen (13); and

**WHEREAS** the Authority does hereby accept the above-referenced Grant Offer No. 3-42-0049-043-2020 in the amount of Three Million Nine Hundred Fifty-Eight Thousand Four Hundred Ninety-Four Dollars (\$3,958,494.00) to be used for the Runway 8-26 rehabilitation project at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the Chairman or Vice-Chairman of the Authority is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

**ALSO BE IT RESOLVED** that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, is hereby approved.

Upon motion duly made by Mr. Brown and seconded by Ms. Moul, the resolution was adopted and the agreement was approved.

**DELTA AIRPORT CONSULTANTS TASK ORDER NO. 3** – as part of the latest Federal grant agreement, the originally submitted agreement was adjusted due to requirements by the Federal Aviation Administration. The following resolution rescinds the prior agreement and approves the amended agreement.

**Resolution No. 19 of 2020**

**Delta Airport Consultants, Inc. Engineering Task Order Three (3) - Revised  
Rehabilitate Runway 8/26, Phase III (Construction Administration)**

**WHEREAS**, the Lancaster Airport Authority desires to proceed with the Rehabilitate Runway 8-26, Phase III (Construction Administration) project; and

**WHEREAS**, the projects must be designed in accordance with Federal Aviation Administration design standards and requirements; and

**WHEREAS**, Delta Airport Consultants, Inc. had tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Three (3) for construction administration phase services in the amount of \$535,000 for the Lancaster Airport which was accepted in Resolution No. Fifteen (15) pending funding release and Counsel approval; and

**WHEREAS** the agreement was amended upon review by the Federal Aviation Administration for a revised contract amount of Five Hundred Ten Thousand Dollars (\$510,000).

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby rescind Resolution No. Fifteen (15); and

**WHEREAS** the Authority does hereby approve the revised Delta Airport Consultants, Inc. Task Order No. Three (3) in the amount of Five Hundred Ten Thousand Dollars (\$510,000) for Rehabilitate Runway 8/26 (Construct), Phase III 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the revised agreement was approved. Signatures will be affixed and a Notice To Proceed will be released to begin the project.

**MANHEIM TOWNSHIP SCHOOL DISTRICT BUS DEPOT UPDATE** – Mr. Eberly worked with TONO Architects to provide a general layout and requirements in order to proceed. Manheim Township School District has provided 2 letters to date that they will be covering the preliminary costs if they decide not to move forward. He has requested an additional letter before moving forward with the design. An estimated cost of \$1.1 million has been established in order for the school district to know what the costs will be once it has been built. Mr. Eberly is awaiting a response from the School District regarding a lease agreement.

A design contract has been submitted by TONO Architects. Mr. Eberly requested authority to move forward with the TONO Contract if a positive response is received before the next Board meeting. At that time, full approval would be requested. A motion was made to permit David Eberly, Airport Director, to proceed with the proposal upon receipt of a letter of acceptance of project costs by Manheim Township School District. The motion was made by Mr. Brown and seconded by Ms. Moul and unanimously approved.

**FIorentino's RESTAURANT PROPOSED OWNERSHIP CHANGE** – the current owner of the restaurant is considering selling the business to new owners. The ownership change must be approved by the Airport Authority. Mr. Eberly has requested a sales agreement which is being hampered by the current COVID-19 restrictions. The bank is unwilling to approve funding until the capacity is able to be 75% or greater. Upon receipt of a sales agreement, Mr. Eberly will present a request for ownership change approval.

**PROPERTY COMMITTEE:**

**REGIONAL STORM BASIN** – Mr. Eberly has been working with RGS Associates on moving the current basin adjacent to the landfill in order to expand the landfill area. RGS has provided a proposal of \$12,000 to look at the feasibility of building in a watershed. Mr. Eberly requested approval to move forward with a feasibility study to see if the project would be able to proceed under current local ordinances and state requirements for watersheds. The agreement will be approved contingent that if it is evident during the process that it will not be feasible, then RGS will not continue with the full proposal.

**Resolution No. 20 of 2020  
RGS Associates Feasibility Study Agreement**

**WHEREAS**, the Lancaster Airport Authority desires to expand the current clean fill on Airport property on Airport Road; and

**WHEREAS**, the Airport Authority desires to perform a feasibility study to ensure that the current regional basin will be able to be relocated; and

**WHEREAS**, RGS Associates has provided a proposal for services to study the location of the proposed basin relocation at the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the RGS Associates proposal to perform a feasibility study for a fee of \$12,000 for 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 proposal is hereby approved; and

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

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the agreement was approved.

#### **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Eberly reported that Congressman Smucker does not feel that the local share will be able to be changed this year. The current extension expires December 31, 2020 and the US DOT has not provided any information on the status of Lancaster’s situation yet.

Mr. Eberly has also been approached by a local investor about bringing a 747 on-site and converting it into an arcade and restaurant. Asset management companies currently have an inventory of 747’s for sale and then the non-usable parts would be stripped out. The Board did not have any issues with pursuing a conversation regarding the proposed project.

**ASSISTANT AIRPORT DIRECTOR** – Mr. Foster expressed his thanks for the opportunity to come to Lancaster Airport and he has a lot to learn.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up 1.5% from July 2019 after an overall drop of 21%. Activity continues to recover overall. About 45% of Receivables are outstanding from the end of July. As a result of the Penn Cinema agreement, their balance will be on Receivables the report through 2021 until the balance is paid off.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the completion date for the Alliance Aviation area has been pushed to October 16. There have been several delivery and install issues which affected the completion date.

Mr. Beiler also reported that he has been working on a work order management program with the Maintenance staff to streamline maintenance requests from all over the Airport. It was rolled out at the end of August to Maintenance Staff and he is hoping to have it available to tenants by the end of September.

**MANAGER, ALLIANCE AVIATION** – Ms. Stauffer was unable to attend the meeting.

### **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 19, 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 Mr. Brown, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary