

MINUTES OF
LANCASTER AIRPORT AUTHORITY

October 15, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, October 15, 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 –Excused Absence
Treasurer	Amanda Lehman – Excused Absence
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

Public

Brad Witmer

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 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 September 17, 2018 were distributed to the Board members. Upon motion duly made, seconded,

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

FINANCIAL REPORT

The financial report for period ending September 30, 2018, was submitted. Ms. Martin reported that the month was another good month overall. Several categories were over or under budget, however, the changes were anticipated and due mostly to timing issues with facilities. Landfill was much less than expected, however, the site was closed much of the month due to rain and wet conditions. Southern Airways Express continues to keep their accounts up to date and is continuing to work through the PFC to bring that up to date. The following is the report for the referenced period.

<i>Period Ending September 30, 2018</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
September Net Revenue:	\$91,215.92	\$87,590.87
Year to Date Net Revenue:	\$658,056.47	\$852,670.19
General Fund Report		
Reporting Period	Budget	Actual
September Net Revenue:	\$49,337.48	\$24,117.31
Year to Date Net Revenue:	\$276,426.19	\$358,353.19
Alliance Aviation Report		
Reporting Period	Budget	Actual
September Net Revenue:	\$41,878.44	\$63,473.56
Year to Date Net Revenue:	\$381,630.28	\$494,317.00
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$40,279.26
General Fund Liquid Reserves:		\$193,102.22
Certificate of Deposit:		\$2,929,000.00
PLGIT Cash Account:		\$59.99
PLGIT Prime Investment Account		\$214,775.69
PLGIT Term Account		\$2,350,000.00
General Fund Accounts Receivable:		\$73,316.88
General Fund Accounts Payable:		(\$66,104.15)
Alliance Aviation Checking/Cash on Hand:		\$86,207.52
Alliance Aviation Accounts Receivable:		\$99,510.78
Alliance Aviation Accounts Payable:		(\$99,881.65)
Total Cash and Cash Equivalents:		\$5,820,266.54
Grant-Funded Project Construction Report		
Balance @ August 31, 2018		\$568.60
Grant Receipts:		\$213,941.02

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$213,941.02)
Balance @ September 30, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ September 30, 2018		\$5,634.36
\$ 1 Million Line of Credit Report		
Item	Rate of 4.37688%	Available Balance:
Balance @ September 30, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending September 30, 2018 were moved for approval as submitted by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved subject to audit.

FISCAL YEAR 2019 PROPOSED BUDGET

Ms. Martin along with staff prepared a draft budget for fiscal year 2019. The draft was distributed to all Board members who were asked to review in anticipation of having a final draft ready for the November Board meeting for consideration.

ESSENTIAL AIR SERVICE UPDATE

Ms. Martin reported that Mr. Eberly received an order regarding the extension of the EAS program at Lancaster Airport through March 31, 2019 contingent upon eligibility. Mr. Zeamer who worked on the EAS waiver reported that with the past waiver, the minimum of 10 per day had been met, it was the \$200 cap. Reports from Southern Airways appear that with the increased passengers, the cost per passenger are near if not under the cap.

2019 MEETING DATES

The 2019 meeting dates are required to be published and posted. After discussion, the Board decided to discontinue the Planning Meeting and hold the monthly meeting at 3:30 every month remaining on the 3rd Monday of each month except January due to the office being closed that day. This change will take effect with the January meeting.

AIRPORT LOGO REFRESH/UPDATE

Ms. Moul reported that she has been meeting with staff regarding the proposed logo design. Staff is continuing to work through the process of checking the functionality of the proposed logos and are in the process of re-working it now. She anticipates a new recommendation in the coming weeks.

TRANSPORTATION SECURITY ADMINISTRATION

The Transportation Security Administration leases space for an office and a break room in the terminal building. The current agreement expires as of September 2019. They have requested approval of an option to extend the lease agreement for another ten (10) years. They would be looking to exercise that option sometime in 2019. With the design of the Terminal, the space will change around, however, that will be incorporated into the final square footage amount in the actual agreement. Mr. Eberly is working with TSA regarding their needs for their equipment in the new design. The following resolution approves the option to extend the lease agreement.

Resolution No. 20 of 2018
Transportation Security Administration Lease Amendment Agreement

WHEREAS, the Transportation Security Administration handles the security screening for the airline operating at the Lancaster Airport; and

WHEREAS, the Transportation Security Administration desires to utilize office space while operating at the Lancaster Airport; and

WHEREAS, the Transportation Security Administration has presented a lease amendment agreement extending the term for an additional ten (10) years for office space at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Lease Amendment Agreement to extend the lease agreement for an additional ten (10) years for the Transportation Security Administration for premises at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agents to execute any and all necessary documents relating to the aforementioned Lease Amendment Agreement is hereby approved; and

ALSO BE IT RESOLVED that a copy of the Lease Amendment Agreement is attached hereto and made a part of this Resolution.

Upon motion made by Mr. Stauffer, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the amendment agreement was approved.

FACILITY COMMITTEE UPDATE

Mr. Cunningham asked if there was an update on the proposed car wash. Mr. Eberly has been in communication, however, they are still working through the permitting process. Mr. Zeamer reported that a draft lease agreement has been provided, however, until the necessary approvals are received from Warwick Township, he doesn't feel that an agreement will be executed.

AIRPORT DIRECTOR REPORT

Mr. Eberly was not able to attend the meeting and did not have any additional reports to submit.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 60% since the end of the month. Aircraft activity during September dropped for the month, however, still ahead for the year. Ms. Huber received a report from Southern Airways that they anticipate total traffic to meet if not exceed 10,000 for the year. She also reported that the reception that Southern held for their customers was well attended.

She reported that the first fly-in of the season was held with about 40 attending with the next one scheduled for November 4. Ms. Huber also passed along that the B-17 which was brought by the EAA, had a great weekend with tours around the aircraft as well as rides Saturday and Sunday. The weather wasn't the best but the crowd stream was steady.

The ceremony honoring Marvin Miller will be held November 14 from 5 – 6. The event is by invitation and local tenants and Airport legislative and transportation contacts who especially would have worked with Mr. Miller have been included.

Ms. Martin also reported that Mr. Brown's term expires the end of year. Mr. Brown is a County appointee and a request approving his reappointment has been submitted for consideration.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the statue is at the Airport and the Maintenance Staff are preparing the site and the base for the statue. The base is being adjusted due to a safety issue with points coming out which delayed the installation slightly. He also reported that the stone work is in progress as seen. The letters have been ordered and will be ready in 1-2 weeks to be installed./

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported on the progress of the Terminal design. She is coordinating meetings with the Board prior to the final design documents to be released in the next few weeks.

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, November 19, 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. Stauffer, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary