

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**October 18, 2021**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, October 18, 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 – Virtual
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  
Mary Forney – Manager, Alliance Aviation

**VISITORS**

Nick Moehlmann – Lancaster Balloonport  
Glenn Baugher – 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 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 September 20, 2021 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** – Mrs. Lehman reviewed the financial report for period ending September 30, 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. The following table is the report for the referenced period.

<i>Period Ending September 30, 2021</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$33,582.29	\$118,889.70
Year to Date Net Revenue:	\$590,690.26	\$1,222,994.71
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$39,854.48	\$50,885.68
Year to Date Net Revenue:	\$580,991.25	\$775,683.67
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	(\$6,272.19)	\$68,004.02
Year to Date Net Revenue:	\$9,699.01	\$447,311.04
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$6,591.99
General Fund Liquid Reserves:		\$808,027.35
Certificate of Deposit:		\$2,976,000.00
PLGIT Cash Account:		\$300.44
PLGIT Prime Investment Account		\$477,716.35
PLGIT Term Account		\$2,000,000.00
General Fund Accounts Receivable:		\$110,378.27
General Fund Accounts Payable:		(\$140,611.21)
Alliance Aviation Checking/Cash on Hand:		\$60,313.27
Alliance Aviation Accounts Receivable:		\$80,541.86
Alliance Aviation Accounts Payable:		(\$138,418.61)
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,240,839.71</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ August 31, 2021		\$568.60
Grant Receipts/Transfers:		\$411,711.53
Line of Credit Drawdowns:		\$0.00
<b>Total Cash Disbursements:</b>		<b>(\$155,332.69)</b>

Balance @ September 30, 2021		\$256,947.44
<b>Passenger Facility Charge Account</b>		
Balance @ September 30, 2021		\$3,592.30
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
Balance @ September 30, 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.

**Proposed 2022 Fiscal Year Budget:** A draft of the 2022 Fiscal Year budget was distributed to the Board for review and comments prior to the November meeting at which time, it will be available for public review and comment. Questions and comments may be directed to staff prior to the November meeting.

**PERSONNEL COMMITTEE REPORT:**

**No report this month.**

**FACILITIES COMMITTEE:**

**PENNDOT – BOA GRANT:** PennDOT – Bureau of Aviation has released a grant agreement for the balance of the construction phase costs for the Corporate Hangar project. The grant provides for 50% of the project costs of \$1,247,864. The following resolution accepts the grant agreement.

**Resolution No. 30 of 2021  
 PennDOT - Bureau of Aviation Grant Offer  
 Corporate Hangar w/Offices, Phase II, Part B  
 Grant Agreement No. MMA-2021-Lancaster AA-00001**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Corporate Hangar w/Offices, Phase II Project (“Project”) at the Lancaster Airport; and

**WHEREAS**, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs totaling \$623,932; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost for this phase to be approximately \$1,247,864.

**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 William E. Foster, 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 duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the grant agreement was approved. Executed documents will be returned to the BOA for processing.

**AERO-TECH SERVICES LEASE AGREEMENT:** Aero-Tech Services leases the hangar facility known as the Blue Hangar and which is generally utilized to provide maintenance for their charter and flight school aircraft as well as outside aircraft. The current agreement expires October 31, 2021 with all renewal clauses expired. The following agreement approves a new agreement for the facility.

**Resolution No. 31 of 2021**  
**Aero-Tech Services Lease Agreement**  
**Maintenance 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 October 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 maintenance 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. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the agreement was approved. Signatures will be affixed to execute the agreement.

**PROPERTY COMMITTEE:**

**No report this month.**

**STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that the Corporate hangar project for AAS is moving slowly. The engineer and contractor reviewed the scope of the project and were able to value engineer savings of \$232,000 on the project. The Penn State flights are set and word is slowly getting out to airline passengers as well as opportunities for media coverage. Staff will continue to pursue ways to spread the word.

At the end of the month, the Aviation Council of PA will hold the annual meeting in Lancaster. Gracie Eberly was “voluntold” to speak at the conference on the value of a grant, which she has received from the ACP. It will be a 2-day conference held at the Holiday Inn.

Mr. Foster also recommended changing the usual date for Community Days from August to September 17 & 18, 2022 with times from 10-4 both days. After reviewing schedules and looking at airshow schedules around the area, this was the date that worked the best. He is also recommending joining ICAS, the International Council of Airshows. They hold a convention every year and it is an opportunity to connect with airshow staff and airshow acts to participate in the upcoming show year. Austin is planning on attending the event.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up again in September about 26% from July 2020 and year to date above by about 38%, which is reflected in the fuel sales. With current traffic levels, the aircraft activity in 2021 will exceed 2020 total annual level in October and anticipate exceeding 2019 levels in November. About 56% of outstanding Receivables have been collected since September 30, 2021.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the Transportation Building is progressing nicely. The utility line is in and ready to be connected to the building. They hit a lot of rock and sinkholes during the process which resulted in being about 4 weeks behind, however the building wasn't ready to be connected anyway. The main structure is erected and will continue towards completion later this year.

The corporate hangar site work is running into material shortages for a portion of their supplies which is holding up their portion of the work. They are hopeful to resolve it shortly and get started with on-site work.

Mr. Beiler also reported on staffing issues with the Lancaster Air Traffic Control Tower. The FAA is hiring out all the new trainees by paying more than the contractors are able to pay. The Lancaster Tower has had 21 controllers cycle through the Tower in the past 5 years. All controllers are to be vaccinated by November 21, 2021. At this point, only 2 of the 8 on staff are. If they would need to shut down, it would be an uncontrolled Tower during those times. The

Lancaster Airport is so busy that it would be a detriment if the Tower would be closed during daytime hours.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that Alliance has definitely been busier with the increased traffic. Fuel is increasing in price, however, it doesn't seem to impact customers at this point. The first Penn State flight will be leaving out of the FBO Saturday morning. Freight traffic is minimal at this point. The conference room was utilized for the first time by a customer with people attending from the local community as well as on charter flights. As a result, the staff learned a lot about what the needs would be and will be a good way to create a pricing structure for future rentals.

### **PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. Nick Moehlmann of the Lancaster Balloonport thanked the Airport Authority for replacing windows in the building. It has made a big difference. Ballooning is, unfortunately, a dying sport. In all the years of operating, they have had no issues with operating out of the Airport or with communicating with the Tower.

No additional comments were received at this time.

### **DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, November 15, 2021 at 3:30 p.m. in-person and by ZOOM. 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