

MINUTES OF
LANCASTER AIRPORT AUTHORITY

February 20, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, February 20, 2017. The planning session began at 3:00 pm and the business meeting began at 4:00 p.m. Mr. James Cunningham, Chairman, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chairman	James Cunningham
Vice-Chairman	Russell Howell
Secretary	Matthew Brown
Treasurer	Valerie Moul
Asst. Secretary/Asst. Treasurer	Vacant

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

Public

Brad Witmer
Chris Porter – Civil Air Patrol

Lancaster Airport Authority Staff

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

PUBLIC COMMENT

Mr. Cunningham began the Planning meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. 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.

PROFIT/LOSS COMPARISON: 2016 VS. 2015

A comparison of 2016 vs 2015 profit and loss for the operating accounts were distributed. Ms. Moul noted a few items, however, no additional questions were raised. The final audited report will be completed in the next 2 months.

COMMUNITY DAYS REPORT

Staff is starting to work in earnest for preparations for the Community Days event to be held this year, August 26 & 27. A preliminary report showing the tentative contracts and commitments was included and will be provided monthly with the financial reports. Mr. Eberly requested consideration to increase the parking fee from \$5 per car to possibly \$10. The Board requested that a final decision be delayed. Sheetz is anticipating ground breaking to be in November so Mr. Eberly anticipates the typical parking scenario.

PENNDOT – BUREAU OF AVIATION MATCHING GRANT AGREEMENT – 39-15

The Airport Authority is in receipt of a grant to match 5% of project costs for the FAA Grant 39-15/Construct TW N, Construction project. The local share portion will be included in a future PFC application.

L. R. KIMBALL ENGINEERING CONTRACTS

L. R. Kimball has presented a base engineering agreement as well as a project specific agreement to provide services for a multi-bay (3) T-Hangar to be constructed in the south T-hangars. This is a similar process to Delta Airport Consultants to provide aviation engineering services. Mr. Eberly requested that the Board tentatively approve the contracts pending several approval levels as several final details must be worked out prior to full execution.

CIVIL AIR PATROL PRESENTATION

Mr. Chris Porter of the Jesse Jones Squadron based at Lancaster Airport provided a presentation of the activities. It has been a great year and is the largest squadron based in Pennsylvania. The squadron at LNS is being recognized as the air operations base for eastern Pennsylvania of the 51 squadrons in Pennsylvania. They have introduced new programs related to weather, rocketry, and a STEM program.

In the past year, in their facility the electrical panel and meter as well as the air conditioning was improved. They participated in 11 missions, 1 ELT search, and 1 missing person search as well as participated in various exercises. They have earned the Cadet Quality Unit Award for the sixth straight year.

BRETHREN VILLAGE

Mr. Eberly and Mr. Russell reported that the final steps to complete the Brethren Village land transfer is in the works. The final documents will be presented before City Counsel on March 8, which is expected to be approved.

ADJOURNMENT

At this time, the Planning Session adjourned. A brief recess was held before the 4:00 meeting began.

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. 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 January 23, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending January 31, 2017 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending January 31, 2017</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
January Net Revenue:	\$34,785.70	\$72,114.06
Year to Date Net Revenue:	\$34,785.70	\$72,114.06
General Fund Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$13,315.02	\$31,816.00
Year to Date Net Revenue:	\$13,315.02	\$31,816.00
Alliance Aviation Report		

Reporting Period	Budget	Actual
January Net Revenue:	\$21,470.68	\$40,298.06
Year to Date Net Revenue:	\$21,470.68	\$40,298.06
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$43,059.48
General Fund Liquid Reserves:		\$200,466.85
Certificate of Deposit:		\$2,962,000.00
PLGIT Cash Account:		\$1,048.58
PLGIT Prime Investment Account		\$163,201.42
PLGIT Term Account		\$650,000.00
General Fund Accounts Receivable:		\$43,948.26
General Fund Accounts Payable:		\$69,095.74
Alliance Aviation Checking/Cash on Hand:		\$40,846.11
Alliance Aviation Accounts Receivable:		\$68,327.89
Alliance Aviation Accounts Payable:		(\$27,191.86)
Total Cash and Cash Equivalents:		\$4,214,802.47
Grant-Funded Project Construction Report		
Balance @ December 31, 2016		\$1,719.50
Grant Receipts:		\$0.00
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$342.00)
Balance @ January 31, 2017		\$1,377.50
Passenger Facility Charge Account		
Balance @ January 31, 2017		\$1,927.36
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ January 31, 2017	\$0.00	\$1,000,000.00

The financial reports for the period ending January 31, 2017 were approved as submitted subject to audit.

COMMUNITY DAYS CONTRACTS/SERVICES

Mr. Eberly requested approval to move forward with contracts and agreements as needed to operate the Community Days weekend. On a monthly basis, a financial report will be provided reflecting the up to date costs and contracts for the weekend. The following resolution approves Mr. Eberly to move forward with the necessary documents to prepare for the weekend.

**Resolution No. 03 of 2017
Community Days 2017**

WHEREAS, the Lancaster Airport Authority desires to provide the local community an opportunity to see, hear, and touch aviation; and

WHEREAS, the Lancaster Airport Community Days is scheduled for August 26 and 27, 2017; and

WHEREAS, the Lancaster Airport Authority must execute contracts to secure event participants as well as provide supplies during the event.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby permit the staff of the Lancaster Airport Authority to execute contracts necessary to secure event participants and purchase necessary supplies for the Community Days event to be held August 26 and 27, 2017 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 event is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted.

PENNDOT – BOA MATCHING GRANT AGREEMENT

A request for matching funds for the FAA Grant 39-16/Construct TW N, Construction project has been approved and a grant agreement was forwarded for approval. The following resolution approves the grant agreement.

**Resolution No. 04 of 2017
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 39-16 Grant Match**

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Construct Taxiway N, Construction, Phase II Project in the amount of \$117,690 for five percent (5%) of allowable costs at the Lancaster Airport; and

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached 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 necessary documents relating to the aforementioned grant agreement and project, is hereby approved.

Upon motion duly made, seconded, and approved unanimously, the resolution was adopted and the grant agreement was approved. Staff will move provide the necessary documentation to move forward with the agreement.

L. R. KIMBALL CONTRACT AGREEMENTS

Mr. Eberly has been working with L. R. Kimball to provide engineering services for a multi-bay t-hangar project to be constructed in the south T-hangars. L. R. Kimball provided a base engineering agreement for this and prospective future projects as well as a project-specific agreement. Mr. Eberly would like to move forward on the project immediately if final details can be ironed out with L. R. Kimball. He requested approval of the contracts pending certain requirements. The following resolutions approve the contracts.

**Resolution No. 05 of 2017
L. R. Kimball
Base Engineering Agreement**

WHEREAS, L. R. Kimball has presented the Lancaster Airport Authority with an Agreement for Professional Services to perform engineering services for projects at the Lancaster Airport; and,

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the base engineering agreement subject to Counsel's approval on limits of liability for professional services with L. R. Kimball for engineering services for projects at the Lancaster Airport; and

ALSO BE IT FURTHER 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 agreement, is hereby approved.

Hangar Project Resolution for consideration:

**Resolution No. 06 of 2017
L. R. Kimball
Multi-Bay T-Hangar Engineering Agreement**

WHEREAS, the Lancaster Airport Authority desires to proceed with the Multi-Bay T-Hangar project; and

WHEREAS, the projects must be constructed in accordance with PennDOT – Bureau of Aviation design standards and requirements; and

WHEREAS, L. R. Kimball has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Work Order Agreement #2017-01 – Nested Box Hangar for design, bidding, and construction phase services for the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Engineering Agreement for design, bidding, and construction phase services for the Nested Box Hangar Project at the Lancaster Airport subject to Counsel's approval, Staff's approval of costs, and PennDOT – BOA approval; 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, seconded, and unanimously approved, the resolution were adopted. Mr. Eberly will work with the necessary contacts to finalize the contracts.

CIVIL AIR PATROL ANNUAL REPORT/WAIVER REQUEST

Chris Porter of the Civil Air Patrol Squadron 304 based at the Lancaster Airport presented a report on activities during 2016 during the Planning Meeting.

They are requesting that the rental fee be waived for 2017. The squadron is 100% self-funded and their main source of income is parking events, mostly from Community Days. The following resolution approves the request:

**Resolution No. 07 of 2017
Civil Air Patrol Lease Rent Waiver**

WHEREAS, the Jesse Jones Squadron 304 operates a Civil Air Patrol unit at the Lancaster Airport; and

WHEREAS, the Squadron rents space to operate at the Lancaster Airport; and

WHEREAS, the Squadron has requested a waiver of rental payments for their activities at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED , that Lancaster Airport Authority does hereby approve the request to waive rental payments for leased space at the Lancaster Airport; and

ALSO BE IT RESOLVED that the waiver is approved for the 2017 fiscal year; 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 lease agreement is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the waiver is approved.

AIRPORT DIRECTOR REPORT

Mr. Eberly has been working with Sheetz to provide for a sign at the corner of route 501 and Airport Road. Brethren Village has requested to work with the Airport Authority as well to design a similar sign for them at their corner. Mr. Eberly showed some examples for consideration. With research, it appears that the stonework and sign would be somewhere between \$30,000 and \$50,000. Sheetz would erect the concrete wall and the Airport Authority would be responsible for the rest of the sign. The current electronic sign or some form of it will be removed from the corner.

Mr. Eberly continues to work with Mr. Russell and Board members to try and attract a replacement for the open position. If no one is able to be secured shortly, Mr. Cunningham requested that the Mayor be contacted directly for an appointment.

FINANCE ADMINISTRATOR

Ms. Martin reported that the aircraft activity for the year is down compared to last year. The latest fly-in attracted a great crowd with standing room only. The Ronald McDonald dumpster report for 2016 has been received and over \$1,100 was raised with the local community providing unwanted glossy magazines. The dumpster is located in the Alliance parking lot.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the car rental relocation project is about halfway completed with the Restaurant now occupying the old general aviation room. So far, the snow budget has barely been touched with nothing on the horizon.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that two (2) newer employees are attending the annual AvFuel training. She attended a Schedulers and Dispatchers conference recently and gained a lot of insight.

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, March 20, 2017 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, seconded, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary