

MINUTES OF
LANCASTER AIRPORT AUTHORITY

March 20, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, March 20, 2017. The planning session began at 3:30 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 – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Public

Amy St. Pierre – Lancaster ATC Tower

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.

COMMUNITY DAYS UPDATE/REPORT

Staff presented a preview of what has been secured to date for the event and the discussion continued regarding the proposed costs and revenue from participants and sponsors as well as possibly changing the parking costs. The Board decided to keep the parking fee at \$5 per car and requested that staff continue to look for sponsors to help allay the costs of the event.

MULTI-BAY HANGAR PROJECT UPDATE

Mr. Eberly reported that he has discontinued negotiations with L. R. Kimball and is seeking Requests for Qualifications from firms to provide services for three (3) projects – south T-Hangar multi-bay project, Terminal renovations, and a larger corporate hangar. Submissions were due Friday, March 17 and he anticipates a recommendation in the next few weeks to keep the projects moving forward.

MARVIN MILLER MEMORIAL UPDATE

Mr. Beiler and Ms. Huber have been working with the Lancaster City Art Director to get an idea how the public art work process works. The best way to handle it is to put out a RFP at several pricing levels and provide a per diem to a couple to provide a recommendation/sample of what they would produce. Board also want to involve his widow in the process if she desires during the selection process.

SHEETZ CONVENIENCE STORE PROJECT UPDATE

Mr. Eberly has received notice that Sheetz is exercising their 60-day extension, which is the first of 2 possible during the permitting period. The project has been submitted to Manheim Township for land development approval.

BRETHREN VILLAGE LAND SWAP UPDATE

Mr. Zeamer reported that Lancaster City Council approved the land exchange for the 2 parcels as per the deed requirement to release the property. The language will be inserted in the property to be deeded to the Lancaster Airport Authority.

BOARD APPOINTMENT UPDATE

A recommendation has been submitted to the Mayor and City Council to fill the seat vacated by Mr. Miller. The Board is waiting to hear if the appointment recommendation is 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 February 20, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending February 28, 2017 was submitted. Landfill was better than expected as well as snow removal costs due to the nicer weather year to date. The following is the submitted report for the referenced period:

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$36,229.63	\$82,259.57
Year to Date Net Revenue:	\$71,015.33	\$152,751.93
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$11,943.36	\$36,136.51
Year to Date Net Revenue:	\$25,258.38	\$66,518.55
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$24,286.27	\$46,123.06
Year to Date Net Revenue:	\$45,756.95	\$86,233.38
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$37,496.00
General Fund Liquid Reserves:		\$200,482.54

Certificate of Deposit:		\$2,962,000.00
PLGIT Cash Account:		\$1,048.95
PLGIT Prime Investment Account		\$263,358.64
PLGIT Term Account		\$650,000.00
General Fund Accounts Receivable:		\$50,429.26
General Fund Accounts Payable:		\$36,065.10
Alliance Aviation Checking/Cash on Hand:		\$43,948.49
Alliance Aviation Accounts Receivable:		\$68,347.50
Alliance Aviation Accounts Payable:		(\$34,257.40)
Total Cash and Cash Equivalents:		\$4,278,919.08
Grant-Funded Project Construction Report		
Balance @ January 31, 2017		\$1,377.50
Grant Receipts:		\$7,930.18
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$8,191.30)
Balance @ February 28, 2017		\$1,116.38
Passenger Facility Charge Account		
Balance @ February 28, 2017		\$3,200.46
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ February 28, 2017	\$0.00	\$1,000,000.00

The financial reports for the period ending February 28, 2017 were approved as submitted subject to audit.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that monthly a list of upcoming events will be included in the packets to keep the Board apprised of what is happening at the Airport.

FINANCE ADMINISTRATOR

Ms. Martin reported that the aircraft activity for the month is up but still down year to date. The latest fly-in had about 70-80 and the next one is set for April 1. The audit on-site work is finishing up and anticipate a draft for the next meeting.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the recent snow storm went well overall. Many of the Maintenance staff stayed overnight Monday night to ensure they were able to report to work. Flights were able

to get in and out by the evening. There were several breakdowns including the new snowblower, however, a local contractor was able to assist with a snowblower attachment on one of his tractors.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer did not have any additional items to report.

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, April 17, 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