

MINUTES OF
LANCASTER AIRPORT AUTHORITY

April 17, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, April 17, 2017. 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 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

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 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 March 20, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending March 31, 2017 was submitted. The report reflects the first quarter of the year. Ms. Moul commented that fuel sales continue to be strong. The following is the submitted report for the referenced period:

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
March Net Revenue:	\$5,759.24	\$42,227.80
Year to Date Net Revenue:	\$76,774.57	\$190,333.75
General Fund Report		
Reporting Period	Budget	Actual
March Net Revenue:	(\$10,291.75)	(\$9,478.44)
Year to Date Net Revenue:	\$14,966.63	\$52,768.05
Alliance Aviation Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$16,050.99	\$51,706.24
Year to Date Net Revenue:	\$61,807.94	\$137,565.70
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$2,616.96
General Fund Liquid Reserves:		\$152,781.38
Certificate of Deposit:		\$2,960,000.00
PLGIT Cash Account:		\$243.80
PLGIT Prime Investment Account		\$370,591.04
PLGIT Term Account		\$650,000.00
General Fund Accounts Receivable:		\$38,626.36
General Fund Accounts Payable:		\$16,359.17
Alliance Aviation Checking/Cash on Hand:		\$90,668.50
Alliance Aviation Accounts Receivable:		\$72,582.10
Alliance Aviation Accounts Payable:		(\$36,107.70)
Total Cash and Cash Equivalents:		\$4,318,361.61
Grant-Funded Project Construction Report		
Balance @ February 29, 2017		\$1,116.38
Grant Receipts:		\$11,087.30

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$11,969.12)
Balance @ March 31, 2017		\$234.56
Passenger Facility Charge Account		
Balance @ March 31, 2017		\$894.87
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ March 31, 2017	\$0.00	\$1,000,000.00

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

FISCAL YEAR 2016 AUDIT REPORT

Baker Tilly Virchow Krause LLP performed the audit for Fiscal Year 2016. Draft copies were distributed prior to the meeting. Michael Frey of Baker Tilly reviewed the highlights of the audit report. The majority of the income came from fuel sales, part of which was the lower fuel cost in combination of increased sales, as well as rental income.

The report is unqualified with no material adjustments and an A-133 Single Audit report was not required for this year. The following draft resolution approves the financial statement and compliance report for the Fiscal Year 2016 audit.

Resolution No. 08 of 2017 Adoption of Auditor's Reports

WHEREAS, Baker Tilly Virchow Krause, LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority's financial statements, have completed and submitted financial statements for the year ended December 31, 2016, together with an independent auditors' report thereon; and

WHEREAS, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2016 submitted by Baker Tilly Virchow Krause, LLP; 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 Audit Report is hereby approved; and

ALSO BE IT RESOLVED a copy of the approved 2016 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the reports were accepted. The appropriate reports will be submitted to the federal, state, and local offices in accordance with their requirements.

BRETHREN VILLAGE LAND EXCHANGE DEEDS

Mr. Russell reported that the documents have been finalized to complete the Brethren Village land exchange. A resolution approving the final documents follows:

**Resolution No. 09 of 2017
Brethren Village Land Exchange Deeds**

WHEREAS, by Resolution No. 5 of 2016, the Lancaster Airport Authority (the “Authority”) entered into a Land Exchange Agreement with Brethren Village; and

WHEREAS, the Land Exchange Agreement had certain pre-conditions; and

WHEREAS, a final subdivision and lot add-on plan has been submitted and recorded of record; and

WHEREAS, in order to convey title to the property which the Authority will convey to Brethren Village a certain restriction in favor of the City of Lancaster and the Federal Aviation Administration were required to be released; and

WHEREAS, all of the pre-conditions have been met.

IT IS, THEREFORE, RESOLVED as follows:

That James J. Cunningham, the Chairman of the Board of the Authority, and one (1) other officer of the Board are hereby authorized to execute, acknowledge and deliver the following:

(i) A deed whereby the Authority will convey to Brethren Village a parcel of land containing 2.89 acres which is to be consolidated with other land of Brethren Village and Brethren Village shall convey by deed dated April 11, 2017, which is intended for immediate recording in the Office of the Recorder of Deeds in and for Lancaster County, Pennsylvania, the 2.89 acre parcel of land to be joined in consolidation with other lands of the Authority;

(ii) A Deed of Consolidation, the purpose of which is to combine the 2.89 acres conveyed by Brethren Village to the Authority with the Authority’s other lands; and

(iii) A Declaration of Covenants and Restrictions whereby the Authority is imposing on the newly acquired 2.89 acre parcel, being conveyed from Brethren Village, the same restrictions that had been imposed on the 2.89 acre parcel conveyed to Brethren Village, pursuant to the terms of a Resolution of the Council of the City of Lancaster dated March 14, 2017; and

ALSO BE IT RESOLVED that copies of the three (3) instruments to be executed and delivered by the Authority are attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted. Final signatures will be affixed and the document will be recorded.

PENN CINEMA MOVIE THEATER

Mr. Ketchum of Penn Cinema is working through paperwork to move forward on an addition to the Penn Cinema movie theater. He has requested signature on paperwork, however, Mr. Russell is working through the paperwork and anticipate having it ready for the next meeting.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that an architectural selection committee choose Tippetts/Weaver for the nested box hangar. They are in the process of putting together a price proposal for consideration and anticipate approval at the next meeting.

FINANCE ADMINISTRATOR

Ms. Martin reported that Receivables have been reduced by almost 50% since last month. March airport activity was down significantly from last year due to the snowstorm and the massive rain event. April 1 a fly-in was held with about 100 people attending and the last one of the season will be May 6. The annual audit went very well with minimal questions. Personnel from Mr. Frey's office were there about a week.

FACILITIES ADMINISTRATOR

Mr. Beiler with assistance by Kim Huber reported on the progress made for a remembrance for Marvin Miller. They reviewed the different types as well as potential price depending on the desired type of memorial as well as the process needed to procure it. After a discussion, the Board requested that Staff move forward with a limit of \$25,000 for art and installation. Mr. Beiler and Ms. Huber had met with the City of Lancaster's art director who described their process which would be similar to what the Airport would have to do. Mr. Beiler and Ms. Huber will work towards a draft RFP for the next meeting.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that there have been some personnel shifting from full-time to part-time.

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, May 15, 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