

MINUTES OF
LANCASTER AIRPORT AUTHORITY

May 15, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, May 15, 2017. The planning session was cancelled due to a lack of agenda items and the business meeting began at 4:00 p.m. Mr. Russell Howell, Vice-Chairman, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chairman	James Cunningham – Excused Absence
Vice-Chairman	Russell Howell
Secretary	Matthew Brown
Treasurer	Valerie Moul
Asst. Secretary/Asst. Treasurer	Amanda Lehman

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

Public

Dan Myers – 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. Howell began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Howell then requested any public comments from the meeting attendees.

No additional comments were offered. Mr. Howell 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 April 17, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved with minor revisions.

FINANCIAL REPORT

The financial report for period ending April 30, 2017 was submitted. Ms. Moul commented that fuel sales continue to be strong with Alliance revenue up and General Fund expenses down. Receivables look good for the period. Two items staff is working on with customers are Thomas Luck and Privilege Aero. The following is the submitted report for the referenced period:

<i>Period Ending April 30, 2017</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
April Net Revenue:	\$73,423.21	\$115,983.76
Year to Date Net Revenue:	\$150,197.78	\$308,298.36
General Fund Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$33,867.78	\$43,631.19
Year to Date Net Revenue:	\$48,834.41	\$98,982.79
Alliance Aviation Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$39,555.43	\$72,352.57
Year to Date Net Revenue:	\$101,363.37	\$209,315.57
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$20,703.88
General Fund Liquid Reserves:		\$227,797.09
Certificate of Deposit:		\$2,962,000.00
PLGIT Cash Account:		\$366.93
PLGIT Prime Investment Account		\$370,873.49
PLGIT Term Account		\$650,000.00
General Fund Accounts Receivable:		\$50,052.27
General Fund Accounts Payable:		\$71,448.99
Alliance Aviation Checking/Cash on Hand:		\$54,301.44
Alliance Aviation Accounts Receivable:		\$80,383.01
Alliance Aviation Accounts Payable:		(\$67,554.60)
Total Cash and Cash Equivalents:		\$4,420,372.50
Grant-Funded Project Construction Report		
Balance @ March 31, 2017		\$234.56

Grant Receipts:		\$5,240.81
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		\$0.00
Balance @ April 30, 2017		\$5,475.37
Passenger Facility Charge Account		
Balance @ April 30, 2017		\$2,469.29
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ April 30, 2017	\$0.00	\$1,000,000.00

The financial reports for the period ending April 30, 2017 were approved as submitted subject to audit.

PERSONNEL COMMITTEE

The Vice-Chairman welcomed Amanda Lehman to the Board. She was just approved by City Council and replaced the position vacated by the expiration of Marvin Miller's term. Her term expires December 31, 2021.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that Sheetz has exercised their 2nd 60-day extension and will be forwarding a \$10,000 check to be applied to rent, which will start in August. It has taken a while to proceed through Manheim Township once the land development plan is approved, then the Airport can submit for FAA approvals and Sheetz can proceed with PennDOT HOP approvals. Manheim Township is requesting a different colored roof, however, Sheetz is very adamant that it is a part of their signature for their facilities.

He also reported that he is working with Tippetts/Weaver to finalize a contract to submit for approval to PennDOT – Bureau of Aviation to continue to move forward with the box hangar project.

He also distributed and reviewed a list of potential capital improvement projects as requested by Mr. Brown. The projects will be reviewed and updated annually as needs change and projects are completed.

FINANCE ADMINISTRATOR

Ms. Martin reported that Receivables have been reduced by almost 70% since last month. The IIC reimbursement was received for 75% with the remainder expected later this year. April airport activity was up significantly from last year and is almost caught up year to date. May 6 a fly-in was held with about 35-40 people attending the breakfast.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the annual FAA inspection was just held with minimal items to be reviewed. The contractor for TW N project is on the field and has started working.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer did not have any additional items to report other than settling in with new personnel.

PUBLIC COMMENT

Mr. Howell asked if any attendees had any additional comments or questions. Mr. Eberly reported that Dan Myers has been appointed the new Air Traffic Control Tower Manager and he welcomed him to the new position. Mr. Myers has been a controller on the field since 1999. Mr. Russell also reported that the Brethren Village transaction has been completed. No additional comments were offered.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, June 19, 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