

MINUTES OF
LANCASTER AIRPORT AUTHORITY

November 21, 2016

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, November 21, 2016. The planning session began at 3:00 pm and the business meeting began at 4:00 p.m. Mr. Russell Howell, Vice-Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

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

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

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 Planning 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. He also acknowledged the passing of Marvin E. Miller, Jr., Chairman. Sympathies were extended to his family.

No additional comments were offered. Mr. Howell encouraged anyone, however, to get his attention throughout the meeting if desired.

FISCAL YEAR 2017 PROPOSED BUDGET

The Board had been provided a draft copy of the proposed 2017 budget. A few minor updates were provided, however, no additional questions were presented at this time.

ENGINEER SELECTION – BASE ENGINEERING AGREEMENT

Every five years, the FAA requires the Lancaster Airport Authority to perform an engineer selection process for the anticipated upcoming projects. Through the process, Delta Airport Consultants, Inc. was selected to remain the engineers on record for field projects. A base engineering agreement has been reviewed by Counsel and will be available for consideration at the Business meeting.

ESSENTIAL AIR SERVICE UPDATE

On November 10, the US DOT approved the waiver for the 2016 Federal fiscal year for the 10 passenger a day cap as well as the \$200 per passenger subsidy. It will be reviewed for the current fiscal year at some point in the future. The airline also requested and received approval to change cities from Washington-Dulles Airport to BWI Airport. The flight destinations will change on November 19.

BOARD MEMBER REPLACEMENT RECOMMENDATIONS/MARVIN MILLER TRIBUTE

Mr. Miller was a Lancaster City appointee and his term also expired as of December 31, 2016. The staff will put together some ideas to recognize him for the long and extended role he has played at the Lancaster Airport. With Mr. Miller's passing, a new Board member will need to be appointed. Staff will work with the Board and the City of Lancaster who will be appointing his replacement to fill the position.

SHEETZ UPDATE

Mr. Eberly presented several options for a wall to be erected at the corner of Route 501/Lititz Pike and Airport Road at the Sheetz facility to replace the Lancaster Airport sign. He has received approval to install letters up to 30 square feet.

MAIN HANGAR UPDATE

The main hangar updates are almost completed – the maintenance staff are in the middle of painting it and cleaning it out. Alliance will be renting out the space to prospective tenants in addition to the hangar they currently utilize.

ADJOURNMENT

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

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 September 19, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending September 30, 2016 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending September 30, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
September Net Revenue:	\$41,765.21	\$88,045.39
Year to Date Net Revenue:	\$408,826.59	\$874,024.05
General Fund Report		
Reporting Period	Budget	Actual
September Net Revenue:	\$12,573.95	\$23,931.03
Year to Date Net Revenue:	\$113,414.36	\$250,622.45
Alliance Aviation Report		
Reporting Period	Budget	Actual
September Net Revenue:	\$29,191.26	\$64,114.36
Year to Date Net Revenue:	\$295,412.23	\$623,401.60
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$30,480.33
General Fund Liquid Reserves:		\$101,693.32
Certificate of Deposit:		\$2,668,000.00
PLGIT Cash Account:		\$603,917.31
PLGIT Prime Investment Account		\$226,719.65
General Fund Accounts Receivable:		\$70,207.61
General Fund Accounts Payable:		(\$48,632.15)

Alliance Aviation Checking/Cash on Hand:		\$109,545.48
Alliance Aviation Accounts Receivable:		\$71,365.15
Alliance Aviation Accounts Payable:		(\$68,412.66)
Total Cash and Cash Equivalents:		\$3,764,884.04
Grant-Funded Project Construction Report		
Balance @ August 31, 2016		\$1,690.42
Grant Receipts:		\$0.00
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,338.23)
Balance @ September 30, 2016		\$352.19
Passenger Facility Charge Account		
Balance @ September 30, 2016		\$3,951.58
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ September 30, 2016	\$0.00	\$1,000,000.00

The financial reports for the period ending September 30, 2016 were approved as submitted subject to audit.

The financial report for period ending October 31, 2016 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending October 31, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
October Net Revenue:	\$66,806.34	\$146,183.38
Year to Date Net Revenue:	\$475,632.93	\$1,020,574.48
General Fund Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$22,136.42	\$48,721.73
Year to Date Net Revenue:	\$135,550.78	\$299,724.51
Alliance Aviation Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$44,669.92	\$97,461.65
Year to Date Net Revenue:	\$340,082.15	\$720,849.97
Cash and Cash Equivalents		
Item	Current Balance	
General Fund Checking Account:	\$26,300.77	
General Fund Liquid Reserves:	\$141,629.05	
Certificate of Deposit:	\$2,915,000.00	
PLGIT Cash Account:	\$1,778.01	
PLGIT Prime Investment Account	\$208,353.11	
PLGIT Term Account	\$500,000.00	

General Fund Accounts Receivable:		\$80,108.76
General Fund Accounts Payable:		(\$17,799.92)
Alliance Aviation Checking/Cash on Hand:		\$37,274.13
Alliance Aviation Accounts Receivable:		\$124,752.48
Alliance Aviation Accounts Payable:		(\$63,332.29)
Total Cash and Cash Equivalents:		\$3,954,064.10
Grant-Funded Project Construction Report		
Balance @ September 30, 2016		\$352.19
Grant Receipts:		\$95,348.83
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$91,830.03)
Balance @ October 31, 2016		\$3,870.99
Passenger Facility Charge Account		
Balance @ October 31, 2016		\$1,673.26
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ October 31, 2016	\$0.00	\$1,000,000.00

The financial reports for the period ending October 31, 2016 were approved as submitted subject to audit. The proposed budget for Fiscal Year 2017 has been tabled for public view and comments. It will be available for consideration at the December 2016 Business meeting.

DELTA AIRPORT CONSULTANTS, INC. BASE ENGINEERING AGREEMENT

Mr. Eberly reported that the Selection Committee for the Engineer Selection process has completed the review process and has recommended Delta Airport Consultants, Inc. for projects for the next 5 years. The process has followed the Advisory Circular for the selection process. The following draft resolution recommends approving a Base Engineering Agreement with Delta Airport Consultants. Actual project contracts will be reviewed on a project by project basis.

**Resolution No. 19 of 2016
Delta Airport Consultants, Inc. Base Engineering Agreement**

WHEREAS, the Delta Airport Consultants, Inc. has presented the Lancaster Airport Authority with an Agreement for Professional Services to perform engineering services for projects at the Lancaster Airport slated for 2017 - 2021; and,

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the base engineering agreement for professional services with Delta Airport Consultants, Inc. 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.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and Delta Airport Consultants were approved as engineers on record. The contract will be executed and Delta Airport Consultants will commence with the upcoming project.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that he has received an intent to exercise their option for the final five (5) year renewal option from the restaurant, Fiorentino's. The last term will commence on June 1, 2017.

FINANCE ADMINISTRATOR

Ms. Martin reported that about 80% of receivables have been collected since the end of the month. Airport activity is down for the month as well as against 2015 year to date. The airline, however, is continuing to show improvement with passenger activity.

The monthly fly-ins were held in October and November with nice crowds at each event. Future events are the December fly-in and the Airport Tenant holiday luncheon on December 9.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that he has hired two (2) new ARFF staff to assist with evening and weekend coverage. The new employees will be required to attend fire training prior to being able to work on their own. They are currently working through required FAA training videos as well as on-field experience.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that it has been a good couple of months. Jim Huggins has been hired on as part-time staff to assist with covering shifts as well as additional personnel when it is really busy.

PUBLIC COMMENT

Mr. Howell 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, December 19, 2016 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