

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**

**May 16, 2016**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, May 16, 2016. The planning session was cancelled due to a lack of agenda items. and the business meeting began at 4:00 p.m. Mr. Marvin Miller, Chairman, presided at the meeting and the following persons attended:

Lancaster Airport Authority

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

Counsel – Craig Russell, Esquire of Russell, Krafft & Gruber, LLP  
Auditor – Michael Frey, Baker, Tilley, Virchow, Krause, 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. Miller asked if any attendees had any additional comments or questions. No additional comments were received at this time.

MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on April 18, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

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

<i>Period Ending April 30, 2016</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$71,024.16	\$117,235.80
Year to Date Net Revenue:	\$142,628.35	\$338,463.29
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$29,509.12	\$44,572.83
Year to Date Net Revenue:	\$41,819.55	\$102,086.99
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$41,515.04	\$72,662.97
Year to Date Net Revenue:	\$100,808.80	\$236,376.30
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$2,937.88
General Fund Liquid Reserves:		\$482,370.05
Certificate of Deposit:		\$2,633,000.00
PLGIT Cash Account:		\$180.49
General Fund Accounts Receivable:		\$61,527.13
General Fund Accounts Payable:		<b>\$90,677.16</b>
Alliance Aviation Checking/Cash on Hand:		\$75,367.59
Alliance Aviation Accounts Receivable:		\$64,346.37
Alliance Aviation Accounts Payable:		<b>(\$77,796.25)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$3,332,610.42</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ March 31, 2016		\$751.94
Grant Receipts:		\$30,282.77
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$30,613.15)</b>
<b>Balance @ April 30, 2016</b>		<b>\$421.56</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ April 30, 2016</b>		\$2,533.21
<b>\$ 1 Million Line of Credit Report</b>		
<b>Item</b>	<b>Rate of 4.0%</b>	<b>Available Balance:</b>
<b>Balance @ April 30, 2016</b>	\$0.00	\$1,000,000.00

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

### FISCAL YEAR 2015 AUDIT REPORT

Baker Tilly Virchow Krause LLP performed the audit for Fiscal Year 2015. Draft copies were distributed prior to the meeting. Michael Frey of Baker Tilly reviewed the highlights of the audit report with the Board during the Planning Meeting. 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 2015 audit.

#### **Resolution No. 10 of 2016 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, 2015, 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, 2015 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 2015 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.

### AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the Brethren Village project is continuing forward. After surveying the proposed property, the actual piece will be slightly smaller than originally proposed.

Brethren Village also has requested approval to change their front yard at Airport Road and Route 501 from I-3 zoning back to I-1. This will allow them to expand their retirement facility towards the corner. The proposed Sheetz project is continuing with environmental testing being completed.

#### FINANCE ADMINISTRATOR

Ms. Martin reported that the audit did go great this year. Half of the IIC reimbursement check has been released with the balance to be released hopefully in August. A new PFC application had been submitted and approval was just received. The new application will start at the expiration of the current one which is expected middle of 2017.

#### FACILITIES ADMINISTRATOR

Mr. Beiler reported that the car wash project is starting with initial prep work. The new contractor, Larry Groff & Sons, started today.

#### MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that business continues to be good, especially with the addition of Air Combat and several politicians during the month..

#### PUBLIC COMMENT

Mr. Miller 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, June 20, 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