MINUTES OF

LANCASTER AIRPORT AUTHORITY

January 23, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, January 23, 2017. The planning session was cancelled 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
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 Air Traffic Control 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 December 13, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

PROPOSED SLATE OF OFFICERS FOR 2017

Mr. Howell recommended the following slate of officers for 2017:

SLATE OF OFFICERS – 2017

Officers

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

At this time, the Board currently still has an open officer position. Until the vacancy is filled, the Committee assignments will remain in place. Mr. Howell then turned the meeting over to the new Chairman, Mr. Cunningham. Mr. Cunningham resumed with the meeting.

FINANCIAL REPORT

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

Period Ending December 31, 2016		
Combined General Fund and Alliance Aviation		
Reporting Period	**Budget**	**Actual**
December Net Revenue:	($46,804.10)	$13,039.80
Year to Date Net Revenue:	$481,874.13	$1,137,495.39
General Fund Report		
Reporting Period	**Budget**	**Actual**
December Net Revenue:	($58,368.00)	($31,910.29)
Year to Date Net Revenue:	$93,354.69	$309,908.88
Alliance Aviation Report		
Reporting Period	**Budget**	**Actual**
December Net Revenue:	$11,563.90	$44,950.09
Year to Date Net Revenue:	$388,519.44	$827,586.51

Cash and Cash Equivalents		
Item		**Current Balance**
General Fund Checking Account:		$27,563.67
General Fund Liquid Reserves:		$175,450.44
Certificate of Deposit:		$2,962,000.00
PLGIT Cash Account:		$98.25
PLGIT Prime Investment Account		$313,069.78
PLGIT Term Account		$500,000.00
General Fund Accounts Receivable:		$51,367.72
General Fund Accounts Payable:		**($60,528.39)**
Alliance Aviation Checking/Cash on Hand:		$62,366.25
Alliance Aviation Accounts Receivable:		$62,798.09
Alliance Aviation Accounts Payable:		**($72,912.49)**
Total Cash and Cash Equivalents:		**$4,021,273.32**
Grant-Funded Project Construction Report		
Balance @ November 30, 2016		$4,653.07
Grant Receipts:		$7,760.23
Line of Credit Drawdowns:		$0.00
Total Cash Disbursements:		**($10,693.80)**
Balance @ December 31, 2016		**$1,719.50**
Passenger Facility Charge Account		
Balance @ December 31, 2016		$1,927.36
$ 1 Million Line of Credit Report		
Item	**Rate of 4.0%**	**Available Balance:**
Balance @ December 31, 2016	$0.00	$1,000,000.00

The financial reports for the period ending December 31, 2016 were approved as submitted subject to audit.

PERSONNEL COMMITTEE

Mr. Howell presented two resolutions with regard to the Counsel and Auditor appointments for the calendar year 2017. Mr. Howell recommended adopting the following resolution with regard to the Auditors for Fiscal Year 2016:

Resolution No. __1__ of 2017
Auditors Appointment

WHEREAS, the Financial Documents for the Lancaster Airport Authority must be audited annually in conjunction with Federal, State and Local regulations; and

WHEREAS Baker Tilley Virchow Krause, LLP presented the Lancaster Airport Authority with a proposal to perform the 2016 Fiscal Year Audit not to exceed $19,000.00.

THEREFORE BE IT RESOLVED, that the Lancaster Airport Authority hereby accepts the proposal from Baker Tilley Virchow Krause, LLP to perform the 2016 Fiscal Year Audit and to be the independent certified public accountants for the Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the auditors were approved.

He also recommended adopting the following resolution with regard to legal counsel for the Airport Authority:

Resolution No. 2 of 2017
Legal Counsel Appointment

WHEREAS, the Lancaster Airport Authority consults with legal counsel to review documents; and

WHEREAS, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

BE IT RESOLVED, THEREFORE, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2017.

Upon motion duly made, seconded, and approved unanimously, the resolution was adopted and Russell, Krafft & Gruber, LLP was approved to perform the legal matters for calendar year 2017.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that Fly Advanced was named the #1 FBO for Cirrus aircraft in the world. Congratulations and it is exciting that they have a base of operations at Lancaster Airport. Lancaster Airport also ended up as the top airport in Pennsylvania for aircraft activity from 2015 which was reported in a recent Central Penn Business Journal publication.

The Brethren Village land exchange is in the final stages with a temporary snag due to some wording in the deed, however, hopefully it will be completed shortly to closeout the project. The Sheetz project is continuing towards approvals with ground breaking anticipated to be late summer.

FINANCE ADMINISTRATOR

Ms. Martin reported that the year-end report will be adjusted with some additional figures coming in, however, it was a great year. Very little will be written off as bad debt. Aircraft activity

ended almost even with 2015. Attendance at several events the past few months were less than anticipated due to bad weather.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the relocation of the car rentals is moving along and hopefully should be completed within a month.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that Southern Airways has almost completely switched from 100LL fuel which accounted for about 40% of sales to Jet A after changing over to Caravan aircraft.

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, February 20, 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