

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

**June 19, 2017**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, June 19, 2017. The planning session was held at 3:30 p.m. 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	James Cunningham – Excused Absence
Vice-Chairman	Russell Howell
Secretary	Matthew Brown
Treasurer	Valerie Moul
Asst. Secretary/Asst. Treasurer	Amanda Lehman – Excused Absence

Counsel –Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Public

Dan Myers – Lancaster ATC Tower  
Nick Moehlmann – Lancaster Balloonport  
Drake Burns – Southern Airways Express  
Shannon Lake – Liberty Warbird Association

Lancaster Airport Authority Staff

David Eberly – Airport Director  
Cheryl Martin – Finance Administrator  
Austin Beiler – Facilities Administrator – Excused Absence  
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.

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

## MULTI-BAY BOX HANGAR PROJECT

Mr. Eberly reported that he has been working with Tippetts/Weaver to finalize the contract for the multi-bay box hangar project on the south side of the field. A final draft has been forwarded to Counsel and PennDOT – Bureau of Aviation for final approval.

## TERMINAL BUILDING ARCHITECT RECOMMENDATION

As part of a recent architect selection, Tippetts/Weaver was selected to go through a conceptual process to envision the future of the Terminal facility. At the end of the process, it is expected to have a renovation concept in order to move to a design phase as the project continues.

## FEDERAL AVIATION ADMINISTRATION GRANT – 40-17

The FAA released a grant off for a feasibility study for the rehabilitation of Runway 8-26. Water runs across the runway and could cause hydroplaning. This project looks at all possible fixes and submits a recommendation for the FAA to consider before moving forward with the design process. As part of the grant, a Delta Airport Consultants, Inc. agreement is included and will be submitted for approval at the Business meeting as well.

## AERO-TECH HANGAR LEASE AGREEMENT

Mr. Eberly has been working with Aero-Tech Services to help accommodate their continued growth. Aero-Tech will lease the Main Hangar for a year and during that time, Mr. Eberly will be working on future accommodations. The long-term goal is to have Alliance Aviation at the Terminal and as part of that, have the Main Hangar for aircraft storage.

## COMMUNITY DAYS UPDATE

Mr. Eberly reported that Community Days plans continue to move forward. Staff is working toward finalizing the schedule of aircraft for the airshow. There is a different airboss this year with a separate announcer. Mr. Howell suggested that the announcer remind visitors to see the exhibits, especially the Tuskegee aircraft.

## CURRENT PROJECTS UPDATE

Mr. Eberly reported that the Taxiway N project is still on target even with the recent weather. They will be closing the runway for an overnight to work close to the intersection.

A capital budget release recently signed by Governor Wolf notified the Airport Authority that 2 projects are being funded – Phase 2 of a Hangar Project and a Terminal Renovation project.

We are awaiting formal notification through the Bureau of Aviation regarding how to proceed with requesting release of the funds. As a result of the additional funds for the multi-bay box hangars, additional repairs will be requested for approval for several of the older hangars. The super structure is in great shape, however, the skin needs to be replaced.

Recently, the Maintenance Staff worked to replace and add air conditioning units for the restaurant and the Terminal in order to better manage the A/C needs of the facility.

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 May 15, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved with minor revisions.

FINANCIAL REPORT

The financial report for period ending May 31, 2017 was submitted. The following is the submitted report for the referenced period:

<b>Period Ending May 31, 2017</b>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$62,110.40	\$97,210.11
Year to Date Net Revenue:	\$212,308.18	\$401,246.04
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$27,114.67	\$13,281.92
Year to Date Net Revenue:	\$75,949.08	\$107,637.63

<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$34,995.73	\$83,928.19
Year to Date Net Revenue:	\$136,359.10	\$293,608.41
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$4,321.89
General Fund Liquid Reserves:		\$122,642.38
Certificate of Deposit:		\$2,962,000.00
PLGIT Cash Account:		\$367.10
PLGIT Prime Investment Account		\$221,199.17
PLGIT Term Account		\$1,050,000.00
General Fund Accounts Receivable:		\$50,198.86
General Fund Accounts Payable:		<b>\$9,194.81</b>
Alliance Aviation Checking/Cash on Hand:		\$98,688.13
Alliance Aviation Accounts Receivable:		\$94,244.77
Alliance Aviation Accounts Payable:		<b>(\$83,792.10)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$4,529,065.01</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ April 30, 2017		\$5,475.37
Grant Receipts:		\$4,019.15
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$4,465.72)</b>
<b>Balance @ May 31, 2017</b>		<b>\$5,028.80</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ May 31, 2017</b>		\$498.06
<b>\$ 1 Million Line of Credit Report</b>		
<b>Item</b>	<b>Rate of 4.0%</b>	<b>Available Balance:</b>
<b>Balance @ May 31, 2017</b>	\$0.00	\$1,000,000.00

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

#### MULTI-BAY HANGAR ARCHITECT SELECTION

Tippetts/Weaver is the architect selected through a recent architect/engineer selection process for three (3) upcoming projects, the multi-bay hangar project is one of them. The following resolution requests approval for Tippetts/Weaver to be awarded the contract for the project:

**Resolution No. 10 of 2017**  
**Multi-Bay Hangar Project**  
**Architect Selection – Tippetts/Weaver architects, inc.**

**WHEREAS**, the Lancaster Airport Authority held a Request for Qualifications for architectural services for the Design and Construct Multi-Bay Hangar project at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the Qualification submissions, negotiated with the top firm, and concur that Tippetts/Weaver architects, inc. is the best qualified for the Design and Construct Multi-Bay Hangar project.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby approve Tippetts/Weaver architects inc. as the architect for the multi-bay hangar project at the Lancaster Airport; 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 contract is hereby approved pending PennDOT – Bureau of Aviation approval; and

**ALSO BE IT RESOLVED** a copy of the approved Tippetts/Weaver architects inc. contract is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the agreement was approved pending final PennDOT – Bureau of Aviation approval.

#### TERMINAL CONCEPT ARCHITECT SELECTION

Tippetts/Weaver is the architect selected through a recent architect/engineer selection process for three (3) upcoming projects, Terminal Concept Design was one of them. The following resolution requests approval for Tippetts/Weaver to be awarded the contract for the project:

**Resolution No. 11 of 2017**  
**Terminal Renovations – Project Concept**  
**Architect Selection – Tippetts/Weaver architects, inc.**

**WHEREAS**, the Lancaster Airport Authority held a Request for Qualifications for architectural services for conceptual services for the Terminal building at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the Qualification submissions, negotiated with the top firm, and concur that Tippetts/Weaver architects, inc. is the best qualified for the Terminal Renovations Concept project.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby approve Tippetts/Weaver architects inc. as the architect for the conceptual design of the Terminal Renovations project at the Lancaster Airport; 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 contract is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the approved Tippetts/Weaver architects inc. contract is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the selection was approved. The contract will be executed so the project can move forward.

FAA GRANT AGREEMENT – 3-42-0049-040-2017

The FAA tendered an offer to fund ninety percent (90%) of allowable project costs for a feasibility study to review potential rehabilitation process for Runway 8-26. The following resolution approves the grant agreement:

**Resolution No. 12 of 2017**  
**Federal Aviation Administration Grant Agreement**  
**AIP Project No. 3-42-0049-040-2017**

**WHEREAS**, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of One Hundred Thirty-Eight Thousand Eight Hundred Forty-Nine Dollars (\$138,849) representing Ninety percent (90.0%) of all allowable project costs of the Rehab Runway 8/26 (study of pavement condition/design standards), Phase I at the Lancaster Airport; and

**WHEREAS**, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept the above-referenced Grant Offer No. 3-42-0049-040-2017 in the amount of One Hundred Thirty-Eight Thousand Eight Hundred Forty-Nine Dollars (\$138,849) to be used for the project at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the Vice-Chairman of the Authority is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

**ALSO BE IT RESOLVED** that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, is hereby approved.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the grant agreement was approved. Signatures will be affixed to fully execute the document

and returned to the FAA to be processed. A request for matching funds from the Bureau of Aviation will be forwarded upon full approval of the grant agreement by the FAA.

DELTA AIRPORT CONSULTANTS, INC. TASK ORDER NO. 1 AGREEMENT

Delta Airport Consultants have provided an agreement to conduct the feasibility study for Runway 8-26, which will be partially funded by the FAA grant 040-2017. The following resolution approves the agreement:

**Resolution No. 13 of 2017**  
**Delta Airport Consultants, Inc. Engineering Task Order One (1)**  
**Rehabilitate Runway 8-26 (study), Phase I**

**WHEREAS**, the Lancaster Airport Authority desires to proceed with the Rehab Runway 8/26 (Study), Phase I project; and

**WHEREAS**, the projects must be designed in accordance with Federal Aviation Administration design standards and requirements; and

**WHEREAS**, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order One (1) for design services for the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. One (1) for Rehabilitate Runway 8-26 (study), Phase I services for the Rehab TW 8/26 (Study), PH I project at the Lancaster Airport; 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 amendment agreement is hereby approved.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the agreement was approved. The agreement will be fully executed and a Notice To Proceed will be provided to Delta to commence with the project.

AERO-TECH SERVICES LEASE AGREEMENT

Aero-Tech Services is continuing to grow and needs additional hangar space. The following agreement provides for rental of the Main Hangar facility for up to a year.

**Resolution No. 14 of 2017**  
**Aero-Tech Services Inc. Lease Agreement**

**WHEREAS**, Aero-Tech Services, Inc. desires to lease space to store aircraft for their charter business at the Lancaster Airport; and

**WHEREAS**, the Lancaster Airport Authority has offered a lease agreement for the Main Hangar facility to Aero-Tech Services, Inc.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the lease agreement for Aero-Tech Services, Inc.; 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 agreement is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the Lease Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the agreement was approved. Signatures will be affixed to fully execute the agreement.

#### AIRPORT DIRECTOR REPORT

Mr. Eberly reported that Sheetz is continuing to progress. Brethren Village requested approval for their construction workers to use a portion of the grass and they built a stone parking lot. There will be a Rotary event to be held June 24 in the front yard. Skippy will be out and about displaying the Community Days banner promoting the event.

#### FINANCE ADMINISTRATOR

Ms. Martin reported that Receivables have been reduced by almost 70% since last month. Aircraft activity has caught up to 2016 levels. Senator Mentzer held 2 shredding events recently for his constituents and they went well.

#### FACILITIES ADMINISTRATOR

Mr. Beiler was unable to attend the meeting.

#### MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported she is gearing up for a private event in the hangar.

PUBLIC COMMENT

Mr. Howell asked if any attendees had any additional comments or questions. Nick Moehlmann of Lancaster Balloonport asked the Board to consider a balloon launch weather permitting during Community Days. Mr. Eberly and staff will work with Mr. Moehlmann to see if it can be logistically worked out.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, July 17, 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