

MINUTES OF
LANCASTER AIRPORT AUTHORITY

July 17, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, July 17, 2017. The planning session was cancelled due to a lack of agenda items and the business meeting began at 4:00 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

Chairman	James Cunningham
Vice-Chairman	Russell Howell
Secretary	Matthew Brown – Excused Absence
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. Cunningham began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Cunningham then requested any public comments from the meeting attendees.

No additional comments were offered. Mr. Cunningham 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 June 19, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved with minor revisions.

FINANCIAL REPORT

The financial report for period ending June 30, 2017 was submitted. Mr. Howell requested an update on some of the accounts. The following is the submitted report for the referenced period:

<i>Period Ending June 30, 2017</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
June Net Revenue:	\$18,550.53	\$112,211.16
Year to Date Net Revenue:	\$230,858.71	\$518,892.57
General Fund Report		
Reporting Period	Budget	Actual
June Net Revenue:	(\$9,695.11)	\$32,955.12
Year to Date Net Revenue:	\$66,253.97	\$146,236.91
Alliance Aviation Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$28,245.64	\$79,256.04
Year to Date Net Revenue:	\$164,604.74	\$372,655.66
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$25,678.89
General Fund Liquid Reserves:		\$193,314.41
Certificate of Deposit:		\$2,961,000.00
PLGIT Cash Account:		\$112.24
PLGIT Prime Investment Account		\$226,875.09
PLGIT Term Account		\$1,050,000.00
General Fund Accounts Receivable:		\$75,328.37
General Fund Accounts Payable:		(\$9,237.37)
Alliance Aviation Checking/Cash on Hand:		\$61,583.17
Alliance Aviation Accounts Receivable:		\$95,975.48
Alliance Aviation Accounts Payable:		(\$54,920.17)
Total Cash and Cash Equivalents:		\$4,625,710.11
Grant-Funded Project Construction Report		
Balance @ May 31, 2017		\$5,028.80
Grant Receipts:		\$82,489.09

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$86,957.30)
Balance @ June 30, 2017		\$560.59
Passenger Facility Charge Account		
Balance @ June 30, 2017		\$2,271.70
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ June 30, 2017	\$0.00	\$1,000,000.00

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

SHEETZ PROJECT

Mr. Eberly reported that Sheetz has requested an extension of the permitting period for a cost of \$10,000. The additional time is needed for the Land Development Plan submission to Manheim Township. They anticipate being able to start construction in late fall. The following resolution approves the extension:

**Resolution No. 15 of 2017
Sheetz, Inc. Lease Agreement Amendment**

WHEREAS, the Lancaster Airport Authority (hereinafter referred to as the “Authority”) is a party to a Lease Agreement dated as of March 31, 2016, with Sheetz, Inc. (hereinafter referred to as the “Lease”). The Lease is a Ground Lease and requires Sheetz, Inc. (hereinafter referred to as the “Tenant”) to receive permits and approvals in order to construct a convenience store on the Leased Premises. The Lease provides the Tenant with two (2) options to extend the time to secure the permits and approvals. The Tenant has exercised both options.

WHEREAS, the Tenant has requested an additional option to extend the time to secure the permits and approvals to September 29, 2017.

WHEREAS, in consideration for the extension, the Tenant is willing to pay an extension fee of Ten Thousand Dollars (\$10,000.00) which is non-refundable and non-applicable to rental payments.

WHEREAS, the Authority has considered the request for extension and has approved the same.

NOW, THEREFORE, BE IT RESOLVED, that the Authority does hereby authorize David F. Eberly, Jr., Airport Director, to act as its agent and to execute and deliver the First Amendment to Lease Agreement which is attached hereto as Exhibit “A”.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the extension was approved.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that Penn Cinema is putting an addition between the 2 current theaters and they are working through the paperwork. Because the building is located on Airport property, there are some items that may require Airport Authority approval.

The multi-bay hangar project is in the design process. The Terminal concept drawing has been initiated with a meeting slated in the coming weeks to review the needs of the facility along with reviewing the current uses. By the time the PennDOT – BOA funds are available, he anticipates the process being completed.

Mr. Eberly also reported that Community Days plans are coming together. The Civil Air Patrol and the Fire Police met with staff regarding parking and the aircraft ramp staff will be a combination of employees and volunteers who are familiar with the Lancaster Airport. Mr. Howell inquired about several exhibits.

FINANCE ADMINISTRATOR

Ms. Martin reported that Receivables have been reduced by about 72% since last month. Aircraft activity has surpassed 2016 levels year to date with June 2017 having 12% more activity over June 2016. Ms. Huber spearheaded having Skippy in the 4th of July Lititz Parade with a very warm reception with anticipation about our Community Days event.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that a preliminary draft for an RFP is being reviewed by an expert in the art process in anticipation of releasing it in the next few weeks. The north taxiway project is well underway with some closures the week of July 17. The sign on Route 501 is currently out of service with repairs anticipated to be several thousand dollars. Since the sign will be relocated or removed later this year, a temporary solution will be to put up larger signs over the boards advertising Community Days.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that a new roof has been installed. Traffic at Alliance was down in the past month and the big event held went well.

CHARMAN'S COMMENTS

Mr. Cunningham wanted to acknowledge the passing of Glenn Broomell who was a long-time tenant at the Lancaster Airport as well as a retired Air Traffic controller.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Mr. Myers reported that everything is as normal. They are dealing with the removal of Taxiway Foxtrot. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, August 21, 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