

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

**October 16, 2017**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, October 16, 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
Treasurer	Valerie Moul
Asst. Secretary/Asst. Treasurer	Amanda Lehman

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 – Excused Absence  
Mary Stauffer – Manager, Alliance Aviation

PUBLIC

Nelson Bollinger – Lititz Car Wash

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 September 18, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved with minor revisions.

FINANCIAL REPORT

The financial report for period ending September 30, 2017 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending September 30, 2017</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$64,241.52	\$100,527.11
Year to Date Net Revenue:	\$455,058.52	\$905,717.61
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$34,213.13	\$19,116.12
Year to Date Net Revenue:	\$173,456.01	\$283,725.94
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$30,028.39	\$81,410.99
Year to Date Net Revenue:	\$281,602.51	\$621,991.67
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$20,067.26
General Fund Liquid Reserves:		\$318,286.04
Certificate of Deposit:		\$2,957,000.00
PLGIT Cash Account:		\$163.89
PLGIT Prime Investment Account		\$393,390.96
PLGIT Term Account		\$1,050,000.00
General Fund Accounts Receivable:		\$86,014.24
General Fund Accounts Payable:		<b>(\$42,271.92)</b>
Alliance Aviation Checking/Cash on Hand:		\$108,142.26
Alliance Aviation Accounts Receivable:		\$118,786.80
Alliance Aviation Accounts Payable:		<b>(\$119,592.64)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$4,889,986.89</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ August 31, 2017		\$568.60
Grant Receipts:		\$1,098,122.69
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$1,098,122.69)</b>

Balance @ September 30, 2017		\$568.60
<b>Passenger Facility Charge Account</b>		
Balance @ September 30, 2017		\$1,982.04
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0%	Available Balance:
Balance @ September 30, 2017	\$0.00	\$1,000,000.00

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

SHEETZ LEASE AGREEMENT SECOND AMDENDMENT

Sheetz is continuing to work through the approval processes which continue to take longer than anticipated. As a result, they were unable to meet the extension timeline originally approved and have requested another permitting extension. They still anticipate, however, being able to start construction by the end of November. The following resolution approves the additional amendment:

**Resolution No. 19 of 2017  
Sheetz, Inc. Lease Agreement Second 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 had requested an additional option to extend the time to secure the permits and approvals to September 29, 2017.

**WHEREAS**, the Tenant has requested an additional option to extend the time to secure the permits and approvals to October 31, 2017.

**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 Second 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 agreement was approved. A fully executed copy will be returned to Sheetz.

## ESSENTIAL AIR SERVICE STATUS UPDATE

David Eberly received two notifications from the US DOT regarding the Essential Air Service status. The first extended the current contract until March 31, 2018 pending Congress approval. The second informed potential termination from the program since service did not comply with all requirements. Lancaster did have more than 10 passengers per day, however, the per passenger cost still exceeded the \$200 cap. It was much less than the prior year, however, still not enough. Senator Casey's office is sending a letter on Lancaster Airport's behalf and the waiver request is due by October 18, which will be submitted by Counsel's office.

## AIRPORT DIRECTOR REPORT

Mr. Eberly reported that he is continuing to assist Sheetz with the paperwork required by the FAA for environmental conditions as well as land release. The snow removal equipment storage facility is pushed off to later 2018. The facility requirements by Manheim Township have changed the concept from a movable to a more permanent site. The nested box hangars is before Manheim Township and awaiting review before proceeding. He is waiting on final drawings for the Terminal concept and will have them for the next Board meeting.

## FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 50% since the end of the month. Airport activity continues to stay ahead of 2016 numbers. The first fall fly-in was held on October 7 with about 40-50 people attending. The next one is scheduled for November 4.

## FACILITIES ADMINISTRATOR

Mr. Beiler, who was unable to attend, passed along that he will have a presentation regarding the Marvin Miller Memorial submissions for the next meeting.

## MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that Jet A fuel sales is up 15% from 2016 with NetJets being the primary user. A G5 has been using the facility lately with good fuel uplifts.

## PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Mr. Brown requested that Staff look into an alternative location for smokers rather than at the entrance to the Terminal facility. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, November 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