

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

**January 22, 2018**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, January 22, 2018. The planning session was held at 3:30 p.m. 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	Valerie Moul – Excused Absence
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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  
Mary Stauffer – Manager, Alliance Aviation

PUBLIC

Nelson Bollinger

PUBLIC COMMENT

Mr. Cunningham began the Planning 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.

CONSULTANT SELECTIONS

Ms. Lehman recommended that the Airport Authority consider the Auditor appointment at the Business meeting. She is recommending that Baker Tilley Virchow Krause, LLP be approved to perform the 2017 audit and financial statements. Mr. Cunningham recommended that the Airport Authority consider the Counsel appointment at the Business meeting as well. Both items are on the agenda for approval.

CAR WASH RFP DISCUSSION

Mr. Eberly and Mr. Russell have been finalizing an RFP to be disseminated upon approval of the Board to move forward. The RFP is for the Warwick Township parcel in the NW corner of Airport property at Millport Road and Route 501/Lititz Pike. A few minor changes were noted and comments were requested by the end of the week.

The potential development must comply with all FAA safety zone and clearway restrictions. An egress/degress will be required for the Manheim Township parcel located just south of the RFP parcel.

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 December 18, 2017 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

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

<i>Period Ending December 31, 2017</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>

December Net Revenue:	\$8,176.11	\$65,293.09
Year to Date Net Revenue:	\$590,835.05	\$1,167,839.06
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Net Revenue:	(\$11,201.29)	\$2,590.70
Year to Date Net Revenue:	\$216,450.50	\$302,482.70
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Net Revenue:	\$19,377.40	\$62,702.39
Year to Date Net Revenue:	\$374,384.55	\$865,356.36
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$27,288.81
General Fund Liquid Reserves:		\$211,832.17
Certificate of Deposit:		\$2,948,000.00
PLGIT Cash Account:		\$1.05
PLGIT Prime Investment Account		\$316,800.91
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$72,689.20
General Fund Accounts Payable:		(\$45,007.80)
Alliance Aviation Checking/Cash on Hand:		\$38,482.24
Alliance Aviation Accounts Receivable:		\$86,531.11
Alliance Aviation Accounts Payable:		(\$41,910.42)
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,114,707.27</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ November 30, 2017		\$0.05
Grant Receipts:		\$32,024.87
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$31,456.32)
<b>Balance @ December 31, 2017</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ December 31, 2017</b>		<b>\$498.18</b>
<b>\$ 1 Million Line of Credit Report</b>		
<b>Item</b>	<b>Rate of 4.0%</b>	<b>Available Balance:</b>
<b>Balance @ December 31, 2017</b>	\$0.00	\$1,000,000.00

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

CONSULTANT APPOINTMENTS

Two resolutions were presented with regard to the Auditor and Counsel appointments for the calendar 2018. The following resolution approves the auditor appointment:

**Resolution No. 1 of 2018  
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 2017 Fiscal Year Audit not to exceed \$20,000.00.

**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.

Another resolution was presented for consideration with regard to legal counsel for the Airport Authority:

**Resolution No. 2 of 2018  
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 2018.

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 2018.

PROPOSED SLATE OF OFFICERS FOR 2018

The following Slate of Officers was submitted for approval by the Vice-Chair:

Officers

Chairman	James J. Cunningham
Vice-Chairman	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Sec./Asst. Treas.	Richard Stauffer

**COMMITTEES**

Planning Committee - Committee of the Whole:

Chairman	James J. Cunningham
	Valerie Moul
	Matthew Brown
	Amanda Lehman
	Richard Stauffer

Non-aeronautical Property Committee - Committee of the Whole:

Chairman	James J. Cunningham
	Valerie Moul
	Matthew Brown
	Amanda Lehman
	Richard Stauffer

Finance Committee:

Chairman	Amanda Lehman
	Valerie Moul

Personnel Committee:

Chairman	Valerie Moul
	James Cunningham

Facilities Committee:

Chairman	Richard Stauffer
	Matthew Brown

Security Committee:

Chairman	Matthew Brown
	Richard Stauffer

Upon unanimous approval, the Slate of Officers was selected for 2018.

**EXECUTIVE SESSION**

The Board went into Executive Session to discuss a lease negotiation with Venture Jets.

**AIRPORT DIRECTOR REPORT**

Mr. Eberly did not have any additional items to report.

## FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 50% since the end of the month. Aircraft activity on the field end on a positive note for both December and the entire year, the best year in several years. The last Fly-In was held on January 6 with about 50 attendees in the bitter cold weather. No one flew in this time, however, several drove from extensive distances. The next one is scheduled for February 3. The WebstraurantStore approached the Airport Authority about utilizing some of the parking lot during the working day for their employees. Their facility is located on West Airport Road and they would shuttle their employees back and forth to work.

## FACILITIES ADMINISTRATOR

Mr. Beiler reported that the artist that was selected submitted a preliminary schedule. He would building a ¾ scale model to be completed by the end of April. Fabrication would be completed no later than the end of June. The artwork would be installed in August/September. The Airport Authority is going to building the platform it will sit on. A spotlight was recommended to be added to any fencing around the sculpture.

## MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that 2 large aircraft were recently on the ramp side by side – Global 5000 and Global 6000 – together they purchased 4,300 gallons of jet fuel in 24 hours. She also reported that a new Lineman has been selected, Michael Eastep. He seems to be doing well one (1) week into the job. Still looking for a part-time CSR.

## 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 19, 2018 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