

MINUTES OF
LANCASTER AIRPORT AUTHORITY

December 18, 2017

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, December 18, 2017. 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	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

Lancaster Airport Authority Staff

David Eberly – Airport Director – Excused Absence
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator – Excused Absence
Mary Stauffer – Manager, Alliance Aviation

PUBLIC

Richard Stauffer

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.

MARVIN MILLER MEMORIAL UPDATE

Ms. Martin reported that Mr. Eberly met with Meg Miller, Mr. Miller's widow, to show her what had transpired to date with the memorial. She liked what she was shown and will assist with preparing a plaque to be installed with the artwork.

JANUARY 2018 BOARD RETREAT

Ms. Martin distributed information and agenda for the January 2018 Board retreat. This is part of a larger event invited to by Delta Airport Consultants. The conference

FISCAL YEAR 2018 PROPOSED BUDGET

No comments or changes have been requested since the November Board meeting. The proposed budget as tabled is recommended for consideration at the Business meeting.

TERMINAL RENOVATION PROJECT

Ms. Martin and Ms. Stauffer reviewed the concept drawings. Ms. Martin provided the overall estimated cost of the project as well as funding. The Board in general did not have any issues with the concept and directed that Mr. Eberly request a formal contract from the architect for consideration at the next meeting.

MULTI-BAY HANGAR, PHASE II – ARCHITECT CONTRACT

A final contract has been provided for approval to complete the Multi-Bay Hangar project from PennDOT – Bureau of Aviation and Counsel. Since the proposal was approved at the November meeting, the contract will be executed and the architect will complete the project design in order to have the complete project out to bid in early January 2018.

MILLPORT ROAD IMPROVEMENTS REQUEST FOR PROPOSAL

Mr. Russell reported that Mr. Eberly and he have been working on a Request for Proposal similar to the convenience store RFP. Mr. Russell reviewed the options for the Millport Road/Airport Road possibly uses as well as potential conditional uses. He requested any comments from Board members regarding preferable uses for the site in anticipation of providing a draft at the next meeting.

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 November 20, 2017. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

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

<i>Period Ending November 30, 2017</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
November Net Revenue:	\$42,217.44	\$87,026.92
Year to Date Net Revenue:	\$582,658.94	\$1,101,034.95
General Fund Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$14,839.13	(\$637.39)
Year to Date Net Revenue:	\$227,651.79	\$296,077.29
Alliance Aviation Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$27,378.31	\$87,664.31
Year to Date Net Revenue:	\$355,007.15	\$804,957.66
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$15,547.84
General Fund Liquid Reserves:		\$279,404.16
Certificate of Deposit:		\$2,950,000.00
PLGIT Cash Account:		\$44.50
PLGIT Prime Investment Account		\$259,095.08
PLGIT Term Account		\$1,400,000.00
General Fund Accounts Receivable:		\$67,799.50

General Fund Accounts Payable:		(\$17,522.00)
Alliance Aviation Checking/Cash on Hand:		\$80,052.32
Alliance Aviation Accounts Receivable:		\$114,190.29
Alliance Aviation Accounts Payable:		(\$79,907.25)
Total Cash and Cash Equivalents:		\$5,068,704.44
Grant-Funded Project Construction Report		
Balance @ October 31, 2017		\$568.60
Grant Receipts:		\$281,927.20
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$282,495.75)
Balance @ November 30, 2017		\$0.05
Passenger Facility Charge Account		
Balance @ November 30, 2017		\$3,364.89
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ November 30, 2017	\$0.00	\$1,000,000.00

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

PROPOSED FISCAL YEAR 2018 BUDGET

The proposed fiscal year 2018 budget was distributed to all Board members and no changes have been made since tabled. Ms. Moul recommended approving the proposed budget.

Resolution No. 23 of 2017 Proposed Budget for Fiscal Year 2018

WHEREAS, the Lancaster Airport Authority has prepared a proposed budget for Fiscal Year 2018; and

WHEREAS, the Lancaster Airport Authority has made no changes to the Budget Proposal since distributed.

NOW, THEREFORE, BE IT RESOLVED, that the Lancaster Airport Authority hereby approves the Budget for the Fiscal Year 2018, a copy of which is attached and made a part of this resolution; and

BE IT FURTHER RESOLVED, that the Treasurer of the Lancaster Airport Authority is directed to file this resolution with the minutes of the Lancaster Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the proposed budget for Fiscal Year 2018 was approved as submitted.

AIRPORT DIRECTOR REPORT

Mr. Eberly was unable to attend the meeting.

FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 35% since the end of the month. Even with aircraft activity in November being down compared to November 2016, the year to date continues in stay ahead of 2016. The last Fly-In was held on December 2 with about 100 attendees with the next one scheduled for January 6. Mr. Beiler and his wife welcomed a new baby girl on December 11.

FACILITIES ADMINISTRATOR

Mr. Beiler was unable to attend the meeting.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that Southern Airways Express is now on contract fuel so almost all transactions will be processed through AvFuel and very few through direct invoicing. She is also currently looking for a full-time line service employee as well as a part-time CSR.

BOARD MEMBER CHANGES

Mr. Russell Howell's current term expires as of December 31, 2017. Ms. Martin, on behalf of Mr. Eberly and the rest of the staff, expressed appreciation for Mr. Howell and his contributions since he was appointed to the Board in 1996. He has provided a lot of insight and guidance through personnel issues and policies during his tenure on the Board. Mr. Cunningham, as well, on behalf of the Board expressed appreciation for his service to the Lancaster Airport.

Mr. Richard Stauffer has been appointed to replace Mr. Howell as of January 1, 2018.

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, January 22, 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