

MINUTES OF
LANCASTER AIRPORT AUTHORITY

May 21 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, May 21, 2018. The planning session was held at 3:00 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
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Secretary/Asst. Treasurer	Richard Stauffer

Counsel – Craig V. 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 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.

FLY ADVANCED MOVE TO ALLIANCE AVIATION DISCUSSION

Mr. Eberly reported on the status of Fly Advanced growth expansion into the Alliance hangar facility. Currently, Fly Advanced is the #1 in the world for cirrus aircraft repair and they are expanding services to include painting and refurbishing aircraft. They have been named 1 of 5 Vision Jet services centers, which may lead to erecting a facility adjacent to their current facility.

With a 50' x 50' paint booth to be erected in their current facility, they are preparing to move their aircraft maintenance operation to the Alliance hangar. Mr. Eberly is continuing to work with Fly Advanced to complete Manheim Township approvals as well as prepare a lease agreement for Board consideration in the coming months.

MULTI-BAY HANGAR PROJECT REPORT

Correlating with the Alliance move to the Terminal and the need for hangar space, the Multi-Bay and Self Service hangar becomes critical to keep the project moving. Bid results have been received for the project and with alternates considered, Caldwell, Heckles, and Egan Construction as the low bidder. The only alternate suggested to be accepted is constructing a bathroom at the end of Hangar 4. The bid results will be submitted for approval to PennDOT – Bureau of Aviation along with any additional information.

Upon approval by PennDOT – Bureau of Aviation, the next step is to receive a grant offer from the State which takes approximately 7 – 10 days. Once the grant offer paperwork has been completed and submitted, the Airport Authority will receive notification that the grant offer has been approved and the funds are available to be drawn down. Normally, any bid results and contracts are awarded after the grant funds have been released, however, Mr. Eberly is requesting approval to move forward upon receipt of the grant offer to allow for the steel to be ordered. Mr. Eberly and the architect have been advised by contractors that there is a several month lead time and the sooner the order is submitted, the better. The grant offer approval is anticipated about 4-6 weeks after the grant offer paperwork is submitted

Mr. Eberly and Mr. Russell reviewed the risk associated with providing the contractor a Notice To Proceed. The Airport Authority has been provided a Tentative Allocation in the amount of \$700,000 at a 50/50 match. With the submission of the paperwork, a grant offer will be released for completion of the necessary paperwork. If a grant offer is not released by the PennDOT – Bureau of Aviation, then the Airport Authority would need to provide the Bureau of Aviation share. The anticipated total project cost is about \$1.62 million with the current proposed Airport Authority share to be about \$920,000. As far as Staff is aware, a grant offer once submitted has not been denied.

TERMINAL RENOVATION/EXPANSION PROJECT – ARCHITECT AGREEMENT

Tippets/Weaver was selected through a Request for Qualifications to provide a concept drawing for the proposed Alliance Aviation move to the Terminal which is included in the Terminal Renovation/Expansion project. Mr. Clark of Tippets/Weaver provided a design/construction contract to provide for the services necessary to design the project, provide the bidding documents, and oversee the construction services for the project.

Counsel and PennDOT – Bureau of Aviation have reviewed the document. The total project would include about 3,100 square feet with a 2nd floor. The project once construction

began it will take approximately 6 – 8 months and require coordination with those currently in the Terminal.

WATERLINE PROJECT

Mr. Eberly reported that he has been working with the City of Lancaster to consider a waterline project at the south end of the field. Currently Alliance, Lancaster Avionics, and the Armstrong facility utilize wells. In the past, Alliance has had issues with the water and currently the well at Lancaster Avionics has been having issues that Staff has not been able to resolve. The City of Lancaster wants to minimize taps to the line so Mr. Eberly is proposing sub-hookups for Alliance and Lancaster Avionics with the ability to add the Armstrong hangar as well a possible additional hangar at the Lancaster Avionics complex in the future.

NORTHWEST CORNER – CAR WASH AGREEMENT

Mr. Eberly reported on the progress of the proposed car wash facility. Aqua Premier is currently working through surveying the parcel as well as looking at the lease agreement.

SHEETZ CONVENIENCE STORE

Mr. Eberly reported that the Sheetz Convenience Store will be holding a grand opening on Thursday, May 31, 2018 from 9 – 11 am. Mr. Beiler reported on the status of the wall. After working through Manheim Township requirements and working with Signarama, he provided a drawing of the proposed wall. Signarama is an approved Co-Stars contractor so the sign portion will not need to be bid. Mr. Beiler is anticipating that the bid documents for stone facing of the wall will be released in the next week. After some discussion, Staff was requested to review the font as well as the closeness of the letters.

MANHEIM TOWNSHIP SHARE IN SERVICES REQUEST

Manheim Township sent out a request for tax exempt, not for profit organizations to consider giving a donation towards the cost of fire and police protection and infrastructure maintenance and improvements within Manheim Township. Mr. Russell reviewed the Federal Aviation Administration grant assurances and advised the Airport that the FAA would consider it a revenue diversion as all proceeds must provide for the day to day running of the Airport. This request would not fall within the parameters of the FAA grant assurances. Mr. Russell will assist with preparing a response to Manheim Township.

ESSENTIAL AIR SERVICE (EAS) REPORT

Mr. Eberly reported on the status of Lancaster Airport in the EAS program. On May 11, 2018, the Airport Authority received notification of potential disqualification in the program along with the ability to provide a waiver request if submitted within 20 days from receipt of the notification. Mr. Eberly has been in contact with Senator Casey's office and Senator Smucker's office. Senator Casey's office has been supportive in the past and Mr. Eberly has a meeting with his office tomorrow. Aaron Zeamer from Mr. Russell's office is also working on a formal response. Since last year, Southern has made a significant increase year over year to maintain and/or exceed the 10 passengers per day, however, the flights would have to be virtually full to keep the per passenger subsidy to \$200 or less. The \$200 figure has never been adjusted since the program's inception.

ADJOURNMENT

At this time, the Planning Session adjourned. A brief recess was held before the 4:00 meeting began.

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 April 16, 2018 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 April 30, 2018, was submitted. Ms. Lehman reported on several accounts between the two funds that are off budget, however, it appears to be a timing issue at this point which were not anticipated at budget time. Southern Airways continues to honor their payment plan. The following is the submitted report for the referenced period:

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
April Net Revenue:	\$77,572.89	\$107,185.20
Year to Date Net Revenue:	\$182,682.51	\$275,216.30
General Fund Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$28,108.89	\$50,187.51
Year to Date Net Revenue:	\$42,241.05	\$92,218.50
Alliance Aviation Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$49,464.00	\$56,997.69
Year to Date Net Revenue:	\$140,441.46	\$182,997.80
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$8,026.67
General Fund Liquid Reserves:		\$116,870.43
Certificate of Deposit:		\$2,940,000.00
PLGIT Cash Account:		\$155,440.68
PLGIT Prime Investment Account		\$86,300.59
PLGIT Term Account		\$1,900,000.00
General Fund Accounts Receivable:		\$78,355.82
General Fund Accounts Payable:		\$66,772.43
Alliance Aviation Checking/Cash on Hand:		\$83,767.82
Alliance Aviation Accounts Receivable:		\$72,261.37
Alliance Aviation Accounts Payable:		(\$66,333.02)
Total Cash and Cash Equivalents:		\$5,441,462.79
Grant-Funded Project Construction Report		
Balance @ March 31, 2018		\$568.60
Grant Receipts:		\$32,642.98
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$32,642.98)
Balance @ April 30, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ April 30, 2018		\$1,024.99
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ April 30, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending April 30, 2018 were approved as submitted subject to audit.

MULTI-BAY HANGAR PROJECT BID RESULTS

Mr. Eberly reported that Caldwell, Heckles, and Egan Construction submitted the lowest bid including the alternates except a restroom facility to be installed at the end of Hangar 4 for the T-Hangar tenants. A bid award and release of a Notice To Proceed would only happen upon receipt of a grant offer from PennDOT – Bureau of Aviation. The following resolution approves the bid results and moving forward with a NTP.

**Resolution No. 11 of 2018
Multi-Bay Hangar & Self-Service Hangar Bid Results**

WHEREAS, the Lancaster Airport Authority held a bid opening for the construction of a Multi-Bay Hangar and Self-Service Hangar Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Caldwell, Heckles & Egan Construction, is the apparent low bidder for the Multi-Bay Hangar & Self-Service Hangar project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Caldwell, Heckles & Egan Construction as the low bidder for the Multi-Bay Hangar and Self-Service Hangar project at the Lancaster Airport pending a PennDOT – Bureau of Aviation grant offer; and

ALSO BE IT RESOLVED that the Lancaster Airport Authority will issue a Notice-To-Proceed to the Caldwell, Heckles & Egan Construction to commence work upon receipt of an acceptable grant offer; and

ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned bid results and grant offer, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the bid results were accepted and the resolution was adopted. The information will be forwarded to PennDOT – Bureau of Aviation in preparation of a grant offer.

TIPPETS/WEAVER INC., TERMINAL ARCHITECTURE CONTRACT

Mr. Eberly has been working with Tippetts/Weaver to prepare a contract to provide design, bidding, and construction phase services for the Terminal Renovation/Expansion project. The following resolution approves the contract. The costs for this contract are covered under a PennDOT – Bureau of Aviation Capital Budget grant.

Resolution No. 12 of 2018
Terminal Renovation/Expansion 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 Terminal Renovation and Expansion 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 Terminal Renovation and Expansion project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve Tippetts/Weaver Architects Inc. as the architect for the Terminal Renovation and Expansion 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 and Counsel 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 approved, the resolution was adopted and the contract was accepted. Mr. Eberly will work with Mr. Clark from Tippetts/Weaver and PennDOT – Bureau of Aviation to finalize the document and proceed with the project.

PERSONNEL COMMITTEE

Mr. Cunningham requested that Mr. Eberly look into the compensation report that the County recently completed or someone within that industry to assess if the Airport is paying comparable salaries and benefits. After some discussion, Mr. Eberly will continue to work with the Lancaster Chamber salary surveys as well as other resources to continue to monitor the wages for skilled workers, which tends to be the hardest positions to fill.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the Eastern PA Chapter of the 99's came to the Airport on May 12 to paint the letters Lancaster Airport on top of the Terminal. They offer this service as a community service for their organization. They had done it before in 2004.

FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 50% since the end of the month. Aircraft activity during April dropped slightly from last year. The last Fly-In was held on May 5 with about 85 attendees. The next one is scheduled in the fall in October. The annual audit has been submitted to all necessary agencies.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the memorial project is continuing with Patrick Mack working on the final form. He is slightly ahead of schedule, however, the completion date is still anticipated to be in September. Once the final dimensions are forwarded, Staff will prepare the base for it. The annual FAA Inspection was also held. The inspector reported it was one of her quickest and the Airport is in great shape with only minor issues which can be quickly addressed. Mr. Cunningham asked about sinkholes with the recent weather – Mr. Beiler reported that other than little soft spots, nothing has opened up yet.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that an additional part-time line service person has been hired. He is a trained pilot which greatly assisted with learning the job. The goal with the move to Alliance is to have 2 line service personnel on duty at all times in order to maintain the desired service level with the move to the Terminal facility.

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, June 18, 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