

MINUTES OF
LANCASTER AIRPORT AUTHORITY

June 18, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, June 18, 2018. 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 | Valerie Moul |
| Secretary | Matthew Brown – Excused Absence |
| Treasurer | Amanda Lehman |
| Asst. Secretary/Asst. Treasurer | Richard Stauffer |

Counsel – Craig V. Russell, Esquire of Russell, Krafft & Gruber, LLP

Public

Russell Howell
Victor Miasnikowicz – Venture Jets

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 May 21, 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 May 31, 2018, was submitted. The following is the submitted report for the referenced period:

| <i>Period Ending May 31, 2018</i> | | |
|--|---------------|------------------------|
| Combined General Fund and Alliance Aviation | | |
| Reporting Period | Budget | Actual |
| May Net Revenue: | \$48,945.38 | \$57,467.84 |
| Year to Date Net Revenue: | \$231,627.89 | \$334,346.47 |
| General Fund Report | | |
| Reporting Period | Budget | Actual |
| May Net Revenue: | \$11,303.33 | \$6,942.38 |
| Year to Date Net Revenue: | \$53,544.38 | \$101,763.92 |
| Alliance Aviation Report | | |
| Reporting Period | Budget | Actual |
| May Net Revenue: | \$37,642.05 | \$50,525.46 |
| Year to Date Net Revenue: | \$178,083.51 | \$232,582.55 |
| Cash and Cash Equivalents | | |
| Item | | Current Balance |
| General Fund Checking Account: | | \$13,205.11 |
| General Fund Liquid Reserves: | | \$143,826.77 |
| Certificate of Deposit: | | \$2,937,000.00 |
| PLGIT Cash Account: | | \$94.66 |
| PLGIT Prime Investment Account | | \$305,005.20 |
| PLGIT Term Account | | \$2,000,000.00 |
| General Fund Accounts Receivable: | | \$68,759.18 |
| General Fund Accounts Payable: | | (\$22,632.06) |
| Alliance Aviation Checking/Cash on Hand: | | \$43,862.52 |
| Alliance Aviation Accounts Receivable: | | \$82,818.57 |
| Alliance Aviation Accounts Payable: | | (\$80,201.14) |
| Total Cash and Cash Equivalents: | | \$5,491,738.81 |
| Grant-Funded Project Construction Report | | |
| Balance @ April 30, 2018 | | \$568.60 |
| Grant Receipts: | | \$34,533.32 |
| Line of Credit Drawdowns: | | \$0.00 |

| | | |
|---|--------------|----------------------|
| Total Cash Disbursements: | | (\$34,533.32) |
| Balance @ May 31, 2018 | | \$568.60 |
| Passenger Facility Charge Account | | |
| Balance @ May 31, 2018 | | \$2,697.58 |
| \$ 1 Million Line of Credit Report | | |
| Item | Rate of 4.0% | Available Balance: |
| Balance @ May 31, 2018 | \$0.00 | \$1,000,000.00 |

The financial reports for the period ending May 31, 2018 were approved as submitted subject to audit.

RUSSELL S. HOWELL SERVICE RECOGNITION

Russell Howell served on the Lancaster Airport Authority Board for about 22 years and served in various positions throughout his tenure on the Board. In recognition of his service, the Lancaster Airport Authority desired to recognize his service with a resolution and a plaque.

**Resolution No. 13 of 2018
Russell S. Howell
Recognition of Service**

WHEREAS the Lancaster Airport Authority has a Board appointed by the County of Lancaster and the City of Lancaster; and

WHEREAS the City of Lancaster appointed Russell S. Howell to serve on the Lancaster Airport Authority Board on February 9, 1996 in which he served until December 31, 2017; and

WHEREAS Russell S. Howell served as Vice-Chairman of the Authority and on various committees, his most prominent as Chairman of the Personnel Committee; and

WHEREAS the Lancaster Airport Authority desires to recognize his twenty-two (22) years of service to the aviation community at the Lancaster Airport.

THEREFORE, BE IT RESOLVED that the Lancaster Airport Authority hereby extends grateful appreciation to Russell S. Howell for his many years of dedicated service to the Lancaster County and overall aviation community at the Lancaster Airport; and

ALSO BE IT RESOLVED that the Lancaster Airport Authority commission a plaque to be presented to Russell S. Howell in recognition of his service; and

BE IT FURTHER RESOLVED that by adopting this resolution, it reflects as a permanent record the service commitment and dedication that Russell S. Howell had for his community; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Russell S. Howell with the Authority's best wishes for a relaxing retirement.

Upon motion duly made, seconded, and unanimously approved, resolution was adopted and Mr. Howell was presented a plaque and a copy of the resolution.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported the waiver for the Essential Air Service was submitted and doesn't anticipate hearing a response for several weeks. Southern Airways Express now has a code share agreement with American Airlines which will hopefully increase ridership especially through Baltimore connections. The majority of travelers to Pittsburgh are destination travelers so the code share will probably not benefit Pittsburgh passengers as much as Baltimore passengers.

Fly Advanced is continuing to work through the permit process with Manheim Township to receive the approval to install a paint booth in their hangar. The Aqua Premier car wash is also continuing through the process. Company representatives met with Warwick Township to review the necessary steps to receive approval. It is currently not an approved use, however, Mr. Eberly did not anticipate issues with receiving an amendment.

The Lancaster Rotary is holding an event at the Airport this weekend, Wheels and Wings, with cars and several airplanes on the ramp. It is a fundraiser for the Lancaster City summer programs. The event is free for spectators with a fees for participants.

FINANCE ADMINISTRATOR

Ms. Martin reported that receivables are at about 40% since the end of the month. Aircraft activity during May increased significantly from last year with a boost for the year-to-date activity.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the wall stone project has been released for bids with all proposals due June 21.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that she is looking into having Canteen take over the canteen/vending service currently manned by staff. The new employee, Sean Kluge, is working out great. She is also assisting with working with Tippetts/Weaver on the needs of the space for Alliance in the Terminal.

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, July 16, 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