

MINUTES OF
LANCASTER AIRPORT AUTHORITY

July 16, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, July 16, 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

Public

Ann Roberts – Hi-Tech Helicopters
Doug Paskowski – Enterprise Holdings (National/Enterprise)

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.

SPORT FLYING USA LEASE AND FBO AGREEMENTS

Sport Flying USA is a company who provides aircraft rental, maintenance, and sales for light-sport customers. They currently utilize a hangar facility and the lease is expiring. A new agreement along with an FBO Agreement has been provided to the owner, John Rathmell, for review and approval. The agreements will be available for consideration at the Business meeting.

MANHEIM TOWNSHIP AMBULANCE ASSOCIATION LEASE AGREEMENT

The lease agreement for the Manheim Township Ambulance Association has expired with no renewal terms available. A new agreement was provided for their review and approval and has been returned for consideration by the Board. The agreement will be available for consideration at the Business meeting.

CAR RENTAL BID RESULTS

The Lancaster Airport Authority has two (2) car rental counters which represent 4 national chains and the lease term expires at the end of July. The space has been put out to bid as required by the FAA and the bids were received July 10. Three bids were received representing five (5) national chains, however, only two (2) counters are available. Barbush Rentals representing AVIS and Budget and PENRAC representing Enterprise and National were the high bidders who are currently offering services at the Lancaster Airport.

A resolution will be available for consideration at the Business meeting to approve Barbush Rentals and PENRAC as high bidders for the concession at the Airport.

MULTI-BAY HANGAR PENNDOT – BOA GRANT AGREEMENT

The Lancaster Airport Authority has received the grant agreement for the Multi-Bay Hangar project at the Lancaster Airport. All the necessary documents and information has been provided and requires approval by the Board to accept the grant. The grant agreement will be available for consideration at the Business meeting.

PROJECT UPDATES

Northwest Corner Land Agreement – the project is on the schedule for Warwick Township to consider the agreement. It will require a text amendment for approval.

Essential Air Service – no updates on the status of Lancaster in the EAS program since submitting the waiver request information.

Multi-Modal Hangar Project – other than the press release, no more information has been released regarding the funding and project requirements.

Hi-Tech Helicopters – the lease agreement will expire and Mr. Eberly has been trying to meet with the owner regarding the future status of Hi-Tech Helicopters and a new lease agreement.

Fly Advanced lease agreement – Mr. Eberly is continuing to work with the owners regarding their business expansion with a paint booth and moving into Alliance Aviation’s facility.

SHEETZ WALL BID RESULTS

Mr. Beiler reported that one (1) firm submitted a bid for a natural stone veneer on the face of the retaining wall at Sheetz. The cost was \$94,000 which included a 25 year warranty. The Board instructed Staff to review other options and submit a report for the August meeting and at that time decide whether to accept the bid results or reject and re-bid.

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 June 18, 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 June 30, 2018, was submitted. The following is the submitted report for the referenced period:

Period Ending June 30, 2018		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
June Net Revenue:	\$108,262.83	\$152,472.48
Year to Date Net Revenue:	\$339,890.72	\$489,320.22
General Fund Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$51,532.99	\$81,760.50
Year to Date Net Revenue:	\$105,077.37	\$186,036.73
Alliance Aviation Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$56,729.84	\$70,711.98
Year to Date Net Revenue:	\$234,813.35	\$303,283.49
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$7,492.57
General Fund Liquid Reserves:		\$189,244.61
Certificate of Deposit:		\$2,937,000.00
PLGIT Cash Account:		\$3,475.97
PLGIT Prime Investment Account		\$155,496.14
PLGIT Term Account		\$2,150,000.00
General Fund Accounts Receivable:		\$120,504.18
General Fund Accounts Payable:		(\$31,951.68)
Alliance Aviation Checking/Cash on Hand:		\$42,744.40
Alliance Aviation Accounts Receivable:		\$89,950.51
Alliance Aviation Accounts Payable:		(\$37,817.92)
Total Cash and Cash Equivalents:		\$5,626,138.78
Grant-Funded Project Construction Report		
Balance @ May 31, 2018		\$568.60
Grant Receipts:		\$17,958.51
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$11,259.72)
Balance @ June 30, 2018		\$7,267.39
Passenger Facility Charge Account		
Balance @ June 30, 2018		\$5,156.09
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ June 30, 2018	\$0.00	\$1,000,000.00

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

SPORT FLYING USA LLC LEASE AND FBO AGREEMENTS

Sport Flying USA LLC desires to operate a FBO and lease space at the Lancaster Airport. The company operated under Liberty Sport Aviation, however, they have changed their name and desire to put the agreements in the new company's name. The following resolution approves the agreement.

Resolution No. 14 of 2018
Sport Flying USA Services Lease Agreement

WHEREAS, Sport Flying USA Services desires to lease space to store aircraft for their charter, aircraft sales, and aircraft maintenance business at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement for a hangar facility to Sport Flying USA Services; and

WHEREAS, the Lancaster Airport Authority has also offered a Fixed Base Operating Agreement to operate at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the lease and FBO agreements for Sport Flying USA Services.; 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 agreement is hereby approved; and

ALSO BE IT RESOLVED a copy of the Lease and FBO Agreements are attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreements were approved.

MANHEIM TOWNSHIP AMBULANCE ASSOCIATION LEASE AGREEMENT

Manheim Township Ambulance Association operates a satellite office at the Lancaster Airport. The current agreement has expired and a new agreement had been forwarded to them for their review and approval. The following resolution approves the lease agreement.

Resolution No. 15 of 2018
Manheim Township Ambulance Association Lease Agreement

WHEREAS, Manheim Township Ambulance Association desires to lease space at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement for a facility at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Lease Agreement with the Manheim Township Ambulance Association to rent facilities 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 Lease Agreement is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. Final signatures will be affixed to execute the document.

CAR RENTAL BID RESULTS

The Lancaster Airport has two (2) car rental counters with the opportunity to offer up to two (2) brands per counter. A Request for Proposals was held with three (3) submissions representing five (5) national brands. The following resolution approves the top two (2) bidder submissions.

Resolution No. 16 of 2018 Car Rental Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for two (2) car rental concession services at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Barbush Rentals, Inc. and PENRAC LLC are the approved bidders for the two car rental concessions.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby accept Barbush Rentals, Inc. and PENRAC LLC as the successful bidders for the two car rental concession services 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 bid results, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the bid results were approved. Concession agreements will be prepared and forwarded to both entities for review and approval.

MULTI-BAY HANGAR PENN DOT – BOA GRANT AGREEMENT

PennDOT – Bureau of Aviation has offered a grant agreement for review and approval for 50% of the project costs up to \$700,000. The project includes a three bay box hangar facility along with the demotion of the former CAP hangar as well as a larger corporate box hangar on the same site. The following resolution approves the agreement.

Resolution No. 17 of 2018
PennDOT - Bureau of Aviation Grant Offer
Multi-Bay Hangar Projects, Phase I & Phase II
Grant Agreement No. ACB-2018-Lancaster AA-00001

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Multi-Bay Hangar Project (“Project”) at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs not to exceed \$700,000.00; and

WHEREAS, the Lancaster Airport Authority anticipates the total project to cost approximately \$1,658,667.22 and agrees to fund any project costs exceeding the matching grant portion.

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority, does hereby accept the Grant offer for the above-referenced project at the Lancaster Airport, pending Counsel review and approval; 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 Grant Offer and project, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the grant agreement was approved.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the Rotary event at the Airport held in June went very well. They raised about \$12,000. Mr. Cunningham asked about preliminary plans for Community Days especially as related to car parking. Mr. Eberly has been checking out other parking options on and around the Airport.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 43% since the end of the month. Aircraft activity during June continued the increasing trend as compared to last year.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the grass has slowed down with the heat.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that she is continuing to work through the design of the new facility to ensure it meets Alliance's needs. She has also set up vending machines to replace vending machines for the older ones which seem to constantly need repairs. The new ones will be able to be moved to the new facility and will be owned and maintained by Canteen.

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, August 20, 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