

MINUTES OF
LANCASTER AIRPORT AUTHORITY

August 20 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, August 20, 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 –Aaron Marines, Esquire of Russell, Krafft & Gruber, LLP

Public

Ann Roberts – Hi-Tech Helicopters

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator – Excused Absence
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 July 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 July 31, 2018, was submitted. The following is the report for the referenced period. Mr. Eberly responded regarding the future of the landfill that he is looking into a way to move a detention basin and expand the current landfill to allow for future possible development.

<i>Period Ending July 31, 2018</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
July Net Revenue:	\$116,844.20	\$144,130.82
Year to Date Net Revenue:	\$456,734.85	\$640,558.04
General Fund Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$62,430.49	\$67,861.89
Year to Date Net Revenue:	\$167,507.79	\$261,834.14
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$54,413.71	\$76,268.93
Year to Date Net Revenue:	\$289,227.06	\$378,723.90
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$56,917.12
General Fund Liquid Reserves:		\$140,846.74
Certificate of Deposit:		\$2,932,000.00
PLGIT Cash Account:		\$131.33
PLGIT Prime Investment Account		\$321,495.27
PLGIT Term Account		\$2,150,000.00
General Fund Accounts Receivable:		\$88,264.11
General Fund Accounts Payable:		(\$7,211.89)
Alliance Aviation Checking/Cash on Hand:		\$58,943.79
Alliance Aviation Accounts Receivable:		\$95,908.38
Alliance Aviation Accounts Payable:		(\$109,244.35)
Total Cash and Cash Equivalents:		\$5,728,050.50
Grant-Funded Project Construction Report		
Balance @ June 30, 2018		\$7,267.39
Grant Receipts:		\$29,609.46
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$36,308.25)
Balance @ July 31, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ July 31, 2018		\$1,169.89

\$ 1 Million Line of Credit Report		
Item	Rate of 4.40288%	Available Balance:
Balance @ July 31, 2018	\$0.00	\$1,000,000.00

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

FIRST SIX MONTHS COMPARISON

Ms. Martin presented a report reflecting the first six months comparison to 2017. Notes were included reflecting any items which were a significant difference prior the prior year.

EMPLOYEE HEALTH INSURANCE 2017 REPORT

Mr. Eberly reported on the status of the 2017 health insurance program. The Airport Authority was refunded almost \$115,000 from the claim fund and he requested that the Board approve returning 10% back to eligible employees. The Board approved the request.

SHEETZ WALL BID RESULTS

Staff looked into other options and recommended that the original bid be accepted. The following resolution accepts the wall bid.

Resolution No. 18 of 2018

Sheetz Stone Wall Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for the installation of a stone veneer to the retaining wall at the Sheetz Convenience Store facility at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Dave Horst Masonry, is the low bidder for the Sheetz Stone Wall project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Dave Horst Masonry as the low bidder for the Sheetz Stone Wall project at the Lancaster Airport; 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 result, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the bid results were approved. Staff will move forward with the project and the sign.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the car wash project is continuing through the approval process. The recent Warwick Township Supervisors meeting went well and as expected the project will require a text amendment.

Mr. Eberly is continuing to work with Fly Advanced with the owners regarding their business expansion with a paint booth and moving into Alliance Aviation's facility. The zoning officers are working with them to work through the approval process.

Mr. Eberly and staff continue to move toward scheduling an unveiling of the Marvin Miller Statue. The statue will be complete in the coming weeks and Mr. Beiler is working with the artist to coordinate its arrival. Staff is also working on the base where the statue will be installed to have it ready when it arrives for installation. A plaque will be mounted to recognize Mr. Miller and his involvement with the Lancaster Airport Authority. More information forthcoming as the unveiling ceremony is scheduled.

Mr. Eberly reported that the multi-modal funding allocation has been released for approval. Initially the project was slated to be erected on the northside in the line of corporate hangars, however, Mr. Eberly is recommending constructing it adjacent to the East Ramp. Once Alliance moves from their current facility, Advanced will be renting both structures off that ramp. Advanced Aircraft has expressed interest in a third facility to provide maintenance services for Cirrus jets. By the end of 2018, there will be at least 13 Cirrus jets that will be required to go to Advanced Aircraft Services for any service work. They will be 1 of 5 service centers, however, the only non-Cirrus owned centers. The only issue which will impact the project is that the building will more than likely be with the current building restriction line (BRL) to allow Runway 13-31 to be a primary instrument runway. If this building is built at the location as large as necessary, the BRL will need to be moved and it will be only be able to be categorized as a non-precision instrument runway. Mr. Eberly felt it would not negatively impact the Airport as Runway 8-26 is still a primary runway and it would remain a primary runway.

Mr. Eberly is working with the architect and staff to finalize the project specifications with plans to bid the project by the end of September.

Mr. Eberly and staff have also been working on the re-branding effort with plans to bring a recommendation to the Board within the next meetings.

Mr. Eberly received notification that the EAS waiver was approved for the 2017 fiscal year. As of today's meeting, the Airport is just over \$200 per passenger with the expectation that we would not need a waiver for the next year. The current contract for Southern expires the end of September so the Airport Authority is awaiting word from the DOT what the next step will be.

Mr. Eberly has also been notified of a potential funding opportunity through a supplemental FAA program. Staff is working with Delta Airport Consultants to prepare a grant application by the funding deadline later this year. The project would be for the design phase of the proposed Runway 8-26 rehabilitation project. Delta Airport Consultants is finalizing the report for the feasibility study for approval by the FAA in order to move forward with the design phase of the project.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 25% since the end of the month. Aircraft activity during June continued the increasing trend as compared to last year. Southern Airways continues to work through their arrears agreement with the report that outstanding Alliance items have been paid in full.

FACILITIES ADMINISTRATOR

Mr. Beiler was unable to attend the meeting.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer did not have any additional items to report.

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, September 17, 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