

MINUTES OF
LANCASTER AIRPORT AUTHORITY

November 19, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, November 19, 2018. The planning session was held at 3:30 pm 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 – Excused Absence

Counsel – Aaron Zeamer, 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 – Excused Absence

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.

FISCAL YEAR 2019 PROPOSED BUDGET

There were several changes to the original draft document that adjusted the proposed budget. The recommended revisions were related primarily to the multi-bay hangar project and the Terminal project. The project completion dates are pushed back several months delaying the ability to rent them. The other item is a project to update the doors and skin of Hangar 4 which

was pulled from the hangar project and will be done in-house instead. An updated proposed budget was distributed to all Board members reflecting the recommended changes.

ESSENTIAL AIR SERVICE UPDATE

Mr. Eberly reported on the current status of Essential Air Service for Lancaster Airport. The US DOT have released a request for proposals for airlines to provide service from Lancaster Airport starting April 1, 2019 and the contract will expire September 30, 2023. Three companies are interested in submitting a bid including Southern Airways Express. The item that will need to be resolved is the required local share that is not able to come from the Lancaster Airport Authority. This would be viewed as revenue diversion which is not permitted by law. Mr. Eberly will meet with local representatives to secure local funding after the bids have been accepted and received from the US DOT.

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 October 15, 2018 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were moved for approval as submitted by Ms. Moul, seconded by Ms. Lehman, and unanimously approved.

FINANCIAL REPORT

The financial report for period ending October 31, 2018, was submitted. Ms. Martin reported that the month was another good month overall. Several categories were over or under budget, however, the changes were anticipated and due mostly to timing issues with facilities. Landfill was much better than expected with the site being open about a third of the month due to

rain and wet conditions. Southern Airways Express continues to keep their accounts up to date and is continuing to work through the PFC to bring that up to date. The following is the report for the referenced period.

<i>Period Ending October 31, 2018</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
October Net Revenue:	\$93,818.11	\$160,802.43
Year to Date Net Revenue:	\$751,874.58	\$1,014,138.35
General Fund Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$54,238.30	\$68,161.07
Year to Date Net Revenue:	\$330,664.49	\$428,099.22
Alliance Aviation Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$39,579.81	\$92,641.36
Year to Date Net Revenue:	\$421,210.09	\$586,039.13
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$19,056.96
General Fund Liquid Reserves:		\$176,362.85
Certificate of Deposit:		\$2,926,000.00
PLGIT Cash Account:		\$4.27
PLGIT Prime Investment Account		\$277,447.73
PLGIT Term Account		\$2,450,000.00
General Fund Accounts Receivable:		\$96,876.24
General Fund Accounts Payable:		(\$57,281.09)
Alliance Aviation Checking/Cash on Hand:		\$92,888.79
Alliance Aviation Accounts Receivable:		\$94,154.62
Alliance Aviation Accounts Payable:		(\$142,369.43)
Total Cash and Cash Equivalents:		\$5,933,140.94
Grant-Funded Project Construction Report		
Balance @ September 30, 2018		\$568.60
Grant Receipts:		\$52,783.86
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$48,764.67)
Balance @ October 31, 2018		\$4,587.79
Passenger Facility Charge Account		
Balance @ October 31, 2018		\$3,513.71
\$ 1 Million Line of Credit Report		
Item	Rate of 4.53006%	Available Balance:
Balance @ October 31, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending October 31, 2018 were moved for approval as submitted by Ms. Lehman, seconded by Ms. Moul, and unanimously approved subject to audit.

FISCAL YEAR 2019 PROPOSED BUDGET

There were several changes to the original draft document that adjusted the proposed budget. The recommended revisions were discussed during the Planning Meeting. Ms. Lehman recommended tabling the Proposed Fiscal Year Budget for 2019 for public review and comment until December's meeting. Ms. Moul seconded the recommendation and all approved. Staff will have it available for anyone who desires to look over the proposed budget.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that there is interest in the northeast corner of Millport Road and Route 501 from a developer. Mr. Stauffer and he are reviewing options and he will be meeting with the developer to see if it will fit within the Lancaster Airport. The proposed car wash has not yet been approved by Warwick Township as it is still going through the approval process.

Ms. Stauffer provided several pictures of aircraft, including while Vice-President Pence was on the ground during the past month. The Republican Committee event provided a net \$12,000 from the C-17 with no fuel purchased by the VP aircraft. There was no additional cost to the Airport during his short stay. They permitted the Airport to remain open while VP Pence was on the ground, which is unusual. The event went very smoothly led by Mr. Beiler.

Mr. Eberly also reported that Staff has continued to work with FIG to update the logo. He shared the latest options. Board members favored the draft with "wings" on either side, however, supported the reduction of the white line. Staff will continue to work with them to hopefully provide a final product at the December meeting.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 55% since the end of the month. Aircraft activity during October increased in 2018 compared to 2017 and remains ahead for the year.

Ms. Huber reported that the November fly-in attracted about 70 people and the next one is scheduled for December 1, 2018. EMU held an open house on November 13 with Aero-Tech Services to provide information on post-high schooling. The response was better than expected with 5 very interested students and 2 submitted applications that night for the program.

The ceremony honoring Marvin Miller was held on November 14. Meg Miller, his widow, and his son and family attended and greatly appreciated the honor and recognition.

Ms. Martin also reported that Mr. Brown has been approved for reappointment for another term on the Airport Authority Board. Congratulations to Mr. Brown! Mr. Eberly has also been appointed to the Governor's Pennsylvania Aviation Advisory Committee. He has been commissioned for a three (3) year term. Congratulations to Mr. Eberly.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the first snow arrived with a prediction of 1" and the actual was about 5". They were prepared even with the early snow. The old CAP hangar has been removed with the discovery of an old heating oil tank which is being addressed. The stone wall should be completed in the coming weeks. The last process is slow with the stucco and the sign should be able to be installed in about 2-3 weeks.

Mr. Beiler also reported that they are working on installing a water line from Henry Weber facility to Lancaster Avionics and Alliance Aviation facilities. Currently those facilities utilize well water and Lancaster Avionics' has developed a sulfur smell which they have been unable to get rid of. As a result, they are looking to hook up those facilities to public water which will cost about \$15,000 - \$20,000. The work should be starting in the coming weeks and be about 117 feet long.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer was unable to attend the meeting.

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, December 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 by Ms. Moul, seconded by Ms. Lehman, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary