

MINUTES OF
LANCASTER AIRPORT AUTHORITY

December 17, 2018

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, December 17, 2018. The planning session began 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

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 – Excused Absence

Public Attendees

Brad Witmer
Glenn B. Knight, Civil Air Patrol

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

Due to continued project delays, the budget was updated to reflect the delay in new income as result of the multi-bay hangar project and the move of Alliance from their current location to the Terminal. The revised budget is available for consideration at the Business meeting.

ESSENTIAL AIR SERVICE UPDATE

Mr. Eberly reported on the current status of Essential Air Service for Lancaster Airport. Two (2) proposals were received to provide service at Lancaster Airport – Boutique Airlines and Southern Airways Express. Mr. Eberly distributed the bid packages offered by both airlines. Mr. Eberly reviewed the two submissions and discussed options to secure the local funding which is a new requirement for Lancaster from the DOT. A requirement of the US DOT is that airports may not provide funds for airlines which is categorized as revenue diversion which will not permit the Airport Authority from providing the necessary local share.

Mr. Eberly has been meeting with local government and community organizations to see what options are available. A response is due back to the DOT by January 21, 2019. A special meeting may be convened if necessary before the January 28, 2019 Board meeting regarding the submission. Mr. Eberly has also been communicating with Southern Airways Express regarding their submission to see what would work best for the Lancaster community.

COMMUNITY DAYS 2019

Mr. Eberly and staff have started the planning for Community Days 2019 which is scheduled for August 24 and 25, 2019. A draft resolution was provided permitting Mr. Eberly and staff to secure the necessary event participants through sponsorships, displays, aircraft acts for the airshow, and secure other items as necessary to run the community event. Mr. Eberly has been communicating with David Schultz Airshows to provide the airboss services as well as marketing efforts have started in order to secure marketing space in 2019.

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 November 19, 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 November 30, 2018, was submitted. Landfill was closed for much of the month due to inclement weather with lower than expected income. The following is the report for the referenced period.

<i>Period Ending November 30, 2018</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
November Net Revenue:	\$48,824.62	\$83,953.26
Year to Date Net Revenue:	\$800,699.20	\$1,105,876.47
General Fund Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$29,075.59	\$19,745.75
Year to Date Net Revenue:	\$359,740.08	\$454,913.96
Alliance Aviation Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$19,749.03	\$64,207.51
Year to Date Net Revenue:	\$440,959.12	\$650,962.51
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$24,405.84
General Fund Liquid Reserves:		\$225,983.98
Certificate of Deposit:		\$2,920,000.00
PLGIT Cash Account:		\$11.85
PLGIT Prime Investment Account		\$292,041.62
PLGIT Term Account		\$2,450,000.00
General Fund Accounts Receivable:		\$52,801.72
General Fund Accounts Payable:		(\$17,547.79)
Alliance Aviation Checking/Cash on Hand:		\$53,860.97
Alliance Aviation Accounts Receivable:		\$86,786.37
Alliance Aviation Accounts Payable:		(\$84,516.35)

Total Cash and Cash Equivalents:		\$6,003,828.21
Grant-Funded Project Construction Report		
Balance @ October 31, 2018		\$4,587.79
Grant Receipts:		\$446.59
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$4,465.86)
Balance @ November 30, 2018		\$568.52
Passenger Facility Charge Account		
Balance @ November 30, 2018		\$6,537.46
\$ 1 Million Line of Credit Report		
Item	Rate of 4.59494%	Available Balance:
Balance @ November 30, 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.

PROPOSED FISCAL YEAR 2018 BUDGET

The proposed fiscal year 2018 budget was distributed to all Board members and no changes have been made since tabled. Ms. Moul recommended approving the proposed budget.

**Resolution No. 21 of 2018
Proposed Budget for Fiscal Year 2019**

WHEREAS, the Lancaster Airport Authority has prepared a proposed budget for Fiscal Year 2019; and

WHEREAS, the Lancaster Airport Authority has made amendments to the Budget Proposal to reflect changes as a result of project delays which resulted in an overall decrease in income as reflected in the tabled budget.

NOW THEREFORE, BE IT RESOLVED, that the Lancaster Airport Authority hereby approves the Budget as amended for the Fiscal Year 2019, a copy of which is attached and made a part of this resolution; and

BE IT FURTHER RESOLVED that this resolution shall be made part of the minutes of the Lancaster Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the proposed budget for Fiscal Year 2019 was adopted as amended.

COMMUNITY DAYS 2019

Community Days 2019 has been scheduled for August 24 and 25, 2019. Staff has started planning and is looking to secure sponsorships and performance contracts for the event. The following resolution provides the necessary approval to execute any necessary contracts.

**Resolution No. 22 of 2018
Community Days 2019**

WHEREAS, the Lancaster Airport Authority desires to provide the local community an opportunity to see, hear, and touch aviation; and

WHEREAS, the Lancaster Airport Community Days is scheduled for August 24 and 25, 2019; and

WHEREAS, the Lancaster Airport Authority secures event income and executes contracts to procure participants as well as provide supplies for the event with a net budget expense of \$30,000.

NOW THEREFORE BE IT RESOLVED that subject to the budget amount set forth here above Lancaster Airport Authority does hereby permit the staff of the Lancaster Airport Authority to execute contracts as necessary to secure event participants and purchase supplies for the Community Days event to be held August 24 and 25, 2019 at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent or appoint a representative to execute any and all necessary documents relating to the aforementioned event is hereby approved.

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

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that David Schultz Airshows has been secured to provide airboss services for the Community Days event. He also reported that the plans are being finalized for the Terminal design and anticipate approval to put the project out for bids in the next 1-2 weeks. Fly Advanced is continuing to work through the paint booth approval process.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 25% since the end of the month. Aircraft activity during November decreased in 2018 compared to 2017 but remains ahead for the year.

Ms. Huber reported that the December fly-in attracted about 75 people and the next one is scheduled for January 5, 2019. The Airport Tenant luncheon was well attended and it included a Chilli Cook-off with 8 entries. Southern Airways Express won the contest by far. Their prize, a lunch from Chick-fil-A, was provided on Friday and they greatly appreciated it.

A reminder that all future meetings are slated for 3:30 as of January 2019. A full schedule has been provided and will be posted on the Lancaster Airport website.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the wall is just about finished. The only item remaining is a portion of the wall cap. The multi-hangar project is progressing. The larger hangar has the foundation poured and the three bay facility has been discovered with unsuitable soils.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that staff is working through taking over the Venture Jets fuel farm. She also reported that a tenant, Craig Groff, had an Angel Flight trip that ended in a catastrophic accident on last week. He walked away with just sore ankles very thankful to be alive.

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, January 28, 2019 at 3:30 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