

MINUTES OF
LANCASTER AIRPORT AUTHORITY

February 18, 2019

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, February 18, 2019. The meeting began at 3:30 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 – 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

Public Attendees

Glenn Knight, Civil Air Patrol
Brad Witmer

PUBLIC COMMENT

Mr. Cunningham began the meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present, Ms. Lehman and Mr. Stauffer by teleconference. 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 MEETINGS

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on January 26, 2019 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were moved for approval as submitted by Mr. Brown, seconded by Ms. Moul, and unanimously approved.

FINANCIAL REPORT

The financial report for period ending January 31, 2019 was submitted. The following is the report for the referenced period.

<i>Period Ending January 31, 2019</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
January Net Revenue:	\$37,390.15	\$104,622.80
Year to Date Net Revenue:	\$37,390.15	\$104,622.80
General Fund Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$12,986.62	\$59,646.67
Year to Date Net Revenue:	\$12,986.62	\$59,646.67
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$24,403.53	\$44,976.13
Year to Date Net Revenue:	\$24,403.53	\$44,976.13
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$30,210.63
General Fund Liquid Reserves:		\$131,007.28
Certificate of Deposit:		\$2,914,000.00
PLGIT Cash Account:		\$43.55
PLGIT Prime Investment Account		\$137,079.08
PLGIT Term Account		\$2,700,000.00
General Fund Accounts Receivable:		\$100,070.39
General Fund Accounts Payable:		(\$47,734.69)
Alliance Aviation Checking/Cash on Hand:		\$52,225.21
Alliance Aviation Accounts Receivable:		\$81,368.17
Alliance Aviation Accounts Payable:		(\$60,568.13)
Total Cash and Cash Equivalents:		\$6,037,701.49
Grant-Funded Project Construction Report		
Balance @ December 31, 2018		\$568.60
Grant Receipts:		\$137,322.44

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$137,322.44)
Balance @ January 31, 2018		\$568.60
Passenger Facility Charge Account		
Balance @ January 31, 2018		\$705.45
\$ 1 Million Line of Credit Report		
Item	Rate of 4.82238%	Available Balance:
Balance @ January 31, 2018	\$0.00	\$1,000,000.00

The financial reports for the period ending January 31, 2019 were moved for approval as submitted by Mr. Brown, seconded by Ms. Moul, and unanimously approved subject to audit.

FISCAL YEARS 2018 VS 2017 COMPARISON

A summary report for 2018 actual versus 2017 actual was compiled and distributed to the Board. As noted, the final IIC refund was estimated and depreciation was not included. In the Alliance Aviation account, it was noted that larger customers are moving toward contract fuel so they are able to better predict fuel purchases. The final numbers are subject to audit.

ESSENTIAL AIR SERVICE UPDATE

Mr. Eberly reported he and Mr. Cunningham met with Commissioner Stuckey regarding the required local share for the airline to continue operating in the EAS program at Lancaster Airport. Commissioner Stuckey requested that they coordinate with Chris Hausner, County Solicitor, regarding the program as well as prepare a presentation to the Commissioners at the Board Session. Mr. Zeamer is working on submitting a request. On February 15, Mr. Zeamer also submitted the required response to the bid submission for continued EAS funding. Mr. Eberly expects a response in the next week or so. The current contract expires as of March 31, 2019.

There was a discussion on possible local firms and organizations to secure letters of support such as the EDC or the Visitor's Bureau in addition to the Chamber. Mr. Eberly had met with several who, although sympathetic, felt they were unable to assist at this time.

TERMINAL EXPANSION/RENOVATIONS BID RESULTS UPDATE

Mr. Eberly reported that the bids are being held until March 22 in order to decide what direction to go with the Terminal. If airline service is pulled, it will change the facility enough to warrant pulling the proposed changes and to that area of the building. This is significant enough change to require the bid documents to be changed and the project re-bid.

18 W. MILLPORT ROAD PROPERTY UPDATED

Mr. Eberly reported that Counsel is working to compile the settlement documents in order to complete the purchase of the property. The settlement is scheduled for February 21. They will look over the property to see what needs to be done, however, he felt confident that only cosmetic items would be necessary such as flooring and painting. There is a well and a septic system on site.

AIRPORT CUSTOMER APPRECIATION

Mr. Eberly provided a copy of a letter recently sent by Lancaster Avionics thanking the Airport for their diligence on maintaining the Airport. He especially noted the recent issues with the well that previously provided water to their facility. Board requested that the letter be shared with employees.

PROPOSED FUTURE DEVELOPMENT

Mr. Eberly reported that he will be working with a local firm to update the Airport NPDES permit to allow fill to be used to bring the property on the west and east sides of Lititz Pike up to grade to make the sites more attractive to potential developers. Once the site has been brought up to grade, Mr. Eberly will release an RFP for the site. Currently, there is a developer interested in that site, however, the Board had felt to do due diligence to make it available to anyone interested to be able to submit a proposal. Currently, there is a Lancaster City project that several contractors have contacted the Airport Authority about dumping fill. It would be about 3,300 truckloads which will make a huge difference on bringing it up to grade.

AIRPORT DIRECTOR REPORT

Mr. Eberly noted the progress on the Brethren Village wall. Mr. Brown commented that the wall partially blocks the Lancaster Airport sign coming up Route 501. Mr. Eberly had spoken with them regarding the height. Brethren Village has it as low as possible in order to mount the BV logo. It would not be in proportion if it would have been made any smaller.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 55% since the end of the month. Aircraft activity in January decreased in 2019 compared to 2018 probably primarily due to weather. Landfill had a fantastic month due to an unexpected project with fill from the Manheim Township Middle School. The project will impact February with the fill portion expected to be completed in February.

Ms. Huber relayed that about 125 people attended the February Fly-In. The next one is scheduled for March 2.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangar project is continuing with some delays due to weather and contractor staffing. The Maintenance Staff has been dealing with snow, sleet, ice, and rain in the midst of the normal maintenance.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that they are dealing with winter challenges as well.

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, March 18, 2019 at 3:30 p.m. in the Administrative Office conference room. There being no further business to discuss, motion was duly made by Mr. Brown, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary