

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**

**March 18, 2019**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, March 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 – Excused Absence
Asst. Secretary/Asst. Treasurer	Richard Stauffer

Counsel – Craig 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

Public Attendees

Thomas Waltz, Civil Air Patrol  
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, 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 February 18, 2019 and the special meeting held on March 7, 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 February 28, 2019 was submitted. The following is the report for the referenced period.

<i>Period Ending February 28, 2019</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
February Net Revenue:	\$72,116.72	\$101,783.06
Year to Date Net Revenue:	\$109,506.87	\$203,913.05
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
February Net Revenue:	\$41,101.70	\$55,024.22
Year to Date Net Revenue:	\$54,088.32	\$113,905.93
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
February Net Revenue:	\$31,015.02	\$46,758.84
Year to Date Net Revenue:	\$55,418.55	\$90,007.12
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$23,049.48
General Fund Liquid Reserves:		\$178,148.84
Certificate of Deposit:		\$2,913,000.00
PLGIT Cash Account:		\$0.06
PLGIT Prime Investment Account		\$52,830.98
PLGIT Term Account		\$2,600,000.00
General Fund Accounts Receivable:		\$58,394.43
General Fund Accounts Payable:		<b>(\$25,410.72)</b>
Alliance Aviation Checking/Cash on Hand:		\$42,212.21
Alliance Aviation Accounts Receivable:		\$57,958.22
Alliance Aviation Accounts Payable:		<b>(\$54,769.36)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,845,414.14</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ January 31, 2019		\$568.60

Grant Receipts:		\$181,247.04
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$181,247.04)</b>
<b>Balance @ February 28, 2019</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ February 28, 2019</b>		\$4,827.81
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.80000%	Available Balance:
<b>Balance @ February 28, 2019</b>	\$0.00	\$1,000,000.00

The financial reports for the period ending February 28, 2019 were moved for approval as submitted by Mr. Brown, seconded by Ms. Moul, and unanimously approved subject to audit.

### CIVIL AIR PATROL UPDATE AND PRESENTATION

The Civil Air Patrol operates a squadron out of the Lancaster Airport and they operate their cadet training and offices out of the upper floor of the Venture Jets building. Mr. Waltz, commander of the Lancaster squadron of the Civil Air Patrol, provided a brief report on the activities in 2018.

The Lancaster squadron is the largest in Pennsylvania and is for youth 12 to 18 years of age. During their meetings and activities, the youth learn to fly, learn leadership skills, and if they stay in the program over 80% of cadets end up in the military in some capacity. They currently do not have an aircraft stationed at Lancaster, however, they hope to bring one in the next 6-8 months.

Mr. Waltz requested that the Airport Authority Board waive the rent for 2019 for the CAP. The following resolution approves the rental waiver:

#### **Civil Air Patrol Lease Rent Waiver**

**WHEREAS**, the Jesse Jones Squadron 304 operates a Civil Air Patrol unit at the Lancaster Airport; and

**WHEREAS**, the Squadron rents space to operate at the Lancaster Airport; and

**WHEREAS**, the Squadron has requested a waiver of rental payments for their office/classroom space in the Venture Jets facility at the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** , that Lancaster Airport Authority does hereby approve the request to waive rental payments for leased space at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the waiver is approved for the 2019 fiscal year; 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 wavier was approved. The Board thanked them for their work at the airport as well as their contributions to assisting those in distress. The CAP also presented the Board with a Certificate of Appreciation for all the assistance provided by the Airport Authority to the CAP.

#### ESSENTIAL AIR SERVICE UPDATE

Mr. Eberly reported that the US DOT have not yet issued a decision on the submission sent on February 15. Airline contacts feel that the Lancaster Airport service will be held in for now, however, nothing has been issued. The Airport's hands are tied until a ruling has been issued by the DOT. Mr. Eberly will notify the Board as soon as a decision is issued and if necessary, request a special meeting.

#### TERMINAL EXPANSION/RENOVATIONS BID RESULTS UPDATE

Mr. Eberly reported that with the uncertainty about the airline, as per the Board approval at the March 7, 2019 meeting, he has requested the architect put together a price to re-bid the Terminal renovations excluding the airline/TSA/event space area. Until there is a decision about the long-term plans for the airline, he felt that keeping that area as is would be the most beneficial at this time.

#### PROPOSED FUTURE DEVELOPMENT

Mr. Eberly reported that he has received notification from the proposed car wash tenants that they are withdrawing their bid. Warwick Township has approved the other car wash project to be located at the prior Fulton Bank facility and it doesn't make sense to have 2 car wash facilities within sight of each other.

Mr. Eberly also reported that he has received a proposal for Lancaster Engineering to provide services to include the property on the east and west sides of Lititz Pike and Millport Road intersections in the current NPDES permit. This will allow contractors to haul in excess fill from other locations and bring the areas up to grade in preparation for future development. With the purchase of the 18 W. Millport Road parcel which is zoned commercial and located in Warwick Township, a potential developer could utilize that space as well when considering what to construct on the Warwick Township tract. Warwick and Manheim Township are not the same class municipalities and at this time the zoning is not the same and they do not permit projects to cross over into each other's municipalities.

The Airport Authority owns most of the property along Route 501 except the corner of Airport Road and Lititz Pike and the property still owned by Miriam Thomas. The Thomas parcel is about 6-7 acres and includes the house and the area just behind and to the north slightly. Although there is not a right of first refusal for the property, she is aware that the Airport Authority is interested in purchasing it if she sells it.

The following resolution approved the proposal with Lancaster Engineering:

**Resolution No. 06 of 2019**  
**Lancaster Civil Engineering Services Agreement**  
**NPDES Permit Update**

**WHEREAS**, the Lancaster Airport Authority desires to amend the current NPDES Permit to be able to accept clean fill on Airport property at the intersection of Route 501 and Millport Road; and

**WHEREAS**, the site must be part of an approved NPDES permit with the Commonwealth of Pennsylvania; and

**WHEREAS**, Lancaster Civil has provided a proposal for engineering services to provide survey and schematic design services for the NPDES permit for the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Professional Engineering Services for survey and schematic design Phase I services for the NPDES permit for clean fill for a fee of \$4,400 for 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the proposal was approved. Mr. Eberly will work with their representatives to complete the update. Mr. Eberly will also prepare a spec sheet to be available for prospective developers highlighting the parcel details. The Board approved installing a sign for a period of time advertising the availability of developable land.

**HI-TECH HELICOPTERS LEASE AND OPERATING AGREEMENTS**

Mr. Eberly reported that Hi-Tech Helicopters has agreed to remain on the field. Lease and operating agreements were forwarded to Mr. Kerrick, owner of Hi-Tech Helicopters, and signed copies have been returned. Hi-Tech Helicopters provides flight training and charter flights. The facility is also the current home of the Liberty War Birds, a non-profit organization with the purposed to rebuild a Huey flown during the Vietnam War. The following proposed resolution approves the agreements with Hi-Tech Helicopters:

**Resolution No. 07 of 2019**  
**Hi-Tech Helicopters, Inc. Lease and FBO Agreements**

**WHEREAS**, Hi-Tech Helicopters, Inc. desires to lease space to store aircraft and operate an aircraft repair station and flight school at the Lancaster Airport; and

**WHEREAS**, the Lancaster Airport Authority has offered a lease agreement to Hi-Tech Helicopters, Inc. to store aircraft; and

**WHEREAS**, the Lancaster Airport Authority has also offered a Fixed Base Operating Agreement (FBO) to operate an aircraft repair station and flight school.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the lease and operating agreements with Hi-Tech Helicopters, Inc.; 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 agreements 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. The agreements will be executed and processed.

AIRPORT DIRECTOR REPORT

Mr. Eberly did not have any additional items to report.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are at about 35% since the end of the month. Aircraft activity in February decreased in 2019 compared to 2018 as well as year-to-date. Landfill had another good month due to an unexpected project with fill from the Manheim Township Middle School, however, that project was completed in early March.

Ms. Huber relayed that about 70 people attended the March 2 Fly-In. The next one is scheduled for April 6.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangar project is continuing to move forward with concrete anticipated for the 70 x 70 hangar. Wildlife training, an annual requirement, was just held for all

Maintenance Staff. He is in the process of preparing for the annual FAA Inspection this coming week. They

#### MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that a new part-time CSR employee will be starting in a few days. The new employee has some aviation experience with working at the Reading Jet/Millennium facilities at the Reading airport.

#### PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. He also reported that Jessie Jones Eckhart died on March 17, 2019 at the age of 94. She was an icon on the field as one of 3 daughters of Jesse Jones, the first Lancaster Airport manager. She was a great supporter of aviation, especially at her hometown airport where she grew up. The CAP squadron based at Lancaster is named after her father, Jesse "Pappy" Jones. No additional comments were received at this time.

#### DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, April 15, 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