

MINUTES OF
LANCASTER AIRPORT AUTHORITY

July 15, 2019

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, July 15, 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 – 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

Glenn B. Knight – Civil Air Patrol
Linda Elliott

EXECUTIVE SESSION REPORT

Mr. Cunningham reported that following the Board meeting on June 17, 2019, the Board went into an Executive Session to discuss a personnel matter related to the retirement and eventual replacement of the Airport Director. The executive session began immediately following the Board meeting and ended at approximately 6:30 pm.

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. 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 June 17, 2019 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved.

FINANCIAL REPORT

The financial report for period ending June 30, 2019 was submitted. The following is the report for the referenced period.

<i>Period Ending June 30, 2019</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
June Net Revenue:	\$124,297.82	\$129,126.19
Year to Date Net Revenue:	\$441,907.75	\$637,040.34
General Fund Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$68,044.98	\$59,376.59
Year to Date Net Revenue:	\$219,790.21	\$305,604.04
Alliance Aviation Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$56,252.84	\$69,749.60
Year to Date Net Revenue:	\$222,117.54	\$331,436.30
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$1,947.94
General Fund Liquid Reserves:		\$227,017.80
Certificate of Deposit:		\$2,911,000.00
PLGIT Cash Account:		\$11.95
PLGIT Prime Investment Account		\$545,415.69
PLGIT Term Account		\$2,000,000.00
General Fund Accounts Receivable:		\$67,991.97
General Fund Accounts Payable:		\$25,299.36
Alliance Aviation Checking/Cash on Hand:		\$20,953.88
Alliance Aviation Accounts Receivable:		\$55,993.74
Alliance Aviation Accounts Payable:		(\$65,678.19)
Total Cash and Cash Equivalents:		\$5,789,954.14
Grant-Funded Project Construction Report		
Balance @ May 31, 2019		\$567.88
Grant Receipts:		\$336,859.16

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$336,858.44)
Balance @ June 30, 2019		\$568.60
Passenger Facility Charge Account		
Balance @ June 30, 2019		\$2,741.57
\$ 1 Million Line of Credit Report		
Item	Rate of 4.72813%	Available Balance:
Balance @ June 30, 2019	\$0.00	\$1,000,000.00

The financial reports for the period ending June 30, 2019 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Brown, and unanimously approved subject to audit.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the Terminal redesign has been completed and is now out for bidders. The bids are due August 16 at 3:00 pm. He is working with Mr. Clark to resolve a way to hold contractor accountable to deadlines with the hangar project being an example of being three (3) months behind. The Advanced Aircraft Services paint booth permit has not yet been issued so they are not pushing yet.

Mr. Eberly has also been in contact with the new owners of the property where the middle marker is located. They are willing to pay the costs to acquire the middle marker parcel. Mr. Eberly will be contacting the owner of the property where the outer marker is located.

Jay Garber of Garber Scale and Airport View Storage in the process of erecting additional storage buildings where there are items currently stored on gravel. He is passing along the Lancaster Airport as a place for current customers to relocate their equipment. Mr. Beiler has been working with Maintenance Staff to enlarge and improve the storage area adjacent to the bus lot. Currently, the topsoil is being stripped and then be prepared for stone. There are several tenants, including an electrical contractor, currently on site that will be relocated within the expanded site. Currently, the RV/Bus lot brings about \$53,000 of annual income. Adding the additional 30 plus locations plus expanding the electrical contractor area will almost double the income from that site. The cost to improve it is about \$20,000 for earthwork and about \$40,000 for a new 8 foot fence. The access drive is the old Millport Road which only had a 6 foot fence at the time of the road relocation. With the additional customers utilizing the space, it was recommended that the field side fence be replaced with the 8 foot barbed wire fence. Customers will call ahead for any snow removal services and will be required to maintain licenses, registration, and insurances. Additional light poles will be added to increase better views.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are about 50% since the end of the month. Aircraft activity in June decreased in 2019 compared to 2018 and still remains at a lower level compared to year-to-date.

The Rotary event went well from the reports that Mr. Eberly received from Rotary event staff. He was on-site during the event as well and felt it went well over all. Ms. Huber received feedback from the Tail to Tell Breakfast and although they didn't provide actual numbers, it was well attended. Mr. Eberly and Ms. Huber also participated in the STEM tour with the Lancaster Chamber. The teachers were very excited about what they learned and many were impressed with the career opportunities in aviation and how it related to their STEM fields. They requested that the Airport be a part of future tours.

Ms. Martin also distributed a status report for Community Days scheduled for August 24 and 25, 2019. A financial update had been provided with the monthly financial report.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangar project continues to lag with the latest completion date of middle/end of July.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that June was not as robust as May. She has also looked into Customs services at Lancaster Airport. Due to the reduction in Customs staff, she was informed that there isn't a chance of having any customs officers being able to come to Lancaster to process aircraft entering/re-entering the US.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions

Linda Elliott provided a presentation and update on the proposed Jesse Jones Way signage at the Lancaster Airport to recognize Jesse Jones and Jessie Jones Eckhart. If approved, she would like to have Jessie Eckhart's 2 sons be on hand for the unveiling. Mr. Brown made a motion to approve the request. Mr. Brown amended it to be approved pending Staff review.

No additional comments were received at this time.

PERSONNEL REPORT

Gerald Meck and Natalie Mease of North Group Consultants provided a report to the Board resulting from their meetings with the Board members and key staff as well as an online survey to 20 staff. The report will be presented to staff as well.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, August 19, 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 Mr. Stauffer, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary