

MINUTES OF
LANCASTER AIRPORT AUTHORITY

September 16, 2019

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, September 16, 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 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 August 19, 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. Brown, and unanimously approved.

FINANCIAL REPORT

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

Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
August Net Revenue:	\$108,804.74	\$155,643.36
Year to Date Net Revenue:	\$684,202.41	\$929,696.00
General Fund Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$54,463.31	\$88,015.58
Year to Date Net Revenue:	\$349,826.84	\$465,740.55
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$54,341.43	\$67,627.78
Year to Date Net Revenue:	\$334,375.57	\$463,955.45
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$19,047.23
General Fund Liquid Reserves:		\$381,299.39
Certificate of Deposit:		\$3,659,000.00
PLGIT Cash Account:		\$4,199.87
PLGIT Prime Investment Account		\$217,179.01
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$142,799.76
General Fund Accounts Payable:		\$9,183.39
Alliance Aviation Checking/Cash on Hand:		\$87,997.38
Alliance Aviation Accounts Receivable:		\$51,729.85
Alliance Aviation Accounts Payable:		(\$90,935.61)
Total Cash and Cash Equivalents:		\$5,981,500.27
Grant-Funded Project Construction Report		
Balance @ July 31, 2019		\$568.60
Grant Receipts:		\$116,871.60
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$116,871.60)
Balance @ August 31, 2019		\$568.60
Passenger Facility Charge Account		
Balance @ August 31, 2019		\$498.69
\$ 1 Million Line of Credit Report		
Item	Rate of 4.56175%	Available Balance:
Balance @ August 31, 2019		\$1,000,000.00

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

COMMUNITY DAYS REPORT

Ms. Martin presented a final report on the Community Days event. Due to several last minute factors, several aircraft were not able to attend which greatly reduced anticipated costs. The event was very successful with a great weather weekend. The Board appreciated all the effort it took to put the event together. The Board and staff also received many positive comments regarding the event.

PERSONNEL COMMITTEE REPORT

The Personnel Committee will be meeting monthly with Mr. Eberly to prepare for Mr. Eberly's future retirement planned for the end of 2020.

MULTI-MODAL CORPORATE HANGAR GRANT AGREEMENT

PennDOT has offered funding through the Capital Budget program to provide matching funds for Terminal Renovations/Expansion project. The following resolution approves the grant agreement:

Resolution No. 14 of 2019
PennDOT - Bureau of Aviation Grant Offer
Terminal Renovations/Expansion Project
Grant Agreement No. ACB-2016-Lancaster AA-00008

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Terminal Renovation/Expansion ("Project") at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs not to exceed \$502,319; and

WHEREAS, the Lancaster Airport Authority anticipates the total project to cost approximately \$3,057,757 and agrees to fund any project costs exceeding the matching grant portion.

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority, does hereby accept the Grant offer for the above-referenced project at the Lancaster Airport, pending Counsel review and approval; 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 Grant Offer and project, is hereby approved.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the grant agreement was approved pending release and legal review.

TERMINAL RENOVATION/EXPANSION BID RESULTS

Bid results were received and forwarded to PennDOT – BOA for final approval. The following resolution approves the bid results pending grant release and legal review:

Resolution No. 15 of 2019
Terminal Renovation/Expansion Project Bid Results
Grant Agreement No. ACB-2016-Lancaster AA-00008

WHEREAS, the Lancaster Airport Authority held a bid opening for the construction of a Terminal Renovation/Expansion Project at the Lancaster Airport, Lancaster, Pennsylvania; and

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Wohlsen Construction Company is the apparent low bidder for the Terminal project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Wohlsen Construction Company as the low bidder for the Terminal project at the Lancaster Airport pending a PennDOT – Bureau of Aviation grant offer and PennDOT – BOA and Counsel construction contract review and approval; and

ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned grant offer and bid results, is hereby approved.

Upon motion duly made, seconded, and unanimously agreed, the resolution was adopted and the bid results was approved pending grant release and legal approval. A contract will be submitted for approval prior to releasing a Notice-To-Proceed.

CORPORATE HANGAR PROJECT UPDATE

The Lancaster Airport Authority Staff has been working through the architect/engineer selection process for a new 12,000 square foot hangar proposed to be erected at the southeast ramp at Alliance/Advanced facilities. The first portion of the project will be the site work for the building. Requests for qualifications were released and the submittals are in the process of being reviewed. The top scorer will be requested to submit a fee proposal for the scope of work to be completed with the project.

ESSENTIAL AIR SERVICE UPDATE

Mr. Eberly has been communicating with Mark Cestari regarding the local share. Mr. Cestari has been looking at the possibility of utilizing marketing funds from another PA airport who has lost their EAS eligibility and is no longer able to use PIT Connect marketing funds. Mr. Eberly will continue to look for ways to garner local support and provide a report at the next meeting.

ADVANCED AIRCRAFT SERVICES LEASE AGREEMENT AMENDMENT

Advanced Aircraft Services desired to rent the space currently utilized by Alliance Aviation. Until Alliance moves to the Terminal permanently, Advanced will rent the hangar and once the entire facility is available, they will take over the building. The paint booth for the current facility is in the final review stages with Manheim Township and anticipate a permit to be released shortly. The following agreement approves the lease agreement:

**Resolution No. 16 of 2019
Advanced Lancaster, LP, DBA fly Advanced Lease Agreement**

WHEREAS, Advanced Lancaster, LP, DBA flyAdvanced desires to lease space at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement for a facility at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Lease Agreement with Advanced Lancaster, LP to rent facilities at 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 Lease Agreement is hereby approved.

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

JOHN HUBER REQUEST

Mr. Eberly and Mr. Zeamer reported on a request from John Huber who resides on W. Millport Road adjacent to the property recently purchased by the Airport Authority. In the 1990's, the Airport Authority condemned and purchased approximately 17 acres of land from Mr. Huber and his wife, who has since passed away. A 2.1 acre piece of property was carved out of the parcel to allow Mr. and Mr. Huber to live in their house, however, the Airport Authority has a right of first refusal to purchase the 2.1 acres if the property is sold by either Mr. or Mrs. Huber or their

children. Mr. Huber has since re-married and has requested approval to extend conveyances to his new wife and to his grandchildren through his marriage to his first wife.

Mr. Eberly reported that it has been difficult to get any cooperation from Mr. Huber regarding trimming trees in order to maintain night minimums. Mr. Eberly and Mr. Zeamer were comfortable with extending it to his new wife, however, not to the grandchildren. The Board requested that Mr. Eberly and Mr. Zeamer extend a potential offer to add the second wife, however, only if Mr. Huber was cooperative with property access.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the paint booth has received preliminary approval from Manheim Township and Advanced Aircraft Services is continuing to work through the process.

FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are about 70% since the end of the month. Aircraft activity in August decreased in 2019 compared to 2018 and still remains at a lower level compared to year-to-date.

Staff requested survey feedback from participants who either were sponsors, displays, or volunteers. Many returned the surveys with positive comments and expressed willingness to return to a future event. An appreciation drop-in is being hosted to thank those who made a big impact on the event.

Ms. Moul's term expires at the end of 2019. Ms. Moul has expressed an interest in continuing on the Board beyond the end of the year and a request for her reappointment was forwarded to the County Commissioners for consideration.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangars have temporary occupancy and are very close to receiving final occupancy approval. Final inspections are being scheduled.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that Alliance is in the process of moving into the new hangars which is permitting Advanced Aircraft Services to move into the Alliance hangar.

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, October 21, 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. Brown, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary