

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

**May 18, 2020**

A meeting of the Lancaster Airport Authority was held remotely using ZOOM on Monday, May 18, 2020. The meeting began at 3:30 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

Chair	James Cunningham
Vice-Chair	Valerie Moul – Excused Absence
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Secretary/Asst. Treasurer	Richard Stauffer

Counsel – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Auditors – Michael Frey, Baker Tilly  
Thomas Feister, Baker Tilly

**Public**

Garrett Cliff, Aero-Tech Services

**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 requested any public comments from the meeting attendees. No additional comments were offered at this time. 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 April 20, 2020 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Ms. Lehman, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – The financial report for period ending April 30, 2020 was submitted. Ms. Lehman reviewed the reports and noted the overall financial picture. The landfill had some usage even with the COVID-19 closures. Accounts that include commissions were estimated and not all reports have been submitted yet so the overall picture will change once they are submitted. Fuel sales dropped significantly during April 2020. The following is the report for the referenced period.

<i>Period Ending April 30, 2020</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$48,852.84	\$13,743.33
Year to Date Net Revenue:	\$247,830.24	\$304,806.88
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$11,684.30	\$20,146.90
Year to Date Net Revenue:	\$110,526.79	\$203,313.98
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$37,168.54	(\$6,403.57)
Year to Date Net Revenue:	\$137,303.45	\$101,492.90
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$35,751.54
General Fund Liquid Reserves:		\$27,365.90
Certificate of Deposit:		\$2,940,000.00
PLGIT Cash Account:		\$2,148.54
PLGIT Prime Investment Account		\$1,622,389.04
PLGIT Term Account		\$1,000,000.00
General Fund Accounts Receivable:		\$83,778.10
General Fund Accounts Payable:		<b>\$64,556.69</b>
Alliance Aviation Checking/Cash on Hand:		\$16,620.46
Alliance Aviation Accounts Receivable:		\$16,353.64
Alliance Aviation Accounts Payable:		<b>(\$3,598.00)</b>

<b>Total Cash and Cash Equivalents:</b>		<b>\$5,805,365.91</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ February 29, 2020		\$68,946.93
Grant Receipts:		\$734,045.43
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$802,423.76)</b>
<b>Balance @ April 30, 2020</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ April 30, 2020</b>		\$795.60
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ April 30, 2020</b>		\$1,000,000.00

The financial reports for the period ending April 30, 2020 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Stauffer, and unanimously approved subject to audit.

**AUDIT REPORT FOR 2019** – Michael Frey and Thomas Feister of Baker Tilly presented the annual audit report for Fiscal Year 2019. Due to the COVID-19 and the inability to present the report in person, they prepared a presentation to provide the required communication to the Board. They noted that it is an unmodified clean audit opinion. The audit was completed remotely due to the state-mandated closures. Additional disclosures were required with the potential impact of COVID-19 as well as 2 additional new required policy disclosures GASB 88 related to debt and GASB 95 related to retirement plans which has been postponed for 1 year.

The following resolution accepts the Audited Financial Reports for Fiscal Year 2019 as submitted by Baker Tilly.

**Resolution No. 08 of 2020  
Adoption of Auditor’s Reports**

**WHEREAS**, Baker Tilly Virchow Krause, LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority’s financial statements, have completed and submitted financial statements for the year ended December 31, 2019 together with an independent auditors’ report thereon; and

**WHEREAS**, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2019 submitted by Baker Tilly Virchow Krause, LLP; 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 Audit Report is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the approved 2019 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the Financial Reports were accepted.

**FAA GRANT AGREEMENT – CARES ACT**—the Lancaster Airport Authority was offered a grant to assist with operational expenses as a result of COVID-19 impact on the Airport. The amount offered was calculated from several factors and is provided at 100%. The following resolution accepts the grant agreement and adopts the resolution.

**Resolution No. 09 of 2020**  
**Federal Aviation Administration Grant Agreement**  
**AIP Project No. 3-42-0049-042-2020**

**WHEREAS**, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Sixty-Nine Thousand Dollars (\$69,000) representing One Hundred percent (100.0%) of all allowable costs of the CARES Act at the Lancaster Airport; and

**WHEREAS**, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby ratify the acceptance of the above-referenced Grant Offer No. 3-42-0049-042-2020 in the amount of Sixty-Nine Thousand Dollars (\$69,000) on May 11, 2020 to be used for the referenced Act at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the Vice-Chairman of the Authority is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

**ALSO BE IT RESOLVED** that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the acceptance of the agreement was ratified. A pay request application will be submitted as soon as possible with approved expenses.

**PERSONNEL COMMITTEE REPORT:**

Mr. Eberly has continued communication with a prospective Airport Director replacement upon his retirement at the end of the year. Mr. Eberly feels that it would be better to meet in person, however, both agree that if the only option is virtually, that can be easily arranged.

Staff are still not fully returned to all positions. Aircraft traffic is still down tremendously so fuel sales are still depressed. All full-time and one part-time maintenance staff have returned. Kim is still off as the office is not fully open yet. Alliance continues with 2 full-time and 2 part-time line service employees. Ms. Stauffer continues to handle the CSR duties along with line service staff.

**FACILITIES COMMITTEE:**

**JET REFUELER TRUCK BID RESULTS**—a bid opening was recently held and two (2) companies submitted bids to provide a jet refueler truck. The bids have been approved by PennDOT – BOA, who is funding a portion of the equipment. With recent order cancellations or delays, the company hopes to provide a completed vehicle in 90 – 120 days rather than 180. The following resolution approves the bid results.

**Resolution No. 10 of 2020  
Acquire Jet Refueler Project Bid Results  
Grant Agreement No. ADP-2019-Lancaster AA-00048**

**WHEREAS**, the Lancaster Airport Authority held a bid opening for the manufacturing of a Jet Refueler for the Acquire Equipment (Jet Refueler and Maintenance Equipment) Project at the Lancaster Airport, Lancaster, Pennsylvania; and

**WHEREAS**, the Lancaster Airport Authority has reviewed the bid results and concur that SkyMark Refuelers, LLC is the apparent low bidder for the Acquire Jet Refueler project.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept SkyMark Refuelers, LLC as the low bidder for the Acquire Jet Refueler project at the Lancaster Airport; 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 by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the bid results were approved and the resolution was adopted. The contractor will be notified to commence manufacture of the truck.

**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 2019.

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 house one at the Lancaster Airport again in the future. Mr. Waltz requested that the Airport Authority Board waive the rent for 2020 for the CAP. The following resolution approves the rental waiver

**Resolution No. 11 of 2020**  
**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 2020 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 by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the lease waiver was approved.

**LEASE ACCOMMODATION REPORT** – Mr. Eberly and Mr. Zeamer looked into the ability to respond to lease accommodation requests from tenants as a result of the COVID-19 impact on services. As per the FAA grant assurances, tenants must be treated equally within categories with some flexibility. Guidance recommends that airports review their own financial situation as well as asking applicants about their ability to apply for and acquire loans and grants to provide for funding to run their facilities. In short, the tenant needs to justify the reason for the request. Lancaster Balloonport is the only company to date who have provided a written request for any accommodation. Mr. Eberly will reach out to the principal for additional information.

**PROPERTY COMMITTEE:**

**BUS LOT/MTSD PROPOSED BUILDING PROJECT** – Mr. Eberly continues to work with Manheim Township School District regarding this project. He has been provided a letter confirming that they are committed to continue through the next step for approvals. Mr. Eberly is working with Manheim Township Zoning Board regarding a water access issue for the facility. He is able to submit a sketch plan for the Zoning Hearing.

**TERMINAL BUILDING UPDATE** – Mr. Eberly reported the Terminal contractor, Wohlsen Construction, was shut down for 42 days. As a result of the shutdown, Counsel has worked on an agreement to add the additional 42 days to the contract time as well as removing the bonus/liquidated damages clauses in the contract. The following resolution approves the agreement.

**Resolution No. 12 of 2020**  
**Wohlsen Construction Co. Contract Amendment**  
**Terminal Renovation/Expansion Project**

**WHEREAS**, the Lancaster Airport Authority has a contract with Wohlsen Construction to complete the Terminal Renovation/Expansion project; and

**WHEREAS**, Wohlsen Construction was unable to work on the Terminal project due to Stop Work orders by Governor Wolf due to the Coronavirus pandemic; and

**WHEREAS**, the Lancaster Airport Authority and Wohlsen Construction desire to amend the Construction Time to complete the construction and to remove the bonus and liquidated damages from the contract.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the amendment to the contract with Wohlsen Construction for the Terminal Renovation/Expansion project; 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 contract amendment is hereby approved.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the agreement was approved.

Mr. Eberly also reported that the contractor has requested compensation for work completed by 2 employees during the shutdown. Mr. Eberly had submitted the request to the BOA and the BOA will not approve those costs – it is considered a holiday. Unless there is a change in the scope of work, it will not be eligible. The Board would require additional information in order to consider approving those additional costs.

## **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Eberly reported that a bid opening was held for the construction services for the Runway 8-26 Rehab project for the 26 end of the runway. There were 6 bidders as compared to 1 on the prior construction project. He anticipates having a FAA grant application for consideration at the June meeting to provide the costs for the project.

Mr. Eberly has also been contacted by Penn Cinema regarding holding outside movies to ensure that there is not a distraction to pilots as well as provide an update on their facility. Penn Cinema has been selling popcorn and candy as a way to connect with their customers and hopes this will help as well to provide a safe outlet for the community. Fiorentino's is also anticipating being open again this coming weekend for take-out sales.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity dropped 65% from April 2019 with total traffic down 26% year to date, the majority being in April. The Boscov's trip was cancelled due to the fact that Disney was closed as well.

About 60% of Receivables are outstanding from the end of April with much of the amounts due being landfill and commission amounts. The April and May fly-ins were cancelled with many of the upcoming events cancelled or postponed.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that they have taken the opportunity to replace the kitchen floor which was badly in need of replacement. They anticipate completing the project this week in time for Fiorentino's re-opening.

In his travels around the airport, he feels that some business is picking up. He is continuing to provide talks and training on CDC guidelines. The Terminal is still only available for airline and car rental customers and increased cleaning is being performed.

On a personal note, he and his wife now have another daughter, Josie, who was recently born. They are the proud parents of two daughters.

**MANAGER, ALLIANCE AVIATION** – Ms. Stauffer reported that they do have a skeleton crew who continue to run the Alliance services. They have increased cleaning especially as Advanced Aircraft staff also use the facility. Staff not currently working are ready to return when needed.

## **PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. No additional comments were received at this time.



## **BOARD COMMENTS**

Mr. Stauffer commended the staff for their dedication to continue to work during this difficult time and expressed his appreciation for all. Mr. Cunningham and Ms. Lehman also echoed their appreciation for the Airport Authority staff.

## **DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, June 15, 2020 at 3:30 p.m. by ZOOM. Meetings have been scheduled on ZOOM until the Board is ready to return to meetings on-site. There being no further business to discuss, motion was duly made by Ms. Lehman, seconded by Mr. Stauffer, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary