

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

**October 19, 2020**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, October 19, 2020. The meeting began at 3:30 p.m. Ms. Valerie Moul, Vice-Chair, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

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

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

**Lancaster Airport Authority Staff**

David Eberly – Airport Director  
Ed Foster – Assistant Airport Director  
Cheryl Martin – Finance Administrator  
Austin Beiler – Facilities Administrator  
Mary Forney – Manager, Alliance Aviation

**PUBLIC COMMENT:**

Ms. Moul began the meeting and thanked everyone for attending. She introduced members of the Authority and staff and recognized a quorum present. Ms. Moul requested any public comments from the meeting attendees. No additional comments were offered at this time. Ms. Moul encouraged anyone, however, to get her attention throughout the meeting if desired.

**MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on September 21, 2020 were distributed to the Board members. Upon motion duly made by Ms. Lehman, seconded by Mr. Cunningham, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending September 30, 2020. Due to timing on several items, the Airport Authority continues to be ahead overall. Without the CARES Act funds, the general operating budget is off by approximately \$12,500. Landfill continues to be off estimates even after the restrictions were lifted. Alliance Aviation activity was close to prior periods. The CARES Act funding has been received. The following is the report for the referenced period.

<i>Period Ending September 30, 2020</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$120,566.36	\$201,844.39
Year to Date Net Revenue:	\$881,722.57	\$1,076,932.81
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$80,402.58	\$136,865.33
Year to Date Net Revenue:	\$503,798.18	\$696,757.11
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
September Net Revenue:	\$40,163.78	\$64,979.06
Year to Date Net Revenue:	\$377,924.39	\$380,175.70
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$62,502.82
General Fund Liquid Reserves:		\$199,512.26
Certificate of Deposit:		\$2,956,000.00
PLGIT Cash Account:		\$0.00
PLGIT Prime Investment Account		\$2,193,616.76
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$121,004.84
General Fund Accounts Payable:		<b>(\$15,498.21)</b>
Alliance Aviation Checking/Cash on Hand:		\$74,680.76
Alliance Aviation Accounts Receivable:		\$42,273.95
Alliance Aviation Accounts Payable:		<b>(\$46,868.29)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,587,224.89</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ August 31, 2020		\$568.60
Grant Receipts/Transfers:		\$250,298.81
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$247,686.76)</b>

Balance @ September 30, 2020		\$3,180.65
<b>Passenger Facility Charge Account</b>		
Balance @ September 30, 2020		\$2,218.70
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
Balance @ September 30, 2020		\$1,000,000.00

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

**FISCAL YEAR 2021 PROPOSED BUDGET** – Ms. Martin along with staff prepared a draft budget for fiscal year 2021. The draft will be distributed to all Board members who were asked to review in anticipation of having a final draft ready for the November Board meeting for consideration. The budget contained calculations with airline service and without airline service as tentatively, the service will end as of December 31, 2020 unless extended by the US DOT. Ms. Moul requested that any questions be directed to Ms. Martin and staff.

**PERSONNEL COMMITTEE REPORT:**

**BOARD RETREAT** – a more detailed agenda was provided. Staff continues to prepare for the retreat.

**FACILITIES COMMITTEE:**

**MANHEIM TOWNSHIP SCHOOL DISTRICT BUS DEPOT UPDATE** – Mr. Eberly received a letter from Manheim Township confirming that they are willing to continue through the design and bidding phase of the project. Mr. Eberly moved forward with the TONO Architect agreement to begin the design. The following resolution approves the agreement and ratifies Mr. Eberly’s signature on the agreement.

**Resolution No. 21 of 2020  
Transportation & Vehicle Maintenance Facility  
TONO Architects Design & Construction Services Agreement**

**WHEREAS**, the Lancaster Airport Authority desires to design and construction a transportation & vehicle maintenance facility on the Lancaster Airport; and

**WHEREAS**, the Airport Authority has received a proposal from TONO Architects to provide the necessary services in the amount of \$95,055.00 plus reimbursables NTE of \$1,300.00.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the TONO Architects proposal to perform the design and bidding services for the maintenance facility 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 proposal is hereby approved; and

**ALSO BE IT RESOLVED** that the Airport Authority ratifies the signature of David Eberly on the Agreement; and

**ALSO BE IT RESOLVED** a copy of the Agreement are attached hereto and made a part of this Resolution.

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

**CORPORATE HANGAR WITH OFFICES, DESIGN, SUPPLEMENTAL AGREEMENT** – Mr. Foster reported that during the design phase of the hangar project, Manheim Township required that a geo-technical investigation be completed. LR Kimball submitted a supplemental agreement to the original design contract. The agreement has been submitted to the PennDOT – Bureau of Aviation and Counsel for review and approval. Funding for this portion will be in the Site Design/Construction grant and, if necessary, the hangar construction grant. The following resolution approves the agreement.

**Resolution No. 22 of 20**

**L. R. Kimball Engineering Supplement Agreement  
Corporate Hangar w/Offices Project, Site and Design, Phase I**

**WHEREAS**, the Lancaster Airport Authority is in the process of designing the Construct Corporate Hangar w/Offices project; and

**WHEREAS**, the projects must be designed in accordance with Federal, State, and local design standards and requirements; and

**WHEREAS**, L. R. Kimball has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Supplemental Engineering Agreement for geotechnical services in the amount of \$23,433.70 for the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the supplemental engineering agreement for the Corporate Hangar w/Offices, Site and Design, Phase I project 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 supplemental agreement is hereby approved.

Upon motion duly made by Ms. Moul, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the agreement was approved. Signatures will be affixed to fully execute the document.

**CORPORATE HANGAR WITH OFFICES, HANGAR DESIGN AND CONSTRUCTION, ENGINEERING AGREEMENT** – Mr. Foster reported that LR Kimball has submitted an engineering agreement for the design and construction of the hangar building to be erected on the site. The agreement has been forwarded to PennDOT – Bureau of Aviation and Counsel for their review and approval. This agreement will be funded with a future grant being offered by PennDOT – Bureau of Aviation. The following resolution adopts the resolution.

**Resolution No. 23 of 20**  
**L. R. Kimball Engineering Agreement – Hangar Design**  
**Construct Corporate Hangar w/Offices, Phase II**

**WHEREAS**, the Lancaster Airport Authority desires to erect a hangar on the field in the Construct Corporate Hangar w/Offices project; and

**WHEREAS**, the projects must be designed in accordance with Federal Aviation Administration design standards and requirements; and

**WHEREAS**, L. R. Kimball has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement for hangar design and construction phase services in the amount of \$87,500.00 for the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the engineering agreement for the Construct Corporate Hangar w/Offices, project 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 engineering agreement is hereby approved.

Upon motion duly made by Ms. Moul, seconded by Mr. Cunningham, and unanimously approved, the resolution was adopted and the agreement was approved. The agreement will be fully executed and the project provided a Notice-To-Proceed.

**PROPERTY COMMITTEE:**

Nothing to report

## **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Eberly reported that after two years, it looks like the FlyAdvanced paint booth is about to receive final approval. The original FlyAdvanced hangar in which this booth will be installed is 530 Airport Road next to the Alliance Aviation hangar. They are also excited that the hangar design process is moving along with the new corporate hangar. That hangar will be utilized for a Cirrus Jet repair station and all three of the buildings on that ramp will be utilized by FlyAdvanced.

Mr. Eberly also reported that there is no action yet on air service after December 31, 2020. The local share is still in place, although, he has heard from Congressman Smucker that he continues to work towards removing that requirement.

Mr. Eberly also reported that while compiling the proposed budget for 2021, staff looked back more at 2019 as a barometer rather than 2020 as a comparison yet also took into account the current aviation climate and how it would impact the beginning of 2021. The operators seem to be holding their own.

**ASSISTANT AIRPORT DIRECTOR** – Mr. Foster reported that he is 1 month into it and is working on visiting the different operators on the field to meet the key people and see their operation as well as a field check. He is in the process of purchasing a home with temporary residence at the Eden Resort until he is able to move.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was down 6% from September 2019 after an overall drop of 18%. Activity continues to recover overall. About 58% of Receivables are outstanding from the end of September.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the RV Storage lot expansion is continuing with most of the new spaces laid out. When it is completed later this year, he anticipates having approximately 85 spaces available to rent. Currently, about 30-40 spaces are being rented. Once the lot is finalized, the new space will be advertised and it should fill in quickly.

Mr. Beiler is also working with a contractor and staff to install a camera system primarily for usage by Alliance Aviation with the ability to possibly add the RV Lot, especially with the increased activity in that area. The completion date for the Alliance Aviation area has been pushed to the end of October. The addition blends in with the original building.

Mr. Beiler also reported that the Vice President Pence visit went smoothly when he came in September.

**MANAGER, ALLIANCE AVIATION** – Ms. Stauffer reported that at Alliance traffic was down compared to September 2019 as well. She is currently concentrating on the details of moving Alliance to the Terminal in the coming weeks.

## **BOARD MEMBERS' COMMENTS**

Mr. Cunningham asked if Mr. Beiler could report how security measures are in place around the Airport at the retreat.

Ms. Moul also asked if the replacement of the Manheim Township manager would impact current projects. Mr. Eberly felt confident that it would not as projects are submitted through the planning and zoning departments.

## **PUBLIC COMMENT**

Ms. Moul 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, November 16, 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. Cunningham, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary