

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

**November 16, 2020**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, November 16, 2020. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

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

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:**

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 October 19, 2020 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Stauffer, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending October 31, 2020. The reports closely reflect September’s financial report and year to date reflect positive activity. Landfill continues to be off estimates even after the restrictions were lifted. The following is the report for the referenced period.

<i>Period Ending October 31, 2020</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
October Net Revenue:	\$56,121.97	\$108,041.89
Year to Date Net Revenue:	\$937,844.54	\$1,192,222.54
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
October Net Revenue:	\$16,261.45	\$30,921.62
Year to Date Net Revenue:	\$520,059.63	\$732,375.37
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
October Net Revenue:	\$39,860.52	\$77,120.27
Year to Date Net Revenue:	\$417,784.91	\$459,847.17
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$103.35
General Fund Liquid Reserves:		\$390,811.02
Certificate of Deposit:		\$2,959,000.00
PLGIT Cash Account:		\$0.21
PLGIT Prime Investment Account		\$1,815,265.34
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$121,816.94
General Fund Accounts Payable:		<b>(\$13,482.79)</b>
Alliance Aviation Checking/Cash on Hand:		\$110,612.34
Alliance Aviation Accounts Receivable:		\$41,023.75
Alliance Aviation Accounts Payable:		<b>(\$69,342.84)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,355,807.32</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ September 30, 2020		\$3,180.65
Grant Receipts/Transfers:		\$418,362.02
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$360,342.57)</b>
<b>Balance @ October 31, 2020</b>		<b>\$61,200.10</b>

<b>Passenger Facility Charge Account</b>		
<b>Balance @ October 31, 2020</b>		\$3,430.18
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ October 31, 2020</b>		\$1,000,000.00

The financial reports for the period ending October 31, 2020 were moved for approval as submitted by Ms. Lehman, seconded by Mr. Brown, and unanimously approved subject to audit.

**FISCAL YEAR 2021 PROPOSED BUDGET** – The proposed budget for 2021 had been distributed previously and no changes have been made to the draft. As in the prior budget proposal, it includes a budget recommendation with airline and without airline with the anticipation that a decision will be released prior to the December 21, 2020 meeting with status of the EAS program. Ms. Moul questioned if the interest income was correct and with dropping interest rates as well as using investable funds, the interest income is dropping dramatically. Upon motion duly made by Ms. Moul, seconded by Ms. Lehman, the proposed budget was tabled as submitted for the required 30 days’ notice.

**PERSONNEL COMMITTEE REPORT:**

**JAMES J. CUNNINGHAM REAPPOINTMENT** – Mr. Cunningham’s term expires at the end of 2020. He is the bi-appointee of the City and County. Requests for reappointment were submitted and he was approved for reappointment. The new term will expire December 31, 2025.

**BOARD RETREAT** – Mr. Eberly reported that he has been in communication with the Marriott regarding the retreat and social distancing requirements. The Marriott is willing to reschedule the meeting to a future date. With the increasing cases being posted, the Board requested Staff to delay it to a future date to be determined. Mr. Eberly will communicate with the Marriott. Ms. Moul will submit a revised transitional plan to the Board.

**HOLIDAY DINNER** – In light of the current pandemic restrictions, the traditional annual dinner with Board and Staff will be changed slightly. The event will be on site with a caterer and for Board and staff only, no spouses. Hor ‘dourves will be served and will provide an opportunity to have something to celebrate the holiday season.

**FACILITIES COMMITTEE:**

**OUTSIDE EVENTS POLICY** – in light of recent events at the Airport, Mr. Eberly had requested that Counsel prepare a report on the obligations and restrictions on the Airport Authority when an outside event is scheduled at the Lancaster Airport. Mr. Zeamer’s report was distributed to everyone. As per sponsors assurances which the Airport Authority is bound by, aeronautical activities may not be impeded by non-aeronautical activities. Proposed events must be available uniformly to anyone as long as the planners are able to abide by the guidelines set by the Airport Authority.

**PENN CINEMA LEASE REQUEST** – Mr. Foster reported that Mr. Ketchum requested a meeting with Staff regarding the current financial status of Penn Cinema. As a result of the delay in release of movies with the current pandemic along with the PA inside restrictions, business still remains severely curtailed and running about 10% capacity. Mr. Ketchum feels very positive about activity increasing once the movies start being released. As a result, Mr. Ketchum is requesting that the Board approve a request to delay rental payments an additional 6 months with a payback period of another year. The Board requested additional information from Mr. Ketchum and approved moving forward with the request and Counsel will prepare another amendment to the Lease Agreement for submission at a future meeting.

**PROPERTY COMMITTEE:**

Nothing to report

**STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Eberly reported that the Manheim Township Bus Depot Maintenance garage project continues to move forward with the design phase. TONO Architects anticipates having bid documents ready for release at the end of the year.

**ASSISTANT AIRPORT DIRECTOR** – Mr. Foster reported that the Airport Authority has acquired a Federal Surplus bulldozer which was located at Aberdeen Proving Grounds in Maryland. He went and secured a box of parts which were with the bulldozer. Maintenance staff looked over the machine and replaced parts as needed to put it into service.

Mr. Foster and Mr. Eberly also met with representatives from Southern Airways Express regarding the status of EAS funding beyond December 31, 2020. They feel confident that the US DOT will not end service in light of the current financial issues across the country. Hopefully this will allow legislators to be able to remove the local share requirement in the near future.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up 2% from October 2019 with an overall drop of 16%. Activity continues to recover overall. About 75% of Receivables are outstanding from the end of October. The annual meeting date publication provided by the County listed the dates and locations. Per confirmation by the Board, virtual meetings will continue to be held for the first half of 2021.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the Maintenance Staff have received delivery of a new maintenance pickup truck which was funded 75/25 with a PA BOA grant. The RV Lot continues to fill up with the additional 30-40 spaces. The Terminal construction project is about 99% completed with the front doors remaining to be installed.

**MANAGER, ALLIANCE AVIATION** – Ms. Stauffer reported that Alliance is slated to move into the new space in early December. A new fuel truck, also part of the PA BOA equipment

grant, has arrived and is now in service. With the election traffic that utilized the Airport in October, it accounted for about 10,000 gallons of fuel which was a nice addition to the monthly activity. Outside of that activity, general activity at Alliance has dropped.

**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, December 21, 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. Brown, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary