

MINUTES OF
LANCASTER AIRPORT AUTHORITY

December 21, 2020

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, December 21, 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

Garret Cliff, Aero-Tech Services
Mike O’Neill, local pilot

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 November 16, 2020 were distributed to the Board members. Upon motion duly made by MR.

Brown, 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 November 30, 2020. The reports closely reflect the last several months financial reports and year to date reflect positive activity. As the year winds down, overall the accounts are tracking closer to the prior year in the year-to-date summary. Landfill continues to be off estimates even after the restrictions were lifted. The following is the report for the referenced period.

<i>Period Ending November 30, 2020</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
November Net Revenue:	\$103,147.82	\$125,598.61
Year to Date Net Revenue:	\$1,219,985.21	\$1,327,290.10
General Fund Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$59,272.54	\$74,847.99
Year to Date Net Revenue:	\$579,332.17	\$817,352.67
Alliance Aviation Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$43,875.28	\$50,750.62
Year to Date Net Revenue:	\$640,653.04	\$509,937.43
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$33,045.11
General Fund Liquid Reserves:		\$437,486.52
Certificate of Deposit:		\$2,965,000.00
PLGIT Cash Account:		\$1,099.39
PLGIT Prime Investment Account		\$1,816,833.11
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$134,644.34
General Fund Accounts Payable:		(\$27,231.41)
Alliance Aviation Checking/Cash on Hand:		\$72,803.60
Alliance Aviation Accounts Receivable:		\$34,679.40
Alliance Aviation Accounts Payable:		(\$37,671.12)
Total Cash and Cash Equivalents:		\$5,430,688.94
Grant-Funded Project Construction Report		
Balance @ October 31, 2020		\$61,200.10
Grant Receipts/Transfers:		\$186,951.14
Line of Credit Drawdowns:		\$0.00

Total Cash Disbursements:		(\$247,582.64)
Balance @ November 30, 2020		\$568.60
Passenger Facility Charge Account		
Balance @ November 30, 2020		\$1,554.09
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ November 30, 2020		\$1,000,000.00

The financial reports for the period ending November 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 – The proposed budget was prepared with airline service and without airline service. No changes have been made to the budget as tabled. Ms. Lehman moved to adopt the budget without airline service with the recommendation that if airline service is restored after December 31, 2020, that the Board entertain updating the budget at a future meeting. The following resolution adopts the budget as submitted:

**Resolution No. 24 of 2020
Proposed Budget for Fiscal Year 2021**

WHEREAS, the Lancaster Airport Authority has prepared a proposed budget for Fiscal Year 2021; and

WHEREAS, the Lancaster Airport Authority has made no changes to the Budget Proposal as tabled.

NOW, THEREFORE, BE IT RESOLVED, that the Lancaster Airport Authority hereby approves the Budget for the Fiscal Year 2021, a copy of which is attached and made a part of this resolution; and

BE IT FURTHER RESOLVED that this resolution shall be made part of the minutes of the Lancaster Airport Authority.

Those in the airline industry are confident that the EAS program will continue, however, there have not been any announcements released. The language removing the local share requirement has been submitted in proposed language. As soon as an announcement is released, the Airport Authority will be able to react accordingly. Upon motion duly made by Ms. Lehman, seconded by Ms. Moul, and unanimously approved, the budget as submitted was adopted.

PERSONNEL COMMITTEE REPORT:

PERSONNEL TRANSITION – Ms. Moul requested that the Board adjourn to an Executive Session at the end of the meeting regarding the upcoming personnel transition with David Eberly’s retirement.

PERSONNEL SIGNATORY CHANGE – Mr. Eberly has been approved to be the signatory on behalf of the Airport Authority to sign documents and agreements relating to many projects and leases over the past years. As a result of his retirement, Mr. Foster will be the new signatory. The following resolution acknowledges the change in signatory power as of January 1, 2021.

Resolution No. 25 of 2020
Airport Director Signatory Change

WHEREAS the Lancaster Airport Authority authorizes the Airport Director to execute on behalf of the Airport Authority various agreements and contracts related to the operation and maintenance of the Lancaster Airport (LNS); and

WHEREAS, David F. Eberly, Jr. is currently employed as the Airport Director; and

WHEREAS, David F. Eberly, Jr. has tendered his resignation effective December 31, 2020; and

WHEREAS, the Airport Authority has hired William E. Foster to replace David F. Eberly, Jr. as the Airport Director effective January 1, 2021.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the change in signatory authorization from the current Airport Director, David F. Eberly, Jr., to the incoming Airport Director, William E. Foster, to be effective January 1, 2021, and

ALSO BE IT RESOLVED that the authorization of William E. Foster, incoming Airport Director, to act as agent to execute any and all necessary documents on any and all future documents that were previously authorized for David F. Eberly, Jr. to execute is hereby approved.

ALSO BE IT FURTHER RESOLVED that this resolution shall be made part of the minutes of the Lancaster Airport Authority.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, the resolution was approved. The resolution will be made available for any entity requiring documentation of the change.

DAVID EBERLY SERVICE RECOGNITION – Mr. Eberly has been an airport authority employee for over 44 years. With his retirement as of December 31, 2020, the Airport Authority desires to recognize his service with the following resolution.

Resolution No. 26 of 2020
David F. Eberly, Jr. Recognition of Service

WHEREAS David F. Eberly, Jr. has been employed by the Lancaster Airport Authority since October 1976 in various positions, most recently as Airport Director since 1994; and

WHEREAS Mr. Eberly has tendered his resignation as of December 31, 2020 in order to retire; and

WHEREAS the Lancaster Airport Authority desires to recognize his forty-four (44) years of service to the Lancaster Airport aviation community.

THEREFORE BE IT RESOLVED that the Lancaster Airport Authority hereby extends grateful appreciation to David F. Eberly, Jr. for his many years of dedicated service to the Lancaster Airport and overall aviation community; and

ALSO BE IT RESOLVED that by adopting this resolution, it reflects as a permanent record of the service commitment and dedication that David F. Eberly, Jr. has had for the aviation community and that a copy be presented to David F. Eberly, Jr with the Authority's best wishes for a relaxing retirement, and

BE IT FURTHER RESOLVED that this resolution shall be made part of the minutes of the Lancaster Airport Authority.

Upon motion duly made by Ms. Moul, seconded by Mr. Brown, the resolution was approved. Everyone congratulated Mr. Eberly on his retirement and wished him well.

FACILITIES COMMITTEE:

PENN CINEMA LEASE REQUEST – Mr. Foster reported that Counsel provided a Second Amendment Agreement for Penn Cinema with the payment extension period as well as the payment fee of 2% with each payment as per the last Board meeting. The agreement was presented to Penn Cinema and a partially executed copy was returned for consideration. The following resolution approves the agreement.

**Resolution No. 27 of 2020
Penn Cinema Lease Second Amendment Agreement**

WHEREAS, the Lancaster Airport Authority (the "Authority") is the owner and landlord of certain real estate located at 541 Airport Road, Manheim Township, Lancaster County, Pennsylvania. The tenant is Mountain Ventures Manheim, LLC. ("MVM"). The Authority and MVM are parties to a Ground Lease dated March 30, 2006, which property was subleased to Penn Cinema Management Company, LLC and Byler Management Co., LLC (collectively the "Tenants") by Sublease dated May 30, 2006, which was consented to by the Authority and a First Amendment to the Ground Lease dated July 16, 2020 ; and

WHEREAS, due to certain economic hardships created by the COVID-19 pandemic, the Tenants have requested certain temporary concessions from the Authority in the form of rent relief; and

WHEREAS, the Authority has agreed to permit Tenants to defer rent for the months of July 2020 through June 2021, with any deferred rent to be paid to the Authority starting July 1, 2021 along with interest on the amounts deferred; and

WHEREAS, to memorialize their agreement, the Authority and Tenants have entered into a Second Amendment to The Ground Lease.

THEREFORE BE IT RESOLVED that the Second Amendment to the Ground Lease between the Authority and Tenants is hereby approved; and

BE IT FURTHER RESOLVED that David F. Eberly, Jr., Airport Director, is hereby authorized to execute, on behalf of the Authority, said Second Amendment to Ground Lease.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted and the agreement was approved. The agreement will be executed and forwarded to Penn Cinema. The next payment will be delayed until July 1, 2021.

FIorentino's RESTAURANT UPDATE – Mr. Foster reported that Ms. Billas met with Mr. Eberly and him regarding the current status of the restaurant. Ms. Billas is in extreme financial difficulty with the State closures and restrictions. Mr. Foster reviewed financial reports released by Ms. Billas and concurs with Ms. Billas' assessment. Prior to the initial shutdown in March 2020, the restaurant was in the process of being sold which was placed on hold by the financial institution providing the backing. At this time, the sale is in jeopardy and may not occurring. Ms. Billas has not requested any specific help. The Board requested that Mr. Foster discuss with Ms. Billas the opportunities with Federal relief funding. If she is able to acquire funds, put a clause in any agreement that any delayed payments must be paid immediately.

BARBUSH CAR RENTALS – Staff have been notified of a pending sale of the business and will be looking for approval to transfer the remainder of the current agreement to the potential purchaser. Several items were requested to be provided prior to any approvals.

PROPERTY COMMITTEE:

LANDFILL STORMWATER INVESTIGATION REPORT – Mr. Eberly reported that RGS is working through the feasibility study regarding the relocation of the stormwater basin across from Penn Cinema. RGS has been working through the process and feels confident that all requirements can be fulfilled. Mr. Eberly has been reviewing the overall project cost to see if it will be cost effective.

AIRCRAFT ARCADE PROPOSED PROJECT – Ms. Moul asked if there was any further contact regarding a proposed aircraft arcade near the Penn Cinema project. Mr. Eberly has not been contacted since the initial communication to pursue the project.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Eberly thanked the Airport Authority for the retirement wishes. He expressed his pleasure working at the Airport and the ability to be the Airport Director. He started out as a kid from high school and look where he ended up after 44 years. He is going to miss being at the Airport. He felt the support and backing of the Board as he looked to expand and develop the facilities with the Penn Cinema and Sheetz projects. All wished him well in retirement.

ASSISTANT AIRPORT DIRECTOR – Mr. Foster reported that he was introduced to the Lancaster City Mayor and the Lancaster County Commissioners with a Zoom meeting. He is eager to step into the new role with Mr. Eberly's retirement.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up over 3% from November 2019 with an overall drop of under 15%. Activity continues to recover overall. About 70% of Receivables are outstanding from the end of November.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that he has worked at the Airport since 2007 and has learned a lot in his role. Mr. Beiler expressed a good retirement Mr. Eberly well in retirement. The recent snow storm went well. The current staff have not had to deal with too many storms over the past several years so the newer employees learned a lot with hopes not to have to use it too often.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that Alliance Aviation moved into the new facility on December 18 and will be working to get everything in place.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Mike O'Neill requested that the Airport Authority re-institute the fly-in meetings. They were well received and had a great group of volunteers assisting with the events. Mr. Eberly reported that currently with COVID restrictions, they have been cancelled but are hopeful that they will be able to be reinstated in the future.

EXECUTIVE SESSION

The Board adjourned to an Executive Session regarding the Personnel Transition. No action was taken during the meeting. The Executive Session was adjourned and the meeting continued.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, January 25 2021 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 Mr. Stauffer, seconded by Ms. Moul, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary