

MINUTES OF

LANCASTER AIRPORT AUTHORITY

November 15, 2021

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, November 15, 2021. 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 – Virtual
Treasurer	Amanda Lehman – Excused Absence
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

Lancaster Airport Authority Staff

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

VISITORS

Dan Diem – Aero Corp/AVIS Rent-A-Car
Joe Charles – Aero Corp/AVIS Rent-A-Car
Dick Hess – Lancaster Balloonport
Jim W.

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 asked for any public comments from the meeting attendees. No comments were offered at this time. He 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 18, 2021 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Mrs. Martin reviewed the financial report for period ending October 31, 2021. The report shows that the year is continuing to be a successful year. FBO income continues to increase. The following table is the report for the referenced period.

<i>Period Ending October 31, 2021</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
October Net Revenue:	\$69,085.54	\$191,196.09
Year to Date Net Revenue:	\$659,775.80	\$1,420,095.05
General Fund Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$49,850.26	\$93,245.22
Year to Date Net Revenue:	\$630,841.51	\$876,929.08
Alliance Aviation Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$19,235.28	\$97,950.87
Year to Date Net Revenue:	\$28,934.29	\$543,165.97
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$10,826.58
General Fund Liquid Reserves:		\$887,777.20
Certificate of Deposit:		\$2,976,000.00
PLGIT Cash Account:		\$0.44
PLGIT Prime Investment Account		\$478,529.57
PLGIT Term Account		\$2,000,000.00
General Fund Accounts Receivable:		\$104,228.03
General Fund Accounts Payable:		(\$378,592.77)
Alliance Aviation Checking/Cash on Hand:		\$74,656.18
Alliance Aviation Accounts Receivable:		\$69,463.12
Alliance Aviation Accounts Payable:		(\$65,148.35)
Total Cash and Cash Equivalents:		\$6,157,740.00

Grant-Funded Project Construction Report		
Balance @ September 30, 2021		\$256,947.44
Grant Receipts/Transfers:		\$24,180.35
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$280,559.19)
Balance @ October 31, 2021		\$568.60
Passenger Facility Charge Account		
Balance @ October 31, 2021		\$5,228.60
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ October 31, 2021		\$1,000,000.00

The financial reports were moved for approval as submitted by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved subject to audit.

PROPOSED 2022 FISCAL YEAR BUDGET: A draft of the 2022 Fiscal Year budget was distributed to the Board at the October Board meeting. No changes have been made to the submission. The document is now available for public view and is available for public review and comment. Questions and comments may be directed to staff prior to the November meeting.

FAA GRANT AGREEMENT – ARPA FUNDS: The Lancaster Airport Authority is in receipt of a grant for \$59,000 for funds from the American Rescue Plan Act (ARPA). The following resolution accepts the FAA Grant offer:

**Resolution No. 32 of 2021
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-047-2021**

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Fifty-Nine Thousand Dollars (\$59,000) representing One Hundred percent (100.0%) of all allowable costs of the ARPA 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 accept the above-referenced Grant Offer No. 3-42-0049-047-2021 in the amount of Fifty-Nine Thousand Dollars (\$59,000) at the Lancaster Airport; and

ALSO BE IT RESOLVED that the Chair or Vice-Chair 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 William E. Foster, 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. Moul, the resolution was adopted and the agreement was accepted.

PERSONNEL COMMITTEE REPORT:

BOARD MEMBER RE-APPOINTMENT: Ms. Lehman's term expires at the end of the year. A request for reappointment was submitted to the Lancaster City Mayor's office and City Council as she is a City appointment. Her reappointment request was approved. Her new term will expire December 31, 2026.

EXECUTIVE SESSION: Ms. Moul requested an executive session at the end of the meeting to discuss employee reinvestment stipends.

FACILITIES COMMITTEE:

ESSENTIAL AIR SERVICE UPDATE: The US DOT released approval to retain Southern Airways Express as the LNS airline carrier for an additional four (4) years. The local match requirement appears to have been dropped permanently.

HI-TECH HELICOPTERS FACILITY: Mr. Zeamer reported that he and Staff have not received any additional information on who is running what at the Hi-Tech Helicopters facility. They have not responded with a plan since the request in late August. After discussion regarding what potential strategies are available, the Board decided not to provide a new lease agreement with Hi-Tech Helicopters and utilize the space for Airport Authority/Alliance purposes.

PROPERTY COMMITTEE:

No report this month.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster requested approval to move forward and directly negotiate with the two (2) parties who submitted for the most recent RFP. Mr. Zeamer has looked into the law and it appears we are able to directly negotiate with them. Mr. Stauffer requested that Mr. Foster and he meet with Warwick Township to see what their plans are for

the Buckwalter property, which is potentially a site for a housing development. The 18 W. Millport Road property would be included in the parcel and the house would be demolished.

Mr. Foster also reported that staff met with RGS regarding the Stormwater Basin relocation project. After studies were completed, no wetlands issues appeared. RGS will submit a proposal by December 10 for the design/bidding process of the project.

The Lancaster Airport Authority was highlighted in a recent Business View Magazine edition. The online link will be sent out to everyone to read it. Mr. Foster has also been in contact with an air service consultant to provide a proposal for air service options. He has requested that they look at Lancaster County airline catchment data to see if there is potential to add additional destinations with the current airline or another airline. Over the summer between 13,000 and 8,000 people were in Orlando from Lancaster County. He is looking at ways to capture some of that airline business at Lancaster.

Mr. Foster also recommended terminating the consultant agreement with Mr. Eberly as the past Airport Director. He hasn't been utilized and it is felt that it is time to terminate the agreement. The Board agreed to the recommendation.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up again in October about 28% from September 2020 and year to date above by about 37%, which is reflected in the fuel sales. With current traffic levels, the aircraft activity in 2021 exceeded 2020 total operations and anticipate exceeding 2019 operations in November. About 50% of outstanding Receivables have been collected since October 31, 2021.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the Transportation Building is scheduled to be completed by the end of the year. While installing the utilities, the contractor ran into 2 sink holes and lots of rock. The Runway 8-26 project is done for the year. Landis Deck, the site contractor for the corporate hangar building, is working on material acquisition issues which is impeding them being able to start the project.

Mr. Beiler also reported that the Air Traffic Control Tower has remained open so far. There is a conference call for Contract Towers and discussion on ATZ Zero, which is tower closure. Glenn Knight, representative for the Civil Air Patrol, offered their services if needed.

MANAGER, ALLIANCE AVIATION – Ms. Forney shared photos of several large corporate jets who have been on the ramp. Fuel sales continue to be well over and above expected levels.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Mr. Knight announced that on December 1, 2021, the Civil Air Patrol will turn 80 years. The Jesse Jones Squadron in Lancaster County was started in 1941 and was one of the first squadrons.

No additional comments were received at this time.

EXECUTIVE SESSION

At this time, the Board met in executive session to discuss employee reinvestment stipends.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, December 20, 2021 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary