

MINUTES OF
LANCASTER AIRPORT AUTHORITY

December 20, 2021

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, December 20, 2021. 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 – Excused Absence
Vice-Chair	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman – Virtual
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
Nick Moehlmann – Lancaster Balloonport
Glenn Knight – Civil Air Patrol

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 asked for any public comments from the meeting attendees. No comments were offered at this time. She 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 November 15, 2021 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 – Ms. Lehman reviewed the financial report for period ending November 30, 2021. The report shows that the year is continuing to be a successful year. Commissions and landfill continue to be above budget in spite of the current financial climate. Interest rates continue to be all-time lows with land expense higher than normal. FBO income continues to increase. Even after deducting the COGS, the overall income far exceeds the budgeted figure. The following table is the report for the referenced period.

<i>Period Ending November 30, 2021</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
November Net Revenue:	\$71,030.57	\$164,665.05
Year to Date Net Revenue:	\$730,806.37	\$1,587,092.31
General Fund Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$62,038.05	\$75,577.99
Year to Date Net Revenue:	\$692,879.56	\$955,441.05
Alliance Aviation Report		
Reporting Period	Budget	Actual
November Net Revenue:	\$8,992.52	\$89,087.06
Year to Date Net Revenue:	\$37,926.81	\$631,651.26
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$12,547.87
General Fund Liquid Reserves:		\$782,687.42
Certificate of Deposit:		\$2,480,000.00
PLGIT Cash Account:		\$0.44
PLGIT Prime Investment Account		\$226,173.46
PLGIT Term Account		\$2,750,000.00
General Fund Accounts Receivable:		\$111,594.51
General Fund Accounts Payable:		(\$209,155.26)
Alliance Aviation Checking/Cash on Hand:		\$63,084.21
Alliance Aviation Accounts Receivable:		\$69,264.60
Alliance Aviation Accounts Payable:		(\$120,380.67)

Total Cash and Cash Equivalents:		\$6,165,816.58
Grant-Funded Project Construction Report		
Balance @ October 31, 2021		\$568.60
Grant Receipts/Transfers:		\$100,745.17
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$101,223.67)
Balance @ November 30, 2021		\$90.10
Passenger Facility Charge Account		
Balance @ November 30, 2021		\$1,955.60
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ November 30, 2021		\$1,000,000.00

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

PROPOSED 2022 FISCAL YEAR BUDGET: A draft of the 2022 Fiscal Year budget had been distributed to the Board at the October Board meeting. The Personnel Committee met and recommended some changes to the personnel costs which were significant enough to recommend revising several budget figures. The following resolution considers the revised budget for approval for Fiscal Year 2022:

**Resolution No. 33 of 2021
Proposed Budget for Fiscal Year 2022**

WHEREAS, the Lancaster Airport Authority has prepared a proposed budget for Fiscal Year 2022; and

WHEREAS, the Lancaster Airport Authority has made 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 2022, 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.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the revised budget for 2022 Fiscal Year was approved.

AUDITOR APPOINTMENT – The firm selected to perform the 2021 audit is Baker Tilly LLP. Following is a resolution for consideration to approve the auditor selection.

Resolution No. 34 2021

Auditors Appointment

WHEREAS, the Financial Documents for the Lancaster Airport Authority must be audited annually in conjunction with Federal, State and Local regulations; and

WHEREAS Baker Tilley US LLP presented the Lancaster Airport Authority with a proposal to perform the 2021 Fiscal Year Audit not to exceed \$20,600.00 for the annual audit as well as a cost not to exceed \$9,500 for the single audit.

THEREFORE BE IT RESOLVED, that the Lancaster Airport Authority hereby accepts the proposal from Baker Tilley US LLP to perform the 2021 Fiscal Year Audit and to be the independent certified public accountants for the Airport Authority for 2022.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted and the agreement was accepted.

PERSONNEL COMMITTEE REPORT:

PETE ELLIS AND LUCAS DELANEY RECOGNITION: On November 21, 2021 at approximately 5:50 pm, Pete Ellis, a Line Service Technician and retired military, responded to a frantic request to assist a customer at the Restaurant. He immediately sprung into action as well as Lucas DeLaney, a Customer Service employee for Alliance, and responded to the call. He performed the Heimlich maneuver several times until the customer was able to breathe on her own. The family later contacted staff who reported that the customer is doing well and they greatly appreciate the assistance provided by Pete. The Board and Staff commended Mr. DeLaney and especially Mr. Ellis on their quick thinking and ability to assist in a time of stress.

FACILITIES COMMITTEE:

AIR SERVICE STUDY – MEAD & HUNT AGREEMENT: Mr. Foster has been working with Jeff Hartz of Mead & Hunt and has requested an agreement to provide up to date airline catchment area data. The previous study is about 22 years old with outdated information. The final report will identify if there is an airport or area of the country which would be attractive to airline carriers. The desire is not to compete with EAS but to complement the EAS service. The overall cost estimate is about \$22,000. The following resolution approves the agreement:

Resolution No. 35 of 2021

Mead & Hunt Air Service Consultant Agreement

WHEREAS, the Lancaster Airport Authority desires to look at the potential air service opportunities at Lancaster Airport; and

WHEREAS, the Airport Authority has received a proposal from Mead & Hunt to research Lancaster County travel patterns as well as the travel destinations of Lancaster County residents; and

WHEREAS, the scope of services from Mead & Hunt is based on compensation in the amount of \$22,490.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Mead & Hunt proposal to provide reports of Lancaster County travel patterns in the amount \$22,490 for the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, 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 a copy of the proposal is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. Mead & Hunt will be contacted to begin the research.

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. Since the November meeting, Mr. Zeamer forwarded a letter to Hi-Tech Helicopters and did not receive any correspondence back.

VENTURE JETS BUILDING PROPOSAL: Mr. Foster has been contacted by Mr. Miasnikowics and by an investor. The investor is prepared to assist with building an additional hangar for Venture Jets, who is in dire need of additional space. Mr. Foster provided a land lease rate and the investor is looking into the viability of the project. The investor is also interested in constructing additional hangar space and potentially having the Airport Authority manage the hangar. Mr. Zeamer will be part of the creation of the necessary documents.

PROPERTY COMMITTEE:

RGS AGREEMENT – RELOCATE STORMWATER BASIN – PHASE II AGREEMENT: RGS has completed Phase I of the Relocate Stormwater Basin project to ensure that the project is viable and be able to continue through the process. Phase II includes a floodplain analysis and delineation study; application services; post construction SW management plan; post-

construction SW management design and NPDES permitting; erosion and sediment control design; as well as any design revisions as a result of project submissions. The overall design cost with Phase I & Phase II is about \$95,000 if fully billed with expenses. The final phase will be construction management and as-built plans. The following resolution approves the agreement:

Resolution No. 36 of 2021
RGS Associates Regional Stormwater Facility
Design Services

WHEREAS, the Lancaster Airport Authority desires to expand the current Regional Stormwater Facility on Airport property along Airport Road; and

WHEREAS, the Airport Authority desires to continue the approval process to relocate the basin; and

WHEREAS, RGS Associates has provided a proposal for services to design the proposed relocated regional basin.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the RGS Associates proposal to provide design services to relocate the Regional Stormwater Facility in the amount \$39,000 plus expenses for the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, 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 a copy of the proposal is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, the resolution was adopted and the agreement was approved. RGS will be notified to start the second phase.

ROUTE 501/MILLPORT ROAD DEVELOPMENT UPDATE: Mr. Foster requested bid numbers and priority for the SW and SE corners of Millport Road and Route 501/Lititz Pike from the two prior bidders for the SW corner. On December 17, 2021, both companies submitted proposals with ALDI preferring the SE corner and East Earl Partners not specifying. Mr. Foster will work with Mr. Zeamer and both entities to start the process for land leases for the two (2) parcels.

Mr. Stauffer recommended notifying both Warwick and Manheim Township administrations regarding the upcoming plans so they are aware of the upcoming projects.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that the 4th round of relief funds has been approved by Congress and is known as the BIL – Bi-Partisan Infrastructure Bill. They have not yet released what the funds are able to be used for. According to the press release, Lancaster will receive \$295,000 for the next 5 years. The funds are still not fairly released as it is based on debt and passenger activity. It does not take into account aircraft activity, which impacts the airport's infrastructure more than passengers, at least at non-hub/general aviation airports.

Staff have also submitted an equipment replacement request from the BOA. Most of the equipment being used by staff is 12 years or older, which is greater than the accepted service life of 10 years for equipment.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was up again in November about 20% from November 2020 and year to date above by about 35.5%, which is reflected in the fuel sales. With current traffic levels, the aircraft activity in 2021 exceeded 2020 total operations and exceeded 2019 operations in November. If traffic continues on track, over 100,000 operations will occur at Lancaster, which has not happened since 2006. About 60% of outstanding Receivables have been collected since November 30, 2021.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that there have been two incidents at the Airport recently. The Bell 47 incident occurred with two people, both of whom are recovering. Mr. Beiler and Mr. Foster met with the engineers and the contractor for the next phase of the construction project regarding how to handle runway closures. After a good discussion, it was determined to lean towards one long closure rather than many long weekends of closures. It shortens the length of time on the job as well as the ability to reduce the start/stop nature of weekend work.

MANAGER, ALLIANCE AVIATION – Ms. Forney shared updated reports of net income and fuel sales since the September Board Retreat.

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, January 24, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary