

MINUTES OF
LANCASTER AIRPORT AUTHORITY

April 18, 2022

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, April 18, 2022. 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 – Excused Absence
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
Tracy Barley – Aviation Marketing & Communications Coordinator

VISITORS

Glenn Knight – Civil Air Patrol
Jen Snyder – Smoketown Helicopters – Virtual
Michael Frey – Baker Tilley LLC
Thomas Feister – Baker Tilley, LLC
Michael Wascura – Baker Tilley, LLC – Virtual

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 March 21, 2022 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. Martin reviewed the financial report for period ending March 31, 2022. Good report so far with the first 3 months of the year. Landfill performed well in spite of wet weather. Alliance activity was still high as well in spite of the weather. Reserves are starting to be decreased by the local share of projects, however, the Terminal match should be available soon with a reimbursement amount of just over \$1 million. The following table is the report for the referenced period.

<i>Period Ending March 31, 2022</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
March Net Revenue:	\$35,804.24	\$144,620.21
Year to Date Net Revenue:	\$212,609.94	\$418,564.23
General Fund Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$27,892.56	\$55,444.23
Year to Date Net Revenue:	\$148,160.33	\$206,028.67
Alliance Aviation Report		
Reporting Period	Budget	Actual
March Net Revenue:	\$7,911.68	\$89,175.98
Year to Date Net Revenue:	\$64,449.61	\$212,535.56
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$19,294.51
General Fund Liquid Reserves:		\$401,386.33
Certificate of Deposit:		\$1,488,000.00
PLGIT Cash Account:		\$1.44
PLGIT Prime Investment Account		\$21,109.14
PLGIT Term Account		\$3,950,000.00
General Fund Accounts Receivable:		\$104,326.64
General Fund Accounts Payable:		(\$88,841.94)
Alliance Aviation Checking/Cash on Hand:		\$59,299.38
Alliance Aviation Accounts Receivable:		\$89,138.33
Alliance Aviation Accounts Payable:		(\$177,048.76)

Total Cash and Cash Equivalents:		\$5,866,665.07
Grant-Funded Project Construction Report		
Balance @ February 28, 2022		\$568.60
Grant Receipts/Transfers:		\$101,942.17
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$44,190.44)
Balance @ March 31, 2022		\$58,320.33
Passenger Facility Charge Account		
Balance @ March 31, 2022		\$3,146.61
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ March 31, 2022		\$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.

FISCAL YEAR 2021 ANNUAL AUDIT: Ms. Martin reported that the annual audit for Fiscal Year 2021 has been completed by Baker Tilley. Representatives from Baker Tilley were present to answer any questions and provide a brief overview of the report. Michael Frey provided a summary of the Management Report previously forwarded to the Board. Thomas Feister provided highlights of the annual report. The following resolution accepts the Fiscal Year 2022 audit report.

**Resolution No. 13 of 2022
Adoption of Auditor’s Reports**

WHEREAS, Baker Tilly LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority’s financial statements, have completed and submitted financial statements for the year ended December 31, 2021 together with an independent auditors’ report thereon; and

WHEREAS, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2021 submitted by Baker Tilly LLP; 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 Audit Report is hereby approved; and

ALSO BE IT RESOLVED a copy of the approved 2021 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the report was accepted. Reports will now be released to the appropriate agencies.

Mr. Frey and Mr. Feister thanked the staff, especially Ms. Martin, for providing information as needed during the audit as well as throughout the year. Mr. Cunningham complimented Ms. Martin on all her work towards making sure the audit is completely timely and the hard work throughout the year to ensure that the reports are accurate.

PERSONNEL COMMITTEE REPORT:

No report this month.

FACILITIES COMMITTEE:

PA GRANT AGREEMENT – EQUIPMENT: Mr. Foster reported that the Maintenance Staff worked to compile a list of equipment needed to be replaced or needed to better operate on the field. A list of 11 pieces have been requested and approved with funding level of 75% PA BOA and 25% local/LAA share. Ten of the 11 pieces are being acquired through the PA Co-Stars program and 1 item must be bid. The following resolution approves the grant agreement.

**Resolution No. 14 of 2022
PennDOT - Bureau of Aviation Grant Offer
Acquire Airport Equipment (Vehicles and Support Equipment)
Grant No. ADP-2021-Lancaster AA-000012**

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Acquire Airport Equipment (Vehicles and Support Equipment) project (“Project”) at the Lancaster Airport; and

WHEREAS, the Department of Transportation anticipates releasing a seventy-five percent (75%) matching grant agreement for the project costs not to exceed \$531,092.

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority, does hereby accept the Grant offer for the above-referenced project at 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 Grant Offer is hereby approved.

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

SUSQUEHANNA VALLEY BALLOON CO.: Mr. Foster reported that Susquehanna Valley Balloon Company (SVBC) desires to lease the space released by Lancaster Balloonport. SBVC had operated at the same time Lancaster Balloonport was, however, Lancaster Balloonport had terminated their lease. The following resolution approves the lease and operating agreement with SVBC to operate balloon flights at the Lancaster Airport.

Resolution No. 15 of 2022
Susquehanna Valley Balloon Company Lease and FBO Agreements

WHEREAS, Susquehanna Valley Balloon Company (SVBC) desires to lease space to store balloons and operate balloon flights at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement to SVBC to store balloons and operate balloon flights; and

WHEREAS, the Lancaster Airport Authority has also offered a Fixed Base Operating Agreement (FBO) to operate balloon flights at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the lease and operating agreements with SVBC.; 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 agreements is hereby approved; and

ALSO BE IT RESOLVED a copy of the Lease and FBO Agreements are attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the resolution was adopted and the agreements were accepted.

NON-AERONAUTICAL PROPERTY COMMITTEE:

MANHEIM TOWNSHIP SCHOOL DISTRICT (MTSD) LEASE AGREEMENT AMENDMENT: Mr. Foster reported that the Transportation Building has been completed has received occupancy. The MTSD has been provided access to the building. As a result, the rental rate and

lease commencement date has been set. The following resolution accepts the Lease Agreement Amendment.

Resolution No. 16 of 2022

Manheim Township School District Maintenance Facility Lease Amendment Agreement

WHEREAS, the Lancaster Airport Authority completed construction for a transportation maintenance facility on the northern side of the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has tendered a lease amendment agreement determining the rental rate and commencement date for the lease agreement with the Manheim Township School District and the Lancaster Airport Authority

THEREFORE, NOW BE IT RESOLVED, that the Lancaster Airport Authority approves the lease amendment agreement between the Lancaster Airport Authority and Manheim Township School for the completed transportation maintenance facility; and

ALSO BE IT RESOLVED, that William E. Foster, Airport Director, is hereby authorized to act as agent to execute any and all necessary documents relating to the aforementioned agreement.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, the resolution was adopted and the agreement was approved. Mr. Beiler reported that the School District is slowly moving into the facility.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that the FAA is slated to fund all but about \$16,000 of a \$4.2 million Runway 8-26 rehab, Construction Phase III of the rehabilitation project. Once approved, a grant agreement will be provided to start the project.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity remains steady so far this year. About 70% of outstanding Receivables have been collected since March 31, 2022. Interest rates have started to climb so trying to take advantage as much as possible with investable funds.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the hangar currently under construction is moving along with sitework. Grouting work to be completed as part of the project was originally estimated but he is hearing that the estimates are about 130% – 140% over the estimated costs which is still better than the original 400% over. The Airport Authority is storing as much of the material as possible. He also reported that he had his first ever cleanfill inspection with Manheim Township with only minor modifications required. The Airport had already purchased a Skidsteer with a sweeper attachment to keep as much mud off of the road as possible.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that March Jet A fuel sold was great, especially considering the climbing prices. Ms. Forney, Mr. Foster, and Ms. Barley attended the Schedulers and Dispatchers conference. They came back with a lot of good information.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. Glenn Knight of the Civil Air Patrol reported that they have 54 members now, which includes 34 cadets with 6 more possible cadets. A former member has also posted a flight scholarship at a \$1,000 per scholarship for 5 years. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, April 18, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stuafter, seconded by Ms. Moul, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary