

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

**May 16, 2022**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, May 16, 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    |
| Treasurer                       | Amanda Lehman    |
| 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  
Brad Witmer

**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 April 18, 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. Lehman reviewed the financial report for period ending April 30, 2022. Another great month for both accounts. With the rent from the maintenance building in the RV lot and the landfill, budgeted income is going well. Interest rates are climbing as well as commissions, which shows continued increased activity on the field. Alliance activity was still high in spite of drastically increasing fuel prices. The following table is the report for the referenced period.

| <i>Period Ending April 30, 2022</i>                |               |                        |
|--|---------------|------------------------|
| <b>Combined General Fund and Alliance Aviation</b> |               |                        |
| <b>Reporting Period</b>                            | <b>Budget</b> | <b>Actual</b>          |
| April Net Revenue:                                 | \$95,330.81   | \$226,350.07           |
| Year to Date Net Revenue:                          | \$307,940.75  | \$627,108.66           |
| <b>General Fund Report</b>                         |               |                        |
| <b>Reporting Period</b>                            | <b>Budget</b> | <b>Actual</b>          |
| April Net Revenue:                                 | \$63,125.25   | \$95,006.18            |
| Year to Date Net Revenue:                          | \$211,285.58  | \$281,740.82           |
| <b>Alliance Aviation Report</b>                    |               |                        |
| <b>Reporting Period</b>                            | <b>Budget</b> | <b>Actual</b>          |
| April Net Revenue:                                 | \$32,205.56   | \$131,343.89           |
| Year to Date Net Revenue:                          | \$96,655.17   | \$345,367.84           |
| <b>Cash and Cash Equivalents</b>                   |               |                        |
| <b>Item</b>  |               | <b>Current Balance</b> |
| General Fund Checking Account:                     |               | \$1,220.31             |
| General Fund Liquid Reserves:                      |               | \$561,963.65           |
| Certificate of Deposit:                            |               | \$1,240,000.00         |
| PLGIT Cash Account:                                |               | \$2.11                 |
| PLGIT Prime Investment Account                     |               | \$19,614.39            |
| PLGIT Term Account                                 |               | \$4,200,000.00         |
| General Fund Accounts Receivable:                  |               | \$116,760.71           |
| General Fund Accounts Payable:                     |               | <b>(\$86,282.73)</b>   |
| Alliance Aviation Checking/Cash on Hand:           |               | \$96,889.58            |
| Alliance Aviation Accounts Receivable:             |               | \$98,196.30            |
| Alliance Aviation Accounts Payable:                |               | <b>(\$227,680.14)</b>  |
| <b>Total Cash and Cash Equivalents:</b>            |               | <b>\$6,020,684.18</b>  |

| <b>Grant-Funded Project Construction Report</b> |                 |                       |
|---|-----------------|-----------------------|
| Balance @ March 31, 2022                        |                 | \$58,320.33           |
| Grant Receipts/Transfers:                       |                 | \$177,715.69          |
| Line of Credit Drawdowns:                       |                 | \$0.00                |
| Total Cash Disbursements:                       |                 | <b>(\$184,715.93)</b> |
| <b>Balance @ April 30, 2022</b>                 |                 | <b>\$51,320.09</b>    |
| <b>Passenger Facility Charge Account</b>        |                 |                       |
| <b>Balance @ April 30, 2022</b>                 |                 | \$5,335.27            |
| <b>\$ 1 Million Line of Credit Report</b>       |                 |                       |
| Item  | Rate of 4.0000% | Available Balance:    |
| <b>Balance @ April 30, 2022</b>                 |                 | \$1,000,000.00        |

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

**PERSONNEL COMMITTEE REPORT:**

No report this month.

**FACILITIES COMMITTEE:**

**AMERICAN AIRLINES BUS SERVICE – LNS TO PHL:** Mr. Foster reported that American Airlines had contacted him regarding providing bus service from LNS to PHL and within days requested a proposal for costs to operate out of Lancaster Airport. Without quibbling about pricing, they agreed to the cost proposal and announced the next day that service would begin August 16, 2022. Staff are working with American Airlines to iron out the exact details of the service as well an Operating Agreement permitting them to operate at Lancaster. All passengers would be treated just like someone boarding an aircraft except the bus will be sealed prior to exiting the Airport and must remain sealed until reaching PHL in order to enter field side to board their connecting flight. Although relatively new, other airlines are exploring this option as well in other markets. The cost looks to be about \$75 round trip add on and it must be added onto a connecting American Airlines flight, not just a way to get to PHL and jump to another airline. Mr. Foster did reach out to Southern Airways Express who felt it would not be an issue and in fact looked for more exposure for flights out of Lancaster to positively impact their numbers.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**WARWICK TOWNSHIP WOODY YARD SITE UPDATE:** Mr. Foster reported that he had been approached by Warwick Township officials who are interested in expanding their footprint in the next 1-2 years, in part because Lititz Borough would like to utilize the site as well. Mr. Beiler reported that users tend to drop debris from entering vehicles into the site, however, the

Airport Authority has to dispose of the debris at the cleanfill site instead of at the woody yard site. He is hoping Warwick Township will be willing to work with the Airport Authority to keep it clean. Mr. Foster expressed to Warwick Township that it is very likely it would be able to be expanded. He also expressed desire for assistance to be able to connect to the water system for future northside development.

### **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that BBP Solutions, who manages the day to day running of the Aviation Council of PA, has approached him to participate in a strategic meeting. A nearby airport which is run similarly is looking for how the Lancaster Airport is being run to glean knowledge so help them run their operation better.

Mr. Foster also reported that he met with Chick Fil A design team. They are interested in Lancaster Airport as a site for other brands as well as continuing to purpose the prior Hoss's location for Chick Fil A. He will set up a Property Committee meeting with them to see how to move forward.

Air service in general at the Airport is continuing to be discussed in the industry. Another airline has expressed interest in providing airline service and he has a meeting set up to discuss what they are interested in doing.

He also recommended that everyone check out the improvements completed by the restaurant to the deck area which just recently opened for the season.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity dropped in April but still positive year to day as compared to last year. About 62% of outstanding Receivables have been collected since April 30, 2022.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the Runway/Taxiway Rehab is gearing up with a preliminary test strip being completed May 26 and 27. The hangar currently under construction has foundations going in. The Airport Authority took delivery on many of the materials to avoid price increase requests which is locked and secure until the contractor needs it for the project. The site contractor, H&K, has been a great company to work with. Mr. Stauffer had asked about the status of our IT. Mr. Beiler reported that he is working on an RFQ to include cyber security and hardware/software services.

Mr. Stauffer also asked about the cemetery location project. Mr. Beiler reported that the initial proposal included probing instead of radar, which is more expensive. At this point, they will be moving forward with the more expensive option which is more appropriate for the way the project should be investigated.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that as noted the market is very volatile increases coming at 74 cents in a week to \$1.47 in a week to 48 cents this week alone. The price increases have not seemed to impact the sales so far.

**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, June 20, 2022 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. Brown and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary