

MINUTES OF

LANCASTER AIRPORT AUTHORITY

August 15, 2022

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 15, 2022. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meeting 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

VISITORS

Glenn Baugher – Civil Air Patrol
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 then asked for any public comments from the meeting attendees. No additional comments were presented. 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 July 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 July 31, 2022. Another good month for both accounts. Commissions remain strong which helped to offset the continued drop in cleanfill revenue. Interest rates are climbing and staff are taking advantage as much as possible. The following table is the report for the referenced period.

<i>Period Ending July 31, 2022</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
July Net Revenue:	\$144,476.77	\$183,386.13
Year to Date Net Revenue:	\$718,897.16	\$1,162,153.87
General Fund Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$85,317.95	\$98,284.39
Year to Date Net Revenue:	\$458,526.92	\$590,873.09
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$59,158.82	\$85,101.74
Year to Date Net Revenue:	\$260,370.24	\$571,280.78
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$12,262.27
General Fund Liquid Reserves:		\$290,192.60
Certificate of Deposit:		\$496,000.00
PLGIT Cash Account:		\$31.47
PLGIT Prime Investment Account		\$518,199.92
PLGIT Term Account		\$4,950,000.00
General Fund Accounts Receivable:		\$90,821.78
General Fund Accounts Payable:		(\$30,949.53)
Alliance Aviation Checking/Cash on Hand:		\$112,447.85
Alliance Aviation Accounts Receivable:		\$101,025.23
Alliance Aviation Accounts Payable:		(\$235,133.31)
Total Cash and Cash Equivalents:		\$6,304,898.28
Grant-Funded Project Construction Report		
Balance @ June 30, 2022		\$568.60

Grant Receipts/Transfers:		\$3,168,390.30
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,423,224.00)
Balance @ July 31, 2022		\$1,745,734.90
Passenger Facility Charge Account		
Balance @ July 31, 2022		\$7,620.28
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ July 31, 2022		\$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.

First 6 Months Comparison – A comparison of the first 6 months of the year as compared to 2021 was distributed. Even with the cleanfill drop off and the construction project impacting fuel sales, overall the Airport Authority and Alliance are in great shape.

PERSONNEL COMMITTEE REPORT:

2021 HSA EMPLOYEE DISTRIBUTION - the Lancaster Airport Authority is part of a self-insured co-operative, the Intergovernmental Insurance Co-Operative which reimburses participating entities unused claim fund monies. Over the past several years, the Board has released a portion of the reimbursement to eligible employees. The Board approved the 2021 disbursement which will occur in September.

BOARD MEMBER APPOINTMENT – Mr. Stauffer’s term ends this year and he is a City appointee. He has expressed his desire to turn over his position over to a new Board member, however, he is willing to remain on the Board after his term expires until a replacement can be appointed. The Board is currently looking at several people to consider submitting to the City Council and the Mayor.

FACILITIES COMMITTEE:

TUG BID RESULTS - Bids were received for a towbarless tug to be purchased as part of an equipment grant. Three companies submitted bids and The Shain Group was the low bidder. The results have been submitted to PennDOT – BOA and the results have been accepted. The total cost is slightly more than approved in the grant, however, Staff feel that the minor costs of approximately \$7,000 is acceptable. The tug is similar to a zero-turn mower, however, and training is provided as part of the bid package.

Resolution No. 24 of 2022
Fully Electric Towbarless Tug Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for a fully electric towbarless Tug at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that The Shain Group is the apparent low bidder including all alternates in the amount of \$123,781.00 which is included in the Acquire Equipment project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept The Shain Group as the low bidder for the fully electric Towbarless Tug at the Lancaster Airport; and

AND ALSO BE IT RESOLVED that the authorization of the William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned bid results, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted and the bids were accepted. Contracts will be executed and the order will be submitted as soon as possible.

AMERICAN AIRLINES BUS SERVICE AGREEMENT: Ms. Martin reported that a final draft had been submitted to American Airlines with comments from our Counsel and American Airline's Counsel. They have been training and preparing for the inaugural trips starting August 15 with a departure time of 5:40 am.

Resolution No. 25 of 2022
American Airlines Operating Agreement

WHEREAS, American Airlines desires to lease space to operate a bus transportation system at the Lancaster Airport; and

WHEREAS, the Airport Authority desires to expand transportation available to the Lancaster community; and

WHEREAS, a lease agreement has been presented to American Airlines to lease space and operate a bus transportation system at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Operating Agreement for American Airlines to rent facilities to operate a bus transportation system 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 Operating Agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement was approved. Final signatures will be affixed to fully execute the agreement.

NON-AERONAUTICAL PROPERTY COMMITTEE:

ALDI LEASE AGREEMENT UPDATE: Staff and Counsel met to discuss the agreement. ALDI was making the changes and have not yet submitted the final draft to Staff and counsel to review it prior to submitting it to the Board for approval.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that the hangar design is continuing with McFarland Johnson. He is expecting to have a drawing shortly to help define future hangar locations. The investor for Venture Jet’s new hangar has bowed out and is looking to the Airport Authority to assist with the design/build for a new hangar for his company to rent.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that about 35% of outstanding Receivables have been collected since July 31, 2022. Aircraft activity bounced back in July but remaining slightly less as compared to last year. Ms. Martin also reported that she is working with the Auditor team regarding the GASB 87 requiring additional information about leases which will be required to be included in the financial report. All public agencies are required to added this rule with the 2022 financial audit reports.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the construction of the new AAS building is continuing on schedule. The facility should be fully enclosed in the new few weeks. The final marking/grooving of the runway was completed this past weekend. The construction project will resume next spring with the next phase.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that traffic has bounced back from the runway project. So far this year, Alliance has serviced 86 more jet aircraft than last year ag the same time. They have sold more than 125,000 gallons to date which is 16 ½ loads of fuel. Fuel prices are steadily decreasing but still have to order ahead

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, September 19, 2022 at 3:30 p.m. in-person and by ZOOM. Due to the timing of the next meeting being the day after Community Days and that 2 of the Administrative staff will be at a conference and would be unavailable, it was determined that the September meeting would be cancelled. If any items came up that needed addressed prior to the October 17, 2022, a special meeting would be called. There being no further business to discuss, motion was duly made by Mr. Stauffer, seconded by Ms. Lehman and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary