

MINUTES OF
LANCASTER AIRPORT AUTHORITY

November 21, 2022

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, November 21, 2022. The meeting began at 3:30 p.m. Ms. Valerie Moul, Vice-Chair, presided at the meeting 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

Glenn Baugher – Civil Air Patrol
Jen Snyder – Smoketown Helicopters
John Beuerle – Lancaster County Emergency Management

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 then asked for any public comments from the meeting attendees. No additional comments were presented. 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 October 17, 2022 were distributed to the Board members. Upon motion duly made by Mr. Brown, 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 October 31, 2022. She noted the increased investment interest rates, that American Airlines activity income has been able to be captured, and that the Community Days expenses are more than expected from Budget. The following table is the report for the referenced period.

<i>Period Ending October 31, 2022</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
October Net Revenue:	\$141,052.79	\$210,444.64
Year to Date Net Revenue:	\$1,037,129.05	\$1,686,220.72
General Fund Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$73,738.43	\$99,034.55
Year to Date Net Revenue:	\$617,853.17	\$850,325.51
Alliance Aviation Report		
Reporting Period	Budget	Actual
October Net Revenue:	\$67,314.36	\$111,410.09
Year to Date Net Revenue:	\$419,275.88	\$835,895.21
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$5,160.70
General Fund Liquid Reserves:		\$599,221.76
Certificate of Deposit:		\$0.00
PLGIT Cash Account:		\$3,112.38
PLGIT Prime Investment Account		\$275,207.50
PLGIT Term Account		\$5,700,000.00
General Fund Accounts Receivable:		\$135,344.57
General Fund Accounts Payable:		(\$40,147.31)
Alliance Aviation Checking/Cash on Hand:		\$153,361.09
Alliance Aviation Accounts Receivable:		\$100,216.67
Alliance Aviation Accounts Payable:		(\$253,978.40)
Total Cash and Cash Equivalents:		\$6,677,498.96
Grant-Funded Project Construction Report		

Balance @ September 30, 2022		\$484,465.70
Grant Receipts/Transfers:		\$979,816.85
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,463,713.95)
Balance @ October 31, 2022		\$568.60
Passenger Facility Charge Account		
Balance @ October 31, 2022		\$6,512.35
\$ 1 Million Line of Credit Report		
Item	Rate of 4.8000%	Available Balance:
Balance @ October 31, 2022		\$1,000,000.00

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

FISCAL YEAR 2023 PROPOSED BUDGET – DRAFT – Ms. Martin had distributed the draft Fiscal Year 2023 budget. No comments had been received as of the meeting date. The budget is now available for public review and comment. Questions or comments are to be directed to staff.

MULTI-MODAL FUNDING APPLICATION – Staff have applied for funding through the PennDOT – Bureau of Aviation Multi-Modal funding process. As part of the application, a Resolution is required showing that the Airport Authority is committed to the project and the local share of funding. The following resolution complies with this requirement:

**Lancaster Airport Authority
MTF Project Application
Resolution No. 33 of 2022**

BE IT RESOLVED, that the Lancaster Airport Authority of Lancaster County hereby requests a Multimodal Transportation Fund grant of \$3,000,000 from the Pennsylvania Department of Transportation to be used for Aircraft Maintenance Hangar and Offices.

BE IT FURTHER RESOLVED that the Applicant does hereby designate **William E. Foster**, Airport Director, and **G. Matthew Brown**, Secretary, to execute all documents and agreements between the Lancaster Airport Authority and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, **G. Matthew Brown**, duly qualified Secretary of the Lancaster Airport Authority, Lancaster County, Lititz, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Lancaster Airport Authority at a regular meeting held Monday, November 21, 2022 and said Resolution has been recorded in the minutes of the Lancaster Airport Authority and remains in effect as of this date.

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, the resolution was adopted. The executed resolution will be forwarded to the Multi-Modal application contact for

attachment to the application. Staff anticipate award notification sometime late December 2022 or early January 2023. An additional multi-modal funding application from the DCED opens in late winter/early spring which Staff anticipate applying for funds again.

PERSONNEL COMMITTEE REPORT:

RICHARD STAUFFER REAPPOINTMENT – Mr. Stauffer’s current term expires December 31, 2022 and he is a City appointee. He agreed to remain on the Board at this time. He received approval from the City of Lancaster for a new five (5) year term starting January 1, 2023. Congratulations to Mr. Stauffer!

EXECUTIVE SESSION – Ms. Moul requested an executive session at the end of the general meeting to discuss personnel matters.

FACILITIES COMMITTEE:

MCFARLAND JOHNSON TASK ORDER NO 2 & 3 – McFarland Johnson has been working on hangar development on the north side of the field to accommodate our current tenants who have outgrown their current space and need expanded facilities. At the October meeting, the Board approved Task Order No. 2 pending BOA approval. The BOA approved the general work, however, highly recommended splitting the work into site work and hangar work. This will help allow for a higher funding strategy if available for the site work (generally at 75/25). McFarland Johnson updated Task Order No. 2 and submitted Task Order No. 3 splitting the work into two (2) parts yet keeping the total contract amount the same. The following resolution approved the updated Task Order No. 2 and the submitted Task Order No. 3.

Resolution No. 34 of 2022

**McFarland-Johnson, Inc.
Task Order No. 02 and Task 03 Agreements**

WHEREAS, the Lancaster Airport Authority desires to build hangars at the Lancaster Airport; and

WHEREAS, McFarland-Johnson, Inc. had provided a Schematic Design Services proposal identified as Task Order No. 02 to provide corporate hangar design in the amount of \$224,191; and

WHEREAS, the Bureau of Aviation requested that the design work be separated between site and hangar; an

WHEREAS McFarland-Johnson revised Task Order No. Two (2) for site design with a cost of \$81,226 and submitted Task Order No. Three (3) for hangar design at a cost of \$142,965 totaling the original combined proposal of \$224,191.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the revised Task Order No. Two (02) agreement in the amount of \$81,226 for site design engineering services with McFarland-Johnson, Inc. and Task Order No. Three (3) agreement in the amount of \$142,965 for hangar design engineering services 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 agreement is hereby approved; and

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

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted and the Task Orders were approved. Signatures will be affixed to fully execute the documents.

JDOLIVER/TRANSTECK LETTER OF INTENT – Airport staff have been approached by JDOLiver/Transteck to relocated their aircraft to LNS. They have requested that the Board consider demolishing the current Lancaster Balloonport/Manheim Township Ambulance building and erect a large corporate hangar facing the taxilane. The Board approved staff to move forward with a lease agreement as well as look for other options for the Ambulance Association to be relocated. They are key for our emergency response and need to have them on-site to comply with our Airport Certification Manual.

IT PROPOSALS - Mr. Foster reported that staff have reviewed four (4) IT submissions from a recent RFP. A summary was provided on the screen. Mr. Beiler reported that the FAA has just released draft guidance as well. Mr. Brown also noted that there is insurance available for cyber attacks. At this point, Staff will meet with the top 1-2 firms for more information.

COMMUNITY DAYS – NEXT SCHEDULED EVENT – Mr. Foster requested that the Board provide a policy moving forward with holding a large-scale event every year, or an alternate schedule such as back to the every other year event. If it is decided to move forward on a biennial basis, Mr. Foster suggested a smaller scale event as well as potentially on a different date to not confuse or disappoint attendees. He recently attended an event where the Airport Management contracted with a company to take care of the entire event. He is looking for more information from the Airport Management to see how well it worked for them. Mr. Beiler will be attending the national convention of the International Council of Air Shows in December 2022. He will bring back information from this and/or similar companies to see if that is an option.

LANCASTER AIRPORT ADVERTISING POLICY – Mr. Foster recently attended a conference that discussed potential hazards of not having an advertising policy, even a basic one. Staff worked with several other airports and put together a policy for the Lancaster Airport. The Board reviewed the policy and felt it met the current needs of the Airport. The following resolution adopts the policy as presented.

**Resolution No. 35 of 2022
Advertising Policy**

WHEREAS, the Lancaster Airport Authority desires to create an advertising policy for any and all signage located on and at the Lancaster Airport; and

WHEREAS, a policy has been created which considers all types of signage and outlines what is acceptable and where contingent upon Federal, State, and local statutes.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Advertising Policy and directs Staff to immediately put it in force; 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 policy is hereby approved; and

ALSO BE IT RESOLVED a copy of the Policy is attached hereto and made a part of this Resolution.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and will be available as public information.

CORPORATE HANGAR PROJECT STATUS – Mr. Foster reported that the north side project is still at the beginning of the design stage. The design team is looking at water issues to determine the best route to move forward with that part of the design. More to come.

NON-AERONAUTICAL PROPERTY COMMITTEE:

OAKTREE OUTDOOR ADVERTISING – Oaktree Outdoor Advertising as approached the Airport Authority to erect 2 signs on the Lancaster Airport. The Board requested additional information such as sketches of the final proposed signs. Staff will request additional information for the next meeting.

EARL TOWNSHIP PARTNERS PROECT STATUS – Staff and Counsel reported that there has not been any communication from Earl Township Partners after numerous attempts to get a status on the agreement. Staff is recommending that Counsel draft a letter notifying Earl Township Partners to communicate with the Airport Authority and move forward with the

project or else negotiations will be terminated and the Board will start the process again. The Board agreed to this recommendation.

ALDI LEASE AGREEMENT: Staff reported that the final draft had been presented to the Airport Authority. Counsel did discuss with them the opportunity to change the broker fee transaction. Ms. Martin received word from ALDI that if the broker fee was adjusted, they would have to start the process all over. The Board decided to move forward with the current agreements as submitted.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that the American Airlines bus has had it as full as 21/22 travelers. Recently, the Terminal Charette was completed. Staff are in the process of reviewing the report and preparing a recommendation to the Board for moving forward.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that about 50% of outstanding Receivables have been collected since October 31, 2022. Aircraft activity continues to exceed the prior year's numbers. Ms. Martin is also working with the auditors on 2 separate projects, Segregation of Duties and a GASBY required for Lease disclosures.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the building under construction is slated to have the site wrapped up on November 22. About 90% of the building is complete and the contractor is anticipating that the building will be completed by the end of the year. Working with 5 prime contractors on the project went much better than expected.

The storm basin is still stalled out with the DEP. Staff has been working on extending the current life of the cleanfill as long as possible. They feel they hopefully have another 6 months before having to shut down. With the installation of cameras, Staff are able to monitor what is dumped as well as assess penalties for violators.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that staff is looking forward to the Schedulers & Dispatchers conference being held in Tennessee in January 2023. She is working with Homefield Advantage for conference giveaways.

PUBLIC COMMENT

Ms. Moul asked if any attendees had any additional comments or questions. No additional comments were received at this time.

EXECUTIVE SESSION

At this time, the Board moved into Executive Session regarding personnel matters. No action was taken at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, December 19, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stauffer, seconded by Mr. Brown, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary