

MINUTES OF
LANCASTER AIRPORT AUTHORITY

May 15, 2023

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, May 15, 2023. 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 – Excused Absence
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 – Excused Absence
Tracy Barley – Aviation Marketing & Events Coordinator

VISITORS – In-Person

Brad Witmer
Frank Vargish
Eric Perrone, Fiorentino’s Restaurant

VISITORS – Virtual

John Beuerle – Lancaster County Emergency Management

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 April 17, 2023 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Lehman reviewed the financial report for period ending April 30, 2023. She noted that the year continues on a positive note in spite of delays in construction. Interest income continues to be positive as well as the cleanfill income. The following table is the report for the referenced period.

<i>Period Ending April 30, 2023</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
April Net Revenue:	\$146,150.76	\$167,260.34
Year to Date Net Revenue:	\$423,171.59	\$551,320.61
General Fund Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$85,705.89	\$85,938.69
Year to Date Net Revenue:	\$228,226.77	\$300,481.28
Alliance Aviation Report		
Reporting Period	Budget	Actual
April Net Revenue:	\$60,444.87	\$81,321.65
Year to Date Net Revenue:	\$194,944.82	\$250,839.33
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$1,907.14
General Fund Liquid Reserves:		\$765,093.54
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$232.67
PLGIT Prime Investment Account		\$8,224.92
PLGIT Term Account		\$5,250,000.00
General Fund Accounts Receivable:		\$119,361.37
General Fund Accounts Payable:		(\$52,374.79)
Alliance Aviation Checking/Cash on Hand:		\$69,525.17
Alliance Aviation Accounts Receivable:		\$70,879.83
Alliance Aviation Accounts Payable:		(\$125,758.87)
Total Cash and Cash Equivalents:		\$6,583,090.98
Grant-Funded Project Construction Report		

Balance @ March 31, 2023		\$640.60
Grant Receipts/Transfers:		\$267,100.30
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$260,943.84)
Balance @ April 30, 2023		\$6,797.06
Passenger Facility Charge Account		
Balance @ April 30, 2023		\$6,218.65
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ April 30, 2023		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

Ms. Moul requested an Executive Session at the end of the meeting to discuss a personnel matter.

FACILITES COMMITTEE:

FAA 2024 PROJECTS – Delta Airport Consultants Task Order No. 13 – The Airport Authority is currently undergoing an Engineer Selection to secure an engineer for the next five years of federally-funded projects. The FAA requires preliminary environmental paperwork be submitted one () 1 year prior to the corresponding grant application. Delta Airport Consultants has prepared a Task Order to provide these documents. The costs are project eligible. The following resolution approves the contract.

**Resolution No. 16 of 2023
Delta Airport Consultants, Inc. Engineering Task Order Thirteen (13)
FAA 2024 Projects Environmental Submission**

WHEREAS, the Lancaster Airport Authority desires to request funds from the Federal Aviation Administration (FAA) in Fiscal Year 2024; and

WHEREAS, the FAA requires environmental approval requests be submitted one year prior to each project application; and

WHEREAS, the Lancaster Airport Authority is in the process of a Five-Year (5) Engineer Selection process as required by the FAA; and

WHEREAS, an engineer of record for 2024 projects is not currently under contract; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Thirteen (13) to complete the required environmental project submissions in the amount of \$12,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Thirteen (13) to prepare the necessary environmental approval documents for the 2024 FAA projects; and

ALSO BE IT RESOLVED that the authorization 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 that a copy of the Task Order agreement is attached to this resolution.

Upon duly motion by Ms. Moul, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the contract was approved.

VENTURE JETS GROUND LEASE AGREEMENT – Venture Jets, LLC has requested to rent ground to erect a hangar facility. It is tentatively to be located perpendicular to the current Venture Jets facility adjacent to the ramp. The following resolution approves the Ground Lease Agreement.

Resolution No. 17 of 2023
Venture Jets, LLC Ground Lease Agreement

WHEREAS, Venture Jets, LLC desires to design and erect a hangar facility adjacent to their current facility; and

WHEREAS, the Lancaster Airport Authority has provided a ground lease agreement for the area where the hangar is to be placed

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the ground lease agreement with Venture Jets LLC for a hangar facility; and

ALSO BE IT RESOLVED that the authorization 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 that a copy of the agreement is attached to this resolution.

Upon motion duly made by Ms. Moul, seconded by Mr. Stauffer, the resolution was adopted and the lease assignment was approved. Documents will be executed to fully approve the lease assignment.

PARKING LOT RESTRIPIING PROPOSED PROJECT – Mr. Foster reported that on a daily basis, the parking lot is being utilized more than 50% with the increased activity with Southern Airways Express and with the growing bus service provided by American Airlines. The current parking lot facility was last updated in the early 2000's. Staff are recommending restriping the current lot to increase capacity for current users. Staff will also look into adding paid parking in some capacity similar to how Latrobe Airport has it set up with only overnight users being charged a fee. More information to come.

LIFE LION LEASE AGREEMENT REQUEST – Life Lion has requested consideration to be located on the field. They initially approached staff about three (3) years ago and have been trying to secure space on the field. Staff are looking into various options to be able to provide a location.

LNS FLIGHT SERVICES LETTER OF INTENT – LNS Flight Services has submitted a Letter of Intent requesting approval to move forward with building several corporate hangars with smaller-sized jets as well as t-hangars. The idea from LNS Flight Services would be complement the hangars we do have which have been consistently full for more than 15 years and be able to support more customers on the field. After a short discussion, the Board approved moving forward and requested that Staff work with LNS Flight Services to prepare putting together a lease agreement for a ground lease agreement.

JDOLIVER/TRANSTECK PROJECT STATUS – Mr. Beiler reported that JDoliver is completing the environmental review paperwork. They are also planning to tear down the existing building in the coming weeks as they prepare to erect a new facility.

FLYADVANCED HANGAR PROJECT STATUS – Mr. Beiler reported that the building has a temporary occupancy. TransSystems is working through the issues in order to obtain a full occupancy.

FIorentino's LEASE REQUEST – Eric Perrone of Fiorentino's Restaurant has submitted a request for consideration to extend their current lease. They have completed several significant improvements in the two (2) years since they took over the lease, most visible the deck. They provided improvements that they would like to proceed with pending an extension of the agreement. The Board was agreeable to move forward and requested that Staff work with Mr. Perrone to prepare the requested paperwork.

NON-AERONAUTICAL PROPERTY COMMITTEE:

EARL TOWNSHIP PARTNER REPORT – Mr. Foster reported that Earl Township Partners has not yet submitted a proposal for the rezoning of the NW parcel. After a discussion, the Board requested that Staff continue to investigate the cost to re-zone the parcel and provide a recommendation to move forward.

ALDI GROUND LEASE AMENDMENT AGREEMENT NO 01 – Ms. Martin reported that ALDI is continuing to push forward with the text amendment to Manheim Township. It has been submitted to Manheim Township and is scheduled to be on the next Zoning Board agenda. They also provided title objections for review and information and Counsel is working through those items.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that Staff went to Latrobe to see above and below wing activities. Staff will also be going to Greater Binghamton Airport, NY to see how two (2) slightly different airports provide plane side services. The drawings for the Aero-Tech Services hangar are at about 30% with comments being sent to the architect to complete the design of the hangar. The total project may need to be completed in phases. Mr. Cunningham has requested a review of the cost estimates for ongoing projects.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that about 71% of outstanding Receivables have been collected since April 30, 2023. Aircraft activity has stabilized through April 2023. Staff are working on several projects. An engineer selection recommendation will be presented once the reviews have been completed. A car rental request for bids has been released and are due early June. A PFC project public notice has been distributed with the expectation to submit an application mid/late June 2023. The application is expected to be in place and ready for collection as the current application is completed early 2024.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the Runway overlay project is ahead of schedule with about one (1) week remaining. No major issues with this phase of the project. The electric charging project is at about 90% plans completed status.

MANAGER, ALLIANCE AVIATION – Ms. Forney was unable to attend the meeting.

PUBLIC COMMENT

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

EXECUTIVE SESSION

The Board entered into an Executive Session to discuss a Personnel issue. No action was taken at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, June 19, 2023 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 Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary