

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**July 17, 2023**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, July 17, 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 – Excused Absence
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 – Executive Director  
Cheryl Martin – Director, Finance & Administration  
Austin Beiler – Director, Operations & Development  
Mary Forney – General Manager, Alliance Aviation  
Tracy Barley – Aviation Marketing & Communication Coordinator

**VISITORS – In-Person**

Glenn Baugher – Civil Air Patrol  
Jodie Kornman – Warwick Township resident  
Bernadette Marge – Manheim Township resident  
Marilyn Zenko – Terracon Consultants  
John Snader – Brethren Village/Manheim Township resident

**VISITORS – REMOTE**

Jon Beuerle – Lancaster County Emergency Management  
Rick Kane – Manheim Township Administration  
Chris Reber – LNP News  
John Trescot – Lancaster County Commissioner

**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. Mr. Cunningham 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 June 19, 2023 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, seconded by Mr. Cunningham, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending June 30, 2023. As discussed in prior months, there were lags in rentals that will remain through the rest of the year. The rest of the financial report is as expected. The following table is the report for the referenced period.

<i>Period Ending June 30, 2023</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$152,418.90	\$171,390.44
Year to Date Net Revenue:	\$768,762.50	\$978,090.49
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$78,802.39	\$90,652.70
Year to Date Net Revenue:	\$415,763.37	\$599,727.33
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$73,616.51	\$80,737.74
Year to Date Net Revenue:	\$352,999.13	\$378,363.16
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$15,595.42
General Fund Liquid Reserves:		\$583,051.04
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$12,647.89

PLGIT Prime Investment Account		\$292,633.76
PLGIT Term Account		\$5,400,000.00
General Fund Accounts Receivable:		\$205,671.51
General Fund Accounts Payable:		<b>(\$40,855.44)</b>
Alliance Aviation Checking/Cash on Hand:		\$12,366.06
Alliance Aviation Accounts Receivable:		\$76,671.77
Alliance Aviation Accounts Payable:		<b>(\$97,328.89)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,936,453.12</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ May 31, 2023		\$6,797.08
Grant Receipts/Transfers:		\$2,868,910.75
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$2,875,139.23)</b>
<b>Balance @ June 30, 2023</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ June 30, 2023</b>		\$3,465.19
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 6.3000%	Available Balance:
<b>Balance @ June 30, 2023</b>		\$1,000,000.00

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

**PERSONNEL COMMITTEE REPORT:**

Nothing to report this month.

**FACILITIES COMMITTEE:**

**RUSSELL, KRAFFT & GRUBER RE-ZONING AGREEMENT** – Our solicitor, Russell, Krafft, & Gruber provided an engagement letter specifically for re-zoning the Warwick Township parcel. The following draft resolution approves the agreement.

**Resolution No. 23 of 2023**

**Russell, Krafft & Gruber LLP Warwick Township Re-Zone Parcel Engagement Letter**

**WHEREAS**, the Lancaster Airport Authority desires to re-zone the Warwick Township parcels to allow development options more in line with the surrounding businesses; and

**WHEREAS**, Russell, Krafft & Gruber LLP has provided an Engagement Letter to assist with the re-zoning project at a not-to-exceed cost of \$15,000.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the engagement letter with Russell, Krafft & Gruber LLP for the re-zoning project; 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 proposal is hereby approved; and

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

Upon motion duly made by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the agreement was approved.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

No report for this meeting.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that he and Tracy Barley attended a meeting at Brethren Village. They had requested an update on the services available at the Airport as well as what is going on. They felt it was a very positive meeting with over 100 attendees. He also recently attended the annual Contract Tower Association meeting along with appointments with Congressman Smucker, and Senators Casey and Fetterman’s office staff. The primary goal of the meetings was to secure Contract Tower funding; however, Mr. Foster also had the opportunity to bring Lancaster Airport to their attention. The LNS Tower is hopefully in the queue next for replacement/refurbish approval.

Our Engineer is assisting with Terminal and parking design of the current facility. Other airports in the bus service program are working through the airside screening approval process and Lancaster will come shortly after their approvals. Once the approval is received, TSA will need to ramp up their services and space to handle the increased passenger volume. Both TSA and the FAA have received a tentative draft of the proposed plans. Funding for the project is anticipated to be through BIL.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 53% of outstanding Receivables have been collected since June 30, 2023. Aircraft activity continues to stay steady. Recent project updates are that the car rental contracts are being finalized for signature and a new PFC Application has been submitted for local share funding for current and upcoming projects.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that the Runway 8-26 project is close to being closed out by the engineer as it is substantially complete. The Women’s PGA has contacted the Airport to utilize it as a remote parking site for the event being held at the Lancaster County Club May 2024. The field to the west of Penn Cinema will be utilized and converted to grass. They expect between 3,000 and 4,000 cars over the week-long event.

Mr. Beiler continues to work with RGS and PA DEP about the relocation of the stormwater basin. Transteck hangar project has received several approvals and anticipate demolishing the current facility in August in preparation of the hangar construction. The BETA aircraft and car charger project is also in the approval process with the FAA.

**GENERAL MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that activity has bounced back from the runway closure in May. In July, Alliance is holding an AvTrip promotion to celebrate the re-opening of the runway. AvGas was less than it had been, however, 100LL purchases are weather dependent. With the storms and smoke occurring in June, aircraft travel was curtailed.

**MARKETING EVENTS & COMMUNICATIONS COORDINATOR** – Ms. Barley did not have any additional items to report.

### **PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. Ms. Bernadette Margel asked the Board if there will be any evaluation on the potential impact to local neighborhoods for airline service that is supposed to be coming to Lancaster. Mr. Cunningham relayed that no airline has announced it is coming to Lancaster (LNS). Mr. Foster added that data collected reflects that almost ½ a million people travel outside the area through other modes of transportation. This data has been shared with airlines to encourage their interest in bringing their services to Lancaster. If an airline would start service at Lancaster, traffic patterns would remain the same. No additional comments were received at this time.

### **DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, August 21, 2023 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Brown, seconded by Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary