

MINUTES OF

LANCASTER AIRPORT AUTHORITY

September 14, 2023

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Thursday, September 14, 2023. The meeting was originally scheduled for September 18, however, due to FAA grant acceptance deadlines, the agreement had to be accepted by September 15. As a result, the monthly meeting was rescheduled to accommodate the deadline. The meeting began at 2:00 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 – Virtual
Treasurer	Amanda Lehman – Virtual
Asst. Secretary/Asst. Treasurer	Frank Vargish

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 – Excused Absence
Mary Forney – General Manager, Alliance Aviation
Tracy Barley – Aviation Marketing & Communication Coordinator– Excused Absence

VISITORS – REMOTE

Jon Beuerle – Lancaster County-Wide Communications
Brian Biter – Aero-Tech Services

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 August 21, 2023 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Vargish, and unanimously agreed, the minutes were approved as amended.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Lehman reviewed the financial report for period ending August 31, 2023. Overall, income increased over budget, noted especially from Landfill and Investment Interest. The following table is the report for the referenced period.

<i>Period Ending August 31, 2023</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
August Revenue:	\$58,460.74	\$131,739.81
Year to Date Net Revenue:	\$1,005,999.27	\$1,267,240.71
General Fund Report		
Reporting Period	Budget	Actual
August Revenue:	(\$14,208.03)	\$27,496.30
Year to Date Net Revenue:	\$494,214.09	\$715,200.72
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Revenue:	\$72,668.77	\$104,243.51
Year to Date Net Revenue:	\$511,785.18	\$552,039.99
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$17,856.07
General Fund Liquid Reserves:		\$313,277.72
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$6,918.84
PLGIT Prime Investment Account		\$237,728.42
PLGIT Term Account		\$6,000,000.00
General Fund Accounts Receivable:		\$88,375.15
General Fund Accounts Payable:		(\$51,867.38)
Alliance Aviation Checking/Cash on Hand:		\$90,452.93
Alliance Aviation Accounts Receivable:		\$83,282.67
Alliance Aviation Accounts Payable:		(\$151,873.82)
Total Cash and Cash Equivalents:		\$7,110,150.60
Grant-Funded Project Construction Report		
Balance @ July 31, 2023		\$568.60

Grant Receipts/Transfers:		\$735,762.75
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$735,762.85)
Balance @ August 31, 2023		\$568.50
Passenger Facility Charge Account		
Balance @ August 31, 2023		\$6,704.20
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ August 31, 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.

SEGREGATION OF DUTIES REPORT – Ms. Lehman reported on the Authority staff response of the Segregation of Duties review performed earlier this year. After reviewing the recommendations, an action plan was put in place which will address the six (6) areas noted by Baker Tilly.

PERSONNEL COMMITTEE REPORT:

No report this month.

FACILITIES COMMITTEE:

FAA GRANT AGREEMENT NO. 3-42-0049-050-2023 – The Federal Aviation Administration has offered a grant agreement for the final phase of the Runway 8-26 project, which includes construction located at the intersection of the two (2) runways. The following resolution accepts the grant offer from the FAA.

**Resolution No. 26 of 2023
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-050-2023**

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Five Million Six Hundred Seventy-Nine Thousand, Two Hundred Nine Dollars (\$5,679,209) representing Ninety Percent (90.0%) of all allowable project costs of the Rehabilitate Runway 8-26 (Construct), Phase VIII at the Lancaster Airport; and

WHEREAS, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept the above-referenced Grant Offer No. 3-42-0049-050-2023 to be used for the Rehabilitate Runway 8-26 (Construction), Phase VIII project at the Lancaster Airport; and

ALSO BE IT RESOLVED that the Chair, Vice-Chair, or Airport Director of the Authority are hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, the resolution was adopted. Staff will accept the grant and proceed with the project.

RUNWYA 8-26 PHASE VIII CONSTRUCITON BID RESULTS – as part of the just approved grant agreement, bid results were included with the application for funds. The low bidder was Allan P. Myers, who was the construction company for construction phases 2 – 4. The following resolution approves the bid results.

Resolution No. 27 of 2023
Runway 8-26 Rehabilitation, Phase VIII Construction Bid Results
Allan P. Myers

WHEREAS, the Lancaster Airport Authority held a bid opening for work to be performed for the Runway 8-26 Rehabilitation, Phase VIII (Construction Phase IV) Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Allan P. Myers is the apparent low bidder in the amount of \$5,565,333 for the construction phase of the Runway 8-26 Phase VIII project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Allan P. Myers as the low bidder for the Runway 8-26 Rehabilitation, Phase VIII project 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 bid results, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the bid results were accepted. The engineer will provide the contractor an agreement to continue to move forward with the project.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 12 – As part of the FAA grant application, the engineer of record for the project, Delta Airport Consultants, provided construction contract administration services to ensure the contractor performs the work as required by the approved design documents. The following resolution approves the agreement.

Resolution No. 28 of 2023
Delta Airport Consultants, Inc. Engineering Task Order Twelve (12)
Rehabilitate Runway 8-26, Phase VIII (Phase IV Construction)

WHEREAS, the Lancaster Airport Authority desires to proceed with the Rehabilitate Runway 8-26, Phase VIII (Construction) project; and

WHEREAS, the projects must be designed and constructed in accordance with Federal Aviation Administration design standards and requirements; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Twelve (12) for construction management services for the project in the amount of \$700,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Twelve (12) for the Rehabilitate Runway 8-26, Phase VIII project 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the agreement was approved. A Notice-to-Proceed will be provided to Delta to move forward with the design.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 1 – The Lancaster Airport Authority has been looking at ways to accommodate the airline growth currently being experienced in the Terminal building. After reviewing the various options considered through a charette, a final design was selected. Delta Airport Consultants provided a design agreement based on the selected design. The following resolution approves the agreement.

Resolution No. 29 of 2023
Delta Airport Consultants, Inc. Engineering Task Order One (1)
Terminal Building Modifications - Design

WHEREAS, the Lancaster Airport Authority desires to proceed with design for the Terminal Building Modifications project; and

WHEREAS, the projects must be designed and constructed in accordance with Federal Aviation Administration design standards and requirements; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order One (1) for design services for the project in the amount of \$190,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. One (1) for Terminal Building Modifications project 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the agreement was accepted. A Notice-to-Proceed will be provided to Delta to move forward with the design.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 2 – The Lancaster Airport Authority has been looking at ways to accommodate the parking lot usage with the airline growth currently being experienced in the Terminal building. As part of a charette performed in 2022, the need for additional parking was identified as a way to address the increased usage. Delta Airport Consultants provided a design agreement to create additional parking. The following resolution approves the agreement.

Resolution No. 30 of 2023
Delta Airport Consultants, Inc. Engineering Task Order Two (2)
Parking Lot Expansion - Design

WHEREAS, the Lancaster Airport Authority desires to proceed with design for the Parking Lot Expansion project; and

WHEREAS, the projects must be designed and constructed in accordance with Federal Aviation Administration design standards and requirements; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Two (2) for design services for the project in the amount of \$210,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Two (2) for Parking Lot Expansion project 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, the resolution was adopted and the agreement was approved. A Notice-to-Proceed will be provided to Delta to move forward with the design.

ACCESS POLICY – A formal access policy was submitted for Board approval to outline where (as conditions permit) persons may congregate or be able to access portions of the airport. The following resolution approves the Access Policy.

Resolution No. 31 of 2023
Access Policy

WHEREAS, the Lancaster Airport Authority desires to create an access policy for any and all persons coming onto Lancaster Airport property for various reasons; and

WHEREAS, a policy has been created to designate such areas and a policy in compliance with current Federal, State, and Local plans.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Access 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 by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the agreement was approved. A Notice-to-Proceed will be provided to Delta to move forward with the design.

NON-AERONAUTICAL PROPERTY COMMITTEE:

ENGINEER RE-ZONING RECOMMENDATION – Our solicitor, Russell, Krafft, & Gruber secured proposals from two (2) local firms to assist with the re-zoning of the parcels located in Warwick Township. RGS Associates was selected to work with Staff and Counsel. The following resolution accepts the agreement.

Resolution No. 32 of 2023
RGS Associates Proposal
Warwick Township Re-Zoning Project

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

WHEREAS, an engineer must be secured to provide technical assistance and drawings for the re-zoning submission; and

WHEREAS RGS Associates has submitted a proposal for the necessary assistance at a cost of \$5,700 plus T&E meetings and expenses.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the proposal from RGS 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. Brown, seconded by Mr. Varish, the resolution was adopted and the agreement was approved. A Notice-To-Proceed will be provided to RGS to begin coordination with Counsel.

LANCASTER CIVIL COORDINATION AGREEMENT – Staff has been working with McFarland Johnson to create a hangar complex along with ALDI and Venture Jets for them to design and build their own facilities adjacent to the hangar complex. Staff felt it was in the best interest of the Airport to secure a consultant to review the other plans to ensure all three (3) plans work together to provide the best land development option for the Lancaster Airport. The following resolution accepts the agreement.

Resolution No. 33 of 2023
Lancaster Civil Proposal
Land Development Project Coordination

WHEREAS, the Lancaster Airport Authority desires to coordinate the land development submissions for three (3) contiguous projects in progress in the northwest corner of the airport; and

WHEREAS, Lancaster Civil has submitted a proposal to review and coordinate submissions between the Lancaster Airport Authority, Venture Jets hangar, and ALDI grocery store; and

WHEREAS Lancaster Civil has submitted a proposal for the necessary assistance at a cost of \$18,900.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the proposal from Lancaster Civil for the land development submission project; and

AND 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. Brown, seconded by Mr. Vargish, the resolution was adopted and the agreement was approved. A Notice-To-Proceed will be provided to Lancaster Civil.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that he recently returned from a AAAE conference with updates from Federal officials. Currently, Lancaster Airport is slated to be required to provide a local share after the end of the current agreement. The House version has passed and it was moved on to the Senate. Of benefit to the Airport is an adjustment to the FAA entitlement funds which will be moved to a slide scale as well as count bus service passengers connected to airport activity towards enplanements (but not towards PFC's). The FAA is also looking at the Firefighting Foam/PFAS impact on Airport and have set aside \$300 million to get rid of PFAS at airport. They also touched on other issues including the pilot shortage and how to address it.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 72% of outstanding Receivables have been collected since August 31 2023. Aircraft activity continues to remain steady and is slightly above 2022 numbers year-to-date. The website went live at the end of August. Ms. Moul commented that the mobile version looks great.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler was unable to attend the meeting, however, provided an update on projects. The preliminary design of the new landfill basin has been completed. A cost estimate is currently in progress to assess if the project will move forward. The BETA project has been delayed due to transformer supply shortages through PPL. They are looking at an adjusted completion date of September 2024. The annual FAA inspection was completed in August with minimal discrepancies noted. Staff did a great job maintaining the airfield and fueling operations. The FAA inspector complimented the Airport for the high standards of upkeep and maintenance.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney reported that August was a good month for traffic. After talking to other FBO managers, 2022 was a banner year for FBO’s across the nation. It is looking good for 2023 so far.

MARKETING EVENTS & COMMUNICATIONS COORDINATOR – Ms. Barley 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.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, October 16, 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 Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary