

MINUTES OF

LANCASTER AIRPORT AUTHORITY

October 16, 2023

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, October 16, 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
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
Mary Forney – General Manager, Alliance Aviation – Excused Absence
Tracy Barley – Aviation Marketing & Communication Coordinator
Jimmy Pedorenko – Operations Specialist

VISITORS – REMOTE

Jon Beuerle – Lancaster County-Wide Communications
John Trescot – Commissioner, County of Lancaster

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 September 14, 2023 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Brown, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Lehman reviewed the financial report for period ending September 30, 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 September 30, 2023</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
September Revenue:	\$167,887.79	\$173,048.21
Year to Date Net Revenue:	\$1,173,887.06	\$1,470,388.26
General Fund Report		
Reporting Period	Budget	Actual
September Revenue:	\$74,753.67	\$92,538.42
Year to Date Net Revenue:	\$568,967.76	\$830,435.63
Alliance Aviation Report		
Reporting Period	Budget	Actual
September Revenue:	\$93,134.12	\$80,509.79
Year to Date Net Revenue:	\$604,919.30	\$639,952.63
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$548.56
General Fund Liquid Reserves:		\$345,426.24
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$385.45
PLGIT Prime Investment Account		\$163,833.68
PLGIT Term Account		\$6,100,000.00
General Fund Accounts Receivable:		\$5,041.02
General Fund Accounts Payable:		(\$53,297.96)
Alliance Aviation Checking/Cash on Hand:		\$102,132.67
Alliance Aviation Accounts Receivable:		\$71,000.90
Alliance Aviation Accounts Payable:		(\$124,136.83)
Total Cash and Cash Equivalents:		\$7,086,933.73
Grant-Funded Project Construction Report		
Balance @ August 31, 2023		\$568.50

Grant Receipts/Transfers:		\$152,386.96
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$152,386.86)
Balance @ September 30,2023		\$568.60
Passenger Facility Charge Account		
Balance @ September 30,2023		\$2,904.76
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ September 30,2023		\$1,000,000.00

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

PROPOSED FISCAL YEAR 2024 BUDGET – Ms. Martin distributed a draft budget recommendation for Fiscal Year 2024. She highlighted some of the major changes for 2024 and requested comments prior to the November 20, 2023 Board meeting.

PERSONNEL COMMITTEE REPORT:

No report this month. Ms. Moul did note that there will be a Personnel Committee meeting before the November Board meeting to review the payroll recommendations for 2024.

FACILITIES COMMITTEE:

VARIOUS PROJECTS IN PROGRESS: Mr. Foster reported that a ground breaking ceremony was held on October 12, 2023. That project is slated to start demolition in the next couple of days. The Venture Jets and LNS Flight Services are currently in design and not ready for construction yet.

NON-AERONAUTICAL PROPERTY COMMITTEE:

VARIOUS PROJECTS IN PROGRESS: ALDI project is continuing with the most recent approval received for zoning. There may be other items but the biggest hurdle so far is the zoning.

Mr. Vargish asked if there is a comprehensive plan that is available for Manheim Township to reference as projects come in for approval. Mr. Foster reported that he had been asked the same question at the recent zoning hearing. Staff plan to provide more information to them, especially as the Master Plan, scheduled for update in 2024, is being updated.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that Cheryl and he attended the Aviation Council of PA’s annual conference held in Bethlehem this year. He was able to connect directly with key FAA staff who also attended the conference about funding opportunities. He also noted that they held a kick-off planning meeting for the Terminal and Parking lot projects.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 71% of outstanding Receivables have been collected since September 30 2023. Aircraft activity continues to remain steady and is slightly above 2022 numbers year-to-date.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the demolition of the facility located where Transteck will be should be starting shortly. A used sweeper, primarily utilized for snow removal, was donated to LNS at no charge. It cost about \$20,000 to make all necessary repairs to be usable.

He also introduced a new employee, Jimmy Pedorenko, Operations Specialist, who will be working mainly with the Maintenance Department. Mr. Pedorenko gave a brief background and reported that he appreciated the welcome he received from everyone as a new employee.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney was not able to attend the meeting.

MARKETING EVENTS & COMMUNICATIONS COORDINATOR – Ms. Barley reported that she is gearing up to start off Community Days 2024. She is also working with Staff and Ms. Felty, the Manheim Township School District Superintendent, to coordinate an Aviation Career Day being held on February 29, 2024. Up to nine (9) 11th & 12th grade students will be permitted to attend from each school district in Lancaster County. They will have an opportunity to meet people in various jobs in aviation as well as receive information from aviation schools of secondary education.

Ms. Barley and Mr. Foster also met with Landline personnel regarding marketing the American Airline Motorcoach service to increase the trip loads to and from LNS.

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, November 20, 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 Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary