

MINUTES OF

LANCASTER AIRPORT AUTHORITY

March 18, 2024

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, March 18, 2024. 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 – Excused Absence
Asst. Secretary/Asst. Treasurer	Frank Vargish

Counsel – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Lancaster Airport Authority Staff

Ed Foster – Executive Director – Excused Absence
Cheryl Martin – Director, Finance & Administration
Austin Beiler – Director, Operations & Development – Excused Absence
Mary Forney – General Manager, Alliance Aviation
Tracy Barley – Aviation Marketing & Communication Coordinator

VISITORS

Brian Bitler – Aero-Tech Services - Virtually
Paul Hadfield – Aero-Tech Services
Glenn Baugher – Civil Air Patrol

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 February 26, 2024 were distributed to the Board members. Upon motion duly made by Mr. Vargish, seconded by Mr. Brown, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Martin reviewed the financial report for period ending February 29, 2024. Overall the year is off to a good start with income and expenses staying close to budgeted numbers. The cleanfill bounced back in February after being closed all of January due to weather. The following table is the report for the referenced period.

<i>Period Ending February 29, 2024</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$61,157.59	\$68,879.90
Year to Date Net Revenue:	\$300,062.02	\$296,906.54
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$35,996.51	\$47,140.28
Year to Date Net Revenue:	\$233,560.90	\$231,049.04
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$25,161.08	\$21,739.62
Year to Date Net Revenue:	\$66,501.12	\$65,857.50
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$7,544.31
General Fund Liquid Reserves:		\$293,699.45
Certificate of Deposit:		\$2,153,000.00
PLGIT Cash Account:		\$120.19
PLGIT Prime Investment Account		\$88,391.11
PLGIT Term Account		\$5,000,000.00
General Fund Accounts Receivable:		\$80,190.14
General Fund Accounts Payable:		(\$62,067.42)
Alliance Aviation Checking/Cash on Hand:		\$103,677.02
Alliance Aviation Accounts Receivable:		\$59,158.01
Alliance Aviation Accounts Payable:		(\$69,812.60)
Total Cash and Cash Equivalents:		\$7,653,900.21

Grant-Funded Project Construction Report		
Balance @ January 31, 2024		\$568.60
Grant Receipts/Transfers:		\$18,992.96
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$14,614.70)
Balance @ February 28, 2024		\$4,946.86
Passenger Facility Charge Account		
Balance @ February 28, 2024		\$7,079.27
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ February 28, 2024		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

The Personnel Committee and Mr. Foster met with a potential Board member to replace Ms. Lehman. An appointment request will be submitted for consideration to the City of Lancaster, who appointed Ms. Lehman.

FACILITES COMMITTEE:

50-23 FAA GRANT – PENNDOT BOA MATCH – Ms. Martin reported that the state match has been released for the Federal Grant which was approved in 2023 for the final phase of the Runway 8-26 Rehabilitation project. The PennDOT – BOA portion is \$315,511, which is five percent (5%) of estimated project costs. The following resolution approves the resolution and accepts the grant agreement.

**Resolution No. 06 of 2024
 PennDOT - Bureau of Aviation Grant Agreement
 FAA Grant 3-42-0049-050-2023 Grant Match**

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the 50-23 Rehabilitate RW 8-26, Phase VIII Project in the amount up to \$315,511 which is five percent (5%) of allowable costs 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 the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached Grant Agreement pending Counsel's review and approval; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Executive Director, to act as agent to execute any and all necessary documents relating to the aforementioned grant agreement and project, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, the resolution was adopted and the agreement was approved. The agreement will be accepted and fund requested for release once it is available.

AIRLINE MEETINGS REPORT – Mr. Foster reported that he met with several airlines again this year to review potential airline service for the Lancaster community. Speakers at the conference reported that traffic is back to pre-COVID levels with ticket prices still increasing. Regional jets are gas hogs so airlines are phasing them out when possible to reduce costs by replacing aircraft with larger, more efficient aircraft.

FLIGHTPATH EVENT REPORT – Ms. Barley reported that an event called Flight Path was a big success. It was held on February 29 and the Airport hosted about 90 students and their chaperones from 15 different high schools at the new FlyAdvanced hangar facility. Students who attended showed a significant interest in aviation. Ms. Barley and Mr. Beiler, who worked together with the Manheim Township School Superintendent to plan the event received mostly positive comments with some suggestions to improve on the event. FlyAdvanced is planning to be part of it next year as host again. Tenants on the field as well as college representatives provided information on careers. The event was covered by LNP as well as ABC 27 News, which the video clip was shared with meeting attendees.

CIVIL AIR PATROL ANNUAL REPORT – Glenn Baugher from the Civil Air Patrol squadron operating at the Lancaster Airport provided a report for the activities with the Civil Air Patrol, especially the cadet program. About 70% of the cadets in 2022 stayed with the program in 2023 and added an additional 19 cadets in 2023. The funds are doing ok with good program support from the group commander. They are considering moving an airplane to Lancaster along with a pilot.

NON-AERONAUTICAL PROPERTY COMMITTEE:

No report for this meeting.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster did not have any additional items to report.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 77% of outstanding Receivables have been collected since February 2024 leaving about \$44,000 still outstanding. Aircraft activity was still slow but keeping relatively steady as compared to 2024. The annual audit is well underway.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler was unable to attend the meeting.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney reported that she and other staff members just returned from the Schedulers and Dispatch Conference. They were able to connect with charter companies about using Lancaster Airport/Alliance Aviation as a destination. They were able to secure US Open materials to hand out and keep Lancaster as an option as they fly attendees for the event being held in late May at the Lancaster County Club.

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. No additional comments were received at this time.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, April 15, 2024 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