

MINUTES OF
LANCASTER AIRPORT AUTHORITY

April 18, 2016

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, April 18, 2016. The planning session was cancelled due to a lack of agenda items. and the business meeting began at 4:00 p.m. Mr. Russell Howell, Vice-Chairman, presided at the meeting and the following persons attended:

Lancaster Airport Authority

| | |
|---------------------------------|---------------------------------|
| Chairman | Marvin Miller – Excused Absence |
| Vice-Chairman | Russell Howell |
| Secretary | James Cunningham |
| Treasurer | Valerie Moul |
| Asst. Secretary/Asst. Treasurer | Matthew Brown – Excused Absence |

Counsel – Craig Russell, Esquire of Russell, Krafft & Gruber, LLP

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Finance Administrator
Austin Beiler – Facilities Administrator
Mary Stauffer – Manager, Alliance Aviation

PUBLIC COMMENT

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

MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on March 21, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending March 31, 2016 was submitted. Alliance’s financial reports show that fuel is being sold and margins are being maintained. The following is the submitted report for the referenced period:

| <i>Period Ending March 31, 2016</i> | | |
|--|---------------|------------------------|
| Combined General Fund and Alliance Aviation | | |
| Reporting Period | Budget | Actual |
| March Net Revenue: | (\$4,753.56) | \$72,127.27 |
| Year to Date Net Revenue: | \$71,604.19 | \$220,367.06 |
| General Fund Report | | |
| Reporting Period | Budget | Actual |
| March Net Revenue: | (\$20,437.87) | \$8,504.97 |
| Year to Date Net Revenue: | \$12,310.43 | \$56,791.18 |
| Alliance Aviation Report | | |
| Reporting Period | Budget | Actual |
| March Net Revenue: | \$15,684.31 | \$63,622.30 |
| Year to Date Net Revenue: | \$59,293.76 | \$163,575.88 |
| Cash and Cash Equivalents | | |
| Item | | Current Balance |
| General Fund Checking Account: | | \$13,271.90 |
| General Fund Liquid Reserves: | | \$464,331.91 |
| Certificate of Deposit: | | \$2,587,000.00 |
| PLGIT Cash Account: | | \$45,656.33 |
| General Fund Accounts Receivable: | | \$57,928.98 |
| General Fund Accounts Payable: | | \$45,808.48 |
| Alliance Aviation Checking/Cash on Hand: | | \$53,811.60 |
| Alliance Aviation Accounts Receivable: | | \$54,070.28 |
| Alliance Aviation Accounts Payable: | | (\$46,581.77) |
| Total Cash and Cash Equivalents: | | \$3,275,297.71 |
| Grant-Funded Project Construction Report | | |
| Balance @ February 29, 2016 | | \$2,902.37 |
| Grant Receipts: | | \$110,521.85 |
| Line of Credit Drawdowns: | | \$0.00 |
| Total Cash Disbursements: | | (\$112,672.28) |
| Balance @ March 31, 2016 | | \$751.94 |
| Passenger Facility Charge Account | | |
| Balance @ March 31, 2016 | | \$1,294.62 |
| \$ 1 Million Line of Credit Report | | |

| Item | Rate of 4.0% | Available Balance: |
|---------------------------------|--------------|--------------------|
| Balance @ March 31, 2016 | \$0.00 | \$1,000,000.00 |

The financial reports for the period ending March 31, 2016 were approved as submitted subject to audit.

CAR WASH RELOCATION BID RESULTS

The Lancaster Airport Authority requested bids for the car wash relocation project which was displaced to accommodate the new offices. The project was divided into three (3) portions as General Contractor, Electrical, and Concrete work. Larry Groff & Sons was the low bidder for each portion of the project. The following resolution approves the bid selection for the project:

**Resolution No. 09 of 2016
Car Wash Relocation
Bid Results**

WHEREAS, the Lancaster Airport Authority held a bid opening for the construction of an Car Wash building project (“Project”) at the Lancaster Airport, Lancaster, Pennsylvania; and

WHEREAS, the bidding specifications requested bid submissions from a General Contractor, Electrical, and Concrete; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Larry Groff & Sons is the low bidder for all the portions of the Project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Larry Groff & Sons as the low bidder for the Car Wash Relocation building project at the Lancaster Airport; and

AND ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., 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, seconded, and unanimously approved, the resolution was adopted and the bid results were approved.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that plans are now in place to hold an open house for the new offices. He showed a draft proof for a plaque to acknowledge the new facility.

FINANCE ADMINISTRATOR

Ms. Martin reported that the auditors are finalizing the report and will be presented at the May meeting. Airline activity is up with definite improvement in airline traffic. There was a fly-in in early April with the final one of the season being held in May and it will benefit the Civil Air Patrol. We are in the process of an Engineer Selection and about 15-20 firms have expressed interest so far. A new PFC application has been submitted for the local share of the 2 most recent FAA grants. The Open House will be held May 19 and invitations will be sent out this week.

FACILITIES ADMINISTRATOR

Mr. Beiler reported that he just had the annual FAA inspection and it went very well with no issues. The outdoor projects are starting up. With the approval of the bid results, the car wash facility construction will be starting the beginning of May and be completed in approximately 2 months.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that it has been busy lately, especially with several larger aircraft.

PUBLIC COMMENT

Mr. Howell 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, May 16, 2016 with a planning session scheduled to start at 3:00 p.m. and the business meeting at 4:00 p.m. All future meetings will be held in the new administrative offices of the Airport Authority. There being no further business to discuss, motion was duly made, seconded, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary