

MINUTES OF
LANCASTER AIRPORT AUTHORITY

August 15, 2016

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, August 15, 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 – Excused Absence
Asst. Secretary/Asst. Treasurer	Matthew Brown

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 – Excused Absence
Mary Stauffer – Manager, Alliance Aviation

PUBLIC COMMENT

Mr. Howell began the Business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Howell then requested any public comments from the meeting attendees.

No additional comments were offered. Mr. Howell encouraged anyone, however, to get his attention throughout the meeting if desired.

MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on June 20, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

The financial report for period ending June 30, 2016 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending June 30, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
June Net Revenue:	\$15,404.43	\$76,126.92
Year to Date Net Revenue:	\$219,180.63	\$537,311.39
General Fund Report		
Reporting Period	Budget	Actual
June Net Revenue:	(\$16,835.74)	\$2,952.53
Year to Date Net Revenue:	\$46,378.48	\$142,370.01
Alliance Aviation Report		
Reporting Period	Budget	Actual
June Net Revenue:	\$32,240.17	\$73,174.39
Year to Date Net Revenue:	\$172,802.15	\$394,941.38
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$4,213.75
General Fund Liquid Reserves:		\$537,588.62
Certificate of Deposit:		\$2,727,000.00
PLGIT Cash Account:		\$52,672.94
General Fund Accounts Receivable:		\$71,798.88
General Fund Accounts Payable:		(\$27,933.46)
Alliance Aviation Checking/Cash on Hand:		\$78,568.15
Alliance Aviation Accounts Receivable:		\$76,935.26
Alliance Aviation Accounts Payable:		(\$103,579.58)
Total Cash and Cash Equivalents:		\$3,417,264.56
Grant-Funded Project Construction Report		
Balance @ May 31, 2016		\$639.75
Grant Receipts:		\$3,000.00
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$3,420.80)
Balance @ June 30, 2016		\$218.95
Passenger Facility Charge Account		
Balance @ June 30, 2016		\$3,951.38
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ June 30, 2016	\$0.00	\$1,000,000.00

The financial reports for the period ending June 30, 2016 were approved as submitted subject to audit.

The financial report for period ending July 31, 2016 was submitted. The following is the submitted report for the referenced period:

<i>Period Ending July 31, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
July Net Revenue:	\$77,559.73	\$88,365.69
Year to Date Net Revenue:	\$296,740.36	\$625,681.10
General Fund Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$28,483.45	\$19,098.52
Year to Date Net Revenue:	\$74,861.93	\$161,472.55
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Net Revenue:	\$49,076.28	\$69,267.17
Year to Date Net Revenue:	\$221,878.43	\$464,208.55
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$72,559.91
General Fund Liquid Reserves:		\$210,669.21
Certificate of Deposit:		\$3,021,000.00
PLGIT Cash Account:		\$18.61
PLGIT Prime Investment Account		\$138,919.50
General Fund Accounts Receivable:		\$78,226.95
General Fund Accounts Payable:		(\$39,282.34)
Alliance Aviation Checking/Cash on Hand:		\$58,233.74
Alliance Aviation Accounts Receivable:		\$103,168.69
Alliance Aviation Accounts Payable:		(\$79,604.44)
Total Cash and Cash Equivalents:		\$3,563,909.83
Grant-Funded Project Construction Report		
Balance @ June 30, 2016		\$218.95
Grant Receipts:		\$44,626.45
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$44,302.48)
Balance @ July 31, 2016		\$542.92
Passenger Facility Charge Account		
Balance @ July 31, 2016		\$3,951.38
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ July 31, 2016	\$0.00	\$1,000,000.00

The financial reports for the period ending June 30, 2016 were approved as submitted subject to audit.

FIRST SIX MONTHS COMPARISOIN

A comparison of the first six months financial reporting for 2016 versus 2015 was prepared and reviewed. No additional comments or questions were presented during the meeting.

DUTCH COUNTRY HELICOPTERS LEASE AGREEMENT

Dutch Country Helicopters desired to continue to lease hangar space at the Lancaster Airport. A lease agreement was offered and the following resolution approves the agreement:

**Resolution No. 13 of 2016
Dutch Country Helicopters Inc. Lease Agreement**

WHEREAS, Dutch Country Helicopters Inc. desires to lease space to store aircraft and perform aircraft instruction at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement to Dutch Country Helicopters Inc.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the lease agreement for Dutch Country Helicopters Inc.; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was accepted. Signatures will be affixed to fully execute the agreement.

FLYWAY EXCAVATING LEASE AGREEMENT

Flyway Excavating desires to lease a portion of an area known as the Middle Marker, which has not been utilized for more than 20 years. The following resolution approves the agreement:

**Resolution No. 12 of 2016
Flyway Excavating, Inc. Lease Agreement**

WHEREAS, Flyway Excavating in the Flyway Business Park desires to lease space known as the Middle Marker to expand a parking lot; and

WHEREAS, the Lancaster Airport Authority has provided a lease agreement to lease the space.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Lease Agreement with Flyway Excavating; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement is hereby approved; and

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

Upon motion duly made, seconded, and unanimously approved, the resolution adopted and the agreement was approved. Signatures will be affixed to fully execute the agreement.

JIMMY AIR MRO LEASE AGREEMENT

Mr. Eberly and Mr. Russell have been informed by representatives of Jimmy Air that they possibly will be requesting to be released from the lease agreement as they are unable to maintain an active business on the field. Mr. Russell will be communicating with their attorney and will work with Mr. Eberly regarding future actions.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that the land clearing for the Brethren Village lot is in progress and will hopefully be completed by the end of the month. The Sheetz project is continuing to move forward and have notified him that the due diligence has been completed. They are in the process of providing information in order to submit approvals to the FAA to continue to move forward.

FINANCE ADMINISTRATOR

Ms. Martin reported that over 60% of receivables have been collected since the end of the month. Airport activity is down for the month but holding steady against 2015 year to date. The airline, however, is continuing to show improvement with passenger activity. The DBE plan has been approved for the next three (3) grant years.

National Aviation Day will be held Friday, August 19 and the Airport is participating this year. It is geared toward Boy Scouts earning their aviation badge, however, anyone can attend. It is by registration for most of the events and all slots have been filled.

FACILITIES ADMINISTRATOR

Mr. Beiler was unable to attend the meeting.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that a new lineman has been hired and is doing very well. Governor Pence visited the Airport briefly for a local rally.

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, September 19, 2016 with a planning session scheduled to start at 3:00 p.m. and the business meeting at 4:00 p.m. in the Administrative Office conference room. 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