

MINUTES OF
LANCASTER AIRPORT AUTHORITY

September 19, 2016

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, September 19, 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

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 – Excused Absence

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 August 15, 2016 and a special meeting held on September 9, 2016. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

FINANCIAL REPORT

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

<i>Period Ending August 31, 2016</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
August Net Revenue:	\$70,321.02	\$157,144.47
Year to Date Net Revenue:	\$367,061.38	\$783,345.83
General Fund Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$25,978.48	\$65,905.66
Year to Date Net Revenue:	\$100,840.41	\$224,045.29
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Net Revenue:	\$44,342.54	\$91,238.81
Year to Date Net Revenue:	\$266,220.97	\$559,300.54
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$14,384.44
General Fund Liquid Reserves:		\$201,679.28
Certificate of Deposit:		\$3,268,000.00
PLGIT Cash Account:		\$18.62
PLGIT Prime Investment Account		\$76,661.93
General Fund Accounts Receivable:		\$74,570.28
General Fund Accounts Payable:		(\$17,765.86)
Alliance Aviation Checking/Cash on Hand:		\$43,297.57
Alliance Aviation Accounts Receivable:		\$106,856.10
Alliance Aviation Accounts Payable:		(\$72,254.66)
Total Cash and Cash Equivalents:		\$3,695,447.70
Grant-Funded Project Construction Report		
Balance @ July 31, 2016		\$542.92
Grant Receipts:		\$2,000.00
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$852.50)
Balance @ August 31, 2016		\$1,690.42
Passenger Facility Charge Account		
Balance @ August 31, 2016		\$3,951.38
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0%	Available Balance:
Balance @ August 31, 2016	\$0.00	\$1,000,000.00

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

JIMMY AIR MRO LEASE AGREEMENT

Mr. Eberly and Mr. Russell have been working with the attorneys for Jimmy Air MRO. They desire to cancel the lease with no additional costs. Mr. Russell will be submitting a counter-proposal. Since the lease is in default and they have vacated the premises, the Maintenance Staff are working to clean up the facility.

ESSENTIAL AIR SERVICE UPDATE

Mr. Russell and his staff have been working to put together a response to the potential service termination notification. Southern Air Express has been doing great since they took over the operations and they are working to show the significant strides that the service has accomplished in order to request a waiver and remain in the program.

Southern Air Express has also hired a consultant to assist with the submissions for the airports they work out of with EAS service who have also received termination notices. They are willing to assist our Counsel to finalize the submission at no cost to the Airport Authority.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported that he has received a preliminary sign design for the corner and requested input from the Board – several suggestions are brought up and Mr. Eberly will notify Sheetz.

FINANCE ADMINISTRATOR

Ms. Martin reported that over 70% of receivables have been collected since the end of the month. Airport activity is down for the month as well as against 2015 year to date. The airline, however, is continuing to show improvement with passenger activity.

National Aviation Day was held Friday, August 19 and it was very well attended. The September Fly-In was held with about 75 people attending the breakfast and session.

FACILITIES ADMINISTRATOR

Mr. Beiler had no additional items to report to the Board.

MANAGER, ALLIANCE AVIATION

Ms. Stauffer was unable to attend the meeting.

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, October 17, 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