

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**

**January 24, 2022**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, January 24, 2022. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meetings and the following persons attended:

**Lancaster Airport Authority**

Chair	James Cunningham
Vice-Chair	Valerie Moul – Excused Absence
Secretary	Matthew Brown – Virtual
Treasurer	Amanda Lehman – Virtual
Asst. Secretary/Asst. Treasurer	Richard Stauffer - Virtual

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

**Lancaster Airport Authority Staff**

Ed Foster – Airport Director  
Cheryl Martin – Finance Administrator  
Austin Beiler – Facilities Administrator  
Mary Forney – Manager, Alliance Aviation – Excused Absence  
Tracy Barley – Aviation Marketing & Communications Coordinator

**VISITORS**

Dan Diem – Aero Corp/AVIS Rent-A-Car  
Joe Charles – Aero Corp/AVIS Rent-A-Car  
Glenn Knight – Civil Air Patrol  
Jen Snyder – Smoketown Helicopters

**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 asked for any public comments from the meeting attendees. No comments were offered at this time. He 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 December 20, 2021 were distributed to the Board members. Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending December 31, 2021. The report shows that the year finished successfully. Commissions and landfill continue to be above budget in spite of the current financial climate as well as the COVID relief funds. Although expenses were higher, income still exceeded with a fantastic outcome for the year. FBO income continues to increase. Even after deducting the COGS, the overall income far exceeds the budgeted figure. The following table is the report for the referenced period.

<i>Period Ending December 31, 2021</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Net Revenue:	\$34,698.19	\$131,142.56
Year to Date Net Revenue:	\$765,504.56	\$1,724,012.24
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Net Revenue:	\$37,278.44	\$71,557.53
Year to Date Net Revenue:	\$730,158.00	\$1,032,994.11
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Net Revenue:	(\$2,580.25)	\$59,585.03
Year to Date Net Revenue:	\$35,346.56	\$691,018.13
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$2,326.90
General Fund Liquid Reserves:		\$633,637.27
Certificate of Deposit:		\$2,232,000.00
PLGIT Cash Account:		\$28.78
PLGIT Prime Investment Account		\$24,726.34
PLGIT Term Account		\$3,200,000.00
General Fund Accounts Receivable:		\$105,050.24
General Fund Accounts Payable:		(\$35,318.42)
Alliance Aviation Checking/Cash on Hand:		\$109,722.66
Alliance Aviation Accounts Receivable:		\$68,885.18
Alliance Aviation Accounts Payable:		(\$140,116.14)

<b>Total Cash and Cash Equivalents:</b>		<b>\$6,200,942.81</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ November 30, 2021		\$90.10
Grant Receipts/Transfers:		\$640,816.83
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$640,816.83)</b>
<b>Balance @ December 31, 2021</b>		<b>\$90.10</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ December 31, 2021</b>		\$3,819.35
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ December 31, 2021</b>		\$1,000,000.00

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

**COMMUNITY DAYS EVENT:** The Lancaster Airport Authority approved moving forward with Community Days being held September 17 and 18, 2022. In order to hold the event, various contracts will need to be executed to secure performers, participants, and the ancillary parts of holding these events. The following resolution permits Mr. Foster to move forward with the event:

**Resolution No. 01 of 2022  
Community Days 2022**

**WHEREAS,** the Lancaster Airport Authority desires to provide the local community an opportunity to see, hear, and touch aviation; and

**WHEREAS,** the Lancaster Airport Community Days is scheduled for September 17 and 18, 2022; and

**WHEREAS,** the Lancaster Airport Authority must execute contracts to secure event participants as well as provide supplies during the event.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby permit the staff of the Lancaster Airport Authority to execute contracts necessary to secure event participants and purchase necessary supplies for the Community Days event to be held September 17 and 18, 2022 at the Lancaster Airport; and

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

Upon motion duly made by Mr. Brown, seconded by Ms. Lehman, and unanimously approved, the resolution was adopted and the approval to execute contracts was approved.

**IIC WELLNESS GRANT REPORT** – The Airport Authority is a member of the Intergovernmental Insurance Cooperative (IIC) with whom employee health insurance is secured. As part of the Cooperative, the Airport Authority was eligible to receive a grant for wellness. Ms. Martin reported that Staff applied for and received a \$1,000 grant towards wellness events/supplies in 2022. She anticipated that it will be utilized towards Lunch’n’Learns and CPR training.

**PERSONNEL COMMITTEE REPORT:**

**COUNSEL APPOINTMENT** – The Lancaster Airport Authority approves legal counsel on an annual basis. Russell, Krafft, and Gruber has been the primary legal counsel and desires to continue in this capacity. Following is a resolution approving their continued work on airport-related matters.

**Resolution No. 02 of 2022  
Legal Counsel Appointment**

**WHEREAS**, the Lancaster Airport Authority consults with legal counsel to review documents; and

**WHEREAS**, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

**BE IT RESOLVED, THEREFORE**, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2022.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted. Mr. Zeamer thanked the Airport Authority for continuing the relationship with RKG.

**OFFICERS FOR 2021** – Mr. Cunningham presented the slate of officers’ recommendation for 2022. The Board decided to maintain the current officer appointments as well as the committees.

**Officers:**

Chair	James J. Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Sec./Asst. Treas.	Richard Stauffer

## COMMITTEES

### Property Committee:

Chairman Matthew Brown  
Richard Stauffer

### Finance Committee:

Chairman Amanda Lehman  
Valerie Moul

### Personnel Committee:

Chairman Valerie Moul  
James Cunningham

### Facilities Committee:

Chairman Richard Stauffer  
Matthew Brown

Upon motion duly made, seconded, and unanimously approved, the slate of officers was approved.

## FACILITIES COMMITTEE:

**26 NORTH LEASE AGREEMENT UPDATE:** The lease agreement for 26 North expired as of December 31, 2021. Staff has been in contact with 26 North representatives regarding staying at Lancaster or not. They discussed the potential to build another hangar whether it would be 26 North or the Airport. In January, Staff received word that they would be interested in continuing in their hangar at this time and not building a hangar on their own. A new lease agreement will be available at a future meeting with 26 North. Although they can be a slow payer, they have honored and paid all finance and late fee charges assessed monthly.

**HI-TECH HELICOPTERS UPDATE:** Mr. Brown requested an update on the Hi-Tech Helicopters lease agreement. Mr. Foster reported that there is nothing new. There continues to be tension between the on-site manager and Liberty War Birds. In December, Counsel sent a letter notifying Hi-Tech that the lease will expire and they are being requested to vacate the premises by February 28, 2022. At that time, Staff anticipate utilizing the hangar for aircraft secured with Alliance Aviation. Jen Snyder, representing Smoketown Helicopters, interjected that she just spoke with Mr. Kerrick of Hi-Tech Helicopters regarding the status of the lease and he communicated to her that he is vacating at the end of February. Smoketown Helicopters is interested in relocating their business to Lancaster and has been in communication with Staff.

**HANGARS RFQ UPDATE:** Staff have started the process to secure an architect to design and bid additional corporate and t-hangars to assist with alleviating the demand. A RFQ was

released with 14 firms requesting the information. Four firms submitted responses with the anticipation to complete the review and request a fee proposal from the top selected firm.

**PROPERTY COMMITTEE:**

**RGS/NPDES PERMIT:** Mr. Stauffer requested an update on the schedule for the NPDES permit/relocation of the stormwater basin. Currently RGS is awaiting preliminary comments from Manheim Township prior to submitting it to the next level of approvals. They hope to be able to provide an updated schedule shortly.

**ROUTE 501/MILLPORT ROAD DEVELOPMENT UPDATE:** Mr. Foster reported that both parties were notified as to who was awarded which side of Route 501 – ALDI the SE corner and Earl Township Partners the SW corner of Route 501 and Millport Road. Counsel is drafting agreements for both parties for their review with a final document to be submitted for Board consideration at a future meeting.

**STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that the Airport Authority has received a grant to replace outdated equipment as well as secure new equipment. Staff will be working as quickly as possible to submit a grant request to be able to secure it as soon as possible.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity finished the year at 100,111. Activity had not exceeded 100,000 since 2006 so it was pretty exciting to hear the news. About 70% of outstanding Receivables have been collected since November 30, 2021. Tracy Barley, the new administrative employee, started full-time on January 10 and she is excited to part of the team and is learning quickly.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the bus garage is still delayed with a last minute item required before occupancy can be achieved. The contractor and the architect are looking for alternatives. The FlyAdvanced hangar continues to be delayed due to material shortage and they are looking at alternatives as well to get the project moving. The second construction phase of the Runway 8-26 rehabilitation project is slated to begin late this spring. The contractor is looking at one long closure rather than multiple long-weekends.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney was unavailable, however, she submitted year-end slides reflecting the fuel gallons sold and the overall profit from 2019, 2020, and 2021.

**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, February 28, 2022 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 Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary