

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

**February 15, 2021**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, February 15, 2021. 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
Secretary	Matthew Brown – Virtually
Treasurer	Amanda Lehman– Absent
Asst. Secretary/Asst. Treasurer	Richard Stauffer –Virtually

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

**VISITORS (Virtually)**

Garrett Cliff, Aero-Tech Services

**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 requested any public comments from the meeting attendees. No additional comments were offered at this time. 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 January 25, 2021 were distributed to the Board members. Upon motion duly made by Mr. Stauffer, 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 January 31, 2021. The report shows the year off to a good start. Several Receivable accounts were discussed. Alliance 100LL fuel sales were better than expected which coincided with the increased GA traffic in January. There are several construction projects in progress, several of which should be closing out in the coming months. The following table is the report for the referenced period.

<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	\$67,656.58	\$95,175.27
Year to Date Net Revenue:	\$67,656.58	\$95,175.27
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	\$69,609.21	\$68,144.22
Year to Date Net Revenue:	\$69,609.21	\$68,144.22
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	(\$1,952.63)	\$27,031.05
Year to Date Net Revenue:	(\$1,952.63)	\$27,031.05
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$2,809.14
General Fund Liquid Reserves:		\$207,175.01
Certificate of Deposit:		\$3,219,000.00
PLGIT Cash Account:		\$1.15
PLGIT Prime Investment Account		\$1,773,353.97
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$146,895.08
General Fund Accounts Payable:		(\$28,754.83)
Alliance Aviation Checking/Cash on Hand:		\$37,176.15
Alliance Aviation Accounts Receivable:		\$35,910.63
Alliance Aviation Accounts Payable:		(\$36,625.52)
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,356,940.78</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ December 31, 2020		\$568.60
Grant Receipts/Transfers:		\$295,631.42
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$296,131.42)
<b>Balance @ January 31, 2021</b>		<b>\$68.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ January 31, 2021</b>		<b>\$2,835.63</b>
<b>\$ 1 Million Line of Credit Report</b>		

Item	Rate of 4.0000%	Available Balance:
Balance @ January 31, 2021		\$1,000,000.00

The financial reports for the period ending January 31, 2021 were moved for approval as submitted by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved subject to audit.

**PERSONNEL COMMITTEE REPORT:**

No report for this meeting.

**FACILITIES COMMITTEE:**

**FIorentino's RESTAURANT UPDATE** – Mr. Foster reported that the current benefit packages would be able to benefit an concessionaires at the Lancaster Airport as a non-hub/non-primary airport. Ms. Billas and Mr. Foster have been contacted by another potential buyer. They are requesting an extension to recoup funds they desire to invest in the facility. Mr. Foster has requested that Counsel investigate what options are available.

**PROPERTY COMMITTEE:**

**BUS LOT/MTSD PROPOSED BUILDING PROJECT UPDATE** – Mr. Foster reported that four (4) construction firms submitted bids. TONO Architects are in the process of reviewing the bids for accuracy and compliance. Once a final bid tabulation is confirmed, the information will be submitted to Manheim Township School District to verify if they will move forward with the project. If so, a lease agreement will be forwarded for their review and approval as well as for the Board's consideration. Contracts will also be submitted for Board approval if moving forward.

**ROUTE 501/MILLPORT ROAD SW CORNER REQUEST** – Mr. Foster has been approached by a local development company desiring to lease the parcel located in Warwick Township which was bid in 2018 and the project was unable to come to fruition. As a result of running out of various sizes of hangars as well as the non-aviation property, Mr. Foster has requested that Delta Airport Consultants prepare a map reflecting the areas available for lease and development and have all available spaces be available for bidding. Ms. Moul suggested that Mr. Foster meet with the Property Committee to review the proposed available areas.

**STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster has several items to report on:

**Southern Airways Express** – they are ready to resume marketing again, however, airlines have been receiving backlash from the public about flying around during a pandemic so airlines

have shied away from mass marketing. They also have monitored the traffic flow and of all their cities, LNS is the slowest to react as compared to other airports they are operating out of. The Lancaster community needs an advertising campaign to restart usage.

**NEC/AAAE Aviation Conference** – Mr. Foster serves as the Chair for the annual Airport Conference put on by NEC/AAAE in Hershey. As the Conference Chair, Mr. Foster requested that Lancaster Airport be the host airport since he is the Airport Director. For a \$10,000 sponsorship level, Mr. Foster negotiated an out of pocket cost of \$1,500 which includes 4 registration valued at over \$1,600 as well as consideration for the time Mr. Foster spends on coordinating the conference.

**Aviation Council of PA Conference** – the ACP reached out asking if Lancaster would like to serve at the host airport for the conference this year. It was supposed to be held in-person last October, however, restrictions forced them to hold it virtually. The conference is to be held in-person at the end of October. Mr. Foster reached out to Delta Airport Consultants to co-sponsor the event and they have agreed for a total sponsorship value of \$10,000.

**Barbush Car Rental Assignment** - the required documents have been submitted for the proposed Barbush Car Rental Assignment to Aero Corporation. The documents have been forwarded to Counsel to review and provide a recommendation. Mr. Zeamer has reviewed them and will be preparing an Assignment Agreement between the Airport Authority and Aero-Corporation. Mr. Foster anticipates having the agreement ready for the next Board meeting.

**COVID-19 Relief Package** – Mr. Foster was notified that the Lancaster Airport has been awarded funds with similar restrictions for \$23,000 as well as funds for the Air Traffic Control tower. The FAA is providing guidance how the contract tower funds can be released since there is no financial connection between the Airport Authority and the operator, Midwest ATC. Once this has been resolved, a grant application will be submitted for the appropriate funds and will be available for Authority acceptance.

**Community Days 2021** – Mr. Foster reported that the Management Team has been discussing the options regarding holding an event in August. With current restrictions, the Management Team summarized a recommendation which will be forwarded to the Board. Mr. Foster is optimistic that by fall, limitations will be reduced.

**Jessica Robinson and Helicopter Flight School** – Mr. Foster is working with Jessica Robinson who has been a pilot on the field for many years for various tenants to start a helicopter flight school operation with 2 helicopters. Ms. Robinson will be submitting information for review with an anticipation of submitting a request for approval at the March meeting to begin operating on the field.

**Solar energy proposals** – Mr. Foster has been provided with information for 4 companies for the Airport Authority to consider installing solar panels on airport property. Mr. Foster would like to include this type of activity as a possible option for non-aviation non-developable airport property.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up 26% from January 2020. This is the first January since 2008 that the traffic activity exceeded 7,000 operations. Although activity was down in November and December, that could be attributed to weather, holidays, and additional COVID-19 restrictions. About 73% of outstanding funds have been collected January 31, 2021, with Penn Cinema attributing to about 60% of the outstanding amount due.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that with the new president, a new mask mandate has been released which he is in the process of implementing. The restaurant has their own mask requirements as well. About 9 months ago, the FAA sent 5,000 masks and the airline provides a mask for anyone not using one. Everyone is required to wear a mask on the airline with minimal exceptions.

Mr. Beiler reported that 18 inches of snow has fallen since the last meeting. With being down 2 part-time and 1 full-time employee, the Airport was still able to open before many surrounding airports.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that as they have gotten used to the new facility, they have realized there are sound issues that are being looked at.

### **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, March 15, 2021 at 3:30 p.m. by ZOOM. Meetings have been scheduled on ZOOM until the Board is ready to return to meetings on-site. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Mr. Brown, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary