

MINUTES OF
LANCASTER AIRPORT AUTHORITY

February 17, 2020

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, February 17, 2020. The meeting began at 3:30 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

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

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

Others

Garrett Cliff – Aero-Tech Services, Inc.

Lancaster Airport Authority Staff

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

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. 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 27, 2020 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted by Ms. Moul, seconded by Mr. Brown, and unanimously approved.

FINANCE COMMITTEE:

FINANCIAL REPORT – The financial report for period ending January 31, 2020 was submitted. Ms. Martin reviewed the reports and noted that the fiscal year is starting off well. The only item is that Landfill is starting off very slowly, however, it is due to the weather. The following is the report for the referenced period.

<i>Period Ending January 31, 2020</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
January Net Revenue:	\$64,511.55	\$100,581.52
Year to Date Net Revenue:	\$64,511.55	\$100,581.52
General Fund Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$33,342.53	\$41,894.50
Year to Date Net Revenue:	\$33,342.53	\$41,894.50
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$31,169.02	\$58,687.02
Year to Date Net Revenue:	\$31,169.02	\$58,687.02
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$3,518.56
General Fund Liquid Reserves:		\$254,232.37
Certificate of Deposit:		\$2,930,000.00
PLGIT Cash Account:		\$4,037.96
PLGIT Prime Investment Account		\$304,987.25
PLGIT Term Account		\$2,600,000.00
General Fund Accounts Receivable:		\$67,205.16
General Fund Accounts Payable:		(\$32,169.26)
Alliance Aviation Checking/Cash on Hand:		\$35,654.20
Alliance Aviation Accounts Receivable:		\$36,655.81
Alliance Aviation Accounts Payable:		(\$31,214.48)
Total Cash and Cash Equivalents:		\$6,172,907.57
Grant-Funded Project Construction Report		
Balance @ December 31, 2019		\$568.60
Grant Receipts:		\$138,429.18
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$113,705.18)
Balance @ January 31, 2020		\$25,292.60
Passenger Facility Charge Account		
Balance @ January 31, 2020		\$3,023.25
\$ 1 Million Line of Credit Report		

Item	Rate of 4.10475%	Available Balance:
Balance @ January 31, 2020		\$1,000,000.00

The financial reports for the period ending January 31, 2020 were moved for approval as submitted by Mr. Brown, seconded by Ms. Moul, and unanimously approved subject to audit.

PERSONNEL COMMITTEE REPORT:

No report was submitted for this month.

FACILITIES COMMITTEE:

HI-TECH HELICOPTERS LEASE AGREEMENT – HI-Tech Helicopters operates a flight school on the field. The current agreement expires at the end of February 2020. Mr. Eberly has held discussions with the owner, John Kerrick, regarding the current rate of return. Due to the declining commissions, Mr. Kerrick agreed to an increased rental rate with an anticipation of reviewing the commissions history for the next lease year. The following resolution approves the termination of the current agreement and commencement of the new agreement.

**Resolution No. 04 of 2020
Hi-Tech Helicopters, Inc. Lease and FBO Agreements**

WHEREAS, Hi-Tech Helicopters, Inc. desires to lease space to store aircraft and operate an aircraft repair station and flight school at the Lancaster Airport; and

WHEREAS, the current initial term of the lease agreement expires February 29, 2020; and

WHEREAS, the Lancaster Airport Authority has offered a new lease agreement to Hi-Tech Helicopters, Inc. to replace the current agreement..

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the termination of the current lease agreement and approves the new lease agreement dated February 5, 2020 for an initial term of one (1) year with Hi-Tech 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 agreements is hereby approved; and

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

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement was approved. Signatures will be affixed to fully execute the document.

PROPERTY COMMITTEE:

BUS LOT/MTSD PROPOSED BUILDING PROJECT – Mr. Eberly contacted Manheim Township School District regarding a more firm commitment to participate in the potential construction of a bus maintenance facility on the current lot. He requested a Letter of Intent which they have provided along with a commitment to contribute towards the Manheim Township variance request. Mr. Eberly has a meeting set up with Manheim Township School District and TONO Architects to review the needs and create a plan to proceed with the proposed project.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Eberly reported that the Bureau of Aviation has informed the Airport Authority that funds will be released for the purchase of a fuel truck and a pavement repair machine. Staff are working to put together bid specifications in order to have them submitted by May 1 for a grant application.

Mr. Eberly also displayed a newspaper article that was in a national magazine that featured an act that has participated at the Lancaster Airport Community Days. The picture in the center of the magazine was taken by Dan Myers, who is the manager of the Lancaster Air Traffic Control Tower, and is of the jet taking off of one of the airport runways. The pilot provided a photo of him climbing into the air with the airport field in the background as he went up in the air. Mr. Eberly will have the photo framed along with the article and hang it in the Terminal.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that the remaining Receivables are about 50% since the end of the month. Aircraft activity in January increased in 2020 compared to 2019 with a great start to the year. The oldest Federal Grant was recently closed and the final pay request was submitted and were reimbursed. There are 2 accounts in Receivables that may be fully or partially uncollectable. Repeated attempts through all contact methods did not yield positive results.

Several events occurred in since the last meeting. The February Fly-In had about 80 attendees. The REAL ID seminars held on February 12 were very well attended. The staff for Senator Martin and Representative Mentzer were very pleased with the attendance. There was a Bonanza Fly-In with about 15 attending. Representative Mentzer also held a petition drive.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the Terminal project is on schedule with footers being poured and laying block. The beams will be delivered shortly. In the kitchen, Dave's prior office floor is being tiled. The Maintenance Department is in the process of reviewing software programs to put the facility inventory from paper to a more manageable system. The HVAC position is still open with several pending interviews.

MANAGER, ALLIANCE AVIATION – Ms. Stauffer reported that she is having staffing issues as well. One of the line service employees broke an ankle and is out for 6 weeks and a new CSR has been brought on board and is currently training. The Airport Authority was provided an

opportunity to have a booth at the NBAA Schedulers and Dispatchers conference where they will have an opportunity to interact with potential contacts to hopefully bring them to Lancaster Airport.

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 16, 2020 at 3:30 p.m. in the Administrative Office conference room. 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