

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**February 28, 2022**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, February 28, 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
Secretary	Matthew Brown – Excused Absence
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 – Excused Absence  
Mary Forney – Manager, Alliance Aviation  
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  
Mary Jo Kline  
Richard Hess – Lancaster Balloonport, Inc.  
Brett Engroff – Susquehanna Valley Balloon Company  
Marilyn Zenko – Terracon  
Timmy Sheetz  
Josh Hagen  
Troy Weidler  
Ben Bodene  
Ian Park

**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 January 24, 2022 were distributed to the Board members. Upon motion duly made by Ms. Lehman, seconded by Mr. Stauffer, and unanimously agreed, the minutes were approved as submitted. Ms. Moul abstained since she was unable to attend the meeting.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending January 31, 2022. One month into the new year and it is starting on a healthy note. The airport continues to be busy and able to capture income from the increased activity. The Maintenance Building has been delayed, however, it is anticipated to be occupied in March with the agreement to commence April 1, 2022. The following table is the report for the referenced period.

<i>Period Ending January 31, 2022</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	\$82,934.57	\$133,668.22
Year to Date Net Revenue:	\$82,934.57	\$133,668.22
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	\$56,793.18	\$72,798.42
Year to Date Net Revenue:	\$56,793.18	\$72,798.42
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
January Net Revenue:	\$26,141.39	\$60,869.80
Year to Date Net Revenue:	\$26,141.39	\$60,869.80
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$28,692.90
General Fund Liquid Reserves:		\$789,420.45
Certificate of Deposit:		\$1,984,000.00
PLGIT Cash Account:		\$0.20

PLGIT Prime Investment Account		\$23,375.98
PLGIT Term Account		\$3,450,000.00
General Fund Accounts Receivable:		\$86,434.67
General Fund Accounts Payable:		<b>(\$594,077.71)</b>
Alliance Aviation Checking/Cash on Hand:		\$79,584.07
Alliance Aviation Accounts Receivable:		\$59,684.50
Alliance Aviation Accounts Payable:		<b>(\$70,429.78)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,836,685.28</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ December 31, 2021		\$90.10
Grant Receipts/Transfers:		\$71,058.20
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$70,579.70)</b>
<b>Balance @ January 31, 2022</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ January 31, 2022</b>		\$5,893.11
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ January 31, 2022</b>		\$1,000,000.00

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

**FISCAL YEAR COMPARISON 2021 VS 2020:** Ms. Martin submitted a final year comparison of 2021 vs 2020. With many COVID-19 related impacts affecting 2020, 2021 roared back with high activity. The airport rebounded back nicely from the closures and restrictions in 2020.

**PERSONNEL COMMITTEE REPORT:**

**MILITARY INTERN:** Stace Reading was introduced to the Board. Stace is about to retire from the military and decided to participate in a 2month internship. He served as a pilot in the US Army as well as other administration and leadership positions while serving. He had reached out to Lancaster Airport to consider using his free services for his final 2 months of service as he is continuing to be paid by the military during his internship. He is looking to enter the work world in some type of aviation capacity and is utilizing this time to learn about aviation management as well as other aviation careers. He is being introduced to the various operators on the field as well as hopefully being utilized by them as well to expand his knowledge about aviation.

**FACILITES COMMITTEE:**

**PA BOA GRANT AGREEMENT – TERMINAL RENOVATION, PHASE II:** The Terminal project is coming to a close with final documentation being submitted. A grant agreement was offered for 50% of costs no to exceed a grant offer of \$1,032,000. The following resolution accepts the grant offer.

**Resolution No. 03 of 2022**  
**PennDOT - Bureau of Aviation Grant Offer**  
**Terminal Renovations/Expansion Project, Phase II**  
**Grant Agreement No. ACB-2021-Lancaster AA-00012**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Terminal Renovation/Expansion, Phase II (“Project”) at the Lancaster Airport; and

**WHEREAS**, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs not to exceed \$1,032,000; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost approximately \$3,140,785 and agrees to fund any project costs exceeding the matching grant portion.

**NOW THEREFORE BE IT RESOLVED** the Lancaster Airport Authority, does hereby accept the Grant offer for the above-referenced project at the Lancaster Airport, pending Counsel review and approval; 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 Grant Offer and project, is hereby approved.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the resolution was adopted and the agreement was accepted. The grant will be executed and returned to the Bureau of Aviation for processing.

**HI-TECH HELICOPTERS UPDATE:** Mr. Foster reported that he discussed utilizing the space by other operators ahead in the corporate hangar list and they declined. Therefore, Liberty Sport Aviation/Bristell and Liberty War Birds will be able to share the hangar, however, the leases will be directly with the Airport Authority. Agreements will be forthcoming at a future meeting.

**FIORENTINO’S RESTAURANT UPDATE:** Mr. Foster reported that the new operator is making significant modifications to the space and expanding their outside area.

**HANGARS RFQ UPDATE:** Mr. Foster reported that the Selection Committee reviewed the RFQ submissions and McFarland Johnson scored the highest. They are currently working on a proposal for the project and will be submitting it for consideration.

**AIRLINE SERVICE UPDATE:** Mr. Foster reported that Mead & Hunt completed their assessment of the local community travel patterns and air service propensity. After reviewing the reports, Mr. Foster highly recommended attending an air service conference where airlines will be attending. Mead & Hunt submitted a proposal to assist with preparing information based on the report findings for the top airlines. After some discussion, the Board agreed to move forward with this step to see if there would be any airline interest to expand services at Lancaster Airport. Mr. Foster desires to complement the current EAS service, not replace it. The potential service would be longer trips with much more capacity. The following resolution approves the meeting preparation assistance.

**Resolution No. 04 of 2022**  
**Mead & Hunt Airline Meetings Consultant Agreement**

**WHEREAS,** the Lancaster Airport Authority requested that Mead & Hunt research the potential market for airline service in Lancaster County; and

**WHEREAS,** Mead & Hunt has completed and presented final reports on the travel patterns and destinations for Lancaster County residents; and

**WHEREAS,** Mead & Hunt will prepare presentations necessary to meet with potential airlines regarding providing service at Lancaster Airport; and

**WHEREAS,** Mead & Hunt presented a proposal for approximately \$4,895 for the airline preparation materials.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Mead & Hunt proposal to provide airline meeting materials in the amount \$4,895 for 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 proposal is hereby approved; and

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

Upon motion duly made by Mr. Stauffer, seconded by Ms. Lehman, unanimously approved by all, the resolution was adopted and the agreement was approved. Mr. Foster will work with Mead & Hunt to get the presentations ready for the airline meetings.

## **PROPERTY COMMITTEE:**

**ALDI LEASE AGREEMENT UPDATE:** Ms. Martin reported that ALDI is currently working through their internal approvals to ensure that the project will move forward. We are waiting to hear back on a status update.

**EARL TOWNSHIP LEASE AGREEMENT UPDATE:** Ms. Martin reported that Earl Township Partners are reviewing the agreement and will hopefully have an exhibit to include as part of the lease agreement. They anticipate having a signed copy back for Board consideration shortly.

**MANHEIM TOWNSHIP BUS DEPOT UPDATE:** Mr. Foster reported that the required breakers should be in stock and installed in the next few weeks. Ms. Martin reported that she is working with School District staff to finalized an Amendment Agreement confirming the initial rental rate and the commencement date. The final document should hopefully be available shortly.

## **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster did not have any additional items to report.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity started the year on a good note. About 50% of outstanding Receivables have been collected since February 28.

**FACILITIES ADMINISTRATOR** – Mr. Beiler was unable to attend the meeting.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that staff are in the process to recurrent training. The cost of fuel year-to-date is up about 23% for each type of fuel. Gallons sold is up 44% for Jet A with only 5% for 100 LL.

## **PUBLIC COMMENT**

Mr. Cunningham asked if any attendees had any additional comments or questions. Several students came to the Board meeting to make a presentation. They participated in a FAA STEM project where they had to create a local airport in Minecraft, a building block computer program. The boys went through their Minecraft version of Lancaster Airport showing the runways and taxiways as well as buildings on the field. They were also tasked to be innovative so they created wind turbines as part of the Airport.

Mr. Knight of the Civil Air Patrol invited all Board and staff to a CAP fundraiser breakfast at the Lititz VFW on March 6. The Squadron will be in uniform and assist with the breakfast.

No additional comments were received at this time.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, March 21, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Ms. Moul, seconded by Ms. Lehman, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary