

MINUTES OF
LANCASTER AIRPORT AUTHORITY

March 15, 2021

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, March 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 – Excused Absence
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 February 15, 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 February 28, 2021. The report shows the year to continue to be off to a good start. Landfill was closed 2/3rds of the month due to weather. The IIC refund notice has been received and will be shown in future reports. Fuel sales were good this month overall. The following table is the report for the referenced period.

<i>Period Ending February 28, 2021</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$66,967.83	\$36,424.52
Year to Date Net Revenue:	\$134,624.41	\$136,808.09
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$66,118.79	\$6,312.80
Year to Date Net Revenue:	\$135,728.00	\$79,224.09
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$849.04	\$30,111.72
Year to Date Net Revenue:	(\$1,103.59)	\$57,584.00
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$596.52
General Fund Liquid Reserves:		\$219,652.99
Certificate of Deposit:		\$2,974,000.00
PLGIT Cash Account:		\$0.00
PLGIT Prime Investment Account		\$773,410.54
PLGIT Term Account		\$100,000.00
General Fund Accounts Receivable:		\$156,868.39
General Fund Accounts Payable:		(\$30,531.14)
Alliance Aviation Checking/Cash on Hand:		\$21,868.08
Alliance Aviation Accounts Receivable:		\$41,097.12
Alliance Aviation Accounts Payable:		(\$31,681.21)
Total Cash and Cash Equivalents:		\$4,225,281.29
Grant-Funded Project Construction Report		
Balance @ December 31, 2020		\$68.60
Grant Receipts/Transfers:		\$91,297.60
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$90,797.60)
Balance @ February 28, 2021		\$568.60
Passenger Facility Charge Account		

Balance @ February 28, 2021		\$1,121.74
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ February 28, 2021		\$1,000,000.00

The financial reports for the period ending February 28, 2021 were moved for approval as submitted by Ms. Moul, seconded by Mr. Brown, and unanimously approved subject to audit.

PERSONNEL COMMITTEE REPORT:

No report for this meeting.

FACILITIES COMMITTEE:

FIorentino's RESTAURANT UPDATE – Mr. Foster reported that a formal request has been submitted by Rose Billas, Fiorentino's Restaurant owner to approval a request to assign the Operating Agreement to a new owner. Mr. Foster is working with Counsel to acquire the appropriate documentation to assign the agreement to the new owner. The new prospective owners desire to make the transfer seamless.

BARBUSH CAR RENTAL ASSIGNMENT – the assignment agreement has been submitted for approval to assign the lease from Barbush Car Rental to Aero-Corporation. The following resolution approves the lease assignment.

**Resolution No. 04 of 2021
Authorizing Assignment of Rental Car Concession Agreement**

WHEREAS, the Lancaster Airport Authority (the "Authority"), as landlord, has entered into a Rental Car Concession Agreement dated July 30, 2018 (the "Concession Agreement)," with Barbush Rentals, Inc. ("Barbush") as tenant and which permits Barbush to lease certain facilities in the lobby of the Terminal Building and certain parking areas to provide automobile rental services at the Airport; and

WHEREAS, Barbush has requested that the Authority consent to an assignment of the Concession Agreement as part of a sale of the assets and license agreements from Barbush to **AERO CORPORATION, STANC RENTALS, LLC**, and TFC Rentals, LLC; and

WHEREAS, **AERO CORPORATION, STANC RENTALS, LLC**, and TFC Rentals, LLC desire to continue to provide automobile rental services at the Airport pursuant to the terms and conditions of the Concession Agreement; and

WHEREAS, the Authority has prepared an Assignment of Rental Car Concession Agreement wherein Barbush shall assign all of its rights, title and interests in the Concession

Agreement to **AERO CORPORATION, STANC RENTALS, LLC**, and TFC Rentals, LLC who shall be responsible for rent and other obligations under the Concession Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Authority approves the Assignment of Rental Car Concession Agreement, a copy of which has been presented at this meeting, and authorizes the Airport Director to execute the same; and

ALSO BE IT RESOLVED that, upon the execution and delivery of the Assignment of Rental Car Concession Agreement, the Rental Car Concession Agreement dated July 30, 2018, shall be assigned to **AERO CORPORATION, STANC RENTALS, LLC**, and TFC Rentals, LLC who shall thereafter be responsible for all rent and other obligations under the Concession Agreement.

BE IT FURTHER RESOLVED that William E. Foster, Airport Director, is hereby authorized to execute, on behalf of the Authority, said Assignment of Rental Car Concession Agreement.

Upon motion duly made, seconded, and unanimously adopted, the resolution was adopted and the agreement was approved. Signatures will be affixed for full execution.

ABELLA AVIATION LEASE AND OPERATING AGREEMENT – Jessica Robinson, owner of Abella Aviation, has submitted appropriate documentation for approval to operate a helicopter flight school on the field. The following resolution approves the agreements.

Resolution No. 05 of 2021
Abella Aviation LLC Lease and FBO Agreements

WHEREAS, Abella Aviation LLC desires to lease space to store aircraft and operate a flight school at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a Lease Agreement and Fixed Base Operating Agreement to Abella Aviation.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approves the Lease and Operating Agreements with Abella Aviation LLC to rent space and provide helicopter flight training; 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 agreements is hereby approved; and

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

Upon motion duly made by Ms. Moul, seconded by Mr. Stauffer, and unanimously adopted, the resolution was adopted and the agreements were approved. Signatures will be affixed

to fully execute the documents. Ms. Robinson expects to begin operating immediately as she has several students waiting to start training.

BUS LOT/MTSD PROPOSED BUILDING LEASAE AGREEMENT – Mr. Foster has been working with Manheim Township School District to finalize a lease agreement for the new maintenance facility to be erected adjacent to the current school bus parking lot. A final draft has been submitted and is on the agenda for the School District approval on March 18, 2021. The following resolution approves the lease agreement for the new facility once it is erected.

Resolution No. 06 of 2021
Manheim Township School District Maintenance Facility Lease Agreement

WHEREAS, the Lancaster Airport Authority proposes to build a maintenance facility on the northern side of the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has tendered a lease agreement renting the facility to Manheim Township School District upon completion of the facility at the Lancaster Airport; and

WHEREAS, the Manheim Township School District Board must approve the Lease Agreement.

THEREFORE, NOW BE IT RESOLVED, that the Lancaster Airport Authority approves the lease agreement between the Lancaster Airport Authority and Manheim Township School upon completion of a Maintenance Facility at the Lancaster Airport pending execution of the Lease Agreement by Manheim Township School District; and

ALSO BE IT RESOLVED, that William E. Foster, Airport Director, is hereby authorized to act as agent to execute any and all necessary documents relating to the aforementioned agreement.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously adopted, the resolution was adopted and the agreement was approved. Upon receipt of approval by the School District, the agreement will be executed and the project commenced.

The project will be built by the Lancaster Airport Authority with two (2) contracts for the project, the facility and the utility line connection. The following resolution approves the bid results and approval to move forward with the contracts pending lease approval of the Manheim Township School District. The following resolution approves the bid results.

Resolution No. 07 of 2021
Maintenance Facility Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for two (2) projects for work to be performed for the Maintenance Facility Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Speedwell Construction is the apparent low bidder for the Building portion in the amount of \$1,019,269 and Heck Construction is the apparent low bidder in the amount of \$174,721 for the Utility Extension portion of the Maintenance Facility project; and

WHEREAS, the project will move forward upon execution of the Lease Agreement for the proposed facility by Manheim Township School District.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Speedwell Construction and Heck Construction as low bidders for the building and utility line extension bids, respectively, for the Maintenance Facility project at the Lancaster Airport; and

ALSO BE IT RESOLVED the bidders will be provided a Notice to Proceed pending execution of the Lease Agreement with Manheim Township School District; and

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

Upon motion duly made by Mr. Stauffer, seconded by Mr. Brown and unanimously adopted, the resolution was adopted and the bid results were approved. Contract documents will be forwarded to the low bidders to start the project.

MANHEIM TOWNSHIP STORMWATER AGREEMENT – Manheim Township required that any construction requiring a stormwater basin have a maintenance agreement on file with the requirements of the owner outlined in the agreement. The new hangar currently in design phase requires relocating a current basin and building a new one. The following resolution approves the agreement to be submitted upon project approval.

Resolution No. 08 of 2021
Manheim Township Stormwater Management Agreement
and Declaration Easement

WHEREAS, Manheim Township has presented a Stormwater Management Agreement and Declaration Easement tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the stormwater detention basin as part of the Corporate Hangar w/Offices Project; and

WHEREAS, Manheim Township requires that the Landowner construct and maintain any stormwater areas in conformance with design requirements.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Stormwater Management Agreement and Declaration of Easement for the stormwater detention basin as part of the Corporate Hangar w/Offices Project; 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 agreement, is hereby approved; and

ALSO BE IT RESOLVED a copy of the Agreement and the form of acceptance hereinbefore mentioned, is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, and unanimously adopted, the resolution was adopted and the agreement was approved. The agreement will be submitted when requested by the Township for recording.

L. R. KIMBALL SUPPLEMENTAL AGREEMENT II – as part of the review process for the new hangar currently under design, the Township has required additional foundation geotechnical work to be completed as part of the project. LR Kimball has submitted an additional agreement for the costs associated with the additional required work. The following resolution approves the Supplemental Agreement.

Resolution No. 09 of 2021
L. R. Kimball Engineering Supplement Agreement II
Corporate Hangar w/Offices Project, Site and Design, Phase I

WHEREAS, the Lancaster Airport Authority is in the process of designing the Construct Corporate Hangar w/Offices project; and

WHEREAS, the projects must be designed in accordance with Federal, State, and local design standards and requirements; and

WHEREAS, L. R. Kimball has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Supplemental Engineering Agreement II for additional geotechnical services in the amount of \$19,644 for the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Supplemental Engineering Agreement II for the Corporate Hangar w/Offices, Site and Design, Phase I project 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 supplemental agreement is hereby approved.

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

PROPERTY COMMITTEE:

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 05 – Mr. Foster has requested that Delta Airport Consultants work with Staff to create a marketing piece that can be utilized to show what properties are available for aeronautical and non-aeronautical usage around the Airport. An agreement will be ready for the next Board Meeting and will assist in creating a long-term growth plan for the Airport.

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. Mr. Foster has been reviewing the history of the piece and suggests that the 2018 RFP be updated and re-issued for interested parties of that parcel. Counsel will work with Mr. Foster to update and release it.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reports that he has not had to contact Mr. Eberly, although he has stopped in several times since he retired. Can't seem to stay away! After looking into options for a scaled down version of prior events or Mr. Foster recommends postponing Community Days until 2022 due to uncertain restrictions and conditions. The Board agreed to delay the event.

FINANCE ADMINISTRATOR REPORT – Ms. Martin reported that aircraft activity was down 5.5% from February 2020. About 75% of outstanding funds have been collected February 28, 2021, with Penn Cinema attributing to about 73% of the outstanding amount due.

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

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that she is working on a Grand Opening month rather than a day. It was decided to delay it until June/July to hopefully take advantage of lowering restrictions. More information coming.

BOARD MEMBER COMMENTS

Mr. Brown reported that he will be officially retired from his company by April 16, 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, April 19, 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. Stauffer, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary