

MINUTES OF

LANCASTER AIRPORT AUTHORITY

March 21, 2022

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, March 21, 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 – Virtual
Treasurer	Amanda Lehman – Excused Absence
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
Tracy Barley – Aviation Marketing & Communications Coordinator

VISITORS

Glenn Knight – Civil Air Patrol
Jerome Broad – Civil Air Patrol
Jen Snyder – Smoketown Helicopters
David Madonna – Southern Airways Express

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 February 28, 2022 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Stauffer, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

FINANCIAL REPORT – Ms. Martin reviewed the financial report for period ending February 28, 2022. Overall a great picture only two months into the year even with bad weather in February. Reserves are being decreased by the local share of projects, however, the Terminal match should be available soon with a reimbursement amount of just over \$1 million. The airport continues to be busy and able to capture income from the increased activity. The following table is the report for the referenced period.

<i>Period Ending February 28, 2022</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
February Net Revenue:	\$93,871.13	\$133,306.92
Year to Date Net Revenue:	\$176,805.70	\$274,218.01
General Fund Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$63,474.59	\$73,927.24
Year to Date Net Revenue:	\$120,267.77	\$148,759.37
Alliance Aviation Report		
Reporting Period	Budget	Actual
February Net Revenue:	\$30,396.54	\$59,379.68
Year to Date Net Revenue:	\$56,537.93	\$125,458.64
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$4,908.17
General Fund Liquid Reserves:		\$286,238.92
Certificate of Deposit:		\$1,984,000.00
PLGIT Cash Account:		\$418.75
PLGIT Prime Investment Account		\$23,376.70
PLGIT Term Account		\$3,450,000.00
General Fund Accounts Receivable:		\$83,904.02
General Fund Accounts Payable:		(\$151,715.99)
Alliance Aviation Checking/Cash on Hand:		\$81,984.70
Alliance Aviation Accounts Receivable:		\$77,597.15
Alliance Aviation Accounts Payable:		(\$71,183.65)

Total Cash and Cash Equivalents:		\$5,769,528.77
Grant-Funded Project Construction Report		
Balance @ January 31, 2022		\$568.60
Grant Receipts/Transfers:		\$475,258.29
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$475,258.29)
Balance @ February 28, 2022		\$568.60
Passenger Facility Charge Account		
Balance @ February 28, 2022		\$1,608.78
\$ 1 Million Line of Credit Report		
Item	Rate of 4.0000%	Available Balance:
Balance @ February 28, 2022		\$1,000,000.00

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

COMMUNITY DAYS 2022 – PARKING COST: Mr. Foster recommended that the parking rate for event attendees be increased to \$20 per car. He also recommended setting up an area with guaranteed parking close to the event for \$30. Reserved parking would be on a per-day basis. Staff is also looking to secure bleachers with a fee of \$10 per person for up to 200 people per day. Staff is looking at farmland by Penn Cinema to be utilized as an overflow lot and secure wagons to shuttle people back and forth to the entrance. Military support approval has also been secured and Staff are looking to bring military assets to the event.

PERSONNEL COMMITTEE REPORT:

No report this month.

FACILITIES COMMITTEE:

SPORT FLYING USA LEASE AGREEMENT: The former Hi-Tech Helicopters lease expired as of February 28, 2022. The hangar facility will be leased out to two entities – Sport Flying USA and Liberty War Bird Association, utilizing about 66% and 34% respectively. A lease agreement has been extended to Sport Flying USA for their portion of the facility. The following resolution approves the lease agreement retroactive to March 1, 2022.

**Resolution No. 05 of 2022
Sport Flying USA Services Lease Agreement**

WHEREAS, Sport Flying USA Services desires to lease space to store aircraft for their charter, aircraft sales, and aircraft maintenance business at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement for a portion of a hangar facility to Sport Flying USA Services.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the lease agreements for Sport Flying USA Services; 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 Lease Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously agreed, the resolution was adopted and the agreement was accepted.

LIBERTY WAR BIRD ASSOCIATION, INC.: The other lease of the former Hi-Tech Helicopters is the Liberty War Bird Association. A lease agreement has been extended to Liberty War Bird Association for their portion of the facility. The following resolution approves the lease agreement retroactive to March 1, 2022.

Resolution No. 06 of 2022
Liberty War Bird Association Lease Agreement

WHEREAS, Liberty War Bird Association Inc. desires to lease space to store aircraft at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a lease agreement for a portion of a hangar facility to Liberty War Bird Association, Inc.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Lease Agreement for Liberty War Bird Association, Inc.; 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 Lease Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Mr. Brown, and unanimously agreed, the resolution was adopted and the agreement was accepted.

26 NORTH AVIATION LEASE AGREEMENT: The facility leased by 26 North Aviation expired December 31, 2021. Staff had been working with 26 North regarding their future at the Lancaster Airport. Currently, they desire to remain in their current facility, however, they may consider building or renting a larger hangar to accommodate larger aircraft in their fleet. A lease agreement retroactive to January 1, 2022 has been forwarded to 26 North. The following resolution approves the agreement.

Resolution No. 07 of 2022
26 North Aviation, Inc. Lease Agreement

WHEREAS, 26 North Aviation, Inc. desires to lease space to store aircraft and operate a charter service at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered a Lease Agreement to 26 North Aviation, Inc.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Lease Agreement for 26 North Aviation, Inc.; 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 Lease Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement was approved.

VENTURE JETS LEASE AGREEMENT: Mr. Foster has been working with Mr. Miasnikowicz, President of Venture Jets, regarding a land lease to erect a hangar facility adjacent to his current facility. A land lease agreement has been presented to Mr. Miasnikowicz for consideration. Staff and Counsel are awaiting who the tenant will be in order to finalize the agreement. They are already in the very preliminary stages to start designing the facility to ensure they can move forward at their desired location.

Resolution No. 08 of 2022
Venture Jets, Inc. Hangar Ground Lease Agreement

WHEREAS, Venture Jets, Inc. desires to lease ground to erect a hangar facility to store aircraft at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered to Venture Jets, Inc. a Hangar Ground Lease Agreement for premises at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Ground Hangar Lease Agreement for Venture Jets, Inc. for premises 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 agreement is hereby approved; and

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

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, and unanimously approved, the resolution was adopted and the agreement was approved. Staff will work with Mr. Miasnikowicz to complete and execute the agreement.

MCFARLAND JOHNSON BASE ENGINEERING AGREEMENT: During a recent engineer selection related to designing and building hangars on the north side of the field, McFarland Johnson scored the highest during the qualification stage and submitted a base engineering proposal. Actual work will be submitted with a Task Order Agreement. It is anticipated that the cost will be able to be funded in a future hangar facility grant agreement. The following resolution approves the agreement.

Resolution No. 09 of 2022
McFarland-Johnson, Inc. Base Engineering Agreement

WHEREAS, the Lancaster Airport Authority requested a Request for Qualification for qualified engineering services related to hangars at the Lancaster Airport; and

WHEREAS, McFarland-Johnson, Inc. was selected as the highest qualified engineering firm from the submitted proposals; and

WHEREAS, McFarland-Johnson has presented the Lancaster Airport Authority with an Agreement for Professional Services to provide engineering services for hangar projects at the Lancaster Airport slated for 2022 – 2027.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the base engineering agreement for professional services with McFarland-Johnson, Inc. for engineering services for hangar projects 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 agreement is hereby approved; and

ALSO BE IT RESOLVED a copy of the Base Engineering Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Mr. Brown, unanimously approved by all, the resolution was adopted and the agreement was approved. This agreement will be for potential hangar projects in the next five (5) years.

MCFARLAND JOHNSON ENGINEERING AGREEMENT NO. ONE (1): With the Base Engineering Agreement, McFarland Johnson prepared Task Order No. One (1) to providing hangar siting services. They will review the current footprint and provide recommendations for where to put future hangars, including the first one which is being designed and constructed for Aero-Tech Services. As noted with the Base Engineering Agreement, Staff anticipate that the cost for this effort will be eligible in a future design/construction hangar. The following resolution approves the agreement.

Resolution No. 10 of 2022
McFarland-Johnson, Inc. Task Order No. 01 Agreement

WHEREAS, the Lancaster Airport Authority desires to build hangars at the Lancaster Airport; and

WHEREAS, McFarland-Johnson, Inc. has provided a Hangar Siting Analysis proposal identified as Task Order No. 01 to provide overall hangar development strategy in the amount of \$25,181.00.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve Task Order No. One (01) agreement for professional services with McFarland-Johnson, Inc. for engineering services for hangar projects for the cost of \$25,181 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 agreement is hereby approved; and

ALSO BE IT RESOLVED a copy of the Task Order One (01) Agreement is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Stauffer, seconded by Ms. Moul, unanimously approved by all, the resolution was adopted and the agreement was approved. This agreement will start the process of developing hangars on the north side of the field.

CIVIL AIR PATROL ANNUAL REPORT: Representatives from the Jesse Jones Squadron 304 of the Civil Air Patrol provided an annual report for 2021. They attended the meeting as well to answer any questions. Major Jerome Broad also presented Mr. Cunningham, Chair, and the rest of the Airport Authority with a Certificate of Appreciation “for decades of support and assistance in form of housing for the unit, assistance with its three major missions (Aerospace Education, Emergency Services and Cadet Programs) and allowing us to be part of the local aviation community.” The Board thanked the Civil Air Patrol for their service to the aviation community as well as the Certificate of Appreciation.

NON-AERONAUTICAL PROPERTY COMMITTEE:

TERRECON AGREEMENT: A cemetery is marked on the Airport Property Map which may or may not be still located where it is identified. Prior to being purchased by the Airport, the area, which is located between the current T-Hangar facility and the Air Traffic Control Tower, was a farm where it was common practice to bury family members on the property. Over time, the stones were moved by the farmers and the actual burial locations may or may not be where the stones are located. There is also an unmarked site reported to be near Taxiway Hotel. Prior to building any hangar facility near the Tower, the Airport Authority would be required to protect any potential remains. This process is being done to avoid a work stoppage once a project started. The following resolution approves the agreement to locate and provide cemetery delineation in the two (2) noted areas.

**Resolution No. 11 of 2022
Terracon Proposal For Services – Cemetery Delineation**

WHEREAS, the Lancaster Airport Authority desires to build hangars at the Lancaster Airport; and

WHEREAS, there is reported to be two (2) cemetery locations on the field; and

WHEREAS, the Lancaster Airport Authority desires to locate and appropriately mark any remains found in the reported location; and

WHEREAS, Terracon has provided a proposal in the amount of \$8,000 to locate any remains on the field.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the proposal submitted by Terracon for services 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 agreement is hereby approved; and

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

Upon motion duly made by Mr. Stauffer, seconded by Mr. Brown, and unanimously approved, the resolution was adopted and the agreement was approved. It is anticipated that a portion of the cost would be project eligible as part of a t-hangar facility construction project.

ALDI LEASE AGREEMENT UPDATE: Ms. Martin reported that ALDI is currently working through their internal approvals to ensure that the project will move forward and have relayed that they do not feel that there would be any issues. They have reached out to PennDOT for Highways and Manheim Township with some pushback.

EARL TOWNSHIP LEASE AGREEMENT UPDATE: Ms. Martin reported that Earl Township Partners are reviewing the agreement and have basically agreed to the basic terms. Counsel has received comments regarding the rent escalators and after discussions, feel confident that final issue will be resolved and the agreement will be able to be executed. They are also finalizing their anticipated footprint as they work through approvals. Staff will assist with Federal approvals. The following resolution accepts the agreement in concept with Counsel providing an approval recommendation once the outstanding issue is resolved. The following resolution approves the lease agreement pending Counsel final approval.

Resolution No. 12 of 2022
Earl Township Partners, LLC Ground Lease Agreement

WHEREAS, Earl Township Partners LLC desires to lease ground to develop commercial space at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered to Earl Township Partners, LLC a Ground Lease Agreement for premises at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Ground Lease Agreement for Earl Township Partners, LLC for premises 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 agreement is hereby approved; and

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

Upon motion duly made by Mr. Stauffer, seconded by Mr. Brown, the resolution was adopted and the agreement was approved. Counsel will work with Earl Township Partners to finalize the agreement prior to execution.

MANHEIM TOWNSHIP BUS DEPOT UPDATE: Mr. Beiler 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 lease commencement date. The final document should hopefully be available at the next meeting.

STAFF MANAGEMENT REPORTS:

AIRPORT DIRECTOR REPORT – Mr. Foster reported that at the recent NEC/AAAE Airports Conference he had an opportunity to discuss the Airport ATCT future with top representatives in the FAA who seemed surprised that Lancaster Airport has such a busy, aging facility. The day the conference ended, the lead person, David Fish, visited the Tower and was amazed at the high activity level and took keen notice to the deficiencies of the aging facility which is believed to be one of the oldest in the ATCT list. There are earmarks available to replace/repair Tower facilities and hopefully this meeting will put Lancaster’s at the top if not close to it.

Mr. Foster also reported that he is slated to attend an Airline meeting and he will be meeting with five (5) airlines who would benefit the most from service in and out of Lancaster Airport. One airline, Avelo Airline, paid a visit to the Airport to see the potential space. He will have more to report after returning from the conference.

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. Interest rates have started to climb so trying to take advantage as much as possible with investable funds. The annual audit is ongoing with the report anticipated to be available for consideration at the next Board meeting.

The NEC/AAAE Airports Conference was held in Hershey. Mr. Foster is the conference chair and staff attended the conference. At the conference, the Airport was awarded the Non-Aeronautical Business Development Award for using inventive strategies to provide non-aeronautical income to assist aeronautical activities. Mr. Foster was also awarded the Airport Executive of the Year. Mr. Foster is passionate about aviation and has served many years in various capacities with the Northeast Chapter of AAEE, National Chapter of AAEE, and the International Chapter of AAEE. From what Staff has heard and observed since he started at the Airport, Mr. Foster’s award is well-deserved.

FACILITIES ADMINISTRATOR – Mr. Beiler reported that the inspections for the Bus building are to be held this week. He also recently attended a meeting with Delta Airport Consultants and the contractor for Phase II of the Runway 8-26 Rehab project. They are anticipating closing the runway for 5-6 weeks with Runway 13-31 remaining open during construction. A pre-construction meeting was also held for the FlyAdvanced hangar with the

actual work to start any day. He is also working on FAA requirements to have UAS mitigation and response plan when a drone flies over the Airport.

Mr. Beiler also reported that Fiorentino's is expanding their deck by several feet towards the ramp as well as installing black fence instead of the white fence. They are looking forward to the upgrade to the outside deck. They have already made significant upgrades to the interior.

MANAGER, ALLIANCE AVIATION – Ms. Forney reported that fuel prices have increased dramatically for aircraft along the same lines as vehicle fuel. As much as \$0.51 and then \$0.21 per week. She is searching for a PT CSR to help with hours as well as Line Service. She is slated to attend the Schedulers and Dispatch Conference in San Diego in a few weeks. Over 2,000 people attend this meeting and she is gathering talking points from tenants if they are questioned. Ms. Barley will also be attending the conference. The Conference Committee selects a charity to support in the city where it is held with all items to be shipped by March 31, 2022 to be able to be delivered to the conference in time.

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 18, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stuafter, seconded by Ms. Moul, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary