

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**May 17, 2021**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, May 17, 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 – Absent
Treasurer	Amanda Lehman
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)**

Rich Maisano, Sport Flying USA  
John Rathmell, Sport Flying USA  
Garrett Cliff, Aero-Tech Services  
Barb Kuntz, 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 additional comments were offered at this time. He encouraged anyone, however, to get her attention throughout the meeting if desired.

**MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on April 19, 2021 were distributed to the Board members. Upon motion duly made by Ms. Moul, seconded by Mr. Cunningham, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending April 31, 2021. The report shows the year to continue to be off to a good start. Landfill and Commissions were greatly increased in April. Interest rates continue to be extremely low. Fuel sales were good this month overall. The Year-To-Date figures show an evening out. The following table is the report for the referenced period.

<i>Period Ending April 30, 2021</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$31,024.13	\$134,755.60
Year to Date Net Revenue:	\$220,680.18	\$416,898.17
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	\$44,019.99	\$103,305.24
Year to Date Net Revenue:	\$247,891.03	\$281,648.35
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Net Revenue:	(\$12,995.86)	\$31,450.36
Year to Date Net Revenue:	(\$27,210.85)	\$135,249.82
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$12,652.20
General Fund Liquid Reserves:		\$347,029.22
Certificate of Deposit:		\$3,224,000.00
PLGIT Cash Account:		\$999.20
PLGIT Prime Investment Account		\$275,899.19
PLGIT Term Account		\$1,500,000.00
General Fund Accounts Receivable:		\$258,184.28
General Fund Accounts Payable:		(\$3,149.11)
Alliance Aviation Checking/Cash on Hand:		\$105,824.30
Alliance Aviation Accounts Receivable:		\$54,293.41
Alliance Aviation Accounts Payable:		(\$76,738.77)
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,698,993.92</b>

<b>Grant-Funded Project Construction Report</b>		
Balance @ March 31, 2021		\$568.60
Grant Receipts/Transfers:		\$86,418.67
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$58,532.15)</b>
<b>Balance @ April 30, 2021</b>		<b>\$28,455.12</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ April 30, 2021</b>		\$3,015.27
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ April 30, 2021</b>		\$1,000,000.00

The financial reports for the period ending April 30, 2021 were moved for approval as submitted by Ms. Lehman, seconded by Ms. Moul, and unanimously approved subject to audit.

**Fiscal Year Comparison – 2019 vs 2020** – A comparison report for the actual income and expenses for 2019 and 2020 was provided to the Board.

**PERSONNEL COMMITTEE REPORT:**

No report for this meeting.

**FACILITES COMMITTEE:**

**FAA GRANT AGREEMENT – CRRSA FUNDS** – Mr. Foster reported that the Federal Aviation Administration has released another grant for funds to assist airports with operational expenses as a result of COVID-19 impact on the Airport. The amount offered was calculated from several factors and is provided at 100%. The following resolution accepts the grant agreement and adopts the resolution.

**Resolution No. 14 of 2021  
Federal Aviation Administration Grant Agreement  
AIP Project No. 3-42-0049-045-2021**

**WHEREAS**, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Twenty-Three Thousand Dollars (\$23,000) representing One Hundred percent (100.0%) of all allowable costs of the CRRSA Act at the Lancaster Airport; and

**WHEREAS**, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept the above-referenced Grant Offer No. 3-42-0049-045-2021 in the amount of Twenty-Three Thousand Dollars (\$23,000) on April 28, 2021 to be used for the referenced Act at the Lancaster Airport; and

**ALSO BE IT RESOLVED** that the Chair or Vice-Chair of the Authority is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

**ALSO BE IT RESOLVED** that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, is hereby approved.

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

**PA GRANT AGREEMENT – MULTI-BAY HANGAR, PHASE III** – a grant for the remaining balance of the project costs for the recent hangar project has moved forward and been approved. A grant offer has been released and is available for acceptance. The following resolution accepts the agreement.

**Resolution No. 15 of 2021  
PennDOT - Bureau of Aviation Grant Offer  
Multi-Bay Hangar Projects, Phase III  
Grant Agreement No. ACB-2020-Lancaster AA-00004**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Tentative Allocation Offer to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Multi-Bay Hangar Project, Phase III (“Project”) at the Lancaster Airport; and

**WHEREAS**, the Department of Transportation anticipates releasing a fifty percent (50%) matching grant agreement for the project costs totaling \$159,765; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost approximately \$319,530.37 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; 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 Ms. Moul, seconded by Mr. Stauffer, and unanimously adopted, the resolution was adopted and the grant agreement was approved.

**LR KIMBALL ENGINEERING AMENDMENT AGREEMENT NO. ONE (1) – HANGAR PROJECT**

– Mr. Foster presented an Amendment Agreement to the Engineering Contract for the Hangar portion of the Corporate Hangar project. The Amendment Agreement provides for the bidding and construction administration for the project at a cost of \$49,000. The amount for this effort in the Site portion is \$31,500 and is comparable to the increase in time and paperwork requirements for this portion of the project.

**Resolution No. 16 of 2021**

**L. R. Kimball Engineering Supplement Agreement II  
Corporate Hangar w/Offices Project, Hangar, Phase II**

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

**WHEREAS**, the projects must be designed, bid, and constructed 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, Amendment Agreement No. One (1) for bidding and construction phase services in the amount of \$49,000 for the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve Amendment Agreement No. One (1) for the Corporate Hangar w/Offices, Hangar, Phase II 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 Ms. Moul, seconded by Mr. Stauffer, and unanimously adopted, the resolution was adopted and the amendment agreement was approved.

**HI-TECH HELICOPTERS LEASE AGREEMENT** – Mr. Rathmell of Sport Flying USA reported that he is working with John Kerrick of Hi-Tech Helicopters to potentially sublease space. Mr. Foster reported that Mr. Rathmell submitted paperwork which has been forwarded to Counsel to be reviewed with a recommendation as compared to the permissions in the Lease Agreement. Currently, the Hi-Tech Helicopters sign has been removed from the building and Mr. Rathmell has moved in aircraft. Mr. Kerrick relayed through Mr. Rathmell that there are not any spare training helicopters available at Lancaster but if there is an interested student, a helicopter will be able to be transferred to Mt. Pocono where his main operation is located.

## **PROPERTY COMMITTEE:**

**ROUTE 501/MILLPORT ROAD SW CORNER REQUEST** – Mr. Foster reported that a pre-submission meeting was held on April 29. Several questions arose since then that made it worthwhile to have another pre-submission meeting pushing the submission deadline one (1) week. Firms may consider utilizing adjacent property if approved by the local townships for stormwater and parking if it is included in the part of their proposal. A summary of the submissions will be forwarded once compiled.

**LANDFILL RELOCATION/EXPANSION** – Mr. Foster reported that a Request for Qualifications is being finalized and will be ready to be released in the next few days.

## **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that a preliminary property inventory has been submitted for review and a final copy is anticipated later this week. There are significant demands for hangar space currently and staff are working on recommendations for future development on the field. Mr. Foster has also been interviewed by LNP News and the article should appear in the upcoming Sunday News. He also reported that the fuel shortage did not impact the fuel supply at this time.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that aircraft activity was up tremendously in April at over 232% from April 2021 which was the worst of the lockdown and year to date above by about 55%, which is reflected in the fuel sales. About 25% of outstanding funds have been since April 30, 2021, with Penn Cinema attributing to about 44% of the outstanding amount due.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the Runway 8-26 Rehabilitation project has begun with a test strip which was successfully completed on May 14. The full project will begin on June 4 with about 10 long weekends. Traffic will generally not be impacted during this portion of the project except for one Venture Jets aircraft and select Alliance customers. All have been made aware of the upcoming impacts.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that fuel sales were definitely up this month. Alliance is starting to see more corporate traffic return which is very encouraging. The VIP event to celebrate the new facility will be a weeklong event kicked off by a VIP event on June 21 after the Board meeting.

## **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, June 21, 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 Ms. Lehman, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary