

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**

**June 17, 2019**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Authority offices on Monday, June 17, 2019. The meeting began at 3:30 p.m. Mr. James Cunningham, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

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

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

Lancaster Airport Authority Staff

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

Public Attendees

Ann Roberts – CAAMCo  
Brad Witmer

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 then 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 May 20, 2019 were distributed to the Board members. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted by Mr. Stauffer, seconded by Ms. Lehman, and unanimously approved.

FINANCIAL REPORT

The financial report for period ending May 31, 2019 was submitted. The following is the report for the referenced period.

<i>Period Ending May 31, 2019</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$56,135.64	\$77,143.78
Year to Date Net Revenue:	\$317,609.93	\$503,921.27
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$19,288.30	\$10,374.01
Year to Date Net Revenue:	\$151,745.23	\$242,166.50
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
May Net Revenue:	\$36,847.34	\$66,769.77
Year to Date Net Revenue:	\$165,864.70	\$261,754.77
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$5,715.41
General Fund Liquid Reserves:		\$361,402.02
Certificate of Deposit:		\$2,911,000.00
PLGIT Cash Account:		\$5,906.19
PLGIT Prime Investment Account		\$538,431.69
PLGIT Term Account		\$2,000,000.00
General Fund Accounts Receivable:		\$57,656.41
General Fund Accounts Payable:		<b>\$22,743.62</b>
Alliance Aviation Checking/Cash on Hand:		\$35,983.59
Alliance Aviation Accounts Receivable:		\$58,176.43
Alliance Aviation Accounts Payable:		<b>(\$114,466.27)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,882,549.09</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ April 30, 2019		\$568.60
Grant Receipts:		\$45,505.48
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$45,506.20)</b>
<b>Balance @ May 31, 2019</b>		<b>\$567.88</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ May 31, 2019</b>		\$2,741.34
<b>\$ 1 Million Line of Credit Report</b>		
<b>Item</b>	<b>Rate of 4.77850%</b>	<b>Available Balance:</b>
<b>Balance @ May 31, 2019</b>	\$0.00	\$1,000,000.00

One item on the Community Days report may not happen – the C97 has been reported to possibly be unavailable due to engine issues which occurred at the recent Mid-Atlantic Air Museum event. The financial reports for the period ending May 31, 2019 were moved for approval as submitted by Ms. Moul, seconded by Mr. Stauffer, and unanimously approved subject to audit.

#### AIRPORT DIRECTOR REPORT

Mr. Eberly reported that he recently met with the insurance broker regarding the annual renewal. The overall cost did not increase much over last years' with a 2.4% increase. He reviewed Airport Liability and the limits currently in place as well as the costs to increase it if desired. He reviewed the potential exposure in the hangars if an incident should occur as well as potential Alliance Aviation fueling and hangaring exposure. As long as employees follow their quality control procedures, AvFuel also has a \$50 million policy on top of the Airport's current \$20 million policy. Mr. Zeamer will look into governmental limitations as well as any governmental regulations.

#### FINANCE ADMINISTRATOR

Ms. Martin reported that the remaining Receivables are about 60% since the end of the month. Aircraft activity in May decreased in 2019 compared to 2018 and still remains at a lower level compared to year-to-date. Weather continues to affect the activity numbers year to date.

Ms. Huber relayed that the recent Shred-It events held by Senator Mentzer were well attended with great weather. AOPA held a seminar on the benefits of a flying club which about 20 attended. Upcoming is a stop on the Lancaster Chamber Industry Tour for local middle school and high school STEM teachers at Lancaster Airport. They will be on-site learning about potential future employment opportunities in aviation. Several on-site operators/employees are contributing to the event as well as the Airport Director.

#### FACILITIES ADMINISTRATOR

Mr. Beiler reported that the hangar project continues to lag with approximately being completed and available about mid-July. Another project the Maintenance Staff are working on is to remove threshold markings on Runway 13-31. With current equipment, it would take about 100 man hours or a contractor would be about \$20,000 - \$30,000. The Airport acquired a special piece of equipment for about \$7,000 which allowed the project to be completed in 2 days and the equipment will be available for future projects.

Board members inquired regarding the status of the ARFF contaminating foam in light of recent articles about local airports. No movement has occurred within the EPA or the FAA. The FAA have up to three (3) years to issue a replacement substance. Meanwhile, the Airport Authority will only utilize the foam during an emergency and does not actually use it during training.

## MANAGER, ALLIANCE AVIATION

Ms. Stauffer reported that it was a busy month and was twelve percent (12%) above last year. A part-time CSR has been hired which will allow another employee to hopefully be able to retire. Ms. Stauffer also had pictures of several unique aircraft – Honda Jet, G550 Gulfstream, and a G500/G7. If pilots don't buy any fuel, they pay a ramp fee of \$450. If they buy fuel, they waive the ramp fee. A Catalina (PBY) aircraft was diverted to Lancaster Airport and was moved to the West Ramp until it is able to be flown out.

## 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, July 15, 2019 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 Ms. Lehman, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary