

**MINUTES OF**

**LANCASTER AIRPORT AUTHORITY**

**July 18, 2022**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, June 20, 2022. The meeting began at 3:30 p.m. Ms. Valerie Moul, Vice-Chair, presided at the meeting and the following persons attended:

**Lancaster Airport Authority**

Chair	James Cunningham – Excused Absence
Vice-Chair	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**

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 Baugher – Civil Air Patrol  
Jen Snyder – Smoketown Helicopters  
Brad Witmer

**PUBLIC COMMENT:**

Ms. Moul began the meeting and thanked everyone for attending. She introduced members of the Authority and staff and recognized a quorum present. Ms. Moul then asked for any public comments from the meeting attendees. Jen Snyder of Smoketown Helicopters introduced herself and let the Board know that Smoketown Helicopters is anxious to move to the Lancaster Airport as soon as space opens up. No additional comments were presented. She 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 June 20, 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 amended regarding approval of the Terracon cemetery delineation agreement. The original approved agreement was amended to reflect a better method which changed the price of the contract.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending June 30, 2022. Another good month for both accounts. Commissions remain strong which helped to offset the drop in cleanfill revenue. Interest rates are climbing and staff are taking advantage as much as possible. Alliance activity dropped off primarily due to the construction project which closed Runway 8-26 for most of the month. The following table is the report for the referenced period.

<i>Period Ending June 30, 2022</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$133,002.40	\$118,156.10
Year to Date Net Revenue:	\$574,420.39	\$970,503.17
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$76,658.91	\$85,956.43
Year to Date Net Revenue:	\$373,208.97	\$484,314.65
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Net Revenue:	\$56,343.49	\$32,199.67
Year to Date Net Revenue:	\$201,211.42	\$486,188.52
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$3,107.17
General Fund Liquid Reserves:		\$179,667.42
Certificate of Deposit:		\$992,000.00
PLGIT Cash Account:		\$525.17
PLGIT Prime Investment Account		\$18,753.65
PLGIT Term Account		\$5,450,000.00
General Fund Accounts Receivable:		\$75,995.73
General Fund Accounts Payable:		<b>(\$13,129.10)</b>
Alliance Aviation Checking/Cash on Hand:		\$76,101.34
Alliance Aviation Accounts Receivable:		\$90,121.93

Alliance Aviation Accounts Payable:		<b>(\$107,524.38)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,765,618.93</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ June 30, 2022		\$1,561.30
Grant Receipts/Transfers:		\$618,374.92
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$619,367.62)</b>
<b>Balance @ June 30, 2022</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ June 30, 2022</b>		\$5,956.42
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 4.0000%	Available Balance:
<b>Balance @ June 30, 2022</b>		\$1,000,000.00

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

**PERSONNEL COMMITTEE REPORT:**

No items at this time.

**FACILITIES COMMITTEE:**

**TERRACON AGREEMENT:** The Board had approved an earlier agreement providing for services to locate potential burial plots from the prior owner. When reviewing the work, it was determined that the original proposed way to locate would not be a sufficient way to identify where the remains might be located. A more robust process involved ground penetrating radar. Since the original agreement was approved by the Board, it required that the original agreement be replaced with an updated proposal based on the new locating process. The following resolution rescinds the original approval and approves the updated proposal.

**Resolution No. 23 of 2022  
Terracon Updated 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 a cemetery located on the field for which the burial markers have been moved and are believed to no longer be in the correct location; and

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

**WHEREAS**, Terracon had provided a proposal in the amount of \$8,000 to locate any remains on the field; and

**WHEREAS**, the Lancaster Airport Authority approved the contract; and

**WHEREAS**, it was discovered that the proposed process would not be sufficient to complete the search appropriately; and

**WHEREAS**, Terracon submitted an updated proposal in the amount of \$18,250.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby rescind approval of the original agreement for \$8,000 and hereby approves the updated proposal submitted by Terracon in the amount of \$18,250; 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 Ms. Lehman, the resolution was adopted and the agreement was approved. Notification will be provided to the company regarding the two (2) contracts.

**AMERICAN AIRLINES BUS SERVICE – LNS TO PHL:** Mr. Foster reported that American Airlines is moving forward with setting up their bus service to PHL from LNS. They currently still have a draft lease but feel very confident that it will be ready for the next Board meeting, which will occur the day before their inaugural trip. TSA is still reviewing the request to screen passengers load on to a bus instead of a plane. They do have several other locations that were recently started or they are in the works. They are working on marketing campaigns and coordinating with LandLine, the bus transportation company.

**VENTURE JETS LEASE AGREEMENT UPDATE** – Venture Jets is still in the planning stage, trying to determine where exactly the hangar will be placed.. Once that is finalized, then the actual space and rental rate can be calculated. The potential investor for Venture Jet’s new hangar is interested in building an additional 2-3 larger hangars which would be individual site leases.

**NEW HANGAR UPDATE** – Mr. Foster reported that they are working with McFarland Johnson to create a preliminary plan to start an initial design. We should be receiving it in the

next 2-3 month. Mr. Beiler reported that the new hangar under construction is progressing nicely. The steel is up. A few minor hiccups but nothing to hold up the project yet. Within a few weeks once the skin is on, it will progress much more quickly.

**RUNWAY 8-26 REHAB PROJECT:** Mr. Beiler reported that the 2022 summer construction is wrapping up. In early August, the contractor will be returning to groove and mark the new

#### **NON-AERONAUTICAL PROPERTY COMMITTEE:**

**ALDI LEASE AGREEMENT UPDATE:** Staff and Counsel have a meeting set up this week to discuss and finalize the agreement, hoping to be able to present it to the Board for consideration at the next meeting.

**EARL TOWNSHIP LEASE AGREEMENT UPDATE** – Staff and Counsel are waiting for any additional questions/comments from their attorney. Counsel will reach out.

#### **STAFF MANAGEMENT REPORTS:**

**AIRPORT DIRECTOR REPORT** – Mr. Foster reported that the PA Legislature passed and ALDZ area for airports providing incentives for airports to earmark un and under developed areas on and around airports. Further guidance will be released as they work through the process.

Mr. Foster will be attending a Contract Tower workshop in Washington, DC and at that time, he will meet with the Federal congressional representatives for the Lancaster Airport regarding funding a Tower renovation/replacement as well as future disaster relief funding.

Mr. Foster also reported that Southern Airways Express will be providing charter to all Penn State College games this fall – both home and away. They have chartered a 50 seat aircraft to provide the service.

**FINANCE ADMINISTRATOR REPORT** – Ms. Martin reported that about 68% of outstanding Receivables have been collected since June 30, 2022. Aircraft activity dropped again in June with a slight drop year to day as compared to last year. Historically June tends to drop off and with the Runway project closures, it impacted the activity more than normal. A bid request was released for a tug for use at Alliance. The bids are due July 19 and anticipate submitting the bid results for approval at the August meeting.

**FACILITIES ADMINISTRATOR** – Mr. Beiler reported that the landfill storm water basin work is moving along slowly trying to work through DEP and categorizing the area. The bus lot has a new corporate tenant. This will fill up the lot and a new 2<sup>nd</sup> slot is in the plans to utilize the millings from the Runway project.

**MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that Jet A aircraft were highly impacted by the runway closures for the rehabilitation project. On-site and transient aircraft relocated to nearby airports temporarily. Prices continue to be volatile. AvFuel had a marketing campaign for AvTrip points which provided points.

**AVIATION MARKETING & COMMUNICATIONS COORDINATOR** – Ms. Barley reported that a performer has had to drop out of the Community Days airshow performance due to aircraft damage. She is looking at a replacement act.

### **BOARD COMMENTS**

Mr. Stauffer asked if staff would investigate adjusting the sign on the stone at the corner so Lancaster Airport would be visible on both corners, not just the Airport Road corner.

### **PUBLIC COMMENT**

Ms. Moul 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, August 15, 2022 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Stauffer, seconded by Ms. Lehman and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary