

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

**August 21, 2023**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 21 2023. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meeting and the following persons attended:

**Lancaster Airport Authority**

Chair	James Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown – Virtual
Treasurer	Amanda Lehman – Virtual
Asst. Secretary/Asst. Treasurer	Richard Stauffer

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

**Lancaster Airport Authority Staff**

Ed Foster – Executive Director  
Cheryl Martin – Director, Finance & Administration  
Austin Beiler – Director, Operations & Development  
Mary Forney – General Manager, Alliance Aviation – Excused Absence  
Tracy Barley – Aviation Marketing & Communication Coordinator

**VISITORS – In-Person**

Glenn Baugher – Civil Air Patrol  
Brad Witmer

**VISITORS – REMOTE**

John Trescot – Lancaster County Commissioner

**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 asked for any public comments from the meeting attendees. No additional comments were presented. 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 July 17, 2023 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. Lehman reviewed the financial report for period ending July 31, 2023. As discussed in prior months, there were lags in rentals that will remain through the rest of the year. There was a dip in fuel sales in July as compared to July 2023. The rest of the financial report is as expected. The following table is the report for the referenced period.

<i>Period Ending July 31, 2023</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
July Net Revenue:	\$178,776.03	\$166,568.22
Year to Date Net Revenue:	\$947,538.53	\$1,152,233.01
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
July Net Revenue:	\$92,658.75	\$92,535.31
Year to Date Net Revenue:	\$508,422.12	\$699,053.08
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
July Net Revenue:	\$86,117.28	\$74,032.91
Year to Date Net Revenue:	\$439,116.41	\$453,179.93
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$12,190.00
General Fund Liquid Reserves:		\$204,804.91
Certificate of Deposit:		\$476,000.00
PLGIT Cash Account:		\$655.62
PLGIT Prime Investment Account		\$236,627.87
PLGIT Term Account		\$6,000,000.00
General Fund Accounts Receivable:		\$101,506.82
General Fund Accounts Payable:		<b>(\$56,596.87)</b>
Alliance Aviation Checking/Cash on Hand:		\$142,595.72
Alliance Aviation Accounts Receivable:		\$73,760.01
Alliance Aviation Accounts Payable:		<b>(\$107,706.40)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$7,083,837.68</b>
<b>Grant-Funded Project Construction Report</b>		

Balance @ June 30, 2023		\$568.60
Grant Receipts/Transfers:		\$364,794.20
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$364,794.20)</b>
<b>Balance @ July 31, 2023</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ July 31, 2023</b>		\$5,926.25
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 6.3000%	Available Balance:
<b>Balance @ July 31, 2023</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.

**First Six (6) Months Comparison** – A comparison of the first six (6) months of the year as compared to 2022 was distributed. Details for anomalies were identified, however, overall, the Airport and Alliance are performing on track as compared to 2022.

**SMOKER & COMPANY BOOKKEEPING SERVICES** – part of the Segregation of Duties recommendation is to have a bookkeeper assist with areas that the auditor has been performing. By having the bookkeeper assist with these areas such as journal entries and fixed asset record, the auditor is able to truly be independent. Smoker & Company has provided a proposal on a time and material billing. The following resolution approves the services.

**Resolution No. 24 of 2023  
Bookkeeping Services Appointment**

**WHEREAS**, the Lancaster Airport Authority desires to engage a bookkeeper to assist Staff with financial bookkeeping entries; and

**WHEREAS**, Smoker & Company LLC has provided a proposal of services available to assist with the bookkeeping entries on a time basis estimated to be \$333 monthly.

**BE IT RESOLVED, THEREFORE**, that the Lancaster Airport Authority does hereby accept the proposal from Smoker and Company LLC to provide bookkeeping 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 services is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, and unanimously approved, the resolution was adopted and the agreement was approved. Staff will communicate with Smoker & Company to start the process.

**PERSONNEL COMMITTEE REPORT:**

**2022 HSA EMPLOYEE DISTRIBUTION** - the Lancaster Airport Authority is part of a self-insured co-operative, the Intergovernmental Insurance Co-Operative which reimburses participating entities unused claim fund monies. Over the past several years, the Board has released a portion of the reimbursement to eligible employees. Due to the miniscule amount able to be distributed, the Board elected not to approve a distribution for 2022. This decision will be communicated to the staff at a future employee meeting.

**NEW BOARD MEMBER** – Mr. Stauffer had expressed a desire to step down from the Airport Authority when his term renewed January 2023. He stayed on the Board until a replacement was secured. Mr. Frank Vargish was recently approved by City Council to replace the unexpired term of Mr. Stauffer. Mr. Vargish is a partner at Blakinger Thomas PC and is chairperson of the rest estate department. He has an extensive land development experience which will be very helpful with the exiting of Mr. Stauffer. Mr. Vargish’s term will expire December 31, 2027. The Board welcomes Mr. Vargish and thanked Mr. Stauffer for his years of service on the Lancaster Airport Authority Board.

**EXECUTIVE SESSION REPORT** – Ms. Moul reported that an Executive Session at the end of the July meeting was held to determine if there would be a change to the Auto Allowance. At this time, no change was approved.

**FACILITIES COMMITTEE:**

**COMMUNITY DAYS 2024** – Staff are starting to plan Community Days 2024 which is slated to be held September 7-8, 2024. Staff have been reviewing prior experiences and requested confirmation from the Board regarding the path of the event. After a brief discussion comparing options to charge for admission versus the per car fee, the Board agreed that Staff should go ahead with prior event layout and charging generally by car instead of by person. Staff also requested that a consultant be secured to assist with the planning of the event. The following resolution permits staff to move forward to secure acts, supplies, and items related to the event.

**Resolution No. 25 of 2023  
Community Days 2024**

**WHEREAS**, the Lancaster Airport Authority desires to provide the local community an opportunity to see, hear, and touch aviation; and

**WHEREAS**, the Lancaster Airport Community Days event is scheduled for September 7 and 8, 2024; and

**WHEREAS**, the Lancaster Airport Authority must execute contracts to secure event participants as well as provide supplies during the event.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby permit the staff of the Lancaster Airport Authority to execute contracts necessary to secure event participants and purchase necessary supplies for the Community Days event to be held September 7 and 8, 2024 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 event is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Stauffer, the resolution was adopted. Staff will submit a budget and report monthly on the progress of the event.

**ENGINEER RE-ZONING AGREEMENT** – Our solicitor, Russell, Krafft, & Gruber is working on securing an engineer to assist with required documentation related to re-zoning the Warwick Township parcels. Mr. Zeamer anticipates providing an agreement in the coming weeks.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**COMMITTEE MEETING** – The Property Committee met to get an update on current projects as well as proposed projects. Mr. Vargish attended the meeting and was brought up to date on these open projects. Mr. Foster briefed them on an interested party looking to develop the balance of the tract adjacent to Penn Cinema.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that he recently attended a Manheim Township Commissioner’s meeting to provide a brief update on the Airport. He also had a presentation at the Bent Creek Sunrise Rotary and he was well received at both events. Staff have been receiving both positive and negative feedback regarding the potential airline service coming to Lancaster. Mr. Zeamer added that at the Manheim Township Commissioner meeting, ALDI’s request for a zoning change was approved. Now they have to submit a special exception to continue moving forward. He anticipates the next action may be as early as October 2023.

He also reported that Congressman Smucker’s office notified Staff that the EAS match has returned effective with the next contract. It does not look likely to be overturned which will impact what the Airport may be up against within the next few years to retain EAS service. Unfortunately, the local match must still be obtained from third parties and may not be paid out of LAA funds. Southern Airways Express will probably not stay without EAS.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 67% of outstanding Receivables have been collected since July 31, 2023. Aircraft activity continues to remain steady.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that the final inspection for the Runway 8-26 projects was completed today, August 21. The final phase is slated for next summer and will require a complete airport shutdown as the work will be in the intersection. The contractor is very willing to work with us to notify tenants with as much advance notice as possible. He also reported that BETA has received all FAA approvals and anticipate installation to be starting in about 2-3 months. Transteck has also received all approvals and will be moving ahead. The Township has requested that one (1) permit/plan to be submitted for the stormwater from ALDI, Venture Jets, and the hangar complex and a coordination meeting will be scheduled to review the individual projects needs. The cleanfill expansion is still moving forward if it is cost effective. It will still be considered a dam.

**GENERAL MANAGER, ALLIANCE AVIATION** – Ms. Forney was unable to attend the meeting.

**MARKETING EVENTS & COMMUNICATIONS COORDINATOR** – Ms. Barley did not have any additional items to report.

**BOARD MEMBER COMMENTS** – Mr. Stauffer thanked the staff for all their support during his time on the Board. It has been a very educational period and is looking forward to seeing how the Airport continues to grow in the future.

### **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, September 18, 2023 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Brown, seconded by Ms. Moul, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary