

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

**January 22, 2024**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, January 22, 2024. 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 – Excused Absence
Treasurer	Amanda Lehman
Asst. Secretary/Asst. Treasurer	Frank Vargish

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  
Tracy Barley – Aviation Marketing & Communication Coordinator

**VISITORS**

Brian Bitler – Aero-Tech Services – Virtual

**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 December 18, 2023 were distributed to the Board members. Upon motion duly made by Ms.

Moul, seconded by Mr. Vargish, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**FINANCIAL REPORT** – Ms. Lehman reviewed the financial report for period ending December 31, 2023. Overall, performance by both accounts were as expected, noted especially from Landfill and Investment Interest. The following table is the report for the referenced period.

<i>Period Ending December 31, 2023</i>		
<b>Combined General Fund and Alliance Aviation</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Revenue:	\$21,496.78	\$106,002.43
Year to Date Net Revenue:	\$1,540,035.00	\$2,028,662.86
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Revenue:	(\$26,157.37)	\$85,990.42
Year to Date Net Revenue:	\$675,994.00	\$1,167,196.63
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
December Revenue:	\$47,654.15	\$20,012.01
Year to Date Net Revenue:	\$864,041.00	\$861,466.23
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$2,146.61
General Fund Liquid Reserves:		\$29,458.29
Certificate of Deposit:		\$1,910,000.00
PLGIT Cash Account:		\$41,481.24
PLGIT Prime Investment Account		\$152,233.65
PLGIT Term Account		\$5,100,000.00
General Fund Accounts Receivable:		\$135,355.93
General Fund Accounts Payable:		(\$34,268.95)
Alliance Aviation Checking/Cash on Hand:		\$99,853.91
Alliance Aviation Accounts Receivable:		\$59,783.12
Alliance Aviation Accounts Payable:		(\$103,847.64)
<b>Total Cash and Cash Equivalents:</b>		<b>\$7,392,196.16</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ November 30, 2023		\$10,368.27
Grant Receipts/Transfers:		\$82,021.06
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$76,272.84)
<b>Balance @ December 31, 2023</b>		<b>\$16,116.49</b>

<b>Passenger Facility Charge Account</b>		
<b>Balance @ December 31, 2023</b>		\$2,866.56
<b>\$ 1 Million Line of Credit Report</b>		
Item	Rate of 6.3000%	Available Balance:
<b>Balance @ December 31, 2023</b>		\$1,000,000.00

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

**PERSONNEL COMMITTEE REPORT:**

**OFFICERS FOR 2024** – Ms. Moul presented the slate of officers’ recommendation for 2023. The Board decided to maintain the current officer appointments as well as the committees.

**Officers:**

Chair	James J. Cunningham
Vice-Chair	Valerie Moul
Secretary	Matthew Brown
Treasurer	Amanda Lehman
Asst. Sec./Asst. Treas.	Frank Vargish

**COMMITTEES**

**Finance Committee:**

Chair	Amanda Lehman
	Valerie Moul

**Personnel Committee:**

Chair	Valerie Moul
	James Cunningham

**Facilities Committee:**

Chair	Frank Vargish
	Matthew Brown

**Non-Aeronautical Property Committee:**

Chair	Matthew Brown
	Frank Vargish

Upon motion duly made by Ms. Moul, seconded by Mr. Vargish, and unanimously approved, the slate of officers was approved.

**COUNSEL APPOINTMENT** – The Lancaster Airport Authority approves legal counsel on an annual basis. Russell, Krafft, and Gruber has been the primary legal counsel and desires to continue in this capacity. Following is a resolution approving their continued work on airport-related matters.

**Resolution No. 01 of 2024  
Legal Counsel Appointment**

**WHEREAS**, the Lancaster Airport Authority consults with legal counsel to review documents; and

**WHEREAS**, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

**BE IT RESOLVED, THEREFORE**, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2024.

Upon motion duly made by Mr. Vargish, seconded by Ms. Moul, and unanimously approved, the resolution was adopted. Mr. Zeamer thanked the Airport Authority for continuing the relationship with Russell, Krafft & Gruber.

**FACILITIES COMMITTEE:**

**TERMINAL ADVERTISING PROPOSAL** – Mr. Foster reported that a contract had been forwarded from Oaktree Outdoor Advertising. The Board discussed the agreement and requested that Staff inquire about requiring a disclaimer for each advertisement that the Airport Authority does not endorse what is being advertised. The following amended resolution was available for consideration:

**Resolution No. 02 of 2024  
Oaktree Outdoor Advertising Lease Agreement  
Terminal Advertising**

**WHEREAS**, Oaktree Outdoor Advertising desires to install and maintain digital and static advertising in the Terminal facility; and

**WHEREAS**, Oaktree Outdoor Advertising has submitted a proposal and lease agreement for advertising space at the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the lease agreement for Oaktree Outdoor Advertising in the Terminal facility; 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. Vargish, seconded by Ms. Moul, and unanimously approved, the contract was approved pending final review by Counsel.

**AIRLINE PROPOSAL INFORMATION** – Mr. Foster reported that he has been working with Mead & Hunt to prepare for upcoming airline meetings at the end of February and will provide a report at the March meeting.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**VENTURE JETS HANGAR PROJECT** - Mr. Foster reported that Venture Jets desires to utilize Delta Airport Consultants to assist with the Federal approvals through the same process that BETA did by reimbursing the Airport Authority for the contract cost and the Airport Authority would contract and pay Delta Airport Consultants directly. The agreements are being finalized and will be presented at a future meeting for Board consideration.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that Staff continue to work towards the bus customers be counted toward enplanements as well as being screened in LNS rather than Philadelphia. Mr. Foster also requested approval to change the Community Days model from a fee for parking and free admission to free parking and an admission charge. The Board did not have an issue with either plan.

Mr. Foster also reported on the downed Southern Airways Express aircraft that made an emergency landing immediately after takeoff from the Dulles International Airport on their way to Lancaster, PA. The pilots were calm on the radio and no one was injured. The aircraft was brought back to Lancaster Airport and is in their hangar.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 88% of outstanding Receivables have been collected since December 2023. Aircraft activity ended the year about 7,000 above 2022 numbers year-to-date.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that about 400 man hours have been put towards the three (3) snows events to date. The new snow blower is working and the Airport did not close down at all during snow removal operations. The new

(used) sweeper was used in two (2) of the three (3) events and new brushes will need to be installed.

The ALDI, Venture Jets, McFarland-Johnson land development project continues and is much closer to final approval. The Transteck project is currently shutdown due to the snow, however, they continue to move forward.

**GENERAL MANAGER, ALLIANCE AVIATION** – Ms. Forney reported that with the snow, the Line Service staff are learning about de-icing and it is going well so far. AvFuel is providing Part 139 training and newer staff are attending. Several staff are attending and exhibiting at the Schedulers & Dispatchers annual conference being held in March. She also reported that they are working on an internal “organizational chart” with Bart Vonk being promoted to Line Service Supervisor.

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

#### **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, February 26, 2024 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