

MINUTES OF

LANCASTER AIRPORT AUTHORITY

February 26, 2024

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, February 26, 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
Treasurer	Amanda Lehman – Virtually
Asst. Secretary/Asst. Treasurer	Frank Vargish

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

Lancaster Airport Authority Staff

Ed Foster – Executive Director – Excused Absence
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
Paul Hadfield – Aero-Tech Services

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 January 22, 2024 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 January 31, 2024. Overall the year is off to a good start. The following table is the report for the referenced period.

<i>Period Ending January 31, 2024</i>		
Combined General Fund and Alliance Aviation		
Reporting Period	Budget	Actual
January Net Revenue:	\$68,968.34	\$74,242.99
Year to Date Net Revenue:	\$68,968.34	\$74,242.99
General Fund Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$27,628.30	\$29,450.67
Year to Date Net Revenue:	\$27,628.30	\$29,450.67
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Net Revenue:	\$41,340.04	\$44,792.32
Year to Date Net Revenue:	\$41,340.04	\$44,792.32
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$6,789.87
General Fund Liquid Reserves:		\$224,498.94
Certificate of Deposit:		\$2,153,000.00
PLGIT Cash Account:		\$7,500.06
PLGIT Prime Investment Account		\$73,353.53
PLGIT Term Account		\$5,000,000.00
General Fund Accounts Receivable:		\$58,738.82
General Fund Accounts Payable:		(\$24,180.25)
Alliance Aviation Checking/Cash on Hand:		\$129,838.27
Alliance Aviation Accounts Receivable:		\$47,669.45
Alliance Aviation Accounts Payable:		(\$92,919.45)
Total Cash and Cash Equivalents:		\$7,584,289.24

Grant-Funded Project Construction Report		
Balance @ December 31, 2023		\$16,116.49
Grant Receipts/Transfers:		\$277,545.44
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$293,093.33)
Balance @ January 31, 2024		\$568.60
Passenger Facility Charge Account		
Balance @ January 31, 2024		\$5,302.93
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ January 31, 2024		\$1,000,000.00

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

COMPARISON OF 2023 VS 2022 REPORT – Ms. Lehman reviewed a report comparison of 2023 against 2022. Highlighted items reflected anything different from prior periods. It was another good year.

PERSONNEL COMMITTEE REPORT:

Nothing to report this month.

FACILITIES COMMITTEE:

AIRLINE MEETINGS REPORT – Ms. Martin reported that Mr. Foster is scheduled to meet with several airlines this week with the updated information provided by Mead & Hunt. He will have a report at the next meeting. A copy of the updated information will be forwarded to the Board.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 03 – Ms. Martin reported that this agreement along with the next one was discussed at a prior meeting. It is for project approvals needed to proceed with the Venture Jets proposed hangar. The following resolution approves the agreement.

**Resolution No. 03 of 2024
Delta Airport Consultants, Inc. Engineering Task Order Three (3)
Venture Jets Proposal Hangar Consulting Services**

WHEREAS, the Lancaster Airport Authority desires to allow hangar facilities to be constructed on Airport property; and

WHEREAS, all facilities must be designed and constructed in accordance with Federal, State, and local design standards and requirements; and

WHEREAS, Venture Jets proposes to construct a hangar facility adjacent to their current leased facility; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Three (3) for design and approval services for the project in the amount of \$26,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Three (3) for the proposed Venture Jets hangar facility project at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Ms. Moul, the resolution was adopted and the agreement was approved.

VENTURE JETS REIMBURSEMENT AGREEMENT – Ms. Martin reported that this agreement provides for the reimbursement of the Delta Airport Consultants consulting work provided in Task Order No. 03. The following resolution approves the agreement.

Resolution No. 04 of 2024
Venture Jets Proposed Hangar Facility
Facility Planning Reimbursement Agreement

WHEREAS, the Lancaster Airport Authority desires to encourage customer growth through the construction of hangar facilities; and

WHEREAS, Venture Jets desires to design and construct a hangar adjacent to their current facility; and

WHEREAS, Venture Jets agrees to pay any and all design and construction costs related to the Federal, State, and Local approvals of a new facility; and

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Venture Jets Approvals Planning Reimbursement Agreement with the amendments provided by Counsel at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned amendment agreement is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, the resolution was adopted and the agreement was approved.

NON-AERONAUTICAL PROPERTY COMMITTEE:

FARMLAND BID RESULTS – Mr. Beiler reported that a bid process was completed again for the farmable parcels around the Airport. The rates was even higher than anticipated since 2018 when it was previously bid. The per acre rate has continued to increase since the bid process was started in 1997. One farmer, Wen-Crest from Lebanon, submitted the highest price per acre for all parcels and will be awarded the contract for all the parcels. The following resolution approves the bid results.

**Resolution No. 05 of 2024
Farmland Bid Results**

WHEREAS, the Lancaster Airport Authority, Lancaster, Pennsylvania, requested bids for six (6) farmland tracts located on the Lancaster Airport; and

WHEREAS, the Airport Authority held a bid opening resulting in one (1) successful bidder, Wen-Crest Farms for all six available (6) tracts.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby accept Wen-Crest Farms as the successful bidder to lease six (6) tracts for farmland use; 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 farmland leases, is hereby approved; and

ALSO BE IT RESOLVED that a copy of the Bid Results are attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, the resolution was adopted and the bid results were approved. Agreements will be forwarded for execution.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster was at a conference and was unable to attend.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 85% of outstanding Receivables have been collected since January 2024 leaving about \$17,000 still outstanding. Aircraft activity started the year on the slow side overall. The weather was rainy, snowy, and overall cloudy for the vast majority of January.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Transteck building continues to move forward. PPL is on-site to install new poles with three-phase electric service ahead of schedule. The final building permit has still not been issued by Manheim Township.

Mr. Beiler has also been meeting with various levels of TSA regarding upcoming modifications to the Terminal with screening and baggage. The modifications have been well-received, however, there is still an approval process with the various parts of the agency.

On February 29, a career day is slated to invite aviation-interested students to the Airport to learn about careers in aviation. It is being held at the new FlyAdvanced-Lancaster facility with over 90 students slated to attend.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney reported that Alliance still performed well in spite of the bad weather in January. She and other staff members are preparing for the Schedulers and Dispatchers conference being held in March.

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, March 18, 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 Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary