

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

**January 11, 2010**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, January 11, 2010. The planning session began at 3:30 p.m. and the business meeting began at 4:00 p.m. Mr. Marvin Miller, Chairman, presided at the meetings and the following persons attended:

Lancaster Airport Authority

Chairman	Marvin Miller
Vice-Chairman	Russell Howell
Secretary	James Cunningham – Excused Absence
Treasurer	Gregory Sahd
Asst. Secretary/Asst. Treasurer	Valerie Moul

Counsel – Craig Russell, Russell, Krafft & Gruber, Esq.

Lancaster Airport Authority Staff

David Eberly – Airport Director  
Dolly Bankert – Accounting Director  
Cheryl Martin – Administrative Assistant

PUBLIC COMMENT

Mr. Miller began the planning meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Miller then requested any public comments from the meeting attendees. No public comment was offered at this time; however, Mr. Miller encouraged anyone to get his attention throughout the meeting if desired.

PERSONNEL COMMITTEE

Mr. Howell recommended that the Airport Authority consider the auditor and Counsel appointments at the Business meeting. He is recommending that Beard Miller be approved to perform the 2009 audit and financial statements and that Russell, Krafft & Gruber be approved to continue as Counsel for this year.

## PROPOSED SLATE OF OFFICERS FOR 2010

Mr. Howell presented a proposed slate of officers. He recommended that the current officers and the committee appointments remain the same for this year. He will have the slate available for consideration at the Business meeting.

## ABEL LEASE AGREEMENT

Mr. Eberly and Mr. Russell reported that the final version of the Lease Agreement is ready to be presented to Abel for their review and approval prior to final presentation to the Board. The final unresolved item is a guarantee for the lease. The lessee is the company who owns the aircraft but it doesn't have any assets if the airplane was sold. Once the guarantor has been set, that document will be available as well.

## PENSION FUND DOCUMENT

Mr. Eberly reported that Fulton Bank submitted an updated plan document for the Lancaster Airport Authority Profit Sharing Plan due to law structure changes. The approval of the document will be presented for consideration at the Business Meeting. During the discussion, the Board members recommended pursuing other companies for cost comparisons to Fulton Bank.

## ADJOURNMENT

At this time, the Planning Session adjourned. A brief recess was held before the 4:00 meeting began.

## PUBLIC COMMENT

Mr. Miller began the business meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Miller then requested any public comments from the meeting attendees. No public comment was offered at this time however, Mr. Miller encouraged anyone to get his attention throughout the meeting if desired.

## MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on December 14, 2009, were distributed to all members of the Authority. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as amended.

FINANCIAL REPORT

The monthly financial reports were distributed to all members for November 2009. The following outlines the financial report as of November 30, 2009.

**Treasurer's Summary Report  
For Period Ending November 30, 2009  
January 11, 2010**

<u>I. General Fund Account</u>	November Actual	November Budget	YTD Actual	2009 Budget
November Revenue	\$102,580.38			
November Budgeted Amount		\$109,087.06		
Total 2009 Budget:				\$1,561,185.00
YTD elapsed time:	91.7%			
YTD Revenue	78.4%		\$1,223,369.98	
November Expense	<u>\$73,380.65</u>			
November Budgeted Amount		\$90,364.89		
Total 2009 Budget:				\$1,184,661.56
YTD elapsed time:	91.7%			
YTD Expense:	84.4%		<u>\$1,000,377.79</u>	
<b>Total Net Revenue for November:</b>	<b>\$29,199.73</b>			
<b>Total Net Revenue YTD:</b>			<b>\$222,992.19</b>	
<u>II. Alliance Aviation Account</u>	November Actual	November Budget	YTD Actual	2009 Budget
November Revenue	\$46,427.32			
November Budgeted Amount		\$37,433.33		
Total 2009 Budget:				\$2,085,519.00
YTD elapsed time:	91.7%			
YTD Revenue:	33.5%		\$699,267.96	
November Expense	<u>\$29,957.34</u>			
November Budgeted Amount		\$31,808.68		
Total 2009 Budget:				\$1,836,849.00
YTD elapsed time:	91.7%			
YTD Expense:	18.6%		<u>\$357,370.41</u>	
<b>Total Net Revenue for November:</b>	<b>\$16,469.98</b>			
<b>Total Net Revenue YTD:</b>			<b>\$341,897.55</b>	
 <b><u>Net Revenue: General Fund and Alliance Aviation YTD:</u></b>				 <b>\$564,889.74</b>
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<u>III. Grant-Funded Project Construction Account</u>				
Balance as of October 31, 2009			\$19,439.43	
Grant Receipts:				
From Federal, State and/or County sources		\$963,656.00		
Plus: Line of Credit Drawdowns		<u>\$0.00</u>		
Total Grants & Drawdowns			<u>\$963,656.00</u>	
Total Funds Available			<u>\$983,095.43</u>	
Less Cash Disbursements for November 2009:			<u>(\$978,007.15)</u>	
Balance as of November 30, 2009:				\$5,088.28

**IV. Passenger Facility Charge Account**

Current balance at November 30, 2009:

\$109,417.18

Treasurer's Summary Report  
**General Fund and Alliance Aviation Combined**  
For Period Ending November 30, 2009  
January 11, 2010

**I. General Fund & Alliance Aviation Accounts Combined**

	November Actual	November Budget	YTD Actual	2009 Budget
November Revenue	\$149,007.70			
November Budgeted Amount:		\$146,188.74		
Total 2009 Budget:				\$2,193,704.00
YTD elapsed time:	91.7%			
YTD Revenue	87.6%		\$1,922,637.94	
November Expense	<u>\$103,337.99</u>			
November Budgeted Amount		\$122,173.57		
Total 2009 Budget:				\$1,568,510.56
YTD elapsed time:	91.7%			
YTD Expense:	86.6%		<u>\$1,357,748.20</u>	
<b>Total Net Revenue for November</b>	<b>\$45,669.71</b>			
<b>Total Net Revenue</b>				
<b>YTD</b>			<b>\$564,889.74</b>	

Upon motion duly made, seconded, and unanimously approved, the financial report was approved subject to audit.

**PROPOSED SLATE OF OFFICERS FOR 2010**

Mr. Howell presented his recommendation for the officers for 2010:

**SLATE OF OFFICERS – 2010**

**Officers**

Chairman	Marvin E. Miller, Jr.
Vice-Chairman	Russell S. Howell
Secretary	James J. Cunningham
Treasurer	Greg Sahn
Asst. Sec./Asst. Treas.	Valerie Moul

**COMMITTEES**

**Planning Committee - Committee of the Whole:**

Chairman	Marvin E. Miller, Jr.
	Russell S. Howell
	James J. Cunningham

Greg Sahd  
Valerie Moul

Non-aeronautical Property Committee - Committee of the Whole:

Chairman     Marvin E. Miller, Jr.  
                  Russell S. Howell  
                  James J. Cunningham  
                  Greg Sahd  
                  Valerie Moul

Finance Committee:

Chairman     Greg Sahd  
                  James J. Cunningham

Personnel Committee:

Chairman     Russell S. Howell  
                  Valerie Moul.

Facilities Committee:

Chairman     James J. Cunningham  
                  Greg Sahd

Security Committee:

Chairman     James J. Cunningham  
                  Valerie Moul

Marketing Committee:

Chairman:     Valerie Moul  
                  Marvin E. Miller, Jr.

PERSONNEL COMMITTEE

Mr. Howell, Chairman of the Personnel Committee, presented two resolutions with regard to the Counsel and Auditor appointments for the calendar year 2010. Mr. Howell recommended adopting the following resolution with regard to the Auditors for Fiscal Year 2010:

**Resolution No. 1 of 2010  
Auditors Appointment**

**WHEREAS**, the Financial Documents for the Lancaster Airport Authority must be audited annually in conjunction with Federal, State and Local regulations; and

**WHEREAS**, Beard Miller Company LLP presented the Lancaster Airport Authority with a proposal to perform the 2009 Fiscal Year Audit not to exceed \$18,500.00.

**THEREFORE BE IT RESOLVED**, that the Lancaster Airport Authority hereby accepts the proposal from Beard Miller Company LLP to perform the 2009 Fiscal Year Audit and to be the independent certified public accountants for the Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the auditors were approved.

**Resolution No. 2 of 2010  
Legal Counsel Appointment**

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

**WHEREAS**, Russell, Krafft & Gruber, LLP have been actively working with the Lancaster Airport Authority on various projects over the past few 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 for the calendar year 2010.

Upon motion duly made, seconded, and approved unanimously, the resolution was adopted and Russell, Krafft & Gruber, LLP was approved to perform the legal matters for calendar year 2010.

**PENSION FUND DOCUMENT**

The Lancaster Airport Authority provides for a Pension Fund through Fulton Bank for eligible employees. Due to law structure changes, the Lancaster Airport Authority is required to update the document. The following resolution adopts the resolution and approves the document.

**Resolution No. 03 of 2010  
Lancaster Airport Authority Pension Fund**

**WHEREAS**, the Authority has previously adopted Lancaster Airport Authority – Profit Sharing Plan, hereinafter called the “Plan”, effective as of January 1, 1982; and

**WHEREAS**, the Lancaster Airport Authority desires to amend and restate the Plan to comply with the provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)

**NOW THEREFORE BE IT RESOLVED**, that the Lancaster Airport Authority amends and restates the Plan in the form of the Fulton Financial Advisors Prototype Defined Contribution Plan Basic plan Document #01, effective as of January 1, 2010;

**NOW THEREFORE ALSO BE IT RESOLVED** that the Lancaster Airport Authority ratifies the action taken on December 31, 2009 by David F. Eberly, Jr. Airport Director, in executing the Plan Document; and

**RESOLVED**, that the proper officers of the Corporation are and each of them is, hereby authorized and directed in the name of and on behalf of the Corporation, to execute and deliver the Adoption Agreement and to do all other things, including the execution of any other necessary documents setting forth the terms and conditions of the amended and restated Plan;

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the document was approved. The documents will be returned to Fulton Bank for their files.

#### AIRPORT DIRECTOR REPORT

Mr. Eberly did not have any additional items to report at this time.

#### DATE FOR NEXT MEETING

The date for the next meeting was confirmed for Monday, February 8, 2010 with a planning session at 3:00 p.m. and the business meeting at 4:00 p.m. There being no further business to discuss, motion was duly made, seconded, unanimously approved, and the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary