

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

**March 9, 2009**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, March 9, 2009. 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
Treasurer	Gregory Sahd
Asst. Secretary/Asst. Treasurer	Valerie Moul

Counsel – Chris Hausner, Russell, Krafft & Gruber, Esq.

Others

Rob Barber – AVIS/Barbush Rentals  
Chad Ochs – Freightliner of Harrisburg  
Victor Miasnikowicz – Venture Jets, Inc.  
Pat Burns – Lancaster Newspapers  
John Moeller – FAA ATC Tower  
Tim Schwartz – Hertz Rent-A-Car  
Terry Inch – Dutch Country Helicopters  
John Calla – Liberty Sport Aviation

Lancaster Airport Authority Staff

David Eberly – Airport Director  
Joyce Opp – Finance & Marketing 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.

### TAXIWAY M REHABILITATION PROJECT

Mr. Eberly reported that Taxiway M project may be ready to proceed within the next year due to FAA requirements. Taxiway M was built 23 years ago and has cracks and requires upgrades to bring it into current requirements. A certain area of the Taxiway is also not visible to the Air Traffic Control Tower. A proposed solution is to build a parallel taxiway, to be named N. Mr. Eberly and Delta Airport Consultants met with FAA representatives and they approve of this solution. Taxiway M would become a taxiway and create a new taxiway, N. The taxiway will allow for future construction of hangar as shown on the Airport Master Plan between the current facilities, Venture Jets and the Air Traffic Control Tower. The project would cost about \$1 million. The project will include the rehabilitation of Taxiways F, M, and N. The section of Taxiway M that is not visible will not be rehabilitated in this project.

### TAXIWAY A REHABILITATION PROJECT

Mr. Eberly reported that Taxiway A is eligible for stimulus funds from the Federal Aviation Administration. The project would be funded at 100% and would not require any additional local funds. The project realigns Taxiway A from Taxiway D to the end of Runway 31 and brings it into compliance with current FAA regulations. Currently the taxiways do not meet the FAA safety standards for wingtip touch clearances.

Traditionally, projects are required to be designed and then constructed. The FAA is willing to combine the 2 parts into 1 grant if the project can comply with the rigorous time line. The project must be ready to bid by May 15, have a bid opening by June 15, submit a grant application by June 29, and the grant must be signed and approved by July 10. A notice to proceed must be issued by August 10. Delta is confident that all the deadlines can be met.

The exposure to do the project now rather than in 2010-2011 as currently scheduled is the design and advertisement costs. The costs would be paid up front and would be eligible costs when the project was approved in a future grant if the funds would not be awarded at this time.

Delta Airport Consultants has recommended that Taxiway A project and Taxiway M project be bid at the same time. The projects would be funded in 2 separate grants but hopefully the mobilization costs would be shared between the 2 projects if the same contractor was awarded both projects.

### ARFF TRUCK

Mr. Eberly recommended that the Lancaster Airport Authority prepare and have ready bid proposals to replace the current ARFF truck. The ARFF truck is utilized to respond to any

aircraft emergency on the field. The FAA inspects the truck each year and any vehicle past 10 years is commented that it is aging. The current truck is a 1984, which is a 25 year old vehicle. Mr. Eberly feels that not everyone will be able to comply with the stimulus funds requirements and wants to have this project ready to approve if funds do become available. The specifications will be created in-house and the only exposure is the advertising cost to bid the project. The project is on the Airport Capital Improvement Plan for a future year.

### COMMUNITY DAYS 2009

Ms. Opp reported that she is working to secure new sponsors to offset the event's costs. Currently, 2 sponsors have not returned and she has sent out to other potential sponsors. One, AvFuel, has agreed to a \$2,000 sponsorship. The performance costs have been reduced by 25% but military recruiters availability has increased so that should offset the paid acts. As the fueler on the field, the fuel costs can be reduced. Mr. Eberly and Ms. Opp have recommended the cancellation of the hangar dance. They also recommend hosting the Alliance Aviation Grand Opening. The activity with the pilots coming in will help to get the word out about the new business. Fly-in business would be higher with a combined event. Mr. Miller recommended reconsidering canceling the Hangar Dance by Staff.

### 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 4:00 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. Mr. Miasnikowicz asked the status of badging with the new TSA regulations. The operators on the field have been requested to submit information by the end of March and then the rest of the tenants – t-hangar and tie-down tenants – will be requested to submit information. The badge will only be for Lancaster Airport and will not be a universal badge.

### MINUTES OF LAST MEETING

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on February 9, 2009, were distributed to all members of the Authority. Upon motion duly made, seconded, and unanimously approved, the minutes were approved as submitted.

## FINANCIAL REPORT

The monthly financial reports were distributed to all members for January 2009. The following outlines the financial report as of December 31, 2008.

Lancaster Airport Authority  
Treasurer's Summary Report  
For Period Ending January 31, 2009  
March 9, 2009

### I. General Fund Account

Revenue:	\$111,826.01	
(Budgeted Amount for January, 2009: \$123,447.25)		
(2009 Budget: \$1,620,865*)		
Expense:	<u>76,137.74</u>	
(Budgeted Amount for Jan., 2009: \$87,273.60)		
(2009 Budget: \$1,219,239.56*)		
Total Net Revenue for January		\$35,688.27

### II. Alliance Aviation Account

Revenue:	\$44,340.36	
(Budget Amount, Jan., 2009: \$44,057.56)		
(2009 Budget: \$2,085,527.34*)		
Expense:	<u>22,972.72</u>	
(Budgeted Amount, Jan., 2009: \$29,908.64)		
(2009 Budget: \$1,836,849)		
Total Net Revenue for January		<u>\$21,367.64</u>
Net Revenue for combined General Fund & Alliance Aviation Account		<u>\$57,055.91</u>

### III. Grant-Funded project Construction Account

Balance as of December 31, 2008		\$540.32
Grant Receipts, Federal & County Sources	\$849,909.25	
Plus: Line of Credit Drawdowns	<u>107,100.00</u>	
Grants & Drawdowns		<u>\$957,009.25</u>
Total Funds Available		\$957,549.57
Less Cash Disbursements for January, 2009		<u>957,483.25</u>

Balance as of January 31, 2009		<u>\$66.32</u>
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\* 2009 Original Budget Figures

Note: Current balance in the LAA Passenger Facility Charges Fund Account on January 31, 2009 is \$108,482.11

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

Mr. Miller asked about the status of the PFC application. Ms. Opp has submitted the information to the FAA and is waiting for approval to start the PFC application process. She requested that the Board recommend a cost per person. The Lancaster Airport Authority was collecting \$3.00 per person. The Board needs to decide if that figure will stay the same or should change.

#### EXECUTIVE SESSION

At this time an Executive Session was held to discuss a personnel matter. The Executive Session adjourned and the Planning Meeting resumed. The matter was regarding staff salaries and was referred to the Personnel Committee. No action was taken at this time.

#### AIRPORT DIRECTOR'S REPORT

Mr. Eberly did not have any additional items to report for this meeting.

#### FINANCE & MARKETING DIRECTOR'S REPORT

Ms. Opp did not have any additional items to report for this meeting.

#### AMENDED BUDGET FOR 2009

In January 2009, an amended budget had been submitted for review and consideration by the Board. The amended budget includes both the General Operating Accounts and the Alliance Aviation Account. Upon motion duly made, the Amended Budget was approved and replaces the prior approved Budget for 2009.

#### PUBLIC COMMENT

Mr. Miller asked if any attendees had any additional comments or questions. No additional comments were offered at this time.

#### DATE FOR NEXT MEETING

The date for the next meeting was confirmed for Monday, April 13, 2009, 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 L. Martin  
Recording Secretary