

MINUTES OF
LANCASTER AIRPORT AUTHORITY

July 13, 2009

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, July 13, 2009. The planning session was cancelled due to a lack of agenda items, however, the business meeting began at 4:00 p.m. Mr. Marvin E. Miller, Jr., 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 – Christina Hausner, Russell, Krafft & Gruber, Esq.
Engineer – Brian McKeehan, Delta Airport Consultants, Inc.

Others

Jarib Hartman – Armstrong World Industries, Inc.

Lancaster Airport Authority Staff

David Eberly – Airport Director
Cheryl Martin – Administrative Assistant

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. 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 June 8, 2009 and a special meeting held on June 15, 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 May 2009. The following outlines the financial report as of May 31, 2009.

**Lancaster Airport Authority
Treasurer’s Summary Report
For Period Ending May 31, 2009
July 13, 2009**

<u>I. General Fund Account</u>	May Actual	May Budget	YTD Actual	2009 Budget
May Revenue	\$105,735.58			
May Budgeted Amount		\$151,822.92		
Total 2009 Budget:				\$1,561,185.00
YTD elapsed time:	41.7%			
YTD Revenue	35.9%		\$560,110.01	
May Expense	<u>\$81,865.39</u>			
May Budgeted Amount		\$89,398.72		
Total 2009 Budget:				\$1,184,661.56
YTD elapsed time:	41.7%			
YTD Expense:	37.3%		<u>\$442,374.82</u>	
Total Net Revenue for May	\$23,870.19			
Total Net Revenue YTD			\$117,735.19	
<u>II. Alliance Aviation Account</u>				
May Revenue	\$79,751.10			
May Budgeted Amount		\$71,933.33		
Total 2009 Budget:				\$2,085,519.00
YTD elapsed time:	41.7%			
YTD Revenue:	15.3%		\$318,529.43	
May Expense	<u>\$40,481.70</u>			
May Budgeted Amount		\$30,008.68		
Total 2009 Budget:				\$1,836,849.00
YTD elapsed time:	33.0%			
YTD Expense:	8.9%		<u>\$155,608.55</u>	
Total Net Revenue for May:	\$39,269.40			
Total Net Revenue YTD			\$162,920.88	

Net Revenue: General Fund and Alliance Aviation:

\$280,656.07

III. Grant-Funded Project Construction Account

Balance as of April 30, 2009		\$46,547.76	
Grant Receipts:			
From Federal, State and/or County sources	\$0.00		
Plus: Line of Credit Drawdowns	\$0.00		
	Total Grants & Drawdowns	\$0.00	
	Total Funds Available	\$46,547.76	
	Less Cash Disbursements for May 2009:	<u>-\$6,522.00</u>	
			\$40,025.76
Balance as of May 31, 2009:			

IV. Passenger Facility Charge Account

Current balance at May 31, 2009: \$108,864.23

Lancaster Airport Authority
Treasurer's Summary Report
General Fund and Alliance Aviation Combined
For Period Ending May 31, 2009
July 13, 2009

I. General Fund & Alliance Aviation Accounts Combined

	May Actual	May Budget	YTD Actual	2009 Budget
May Revenue	\$185,486.68			
May Budgeted Amount:		\$181,831.60		
Total 2009 Budget:				\$2,193,704.00
YTD elapsed time:	41.7%			
YTD Revenue	40.1%		\$878,639.44	
Expense	<u>\$122,347.09</u>			
Budgeted Amount Total 2009 Budget:		\$119,407.40		\$1,568,510.56
YTD elapsed time:	41.7%			
YTD Expense:	38.1%		<u>\$597,983.37</u>	
Total Net Revenue for May	\$63,139.59			
Total Net Revenue YTD			\$280,656.07	

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

FAA GRANT AGREEMENT – REHABILITATE TAXIWAY M, PHASE II; CONSTRUCT TAXIWAY N PROJECT

The Federal Aviation Administration has forwarded a grant offer to fund the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project at the Lancaster Airport. This project will address sightline issues that affect the Air Traffic Control's visual ability at the North T's and future construction along the north side of the field. The following resolution accepts the grant offer and approves the grant agreement.

**Resolution No. 16 of 2009
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-32-09**

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer for Ninety-Five percent (95.0%) of all allowable project costs of the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project at the Lancaster Airport; and

WHEREAS, this Grant must be accepted in the manner provided in the terms and in accordance with the regulations incorporated in the Grant Agreement by reference; and

WHEREAS, David F. Eberly, Jr., Airport Director is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents relating to the aforementioned grant offer.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Project No. 3-42-0049-32-09 for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project, at the Lancaster Airport, offered by the Federal Aviation Administration as hereinafter set forth in the attached Grant Agreement; and

ALSO BE IT RESOLVED that the Chairman and Secretary of the Authority are hereby authorized to act as agents for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned grant agreement; and

ALSO BE IT RESOLVED that the authorization of David F. Eberly, Jr., Airport Director, to act as agent to execute any and all other necessary documents relating to the aforementioned grant offer, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. Signatures will be affixed to execute the document and the documents will be returned to the FAA for approval.

CONSTRUCTION BID RESULTS

A bid opening was held for the construction contract for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project. Landis C. Deck & Sons submitted the low bid for the project. The bid results have been reviewed by the engineers and the FAA. The following resolution approves the bid results.

Resolution No. 17 of 2009 Construct Taxiway N Project Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for work to be performed for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Landis C. Deck & Sons, Division of Reading Materials, Inc. is the apparent low bidder for the project; and,

WHEREAS, David F. Eberly, Jr., Airport Director, is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents relating to the aforementioned project; and

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Landis C. Deck & Sons, Division of Reading Materials, Inc. as the low bidder for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project at the Lancaster Airport; and

AND ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned project, are hereby approved pending Federal Aviation Administration, PennDOT – Bureau of Aviation, and Counsel approval.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the bid results were approved. The contracts will be forwarded to the FAA and PennDOT – BOA for their review and approval prior to the start of construction.

DELTA AIRPORT CONSULTANTS ENGINEERING AMENDMENT AGREEMENT NO. 29

Delta Airport Consultants, Inc. presented an engineering agreement amendment to provide design services for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project. The agreement has been submitted for an Independent Fee Review and has been found to be comparable. The following resolution approves the engineering agreement amendment as presented.

Resolution No. 18 of 2009
Delta Airport Consultants, Inc. Engineering Amendment No. 29
Construct Taxiway N – Design Phase Services

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Amendment No. 29 – Construct Taxiway N for design phase services for the Lancaster Airport; and

WHEREAS, David F. Eberly, Jr., Airport Director, is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents relating to the aforementioned project; and

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Engineering Agreement Amendment No. 29 offered by Delta Airport Consultants, Inc. for Rehabilitate Taxiway M, Phase II; Construct Taxiway N project for design phase services for the Lancaster Airport; and

AND ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned project, are hereby approved pending Federal Aviation Administration, PennDOT – Bureau of Aviation, and Counsel approval.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. Upon approval by the FAA and PennDOT – BOA, Delta Airport Consultants will be given a Notice-to-Proceed.

DELTA AIRPORT CONSULTANTS ENGINEERING AMENDMENT AGREEMENT NO. 31

Delta Airport Consultants, Inc. presented an engineering agreement amendment to provide construction phase services for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N project. The agreement has been submitted for an Independent Fee Review and has been found to be comparable. The following resolution approves the engineering agreement amendment as presented.

Resolution No. 19 of 2009
Delta Airport Consultants, Inc. Engineering Amendment No. 31
Construct Taxiway N – Construction Phase Services

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Amendment No. 31 – Construct Taxiway N project for Construction Phase services for the Lancaster Airport; and

WHEREAS, David F. Eberly, Jr., Airport Director, is hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents relating to the aforementioned project.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Engineering Agreement Amendment No. 31 offered by Delta Airport Consultants, Inc. for Rehabilitate Taxiway M, Phase II; Construct Taxiway N project for Construction Phase Services for the Lancaster Airport; and

AND ALSO BE IT RESOLVED that the authorization of the David F. Eberly, Jr., Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned project, are hereby approved pending Federal Aviation Administration, PennDOT – Bureau of Aviation, and Counsel approval.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the agreement was approved. Upon approval by the FAA and PennDOT – BOA, Delta Airport Consultants will be given a Notice-to-Proceed.

AIRPORT DIRECTOR'S REPORT

Mr. Eberly reported on several projects around the field. The Taxiway Alpha project started today with preliminary startup. The same contractor has been awarded the contract for the Taxiway M & N project as well. They will be coordinating the 2 projects to utilize their equipment the most efficiently and get the project done within the allotted time. At Alliance Aviation, the hangar door project is in the final stages of being completed. The funds for the project are part of the Airways/Cirrus grant. The permit for the deck for Fiorentino's was issued today as well. The Alpha Charlie hangar is under roof with the side up.

For those familiar with Airport tenants, Charlie Hollinger died last week. He operated for several years on the field as a helicopter instructor as Dutch Country Helicopters. He eventually sold the business to Terry Inch, who currently owns and operates the business.

Mr. Cunningham asked about preparedness in the future as a result of an access issue to fuel aircraft. Mr. Eberly responded that due to unusual circumstances, both the fuel tank and the fuel truck were temporarily out of service for 100LL fuel due to a water pump failure on the fuel truck. The truck was repaired by the next morning. One of the 100LL tanks is being relocated and has a very small amount in the tank in preparation for the move. As a result, little fuel was temporarily available to sell. Mr. Cunningham suggested that a backup plan be set up to address this if such an occurrence happened again. Mr. Miller requested that the Facilities Committee work with Mr. Eberly and his staff to address this very important issue.

PUBLIC COMMENT

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

EXECUTIVE SESSION

At this time an Executive Session was held to discuss a job description for a new position. The Executive Session adjourned and the Planning Meeting resumed. No action was taken at this time

DATE FOR NEXT MEETING

The date for the next meeting was confirmed for Monday, August 10, 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