

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

**August 10 2009**

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, August 10, 2009. The planning session began at 3:00 p.m. and 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 – Craig Russell, Russell, Krafft & Gruber, Esq.  
Engineer – Sam Martin, Delta Airport Consultants, Inc.

Others

Jarib Hartman – Armstrong World Industries, Inc.  
Joseph Milazzo – Armstrong World Industries, Inc.  
Chris Mejia – Transline Trucking

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.

## ALPHA CHARLIE REPORT

Mr. Eberly reported that Able Construction is working to complete the building and it should be finished and occupiable by the end of August/early September. To date, the Airport Authority has spent about \$51,000, which included a sinkhole repair connected to the outflow structure. Mr. Russell reviewed the summary of the proposed lease agreement. The amount that the Lancaster Airport Authority will be paying for the hangar will be \$575,000 or actual expenses, whichever is less. The lease will be a 20-year term with 1 five-year extension. Alpha Charlie's rent will be based on the actual mortgage payment plus 65 basis points. This will fluctuate during the lease term. The lease will also be a triple net agreement with the tenant responsible for all repairs.

Fulton Bank has preapproved the Lancaster Airport Authority for the loan base of \$575,000. Prior to committing to the full amount, Abel Construction will be required to submit copies of the actual bills for the total building. Any loan fees will be added to the cost of the building.

## EXECUTIVE SESSION

At this time an Executive Session was held to discuss personnel matters. The Executive Session adjourned and the Planning Meeting resumed. No action was taken at this time

## 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. 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 July 13, 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 June 2009. The following outlines the financial report as of June 30, 2009.

### **Lancaster Airport Authority Treasurer's Summary Report For Period Ending June 30, 2009 August 10, 2009**

<b><u>I. General Fund Account</u></b>	June Actual	June Budget	YTD Actual	2009 Budget
June Revenue	\$112,485.92			
June Budgeted Amount		\$135,647.92		
Total 2009 Budget:				\$1,561,185.00
YTD elapsed time:	50.0%			
YTD Revenue	43.1%		\$673,229.80	
June Expense	<u>\$88,000.69</u>			
June Budgeted Amount		\$103,528.72		
Total 2009 Budget:				\$1,184,661.56
YTD elapsed time:	50.0%			
YTD Expense:	44.6%		<u>\$528,288.59</u>	
<b>Total Net Revenue for June</b>	<b>\$24,485.23</b>			
<b>Total Net Revenue YTD</b>			<b>\$144,941.21</b>	
 <b><u>II. Alliance Aviation Account</u></b>				
June Revenue	\$61,178.99			
June Budgeted Amount		\$57,333.33		
Total 2009 Budget:				\$2,085,519.00
YTD elapsed time:	50.0%			
YTD Revenue:	18.2%		\$379,708.42	
June Expense	<u>\$35,540.94</u>			
June Budgeted Amount		\$31,583.68		
Total 2009 Budget:				\$1,836,849.00
YTD elapsed time:	33.0%			
YTD Expense:	10.3%		<u>\$191,155.93</u>	
<b>Total Net Revenue for June:</b>	<b>\$25,638.05</b>			
<b>Total Net Revenue YTD</b>			<b>\$188,552.49</b>	
 <b><u>Net Revenue: General Fund and Alliance Aviation:</u></b>				<b>\$333,493.70</b>

**III. Grant-Funded Project Construction Account**

Balance as of May 31, 2009		\$40,025.76	
Grant Receipts:			
From Federal, State and/or County sources	\$15,369.74		
Plus: Line of Credit Drawdowns	\$0.00		
Total Grants & Drawdowns	\$15,369.74		
Total Funds Available		\$55,395.50	
Less Cash Disbursements for June 2009:		<u>-\$1,903.73</u>	
			\$53,491.77
Balance as of June 30, 2009:			

**IV. Passenger Facility Charge Account**

Current balance at June 30, 2009:	\$108,956.69
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Lancaster Airport Authority  
Treasurer's Summary Report  
**General Fund and Alliance Aviation Combined**  
For Period Ending June 30, 2009  
August 10, 2009

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

	June Actual	June Budget	YTD Actual	2009 Budget
June Revenue	\$173,664.91			
June Budgeted Amount:		\$167,231.60		
Total 2009 Budget:				\$2,193,704.00
YTD elapsed time:	50.0%			
YTD Revenue	48.0%		\$1,052,938.22	
Expense Budgeted Amount	<u>\$123,541.63</u>			
Total 2009 Budget:		\$135,112.40		\$1,568,510.56
YTD elapsed time:	50.0%			
YTD Expense:	45.9%		<u>\$719,444.52</u>	
<b>Total Net Revenue for June</b>	<b>\$50,123.28</b>			
<b>Total Net Revenue YTD</b>			<b>\$333,493.70</b>	

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

#### AIRPORT DIRECTOR'S REPORT

Mr. Eberly reported on the Taxiway A Rehabilitation project. On Taxiway F, the contractor hit rock, which did not show up when they did the pre-construction drilling. They were able to quickly remove it and Landis Deck, the contractor, is doing a great job so far. The ARRA reporting continues to be a part of the project and Delta Airport Consultants has a service that will assist as needed to file the reports on time.

The FAA has given approval for a Notice-To-Proceed for the contractor for the Taxiway N construction project. The actual notice will be released upon final approval by the Township.

#### FINANCE & MARKETING DIRECTOR

Ms. Opp reported that Community Days preparations are fully underway. The parking will be a challenge but everyone feels good about the overall setup. Austin is preparing the parking with the Manheim Township Police and Fire Police personnel.

Ms. Opp also reported that as a result of the meeting attended by Airport Authority, Tom Baldrige of the Lancaster Chamber and other key people including from Hagerstown Airport, it appears as if the Lancaster Airport will potentially be approved to extend EAS approval.

#### 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, September 14, 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