

MINUTES OF
LANCASTER AIRPORT AUTHORITY

November 9, 2009

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, November 9, 2009. The planning session began at 3:00 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– Excused Absence
Secretary	James Cunningham – Excused Absence
Treasurer	Gregory Sahd
Asst. Secretary/Asst. Treasurer	Valerie Moul

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

Others

John Moeller – Lancaster Air Traffic Control Tower
Penn Ketchum – Penn Cinema
James Young – Privilege Aero

Lancaster Airport Authority Staff

David Eberly – Airport Director
Dolly Bankert – Accounting Director
Austin Beiler – Facilities Administrator
Kim Huber – 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.

PROPOSED BUDGET FOR FISCAL YEAR 2010

Mr. Sahd reported no changes have been made to the budget proposal. The final budget proposal is available for public comment and final consideration at the December Board meeting.

32-09/TW N & M PennDOT – BOA Matching Grant

PennDOT – Bureau of Aviation has provided a grant agreement for matching costs to the FAA grant 32-09/Taxiway Construct N & Rehab M. The matching grant is for \$25,790.00, which is 2.5% of the overall project costs. The additional 2.5% share is part of the Request for Funds submitted to the County of Lancaster for Fiscal Year 2010. A resolution for acceptance of the grant will be presented at the Business meeting

ALPHA CHARLIE LEASE AGREEMENT

The Lancaster Airport Authority and Alpha Charlie, as part of Abel Construction, have participated in a hangar building project. The project has been completed and Abel has received their occupancy permit and their aircraft has relocated to their new facility on the north side of the field.

Delays, increased material costs, and Manheim Township land development submission approvals have increased the construction costs for the facility. Alpha Charlie has requested additional funds from the Airport Authority to defray these costs. At the present time no documentation has been received to substantiate their request for funds.

PRIVILEGE AERO LLC LEASE AND OPERATING AGREEMENTS

James Young, the owner of Privilege Aero, LLC, introduced himself and provided background information for Privilege Aero a FAA 141 certified, US Immigration approved flight school. Currently based at Central Jersey Regional Airport, in Hillsborough, New Jersey, Mr. Young presented his plans to relocate operations to LNS.

Mr. Young has signed operating and lease agreements for the hangar previously occupied by Alpha Charlie. A resolution for acceptance of the operating and lease agreements will be presented at the Business meeting

MENNONITE DISASTER RELIEF

Mr. Eberly reported that land behind Penn Cinema is proposed for development of a Mennonite Disaster Relief Center. David Miller/Associates, Inc. has reviewed the stormwater

management plans for the proposed project on Airport Road and has concluded there appears to be no impact on existing Airport Authority stormwater management facilities. Mr. Eberly concurred with the findings.

TONO ARCHITECTS ENGINEERING AGREEMENT

Mr. Eberly reported TONO Architects, the engineering firm retained for the Hangar 9 project several years ago, has been consulted on the construction of two additional hangars on the north side of the airfield. The PIB matching grant remains under review. Mr. Eberly and Mr. Sahd, along with Counsel, will continue to monitor the PIB grant progress.

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 October 12, 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 September 2009. The following outlines the financial report as of September 30, 2009.

**Treasurer's Summary Report
For Period Ending September 30, 2009
November 9, 2009**

<u>I. General Fund Account</u>	Sept. Actual	Sept. Budget	YTD Actual	2009 Budget
September Revenue	\$106,992.28			

September Budgeted Amount		\$124,652.56	
Total 2009 Budget:			\$1,561,185.00
YTD elapsed time:	75.0%		
YTD Revenue	64.7%		\$1,009,699.80
September Expense		<u>\$90,045.64</u>	
September Budgeted Amount		\$95,894.89	
Total 2009 Budget:			\$1,184,661.56
YTD elapsed time:	75.0%		
YTD Expense:	68.9%		<u>\$815,667.43</u>

Total Net Revenue for September: \$16,946.64
Total Net Revenue YTD: \$194,032.37

II. Alliance Aviation Account

September Revenue		\$71,426.12	
September Budgeted Amount		\$47,808.33	
Total 2009 Budget:			\$2,085,519.00
YTD elapsed time:	75.0%		
YTD Revenue:	28.6%		\$595,884.43
September Expense		<u>\$30,068.06</u>	
September Budgeted Amount		\$29,911.18	
Total 2009 Budget:			\$1,836,849.00
YTD elapsed time:	75.0%		
YTD Expense:	16.9%		<u>\$285,813.84</u>

Total Net Revenue for September: \$41,358.06
Total Net Revenue YTD: \$310,070.59

Net Revenue: General Fund and Alliance Aviation YTD: \$504,102.96

III. Grant-Funded Project Construction Account

Balance as of August 31, 2009		\$79,201.41	
Grant Receipts:			
From Federal, State and/or County sources		\$628,713.00	
Plus: Line of Credit Drawdowns		\$0.00	
Total Grants & Drawdowns		<u>\$628,713.00</u>	
Total Funds Available		<u>\$707,914.41</u>	
Less Cash Disbursements for September 2009:		<u>-\$681,874.59</u>	
Balance as of September 30, 2009:			

IV. Passenger Facility Charge Account

Current balance at September 30, 2009:		\$109,237.53	
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Treasurer's Summary Report
General Fund and Alliance Aviation Combined
 For Period Ending September 30, 2009
 November 9, 2009

I. General Fund & Alliance Aviation Accounts Combined

	September Actual	September Budget	YTD Actual	2009 Budget
September Revenue	\$178,418.40			
September Budgeted Amount:		\$156,563.74		
Total 2009 Budget:				\$2,193,704.00
YTD elapsed time:	75.0%			
YTD Revenue	73.2%		\$1,605,584.23	
September Expense	<u>\$120,113.70</u>			
September Budgeted Amount		\$125,806.07		
Total 2009 Budget:				\$1,568,510.56
YTD elapsed time:	75.0%			
YTD Expense:	70.2%		<u>\$1,101,481.27</u>	
Total Net Revenue for September	\$58,304.70			
Total Net Revenue YTD			\$504,102.96	

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

PENNDOT – BUREAU OF AVIATION GRANT 32-09

PennDOT – Bureau of Aviation has provided a grant agreement for matching costs to the FAA grant 32-09/Taxiway Construct N & Rehab M. The following draft resolution is available for consideration to approve grant agreement.

Resolution No. 21 of 2009
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 32-09 Grant Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Rehabilitate Taxiway M, Phase II; Construct Taxiway N Project at the Lancaster Airport; and

NOW THEREFORE BE IT RESOLVED the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached 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 necessary documents relating to the aforementioned grant agreement and project, is hereby approved.

Upon motion duly made, seconded, and unanimously approved, the grant agreement was adopted. The grant will be accepted in accordance with the PennDOT – BOA procedures.

PRIVILEGE AERO LLC LEASE AND OPERATING AGREEMENT

Privilege Aero, LLC desires to rent hangar space previously occupied by Alpha Charlie. The following draft resolution is available for consideration to approve the operating and lease agreements.

Resolution No. 22 of 2009 Privilege Aero LLC Lease and Operating Agreements

WHEREAS, Privilege Aero, LLC desires to lease space to store aircraft and operate a flight school at the Lancaster Airport; and

WHEREAS, the Lancaster Airport Authority has offered to Privilege Aero, LLC a Lease Agreement to rent facilities and an Operating Agreement to operate a flight school at 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 Lease and Operating Agreements.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Lease and Operating Agreements for Privilege Aero, LLC to rent facilities for the storage of aircraft and to operate a flight school at the Lancaster Airport; and

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

Upon motion duly made, seconded, and unanimously approved, the operating and lease agreements were adopted. Signatures will be affixed to fully execute the documents.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported on the current projects underway at the Lancaster Airport. He apprised the Board of the Runway 8 Safety Area, Phase II finalization and the present activity on Taxiways A, M and N. The Runway 8 Safety Area project is nearly complete with only cleanup needed to bring the project to conclusion.

DATE FOR NEXT MEETING

The date for the next meeting was confirmed for Monday, December 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,

Kimberly L. Huber
Recording Secretary