

MINUTES OF
LANCASTER AIRPORT AUTHORITY

December 14, 2009

A meeting of the Lancaster Airport Authority was held in the Lancaster Airport Terminal on Monday, December 14, 2009. The planning session was cancelled due to a lack of agenda items 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 – Craig Russell, Russell, Krafft & Gruber, Esq.

Lancaster Airport Authority Staff

David Eberly – Airport Director
Dolly Bankert – Accounting Director
Austin Beiler – Facilities Administrator
Cheryl Martin – Administrative Assistant

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 November 9, 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 October 2009. The following outlines the financial report as of October 31, 2009.

**Treasurer's Summary Report
For Period Ending October 31, 2009
December 14, 2009**

<u>I. General Fund Account</u>	October Actual	October Budget	YTD Actual	2009 Budget
October Revenue	\$104,700.84			
October Budgeted Amount		\$141,105.06		
Total 2009 Budget:				\$1,561,185.00
YTD elapsed time:	83.3%			
YTD Revenue	71.4%		\$1,114,733.21	
October Expense	<u>\$110,472.35</u>			
October Budgeted Amount		\$111,877.39		
Total 2009 Budget:				\$1,184,661.56
YTD elapsed time:	83.3%			
YTD Expense:	78.4%		<u>\$928,256.23</u>	
Total Net Revenue for October:	(\$5,771.51)			
Total Net Revenue YTD:			\$186,476.98	
<u>II. Alliance Aviation Account</u>				
October Revenue	\$57,080.73			
October Budgeted Amount		\$61,958.33		
Total 2009 Budget:				\$2,085,519.00
YTD elapsed time:	83.3%			
YTD Revenue:	31.3%		\$652,965.16	
October Expense	<u>\$35,352.19</u>			
October Budgeted Amount		\$34,401.68		
Total 2009 Budget:				\$1,836,849.00
YTD elapsed time:	83.3%			
YTD Expense:	17.7%		<u>\$327,192.33</u>	
Total Net Revenue for October:	\$21,728.54			
Total Net Revenue YTD:			\$325,772.83	
<u>Net Revenue: General Fund and Alliance Aviation YTD:</u>				\$512,249.81
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<u>III. Grant-Funded Project Construction Account</u>				
Balance as of September 30, 2009			\$26,039.82	
Grant Receipts:				
From Federal, State and/or County sources		\$119,652.00		
Plus: Line of Credit Drawdowns		<u>\$0.00</u>		
Total Grants & Drawdowns			\$119,652.00	
Total Funds Available			<u>\$145,691.82</u>	
Less Cash Disbursements for October 2009:			<u>(\$126,252.39)</u>	

Balance as of October 31, 2009:

\$19,439.43

IV. Passenger Facility Charge Account

Current balance at October 31, 2009: \$109,319.84

**Treasurer’s Summary Report
General Fund and Alliance Aviation Combined
For Period Ending October 31, 2009
December 14, 2009**

I. General Fund & Alliance Aviation Accounts Combined

	October Actual	October Budget	YTD Actual	2009 Budget
October Revenue	\$161,781.57			
October Budgeted Amount:		\$170,713.74		
Total 2009 Budget:				\$2,193,704.00
YTD elapsed time:	83.3%			
YTD Revenue	80.6%		\$1,767,698.37	
October Expense	<u>\$145,824.54</u>			
October Budgeted Amount		\$146,279.07		
Total 2009 Budget:				\$1,568,510.56
YTD elapsed time:	83.3%			
YTD Expense:	80.0%		<u>\$1,255,448.56</u>	
Total Net Revenue for October	\$15,957.03			
Total Net Revenue YTD			\$512,249.81	

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

PROPOSED FISCAL YEAR 2010 BUDGET

Mr. Sahd reported that no changes had been made and no comments were received regarding the proposed 2010 Fiscal Year Budget for the Lancaster Airport Authority. Mr. Sahd recommended consideration for approval of the following resolution:

**Resolution No. 23 of 2009
Proposed Budget for Fiscal Year 2010**

WHEREAS, the Lancaster Airport Authority submitted the Proposed Budget for the Year 2010 at its November Board Meeting for the required Public Comment period of 30 days; and

WHEREAS, the Lancaster Airport Authority has made no changes to the Budget Proposal as presented.

NOW, THEREFORE, BE IT RESOLVED, that the Lancaster Airport Authority hereby approves the Budget for the Year 2010, a copy of which is attached and made a part of this resolution; and

BE IT FURTHER RESOLVED, that the Secretary of the Lancaster Airport Authority is directed to file this resolution with the minutes of the Lancaster Airport Authority.

Upon motion duly made, seconded, and unanimously approved, the resolution was adopted and the proposed budget for Fiscal Year 2010 was approved. It will go into effect January 1, 2010.

AIRPORT DIRECTOR REPORT

Mr. Eberly reported on the Alpha Charlie/Abel Construction hangar negotiations. He has been negotiating to finalize the lease agreement for the facility built on the north side of the field. Counsel recommended a personal guarantee depending on how the agreement is structured. The loan could be locked in for an initial term of 5 years at 6.15% for a 20-year loan. The rent would be approximately \$4,400.00 per month. The Airport Authority has invested approximately \$75,000 towards the project towards the infrastructure and after some discussion, supports the initial agreement to purchase the facility for \$575,000.00

Mr. Eberly also reported on other projects currently ongoing. The Taxiway M & N projects stopped for the winter on December 11 and the Stimulus project (TW A) will be shut down on December 18 for the winter as well. The portion remaining for the TW A project is to complete the lights, plant grass and place topsoil, and some electrical work.

Mr. Eberly received word that the initial funds for the 2010 County Grant is only a portion of what was requested, however, it will cover the local share on two grants and the balance will be used towards the new hangar project. He is also pursuing the reauthorization to collect PFC's in light of the changes in regulations. He is also pursuing approval by the PIB loan officials to utilize \$250,000 as collateral on a loan to utilize the local share funding for a 1.6% loan.

Mr. Eberly report that after a recommendation by Mr. Cunningham, Mr. Eberly contacted Wilfred Muskins, the Deputy Secretary for International Development for Pennsylvania. Mr. Muskins may be able to assist with cultivating relationships to bring more business from the Asian community to the state of Pennsylvania.

CHAIRMAN'S COMMENTS

Mr. Miller thanked the Board and staff for a good year and is looking forward to 2010.

DATE FOR NEXT MEETING

The date for the next meeting was confirmed for Monday, January 11, 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