

MINUTES OF

LANCASTER AIRPORT AUTHORITY

January 27, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, January 27, 2025. The meeting began at 3:30 p.m. Mr. James Cunningham, Chair, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chair	James Cunningham
Vice-Chair	Matthew Brown
Secretary	Frank Vargish
Treasurer	Daniel Ruppert
Asst. Secretary/Asst. Treasurer	Casey Clugston

Counsel – Aaron Zeamer, Esquire of Russell, Krafft & Gruber, LLP

Lancaster Airport Authority Staff

Ed Foster – Executive Director
Cheryl Martin – Director, Finance & Administration
Austin Beiler – Director, Operations & Development
Mary Forney – General Manager, Alliance Aviation
Tony El-Adas – Manager, Lancaster Airline Service

VISITORS

Paul Hadfield – Aero-Tech Services, Inc.
Brian Bitler – Aero-Tech Services, Inc. (Virtual)
Genn Bougher – Civil Air Patrol

PUBLIC COMMENT:

Mr. Cunningham began the meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Cunningham then asked for any public comments from the meeting attendees. No additional comments were presented. Mr. Cunningham encouraged anyone, however, to get his attention throughout the meeting if desired.

MINUTES OF LAST MEETINGS:

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on December 16, 2024 were distributed to the Board members. Upon motion duly made by Mr. Vargish, seconded by Mr. Brown, and unanimously agreed, the minutes were approved as edited.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Mr. Ruppert reviewed the financial report for the period ending December 31, 2024. Overall, the year is ending ahead of budget. The following table is the report for the referenced period.

<i>Period Ending December 31, 2024</i>		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
December Revenue:	(\$19,830.92)	\$37,440.91
Year to Date Net Revenue:	\$353,380.90	\$1,660,851.92
General Fund Report		
Reporting Period	Budget	Actual
December Revenue:	(\$52,914.86)	(\$9,904.37)
Year to Date Net Revenue:	\$320,296.96	\$927,775.94
Alliance Aviation Report		
Reporting Period	Budget	Actual
December Revenue:	\$33,083.94	\$47,449.91
Year to Date Net Revenue:	\$716,478.00	\$733,291.97
Airline Services		
Reporting Period	Budget	Actual
December Revenue:	\$0.00	(\$104.63)
Year to Date Net Revenue:	\$0.00	(\$215.99)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$27,241.84
General Fund Liquid Reserves:		\$186,157.91
Certificate of Deposit:		\$2,441,000.00
PLGIT Cash Account:		\$843.51
PLGIT Prime Investment Account		\$5,922.89
PLGIT Term Account		\$4,250,000.00
General Fund Accounts Receivable:		\$92,005.41
General Fund Accounts Payable:		(\$88,307.74)
Alliance Aviation Checking/Cash on Hand:		\$152,174.63

Alliance Aviation Accounts Receivable:		\$57,372.07
Alliance Aviation Accounts Payable:		(\$114,350.55)
Total Cash and Cash Equivalents:		\$7,010,059.97
Grant-Funded Project Construction Report		
Balance @ November 30, 2024		\$162,672.44
Grant Receipts/Transfers:		\$1,495,185.76
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,657,289.60)
Balance @ December 31, 2024		\$568.60
Passenger Facility Charge Account		
Balance @ December 31, 2024		\$11,294.56
\$ 1 Million Line of Credit Report		
Item	Rate of 6.3000%	Available Balance:
Balance @ December 31, 2024		\$1,000,000.00

The financial reports were moved for approval as submitted by Mr. Vargish, seconded by Mr. Brown, and unanimously approved subject to audit.

PENNDOT CHANNELING AGREEMENT: The Lancaster Airport Authority must have prior approval from the State of Pennsylvania to submit a grant application directly to a federal agency. They utilize a Channelling agreement to permit Airports to work directly with the FAA and the agreement is renewed every five (5) years. The current agreement expires this year. The following resolution considers the channeling agreement:

Resolution No. 01 of 2025
PennDOT – Bureau of Aviation Channeling Agreement

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Channeling Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, to allow the Lancaster Airport Authority to submit project applications for expansion and improvement of the airport system to any federal agency or department of the United States of America; and

WHEREAS, the Lancaster Airport Authority desires to submit applications to federal agencies, specifically the Federal Aviation Administration, to utilize Airport Improvement Funds (AIP) program to maintain and improve the Lancaster Airport Facility.

NOW BE IT RESOLVED that the Lancaster Airport Authority does hereby accept the agreement provided by the PennDOT – Bureau of Aviation as hereinafter set forth in the attached Channeling Agreement; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Executive Director, to act as agent to execute any and all necessary documents relating to the aforementioned agreement, is hereby approved.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the agreement was approved.

FAA GRANT 51-24 PENNDOT MATCH AGREEMENT – PennDOT – Bureau of Aviation offered a grant agreement to match the FAA Grant 3-42-0049-051-2024 which is for the Master Plan Update. Following is a resolution for consideration to approve the grant agreement.

Resolution No. 02 of 2025
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 051-2024 Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Update Master Plan project in the amount up to \$20,000 which is five percent (5%) of allowable costs 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.

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 William E. Foster, Executive 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 by Mr. Brown, seconded by Mr. Vargish, and unanimously adopted, the grant agreement was approved. Signatures will be affixed to fully execute the document.

FAA GRANT 52-24 PENNDOT MATCH AGREEMENT – PennDOT – Bureau of Aviation offered a grant agreement to match the FAA Grant 3-42-0049-052-2024 which is for the W/TW rehabilitation, design, project. Following is a resolution for consideration to approve the grant agreement.

Resolution No. 03 of 2025
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 052-2024 Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Rehabilitate RW and TW lighting, Design project in the amount up to \$19,325 which is five percent (5%) of allowable costs 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.

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 William E. Foster, Executive 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 by Mr. Brown, seconded by Mr. Vargish, and unanimously adopted, the grant agreement was approved. Signatures will be affixed to fully execute the document.

PERSONNEL COMMITTEE REPORT:

OFFICERS FOR 2025 – Mr. Cunningham presented the slate of officers’ recommendation for 2025. With the appointment of Casey Clugston, the Board changed officer positions as well as committees. The Board approved the following officer positions.

Officers:

Chair	James J. Cunningham
Vice-Chair	Matthew Brown
Secretary	Frank Vargish
Treasurer	Daniel Ruppert
Asst. Sec./Asst. Treas.	Casey Clugston

COMMITTEES

Finance Committee:

Chair	Dan Ruppert
	Casey Clugston

Personnel Committee:

Chair Casey Clugston
James Cunningham

Facilities Committee:

Chair Frank Vargish
Matthew Brown

Non-Aeronautical Property Committee:

Chair Matthew Brown
Frank Vargish

Upon motion duly made by Mr. Vargish, seconded by Mr. Brown, and unanimously approved, the slate of officers was approved.

COUNSEL APPOINTMENT – The Lancaster Airport Authority approves legal counsel on an annual basis. Russell, Krafft, and Gruber has been the primary legal counsel and desires to continue in this capacity. Following is a resolution approving their continued work on airport-related matters.

**Resolution No. 04 of 2025
Legal Counsel Appointment**

WHEREAS, the Lancaster Airport Authority consults with legal counsel to review documents; and

WHEREAS, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

BE IT RESOLVED, THEREFORE, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2025.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted. Mr. Zeamer thanked the Airport Authority for continuing the relationship with Russell, Krafft & Gruber.

FUNDING LOBBYIST DISCUSSION – Staff met with a highly recommended lobbying organization to discuss potential opportunities to have a lobbyist assist with getting funds for a new Tower/Terminal facility. So far, the firm has a 100% success rate and the season to start lobbying is in February. There is not a conflict with other airports, who their firm may represent. The Airport Authority is currently part of two (2) groups, ACI & AAEE, however, they represent all airports, not just Lancaster Airport. The Board requested that Staff obtain a proposal for the next Board meeting to look at and consider.

AERONAUTICAL PROPERTY COMMITTEE:

AIRLINE SERVICE DISCUSSION – The Lancaster Airport Authority is currently eligible for and has an EAS carrier at Lancaster Airport. The current EAS contract ends on December 31, 2025. Sometime over the summer, the US DOT will put out a bid request for Lancaster Airport. There are other entities in the market that are interested in Lancaster Airport besides Southern Airways Express. Mr. Foster has a meeting with another bidder at the end of February. The consultant is also willing to meet with the Board about LNS’ commercial opportunities. The next air service conference is being held in April. The US DOT will consult with the airport before making a final decision.

CONSTRUCT HANGAR BUILDING – Delta Airport Consultants has reviewed the options to construct a Hangar Facility without grant funding, which is not available. The hangar would be bare bones with no heat. Without the grant timing issues, Delta Airport Consultants estimate the project could be completed by the end of the year. The hangar building itself would be acquired through a bidding program, Co-STARS, which has vetted and requires pricing, which avoids the bidding. The hangar will be a 90x93 box hangar located at the southwest corner of the airport. This will allow for temporary aircraft storage until the new hangar complex is completed, which will take several years. The Board requested that Staff pursue and present a Sourcewell Contract and continue with the bid documents for the site work, which would be required to be bid out.

CONSTRUCT TERMINAL BAG CLAIM BID RESULTS – The baggage claim project received several bids and the low bidder for each portion has been reviewed and approved. The eligible portions of the project (non-income producing) are included with the Federal Grant application. The balance of the project is the local share, or Airport Authority responsibility. Upon grant release, the contractors will be provided contract documents for the work to be completed. The following resolution approves the bid results.

NON-AERONAUTICAL PROPERTY COMMITTEE:

RGS CONTRACT – RGS and Staff have been working with PA DEP and Manheim Township regarding moving and extending the current cleanfill facility. Staff have approval from PA DEP and Manheim Township to move forward with the final design and release the project for bids. The contract provides for the final design, bid documents, and construction administration costs for the project. The following resolution approves the agreement.

**Resolution No. 05 of 2025
Regional Stormwater Facility
RGS Associates Proposal**

WHEREAS, the Lancaster Airport Authority desires to expand the current Regional Stormwater Facility on Airport property along Airport Road; and

WHEREAS, RGS Associates has provided a proposal for services to complete the design of the facility through to bidding and ultimately construction in the amount of \$107,200 plus expenses.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the RGS Associates proposal through construction for the regional stormwater facility at the Lancaster Airport; and

ALSO BE IT RESOLVED that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all necessary documents relating to the aforementioned proposal is hereby approved; and

ALSO BE IT RESOLVED a copy of the proposal is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the resolution as adopted. The agreement will be executed and forwarded to finish the project.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster requested that the Board consider changing the February meeting date due to some scheduling issues. Staff will follow up.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 80% of outstanding Receivables have been collected since December 31, 2024 leaving about \$31,000 still outstanding. Aircraft activity remains down as compared to 2023 for December and year to date with airline service showing an overall decrease against 2024.

Ms. Martin also reported that with the Breeze traffic, the PFC is definitely increasing. Title VI regulation is also now being required for Lancaster Airport before receiving federal funds after 2025. A draft document will be sent out for review. The Master Plan committee will be meeting virtually for a 2nd meeting. ALDI has exercised their 2nd of 4 extensions which will now expire April 21, 2025.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Terminal project is moving along with the new screening area and the casework coming. The gravesite excavating started today with people on-site to view the process. The Venture Jets new hangar project is starting in the next couple of weeks. ALDI has had delays with the environmental approvals, which hopefully will be in place so the construction can start by the end of 2025. There are over 500 active badges with about 10-15 monthly. Snow removal is back in action with four (4) events, three (3) of which were plowable. The last storm required that the Airport be shut down overnight due to ice until morning.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney reported that Alliance has experienced a nice transient traffic increase at about 7%. In 2024, over 1,000,000 gallons of fuel were sold.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas reported that with the 35 flights so far, there have been 3,376 departing passengers and 2,989 arriving passengers. Passenger satisfaction with Lancaster Airport is at 84.6%, one of the highest levels for Breeze airports.

PUBLIC COMMENT

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

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, February 24, 2025 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Brown seconded by Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary