

MINUTES OF

LANCASTER AIRPORT AUTHORITY

February 20, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Thursday, February 20, 2025. The meeting began at 8:30 am. Mr. James Cunningham, Chair, presided at the meeting and the following persons attended:

Lancaster Airport Authority

Chair	James Cunningham
Vice-Chair	Matthew Brown (Virtual)
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

Mike Mann – Lancaster County Motors
Chris Boland – Lancaster County Motors
Antwone Thomas – Lancaster Air Traffic Control Tower (Virtual)
Brian Bitler – Aero-Tech Services (Virtual)

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 January 27, 2025 were distributed to the Board members. Upon motion duly made by Mr. Vargish, seconded by Mr. Ruppert, and unanimously agreed, the minutes were approved as edited.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Mr. Ruppert reviewed the financial report for the period ending January 31, 2025. Overall, the year starting out about even. The following table is the report for the referenced period.

1/31/2025		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
January Revenue:	(\$90,057.87)	\$2,773.30
Year to Date Net Revenue:	(\$90,057.87)	\$2,773.30
General Fund Report		
Reporting Period	Budget	Actual
January Revenue:	(\$31,414.91)	(\$30,873.03)
Year to Date Net Revenue:	(\$31,414.91)	(\$30,873.03)
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Revenue:	(\$51,881.83)	\$33,071.20
Year to Date Net Revenue:	(\$51,881.83)	\$33,071.20
Airline Services		
Reporting Period	Budget	Actual
January Revenue:	(\$6,761.13)	\$575.13
Year to Date Net Revenue:	(\$6,761.13)	\$575.13
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$18,896.94
General Fund Liquid Reserves:		\$73,602.39
Certificate of Deposit:		\$2,441,000.00
PLGIT Cash Account:		\$266.09
PLGIT Prime Investment Account		\$26,835.01
PLGIT Term Account		\$4,250,000.00
General Fund Accounts Receivable:		\$88,298.39
General Fund Accounts Payable:		(\$114,118.40)

Alliance Aviation Checking/Cash on Hand:		\$79,549.56
Alliance Aviation Accounts Receivable:		\$61,533.12
Alliance Aviation Accounts Payable:		(\$125,408.83)
Total Cash and Cash Equivalents:		\$6,800,454.27
Grant-Funded Project Construction Report		
Balance @ December 31, 2024		\$568.60
Grant Receipts/Transfers:		\$194,745.01
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$194,745.01)
Balance @ January 31, 2025		\$568.60
Passenger Facility Charge Account		
Balance @ January 31, 2025		\$16,356.35
Item		
	Rate of 6.8000%	Available Balance:
Balance @ January 31, 2025		\$1,000,000.00

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

COMPARISON OF 2024 VS 2023 REPORT – Ms. Martin reviewed a report comparison of 2024 against 2023. Highlighted items reflected anything different from prior periods. It was another good year.

LANCASTER AIRSHOW 2026 CONTRACTS – Staff are starting to plan the 2026 Lancaster Airshow which is slated to be held September 19-20, 2026. While preparing and planning for the event, staff are requesting approval to proceed with securing airshow acts and vendors for the event. The following resolution permits staff to move forward to procure any items/contracts related to the event.

**Resolution No. 06 of 2025
Lancaster Airshow 2026**

WHEREAS, the Lancaster Airport Authority desires to provide the local community an opportunity to see, hear, and touch aviation; and

WHEREAS, the Lancaster Airport Airshow event is scheduled for September 18 - 20, 2026; and

WHEREAS, the Lancaster Airport Authority must execute contracts to secure event participants as well as provide supplies during the event.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby permit the staff of the Lancaster Airport Authority to execute contracts necessary to secure event participants and purchase necessary supplies for the Airshow event to be held September 18 – 20, 2026 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 event is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Brown, and unanimously adopted, the grant agreement was approved. Signatures will be affixed to fully execute the document.

PERSONNEL COMMITTEE REPORT:

OS STRATEGIES – Mr. Foster requested additional considerations from a Washington, DC lobbyist to assist with securing federal funds. He was able to secure a slightly reduced fee during the anticipated term of the contract. The following resolution approves the proposal.

**Resolution No. 07 of 2025
OS Strategies Lobbyist Consultant Proposal**

WHEREAS the Lancaster Airport desires to secure additional Federal Funds for a Tower/Terminal project; and

WHEREAS OS Strategies has provided a proposal to assist in securing Federal funds through lobbying Federal legislatures at an approximate cost of \$60,000 to \$75,000 in 2025.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve OS Strategies as the consultant to provide lobbying services to secure Federal funding towards a Tower/Terminal project for the Lancaster Airport Authority; 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. Vargish, seconded by Mr. Clugston, the resolution was adopted and the proposal was approved. Signatures will be affixed to execute the document and Staff will connect with OS Strategies to start the process.

AERONAUTICAL PROPERTY COMMITTEE:

MEAD & HUNT AGREEMENT – Mr. Foster has been working with Mead & Hunt staff to continue to attract airlines to Lancaster as well as keep the data up to date. The following resolution approves exercising the option for one of the market studies as well as have staff attend the airline conference and prepare and participate in airline meetings. The following resolution approves the proposal.

**Resolution No. 08 of 2025
Mead & Hunt Airline Meetings Consultant Agreements**

WHEREAS, the Lancaster Airport Authority requested that Mead & Hunt update the completed True Market Estimate reports on the travel patterns and travel destinations of Lancaster County residents and surrounding catchment area in 2024; and

WHEREAS, Mead & Hunt was also requested to prepare presentations necessary to meet with potential airlines regarding providing service as well as attend the meetings for Lancaster Airport in 2025; and

WHEREAS, Mead & Hunt presented a proposal for approximately \$10,495 in 2024 for the updated reports and \$16,100 for the airline meetings.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Mead & Hunt proposal for the updated travel information from 2024 and the airline meetings presentations and airline service conference meetings for 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. Vargish, seconded by Mr. Brown, the resolution as adopted and the proposal was accepted. Signatures will be affixed and staff will work with Mead & Hunt to move forward with the work.

TITLE VI POLICY – The FAA is requiring that all federal grant recipients create a policy related to the Title VI. The Board was provided a draft copy for review and approval. The following resolution approves the policy for submission to the FAA.

**Resolution No. 09 of 2025
Title VI Policy and Community Participation Plan**

WHEREAS, the Lancaster Airport Authority is required to prepare and implement a Title VI and Community Participation Plan for any and all persons coming onto Lancaster Airport property related to public interactions; and

WHEREAS, a policy has been created to comply with the Federal guidelines.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Title VI and Community Participation Plan for submission to the US Government; 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 policy is hereby approved; and

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

Upon motion duly made by Mr. Vargish, seconded by Mr. Clugston, the resolution was adopted, the policy was approved. The policy will be submitted for review and upon approval, the plan will be executed.

NON-AERONAUTICAL PROPERTY COMMITTEE:

Mr. Brown and Mr. Vargish met with staff to discuss several proposals which were submitted for consideration by the Board to develop a part or all of the NW property of the Airport. Mr. Brown and Mr. Vargish recommend to the Board to have the area be appraised by two (2) appraisers to get an idea of the rentable value. A notification of the decision will be sent to the submitters and they will be notified once the next step is determined.

The Board approved for staff to secure two (2) appraisals for a total consultant cost not to exceed \$10,000 and provide the results to the Board once received. Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously approved, the approval to secure two (2) appraisers was provided. Staff will report their findings.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that as shown in the reports the enplanements continue to increase with the Breeze flights. The EAS contract expires at the end of this fiscal year. There is a lot of EAS airline interest. Airline executives have requested to meet with the Board in the spring regarding future plans. More to follow. Mr. Foster also attended a Contract Tower Board meeting. LNS is the busiest contract tower in the system. He is continuing to pursue to possibility of moving the Tower elsewhere on the field from the northside.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 60% of outstanding Receivables have been collected since January 31, 2025 leaving about \$56,000 still outstanding. Aircraft activity is starting off ahead of January 2024 with airline service showing an overall increase against 2024.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Terminal glass has been installed. The design continues with the SW basin. The Venture Jets project has started and they should shortly be working outside the fence. He is working with ALDI to finalize an agreement to proceed with the FAA approvals for their project. It would be similar to the prior agreements for reimbursement for the contract, however, the Delta contract would be directly with the Airport Authority. As of this date, there have been six (6) different plow events with no major issues.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney provided an Instagram review for the Board – it was a great positive review from a customer.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas did not have any additional comments.

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, March 17, 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