

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**  
**April 21, 2025**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, April 21, 2025. The meeting began at 3:30 pm. Mr. James Cunningham, Chair, presided at the meeting and the following people 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 – Excused Absence  
Tony El-Adas – Manager, Lancaster Airline Service

**VISITORS**

Chris Boland – Lancaster County Motors  
John Snader – Brethren Village  
Grant Beauchamp – Lancaster Airport Authority, Maintenance/ARFF  
Mike Wascura – Baker Tile  
Grant Zimmerman – Baker Tile  
Rick Framer – Baker Tile  
Chris Reber - LNP

**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. Mr. Cunningham encouraged anyone to get his attention throughout the meeting if desired.

John Snader, Brethren Village, expressed his appreciation from the residents, their families, and the Brethren Village team members for the swift response of the Airport's

firefighting crew to the plane crash that occurred on their property on Sunday, March 9. Airport Staff's quick response mitigated what could have been a devastating accident and grim tragedy. He also acknowledged appreciation for the assistance and presence of Ed Foster and Austin Beiler during and after the incident. Mr. Cunningham thanked him for his words of appreciation and gratitude.

#### **MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on March 17, 2025 were distributed to the Board members. Upon motion duly made by Mr. Brown, seconded by Mr. Vargish, and unanimously agreed, the minutes were approved as submitted.

#### **FINANCE COMMITTEE:**

**MONTHLY FINANCIAL REPORT** – Mr. Ruppert reviewed the financial report for the period ending March 31, 2025. The following table is the report for the referenced period.

3/31/2025		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
March Revenue:	\$49,465.70	\$95,759.67
Year to Date Net Revenue:	\$47,451.12	\$187,554.45
General Fund Report		
Reporting Period	Budget	Actual
March Revenue:	\$23,339.44	\$30,413.95
Year to Date Net Revenue:	\$30,520.20	\$72,878.20
Alliance Aviation Report		
Reporting Period	Budget	Actual
March Revenue:	\$28,530.47	\$70,230.35
Year to Date Net Revenue:	(\$6,436.61)	\$134,150.16
Airline Services		
Reporting Period	Budget	Actual
March Revenue:	(\$2,404.21)	(\$4,884.63)
Year to Date Net Revenue:	(\$11,599.55)	(\$19,473.91)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$6,708.95
General Fund Liquid Reserves:		\$294,384.84

Certificate of Deposit:		\$2,445,000.00
PLGIT Cash Account:		\$5,474.96
PLGIT Prime Investment Account		\$123,795.69
PLGIT Term Account		\$4,000,000.00
General Fund Accounts Receivable:		\$127,234.70
General Fund Accounts Payable:		<b>(\$87,656.94)</b>
Alliance Aviation Checking/Cash on Hand:		\$77,224.89
Alliance Aviation Accounts Receivable:		\$69,243.34
Alliance Aviation Accounts Payable:		<b>(\$84,700.88)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,976,709.55</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ February 28, 2025		\$568.60
Grant Receipts/Transfers:		\$236,147.17
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$236,184.03)</b>
<b>Balance @ March 31, 2025</b>		<b>\$531.74</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ March 31, 2025</b>		\$8,320.15
Item	Rate of 6.8000%	Available Balance:
<b>Balance @ March 31, 2025</b>		\$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.

**Fiscal Year 2024 Annual Audit Report** – Mr. Michael Wascura, audit principle, along with Grant Zimmerman and Rick Farmer, lead auditors, attended the meeting and presented a report. Mr. Wascura reported that the audit report is a clean, unmodified opinion. The adjusting entries are typical and not out of line. There are two (2) Significant Findings, one (1) is recurring and one (1) is new. The new one has to do with recording invoice dates in one year, however, the work is completed in the prior year. The following resolution accepts the financial report.

**Resolution No. 12 of 2025**  
**Adoption of Auditor's Reports**

**WHEREAS**, Baker Tilly LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority's financial statements, have completed and submitted financial statements for the year ended December 31, 2024 together with an independent auditors' report thereon; and

**WHEREAS**, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2024 submitted by Baker Tilly LLP; 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 Audit Report is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the approved 2024 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Ruppert, seconded by Mr. Vargish, the resolution was adopted and the report was accepted. Required reports will be submitted to the various agencies.

#### **PERSONNEL COMMITTEE REPORT:**

**EMPLOYEE RECOGNITION** – Mr. Foster desired to formally recognize Mr. Beauchamp for demonstrating outstanding professionalism and skill while responding to an active aircraft fire at Brethren Village. Upon notification of the emergency, Mr. Beauchamp responded without hesitation, executing his training with precision and focus. His ability to remain calm under pressure, assess the situation quickly, and act decisively played a critical role in containing and extinguishing the fire before it could spread or cause further damage.

His actions not only protected valuable aircraft and infrastructure but also ensured the safety of others in the area. Mr. Beauchamp's performance reflects the highest standards of Aircraft Rescue and Firefighting service and is a testament to his dedication to the safety and well-being of our airport community.

Mr. Foster, representing the Staff, commended Mr. Beauchamp for his exemplary response and thanked him for his continued commitment to service. His actions on March 9 are being recognized and are deeply appreciated by all who rely on the safety and preparedness of our airport operations. Mr. Cunningham, on behalf of the Board, also expressed appreciation for his quick action.

#### **AERONAUTICAL PROPERTY COMMITTEE:**

**AIR SERVICE REPORT** – the Board was provided an update on the current service by the consultant, Jeff Hartz, from Mead & Hunt prior to the meeting. It was an information only meeting with no discussions and no decisions being made.

**CONSTRUCT STORAGE HANGAR BID RESULTS** – Ms. Martin reported on the bid results from the recent bid opening. The project is for a very basic and minimalistic aircraft storage hangar. One company, ACI, bid on both bid opportunities – General Contractor and Electric. The engineer reviewed the bid documents and found them to be clean. They are recommending moving forward with ACI. The following resolution accepts the bid results.

**Resolution No. 13 of 2025**  
**Construct Storage Hangar - Bid Results**

**WHEREAS**, the Lancaster Airport Authority held a bid opening for work to be performed for the Construct Storage Hangar project at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the bid results and concur that ACI Construction is the apparent low bidder in the amount of \$1,195,883 for the General Contractor portion and \$73,505 for the Electrical portion for the project.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept ACI Construction as the low bidder for the General Contractor and Electrical Contractor for the Construct Storage Hangar project at the Lancaster Airport; and

**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 bid results, is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Brown, the bid results were approved as submitted. The engineer will forward contracts for signature and keep the project moving along.

**DELTA AIRPORT CONSULTANTS TASK ORDER NO FIFTEEN (15)** - Delta Airport Consultants has provided a limited construction administration contract for the Construct Storage Hangar project. Staff will work with Delta to provide the non-covered tasks necessary for the project. The following resolution approves the agreement.

**Resolution No. 16 of 2025**  
**Delta Airport Consultants, Inc. Engineering Task Order Fifteen (15)**  
**Construct Box Hangar and Storage Building**

**WHEREAS**, the Lancaster Airport Authority desires to design and construct a hangar/storage facility; and

**WHEREAS**, the facility must be constructed within the regulations of Federal, State, and local requirements; and

**WHEREAS**, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Fifteen (15) construction administration for the proposed project in the amount of \$80,000 at the Lancaster Airport.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Fifteen (15) for the design of the Hangar/Storage facility project 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Clugston, and unanimously approved, the resolution was adopted and the agreement was approved. Signatures will be affixed to fully execute the agreement and get started on the project.

**US EPA SPPC PLAN SETTLEMENT AGREEMENT** – the Lancaster Airport Authority staff have been working with the EPA to comply with a recent requirement to have a Federal AND State SPPC plan. The Airport Authority has a PA approved plan in place, however, it was no longer sufficient per EPA requirements. Reliance Environmental was engaged to assist with creating, submitting, and acquiring approval of the plan. Since the Airport Authority was cooperating with the EPA, a settlement agreement with a fine of \$2,188 was assessed. The following resolution approves the settlement agreement.

**Resolution No. 14 of 2025**  
**Expedited Penalty Action and Consent Agreement for Clean Water Act, Oil Pollution**  
**Prevention Program**

**WHEREAS**, the Lancaster Airport Authority has been informed that they are in violation of the Oil Pollution Prevention regulations by not having a SPPC Plan; and

**WHEREAS**, the Lancaster Airport Authority contracted with Reliance Environmental to prepare a SPPC plan in accordance with the regulations; and

**WHEREAS**, the Airport Authority has been presented an Expedited Penalty Action and Consent Agreement as a result of the violation along with an assessment of \$2,188.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Expedited Penalty Action and Consent Agreement along with the assessment 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 agreement and assessment is hereby approved; and

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

Upon motion duly made by Mr. Vargish, seconded, by Mr. Brown, and unanimously approved, the resolution was adopted and the agreement was approved. The executed agreement will be returned to the EPA for processing.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**RV LOT FENCE PROJECT BID RESULTS** – the lay-down area created by the Runway/Taxiway has provided an area to relocate the occasional use RV's and trailers. The final item needed is to erect a fence and a gate for this access area. The following resolution approves the amendment agreement.

**Resolution No. 15 of 2025  
RV Lot Airport Perimeter Fence - Bid Results**

**WHEREAS**, the Lancaster Airport Authority held a bid opening for work to be performed for the Airport Perimeter Fence project at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the bid results and concur that Fontana Outdoors, LLC is the apparent low bidder in the amount of \$30,645 for the project.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept Fontana Outdoors, LLC as the low bidder for the Airport Perimeter Fence project at the Lancaster Airport; and

**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 bid results, is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Ruppert, the resolution was adopted and the agreement was approved. RGS will be provided a Notice to Proceed to complete the survey work.

**Sewage System Operation & Maintenance Agreement** – As part of the development occurring on the northwest inside corner of the field, utilities need to be extended and expanded to accommodate future growth. Manheim Township is requiring that the Airport Authority formally agree to maintain the facilities, which is similar to the Stormwater Basin maintenance requirements. The following resolution approves the agreement.

**Northwest Corner Appraisals Status** – Ms. Martin reported that two (2) appraisers have been contracted and she expects reports in the next few weeks.

## **STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that Mary Forney submitted her retirement notice of the end of this year. Staff are starting to work on her replacement.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 66% of outstanding Receivables have been collected since March 31, 2025 leaving about \$67,000 still outstanding. Aircraft activity is down compared to February 2024 and is down year to date as well. ALDI exercised their 3<sup>rd</sup> extension of the agreement.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that the bathroom in the screening/hold space will be completed in the next week. The offices are ready for furniture. The southeast basin project should be ready for bid in the coming weeks. The cemetery project consultant is doing some research before the final plan will be submitted to the Judge. The Venture Jets project was delayed due to the aircraft incident but is getting back on track. He will also be posting a mechanic position.

**GENERAL MANAGER, ALLIANCE AVIATION** – Ms. Forney was unable to attend the meeting.

**STATION MANAGER, LNS AIRLINE SERVICES** – Mr. El-Adas reported that passenger loads continue to be generally high. Customer satisfaction remains good with many compliments. They are also requesting additional routes.

## **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, May 19, 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