

MINUTES OF
LANCASTER AIRPORT AUTHORITY
June 16, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, June 16, 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
Tony El-Adas – Manager, Lancaster Airline Service

VISITORS

Paul Hadfield – Aero-Tech Services
Brian Bitler – Aero-Tech Services
Glenn Baugher – 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. Mr. Cunningham encouraged anyone 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 May 19, 2025 were distributed to the Board members. Upon motion duly made by Mr. Brown, seconded by Mr. Ruppert, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Mr. Ruppert reviewed the financial report for the period ending May 31, 2025. He highlighted several accounts, mostly related to projected vs. actual rent increases and expenses related to payroll, advertising expenses, and anticipated project reimbursements. The following table is the report for the referenced period.

May 31, 2025		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
May Revenue:	\$87,502.82	\$134,059.71
Year to Date Net Revenue:	\$182,311.20	\$442,469.78
General Fund Report		
Reporting Period	Budget	Actual
May Revenue:	\$59,176.36	\$76,632.19
Year to Date Net Revenue:	\$168,078.50	\$213,218.50
Alliance Aviation Report		
Reporting Period	Budget	Actual
May Revenue:	\$30,645.67	\$60,303.40
Year to Date Net Revenue:	\$50,751.19	\$256,828.10
Airline Services		
Reporting Period	Budget	Actual
May Revenue:	(\$2,319.21)	(\$2,875.88)
Year to Date Net Revenue:	(\$16,412.97)	(\$27,576.82)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$36,310.78
General Fund Liquid Reserves:		\$344,650.83
Certificate of Deposit:		\$1,468,000.00
PLGIT Cash Account:		\$207.24
PLGIT Prime Investment Account		\$183,915.53
PLGIT Term Account		\$5,000,000.00
General Fund Accounts Receivable:		\$117,014.90
General Fund Accounts Payable:		(\$21,395.10)
Alliance Aviation Checking/Cash on Hand:		\$142,430.37
Alliance Aviation Accounts Receivable:		\$58,026.83
Alliance Aviation Accounts Payable:		(\$121,078.68)
Total Cash and Cash Equivalents:		\$7,208,082.70
Grant-Funded Project Construction Report		
Balance @ April 30, 2025		\$568.60

Grant Receipts/Transfers:		\$569,290.48
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$569,327.68)
Balance @ May 31, 2025		\$531.40
Passenger Facility Charge Account		
Balance @ May 31, 2025		\$5,858.46
Item	Rate of 6.8000%	Available Balance:
Balance @ May 31, 2025		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

No report this month.

AERONAUTICAL PROPERTY COMMITTEE:

AIR SERVICE REPORT – Breeze Airways provided an update on their current service at LNS as well as information about their potential services in the future. No decision was made during the meeting, it was for information only.

AERO-TECH SERVICES MAIN TERMINAL LEASE AMENDMENT – As a result of the baggage claim project, additional space is needed to process customer baggage. A Second Amendment Agreement to the Lease Agreement reducing the amount of space available to Aero-Tech Services in the building. The following resolution approves the agreement.

Resolution No. 17 of 2025 Aero-Tech Services Second Lease Agreement Amendment Main Terminal Hangar

WHEREAS, Aero-Tech Services, Inc. leases space to store aircraft as part of their operation at the Lancaster Airport; and

WHEREAS, the original lease agreement for the facility expired May 31, 2018 and continued on a month-to-month term until cancelled by either Lessee or Lessor; and

WHEREAS, the lease agreement was amended and executed March 13, 2025 reducing the rentable space; and

WHEREAS, the Lancaster Airport Authority has reduced the rentable space due to the Baggage Claim construction project; and

WHEREAS, the Lancaster Airport Authority has provided a Second Lease Agreement Amendment reflecting the new rentable space.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the lease agreement amendment with Aero-Tech Services, Inc. for the Main Terminal Hangar; 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; and

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

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

FAA CONTROL TOWER LEASE AGREEMENT – the FAA land lease for the parcel that the Control Tower is located on expired on September 30, 2024. They have provided a lease agreement with the same terms and conditions for twenty (20) years. The following resolution approves the agreement.

Resolution No. 18 of 2025
Federal Aviation Administration
Land Lease Agreement – Air Traffic Control Tower

WHEREAS, the Federal Aviation Administration has tendered a Land Lease Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the parcel of land in which the Air Traffic Control Tower is located; and

WHEREAS, the Federal Aviation Administration is also requesting a right-of-way for ingress to and egress from the Air Traffic Control Tower and support facilities; and

WHEREAS, the agreement succeeds Agreement DTFA05-95-L-62386 which expired September 30, 2024.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Lease Agreement for the Federal Aviation Administration leasing the parcel of land on which the Air Traffic Control Tower and support facilities are located and provide for ingress to and egress from the Tower; 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 agreement is hereby approved; and

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

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

LNS FLIGHT SERVICES LEASE EXTENSION REQUEST – LNS Flight Services has requested an extension on the permitting period to acquire the necessary approvals to build a box hangar along with t-hangars. The following resolution approves the agreement.

Resolution No. 19 of 2025
LNS Flight Services Lease Agreement Amendment

WHEREAS, the Lancaster Airport Authority has entered into a Ground Lease Agreement dated June 20, 2023, with LNS Flight Services LLC and which permits LNS Aircraft Services to lease ground on the north side of the airport to construct a t-hangar/box hangar complex and related improvements; and

WHEREAS, LNS Flight Services has requested to extend the Construction Period in the Lease Agreement an additional twelve (12) months such that it will expire on June 20, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Authority approves the Amendment to LNS Flight Services extending the Construction Period in the Lease Agreement an additional twelve (12) months and now expire as of June 20, 2026.

BE IT FURTHER RESOLVED that William E. Foster, Airport Director, is hereby authorized to execute, on behalf of the Authority, said Lease Amendment Agreement.

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

NON-AERONAUTICAL PROPERTY COMMITTEE:

NORTHWEST CORNER APPRAISALS STATUS – Ms. Martin reported that the reports were just received and staff will review and pass along to the Property Committee.

SE BASIN RELOCATION REPORT – Mr. Beiler reported that he anticipates more information from RGS to complete the design services for the project.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that the State will be providing an equipment grant at 75/25 split with a total project cost of \$500,000. The lobbyist has continued to work hard on the Airport's behalf. Her efforts appear to have bi-partisan support. McCormick's office has expressed priority support for the Terminal Facility. There is also potential support to move the ATCT.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 67% of outstanding Receivables have been collected since May 31, 2025 leaving about \$63,000 still outstanding. Aircraft activity is down compared to May 2024 and is down year to date as well. Southern Airways airline traffic is also down as well overall. The IIC Surplus Distribution has been received and recommendation will be provided at a future meeting.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that bids for the field lighting and signage project were received and the project should be able to be completed in one (1) year. Terracon, who has been working on the cemetery project, has had staffing changes and it looks like it should hopefully be back on track in the next few months. A plan will need to be coordinated with the judge.

Staff are also preparing to replace the roof on Hangar 7. The materials will cost about \$34,000. An outside contractor would be charging at least \$110,000 to complete the work. He is also interviewing candidates for the mechanic position. Manheim Township Fire will work with staff to coordinate on-site fire training.

GENERAL MANAGER, ALLIANCE AVIATION – Ms. Forney reported that AvFuel signs have been approved and will be scheduled for replacement. Staff are also looking at a new FBO Point of Sale program to replace the Quickbooks retired POS program. There will be an initial set-up cost and a monthly service contract. Ms. Forney also shared photos from recent military aircraft visits.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas reported that on June 6, Breeze started additional flights on Fridays and Mondays. Although the additional flights started lower than prior flights, they are climbing back up.

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, July 21, 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