

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

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, July 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 – Excused Absence
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 – Excused Absence  
Open Position – 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  
Jack Schuring – LNS ATC Tower  
Robin Palmer

**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 June 16, 2025 were distributed to the Board members. Upon motion duly made by Mr. Vargish, seconded by Mr. Clugston, and unanimously agreed, the minutes were approved as submitted.

## **FINANCE COMMITTEE:**

**MONTHLY FINANCIAL REPORT** – Mr. Ruppert reviewed the financial report for the period ending June 30, 2025. He highlighted several accounts, mostly related to projected vs. actual rent increases and expenses. The following table is the report for the referenced period.

<i>June 30, 2025</i>		
<b>Combined General Fund, Alliance Aviation, and Airline Services Accounts</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Revenue:	\$53,323.86	\$124,188.27
Year to Date Net Revenue:	\$204,989.39	\$551,159.08
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Revenue:	\$68,722.95	\$50,842.92
Year to Date Net Revenue:	\$236,801.45	\$252,228.65
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Revenue:	(\$7,851.88)	\$69,552.03
Year to Date Net Revenue:	\$42,899.31	\$322,578.32
<b>Airline Services</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
June Revenue:	(\$7,547.21)	\$3,793.32
Year to Date Net Revenue:	(\$23,960.18)	(\$23,647.89)
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$28,260.35
General Fund Liquid Reserves:		\$254,297.40
Certificate of Deposit:		\$978,000.00
PLGIT Cash Account:		\$11,242.59
PLGIT Prime Investment Account		\$184,565.24
PLGIT Term Account		\$5,500,000.00
General Fund Accounts Receivable:		\$116,075.64
General Fund Accounts Payable:		(\$114,729.05)
Alliance Aviation Checking/Cash on Hand:		\$152,882.46

Alliance Aviation Accounts Receivable:		\$55,770.95
Alliance Aviation Accounts Payable:		<b>(\$99,607.43)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$7,066,758.15</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ May 31, 2025		\$531.40
Grant Receipts/Transfers:		\$233,928.09
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$224,468.19)</b>
<b>Balance @ June 30, 2025</b>		<b>\$9,991.30</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ June 30, 2025</b>		\$15,084.10
Item	Rate of 6.8000%	Available Balance:
<b>Balance @ June 30, 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.

**FAA GRANT AGREEMENT 55-2025** – A grant application was submitted for design and partial construction costs for a parking lot expansion south of the current facility. The grant is from funds provided through the AIG program. Costs not covered but eligible will be requested to be reimbursed when the final year of the AIG funding is released later this year. The following resolution approves the grant agreement.

**Resolution No. 20 of 2025**  
**Federal Aviation Administration Grant Agreement**  
**AIP Project No. 3-42-0049-055-2025**

**WHEREAS**, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of One Million Five Hundred Sixty-Eight Thousand Dollars (\$1,568,000) representing Ninety-Five Percent (95.0%) of all allowable project costs of the Parking Lot Expansion project 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** that the Lancaster Airport Authority does hereby accept the above-referenced Grant Offer No. 3-42-0049-055-2025; and

**ALSO BE IT RESOLVED** that the Chair, Vice-Chair, or Airport Director of the Authority are hereby authorized to act as agent for the Lancaster Airport Authority to execute any and all necessary documents related to the aforementioned Grant Agreement; and

**AND ALSO BE IT RESOLVED** that the authorization of William E. Foster, Airport Director, to act as agent to execute any and all other necessary documents including the grant application relating to the aforementioned Grant Offer, 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 accepted.

**PARKING LOT BID RESULTS** – A bid opening was held in June for the parking lot expansion project. H&K was the low bidder for the project. The following resolution approves the bid results.

**Resolution No. 21 of 2025**  
**Parking Lot Expansion Bid Results**  
**H&K Group, Inc.**

**WHEREAS**, the Lancaster Airport Authority held a bid opening for work to be performed for the Parking Lot Expansion Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the bid results and concur that H&K Group Inc. is the apparent low bidder in the amount of \$1,500,705.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept H&K Group, Inc. as the low bidder for the parking lot project; 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. Clugston, and unanimously approved, the resolution was adopted and the bid results were approved. The contract for the work will now be processed so the work can get started.

**DELTA AIRPORT CONSULTANTS TASK ORDER NO. SEVENTEEN (17)** – Delta Airport Consultants provided an agreement to perform the construction administration for the parking lot project to ensure that the work is being completed as approved. The following resolution accepts the agreement.

**Resolution No. 22 of 2025**  
**Delta Airport Consultants, Inc. Engineering Task Order Seventeen (17)**  
**Parking Lot Expansion**

**WHEREAS**, the Lancaster Airport Authority desires to proceed with the Parking Lot Expansion project; and

**WHEREAS**, all facilities must be designed, constructed, and bid in accordance with Federal, State, and local design standards and requirements; and

**WHEREAS**, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Seventeen (17) in the amount of \$390,000.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Seventeen (17); 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.

**ARFF TESTING EQUIPMENT** – the ARFF vehicle transitioned to newly approved foam in late 2024. While working with the new foam, it was determined that retrofit kit would be necessary to monitor the percent mix necessary for utilizing the foam without spraying it. The cost of the new foam is substantially more than the prior material. The cost of the retrofit kit would be able to be realized in about 5-6 years with current testing and training requirements. The following resolution approves the purchase and installation of the kit from Glick Fire Equipment Co.

**Resolution No. 23 of 2025**  
**Glick Fire Equipment Co. Proposal**  
**Install Foam Testing Equipment**

**WHEREAS**, the Lancaster Airport Authority is required to test the ARFF truck on a regular schedule to ensure it is working correctly to be able to respond in case of an emergency; and

**WHEREAS**, the Lancaster Airport Authority has switched to a new foam which does not include PFAS; and

**WHEREAS**, the foam needs to be tested to ensure it is maintaining the correct mixture; and

**WHEREAS**, Glick Fire Equipment Co. has tendered a proposal to provide and install a retrofit kit in the amount of \$69,559.14.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the proposal by Glick Fire Equipment Co.; 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.

Upon motion duly made by Mr. Vargish, seconded by Mr. Clugston, and unanimously approved, the resolution was adopted and the estimate was approved. Signatures will be affixed to authorize the work.

**PERSONNEL COMMITTEE REPORT:**

No report this month.

**AERONAUTICAL PROPERTY COMMITTEE:**

**FAA FACILITIES SUPPLEMENTAL AGREEMENT** – the FAA provides navigational equipment known as NAVAID's on airport property at no cost to the airport. They require approval to have them on-site as well as permit the FAA staff ingress to and egress from the facilities. The following resolution approves the agreement.

**Resolution No. 24 of 2025  
Federal Aviation Administration  
Supplemental Agreement – NAVAIDs**

**WHEREAS**, the Federal Aviation Administration has tendered a Supplemental Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, to permit the installation and maintenance for NAVAIDs utilized by pilots to maneuver in and out of the Lancaster Airport; and

**WHEREAS**, the Federal Aviation Administration is also requesting a right-of-way for ingress to and egress from the NAVAIDs; and

**WHEREAS**, the Supplemental Agreement No. 2 extends Real Estate Contract No. DTFAEA-06-L-00065 which expired September 30, 2024.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby approve Supplemental Agreement No. 2 for the installed FAA NAVAIDs and permit ingress to and egress to the facilities; 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.

**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. Foster reported that he anticipates the project to be out for bid in the next 60 days.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that he was at the Contract Tower meeting last week in Washington, DC. He was able to meet with the lobbyist as well as legislators or their staff. There is language in a bill to assist with funding, however, it needs to be approved by both the House and Senate and the President to be considered law. More information as it develops. PennDOT – BOA has stated that the Airport will be provided another equipment grant. Staff are working on securing information to submit for approval once it is released. He also reported that on September 4, staff are planning an event to invite key local stakeholders to encourage their support of the Breeze service to current and potential routes. This date is the first scheduled Breeze evening flight and it would be held during their flight time so they can see the operation in action. More to come as plans are solidified.

The Essential Air Service (EAS) release for bids for LNS should be coming out shortly. The current administration appears to be supporting the program. The Terminal project is moving along. Phase I is almost completed and Phase II should be starting any day.

The graveyard project is currently in limbo. Terracon is working on a proposal for the next phase. Once a plan has been put together, then it will be submitted to the Court for their consideration.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 52% of outstanding Receivables have been collected since June 30, 2025 leaving about \$81,000 still outstanding. June aircraft activity is up compared to June 2024 but is still down year to date. Southern Airways airline traffic was up in June 2025 but is still down year to date.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler was unable to attend the meeting.

**GENERAL MANAGER, ALLIANCE AVIATION** – Ms. Martin reported Ms. Forney has retired earlier than anticipated and her last day was June 25. She also reported that Management Staff are working through interviews as well as working with Alliance staff to ensure that everything continues as needed until a replacement has been hired.

**STATION MANAGER, LNS AIRLINE SERVICES** – Mr. El-Adas reported that the numbers are good especially with the additional flights. The normally scheduled flights are maintaining prior levels and the additional seasonal flights are just as full. No overnights are anticipated and in September, Breeze has adjusted the schedule to have evening flights instead of morning flights.

#### **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, August 18, 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