MINUTES OF
LANCASTER AIRPORT AUTHORITY
August 18, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 18, 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 – Excused Absence
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
Open Position – General Manager, Alliance Aviation
Tony El-Adas – Manager, Lancaster Airline Service

VISITORS (In-Person & Virtual)
Paul Hadfield – Aero-Tech Services
Brian Bitler – Aero-Tech Services
Chris Reber – LNP News
Shaun Balani
Chris Boland – Lancaster County Motors
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 July 21, 2025 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 submitted.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Ms. Martin reviewed the financial report for the period ending July 31, 2025. She highlighted several accounts, mostly related to projected vs. actual rent increases and expenses. The following table is the report for the referenced period.

July 31, 2025		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	**Budget**	**Actual**
July Revenue:	$59,599.27	$19,919.88
Year to Date Net Revenue:	$272,440.54	$580,175.49
General Fund Report		
Reporting Period	**Budget**	**Actual**
July Revenue:	$12,015.00	$14,547.30
Year to Date Net Revenue:	$248,816.45	$276,889.02
Alliance Aviation Report		
Reporting Period	**Budget**	**Actual**
July Revenue:	$55,143.51	$6,117.69
Year to Date Net Revenue:	$98,042.82	$327,908.62
Airline Services		
Reporting Period	**Budget**	**Actual**
July Revenue:	($7,559.24)	($745.11)
Year to Date Net Revenue:	($31,519.42)	($24,622.15)
Cash and Cash Equivalents		
Item		**Current Balance**
General Fund Checking Account:		$31,925.66
General Fund Liquid Reserves:		$209,467.74
Certificate of Deposit:		$733,000.00
PLGIT Cash Account:		$348.37
PLGIT Prime Investment Account		$732,551.22
PLGIT Term Account		$5,250,000.00
General Fund Accounts Receivable:		$117,452.12
General Fund Accounts Payable:		**($143,246.83)**
Alliance Aviation Checking/Cash on Hand:		$151,414.11

Alliance Aviation Accounts Receivable:		$63,067.89
Alliance Aviation Accounts Payable:		**($193,666.07)**
Total Cash and Cash Equivalents:		**$6,952,314.21**
Grant-Funded Project Construction Report		
Balance @ June 30, 2025		$9,991.60
Grant Receipts/Transfers:		$537,287.45
Line of Credit Drawdowns:		$0.00
Total Cash Disbursements:		**($546,710.45)**
Balance @ July 31, 2025		**$568.60**
Passenger Facility Charge Account		
Balance @ July 31, 2025		$15,084.23
Item	**Rate of 6.8000%**	**Available Balance:**
Balance @ July 31, 2025		$1,000,000.00

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

AIRLINE INCENTIVE PGRAM – The Airline Incentive Program was created in 2024 to attract airlines to provide new service at Lancaster Airport. The program has been updated to provide additional incentives to be more in line with what the Airport is able to provide. The following resolution approves the grant agreement.

Resolution No. 25 of 2025
Airline Incentive Program

WHEREAS, the Lancaster Airport Authority desires to create an airline incentive policy for any and all airlines desiring to provide commercial air service at the Lancaster Airport; and

WHEREAS, a policy has been created to designate eligibility for airlines for any desired incentives; and

WHEREAS the policy has been reviewed and updated.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the updated Airline Incentive Policy; 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. Brown, and unanimously approved, the resolution was adopted and the updated incentive program was approved.

PERSONNEL COMMITTEE REPORT:

2024 IIC REFUND EMPLOYEE DISTRIBUTION - the Lancaster Airport Authority is part of a self-insured co-operative, the Intergovernmental Insurance Co-Operative which reimburses participating entities unused claim fund monies. The Board has released a portion of the reimbursement to eligible employees if the Airport Authority is reimbursed for any excess funds. The Board approved the 2024 disbursement which will occur in September.

AERONAUTICAL PROPERTY COMMITTEE:

ESSENTIAL AIR SERVICE ORDER REQUESTING PROPOSALS – The USDOT requested proposals for air service at LNS starting January 1, 2026 when the current EAS contract ends. Bids are due August 19, 2025 and a report will be provided by the US DOT so the Airport Authority can provide comments before the DOT selects a contractor.

MEAD AND HUNT CONSULTTING AGREEMENT – Staff are attending a conference hosted by Breeze Airways for their airports to attend for marketing and airline service at their base airports. Mr. Harts from Mead and Hunt will be attending and has provided a proposal to assist with Airline meetings. The following resolution approves the proposal.

Resolution No. 30 of 2025
Mead & Hunt Consultant Agreement - Breeze Conference

WHEREAS, Breeze Airways is hosting a conference for their airline partners to attend; and

WHEREAS representatives from the Lancaster Airport Authority will meet individually with Breeze representatives; and

WHEREAS Mead and Hunt has provided a proposal in the amount not to exceed $5,000 to attend any meetings and assist with information and presentations regarding current and future LNS air service.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Mead & Hunt proposal for the Breeze Airport conference; 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 was adopted and the proposal was approved.

PARKING LOT STORMWATER MANAGEMENT PLAN – Manheim Township requires that the Airport Authority agree to maintain any stormwater facilities required as part of any projects. The following agreement approves the agreement.

Resolution No. __31___ of 2025
Manheim Township Stormwater Management Agreement
and Declaration Easement – Parking Lot

WHEREAS, Manheim Township has presented a Stormwater Management Agreement and Declaration Easement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the stormwater detention basin as part of the Parking Lot Project; and

WHEREAS, Manheim Township requires that the Landowner construct and maintain any stormwater areas in conformance with design requirements.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Stormwater Management Agreement and Declaration of Easement Agreement; 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

ALSO BE IT RESOLVED a copy of the Agreement and the form of acceptance hereinbefore mentioned, is attached hereto and made a part of this Resolution.

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

TERRACON AGREEMENT CHANGE ORDER NO. TWO (2) – Terracon has been working with the Airport Authority to find and relocate them to another approved location. Staff have been working with Terracon, the family, and the Courts to come to a workable conclusion. Additional excavation and court coordination is required to provide a plan to the Courts for their approval.

Resolution No. 26 of 2025
Terracon Change Order No. Two (2)
Archaeological Investigations

WHEREAS, the Lancaster Airport Authority desires to develop portions of the property at the Lancaster Airport; and

WHEREAS, Terracon has been working with the Airport Authority to identify and coordinate relocation of any remains identified in a marked cemetery on the field; and

WHEREAS, Terracon has provided a proposal in the amount of $8,591.58 for additional excavation work as well as court coordination costs.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the proposal submitted by Terracon; 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

ALSO BE IT RESOLVED a copy of the 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.

NON-AERONAUTICAL PROPERTY COMMMITTEE:

NORTHWEST CORNER APPRAISALS STATUS – The Property Committee met to discuss the appraisals prepared and submitted for the NW property. The Facilities Committee requested that Staff connect with the interested parties and request a formal proposal, including a potential phasing plan, if applicable.

SE BASIN RELOCATION REPORT – Mr. Beiler reported that final approvals are being processed and that the project will hopefully be available for release in the coming weeks.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. ELEVEN (11) - 2021 HSA EMPLOYEE DISTRIBUTION - Delta Airport Consultants has provided an agreement to provide the necessary documents required by the FAA before the ALDI project is able to proceed. The following resolution approves the agreement.

Resolution No. __27___ of 2025
Delta Airport Consultants, Inc. Engineering Task Order Eleven (11)
ALDI Store Consulting Services

WHEREAS, the Lancaster Airport Authority desires to allow non-aeronautical facilities to be constructed on Airport property; and

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

WHEREAS, ALDI proposes to construct a grocery store facility adjacent to the current Venture Jets facility; and

WHEREAS, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Eleven (11) for design and approval services for the project in the amount of $37,000 at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Eleven (11); and

ALSO BE IT RESOLVED that the authorization 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. Brown, the resolution was adopted and the agreement was approved.

ALDI REIMBURSEMENT AGREEMENT – ALDI has agreement to reimburse the Airport Authority for a portion of the Delta Airport Consultants Task Order No. 11, which provides the FAA approvals documentation. The following resolution approves the agreement.

Resolution No. __28___ of 2025
ALDI Facility Approvals Reimbursement Agreement

WHEREAS, the Lancaster Airport Authority desires to encourage development of various locations around the Airport; and

WHEREAS, ALDI desires to design and construct a grocery store adjacent to the current Venture Jets facility; and

WHEREAS, ALDI agrees to pay seventy-five percent (75%) of any and all costs related to the Federal, State, and Local approvals of a new facility; and

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the ALDI Approvals Planning Reimbursement Agreement; and

ALSO BE IT RESOLVED that the authorization 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. Brown, the resolution was adopted and the agreement was approved.

ALDI LEASE AGREEMENT THIRD AMENDMENT – ALDI has requested additional time to secure the FAA approvals. The current permitting period expires October 22, 2025. ALDI was unable to move forward with approvals until nearby landowner agreements had been secured as required by PennDOT – Highways. The following resolution approves the agreement.

Resolution No. 29 of 2025
ALDI Ground Lease Agreement - Third Amendment

WHEREAS, the Lancaster Airport Authority has entered into a Ground Lease Agreement dated December 23, 2022, with Aldi, Inc. which permits ALDI to lease approximately 22,000 square feet of ground on the north side of the airport upon which ALDI wishes to construct a grocery market and related improvements; and

WHEREAS, ALDI had requested to extend the Inspection Period in the Lease Agreement an additional thirty (30) days which expired on April 24, 2023 which was approved in the First Amendment Agreement; and

WHEREAS, ALDI had requested to extend the Permit Period for an additional one hundred eighty (180) days which was approved in the Second Amendment Agreement which expired on Monday, October 21, 2024; and

WHEREAS, ALDI has requested a Third Amendment to ALDI Ground Lease Agreement to provide for an additional three hundred sixty-five (365) days for the Permitting Period once all permitted extensions have been exercised.

NOW THEREFORE, BE IT RESOLVED that the Lancaster Airport Authority approves the Third Amendment to the ALDI Ground Lease Agreement such that the Permitting Period shall now expire on October 22, 2026.

BE IT FURTHER RESOLVED that William E. Foster, Airport Director, is hereby authorized to execute the 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. The approvals anticipate to take approximately six (6) months.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that Staff are planning an air service mixer to generate more interest in airline service for corporate travelers. A PennDOT – BOA equipment grant with a project cost of $500,000 has been released and Staff are working to compile costs to submit for additional airline service pieces as well as Operations equipment. The Federal Lobbyist has been working hard to secure additional funding.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 52% of outstanding Receivables have been collected July 31, 2025 leaving about $86,000 still outstanding. July aircraft activity is up compared to July 2024 but is still down year to date. Southern Airways airline traffic was down in July and year to date. Ms. Barley has submitted her resignation and Staff are working to secure a replacement.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the cold storage hangar and the parking lot projects will be kicked off this week. Once the funding is released, the airfield lighting project will be greatly appreciated as replacement parts for the current structures are difficult and expensive to secure. A new mechanic started today.

GENERAL MANAGER, ALLIANCE AVIATION – Staff have been holding interviews for a replacement and are currently in discussions with a potential candidate. Traffic has been steady as the summer winds down.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas reported that the numbers continue to be good. The new schedule starts in September with two (2) evening flights to MCO instead of the daytime 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, September 15, 2025 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Vargish, seconded by Mr. Brown, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary