

MINUTES OF
LANCASTER AIRPORT AUTHORITY
September 15, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, September 15, 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
Open Position – General Manager, Alliance Aviation
Tony El-Adas – Manager, Lancaster Airline Service
Jimmy Pedorenko – Operations Specialist

VISITORS (In-Person & Virtual)

Paul Hadfield – Aero-Tech Services
Chris Reber – LNP News
Darren Lucas – Venture Jets
John Schuring – Lancaster Air Traffic Control Tower
Gary Shenk
Chris Boland – Lancaster County Motors
Robin Palmer
Brad Witmer
Glenn Bougher – 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 August 18, 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. Copies of the proposed minutes of the special Board meeting held August 27, 2025 were also distributed. Upon motion 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 August 31, 2025. He highlighted the landfill and hangar repair and maintenance costs as well as maintenance and personnel costs in Alliance. The long-term investments are currently in the PLGIT Prime due to lower rates for CD's and Term pieces. The following table is the report for the referenced period.

<i>August 31, 2025</i>		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
August Revenue:	\$169,743.99	\$233,030.66
Year to Date Net Revenue:	\$403,541.02	\$883,959.27
General Fund Report		
Reporting Period	Budget	Actual
August Revenue:	\$68,297.24	\$108,582.49
Year to Date Net Revenue:	\$333,613.69	\$460,742.11
Alliance Aviation Report		
Reporting Period	Budget	Actual
August Revenue:	\$104,828.96	\$118,211.74
Year to Date Net Revenue:	\$202,871.78	\$444,858.84
Airline Services		
Reporting Period	Budget	Actual
August Revenue:	(\$3,382.21)	\$6,236.43
Year to Date Net Revenue:	(\$34,901.63)	(\$21,641.68)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$9,007.49
General Fund Liquid Reserves:		\$297,705.23
Certificate of Deposit:		\$733,000.00
PLGIT Cash Account:		\$85.93
PLGIT Prime Investment Account		\$2,002,611.09

PLGIT Term Account		\$4,000,000.00
General Fund Accounts Receivable:		\$205,842.14
General Fund Accounts Payable:		(\$86,427.31)
Alliance Aviation Checking/Cash on Hand:		\$87,333.24
Alliance Aviation Accounts Receivable:		\$62,215.75
Alliance Aviation Accounts Payable:		(\$183,682.04)
Total Cash and Cash Equivalents:		\$7,127,691.52
Grant-Funded Project Construction Report		
Balance @ July 31, 2025		\$568.60
Grant Receipts/Transfers:		\$53,766.53
Line of Credit Drawdowns:		
Total Cash Disbursements:		(\$53,266.53)
Balance @ August 31, 2025		\$1,068.60
Passenger Facility Charge Account		
Balance @ August 31, 2025		\$498.23
Item	Rate of 6.8000%	Available Balance:
Balance @ August 31, 2025		\$1,000,000.00

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

PENNDOT – BOA 55-25 MATCH GRANT – The Pennsylvania Bureau of Aviation tendered a grant for 2 ½% matching funds for the parking lot expansion project. The following resolution approves the grant agreement.

Resolution No. 33 of 2025
PennDOT - Bureau of Aviation Grant Agreement
FAA Grant 055-2025 Match

WHEREAS, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Parking Lot Expansion project in the amount up to \$41,263.16 which is two and one-half percent (2.5%) of allowable costs 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 the Lancaster Airport Authority does hereby accept the Grant Agreement for the above-referenced project by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached Grant Agreement; 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 grant agreement and project, is hereby approved.

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

FAA GRANT AGREEMENT 56-2025 – The Airport Authority submitted a grant application for the Fiscal Year 2025 capital improvement project for the construction phase of the Runway/Taxiway Lighting project. The grant has not been released yet. The following resolution approves the grant agreement pending Counsel review and approval when released.

Resolution No. 34 of 2025
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-056-2025

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Four Million Seventy-One Thousand Two Hundred Twenty-Eight Dollars (\$4,071,228) representing Ninety-Five Percent (95.0%) of all allowable project costs of the Runway and Taxiway lighting 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. 3-42-0049-056-2025; 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 approved pending Counsel review approval upon its release.

RUNWAY/TAXIWAY LIGHTING & SIGNAGE CONSTRUCTION BID RESULTS – The Runway and Taxiway Lighting upgrade project received bids to complete the construction phase of the project. The project is being funded by the FAA in the grant application awaiting release. The low bidder for the project was Baseline King. The bid results were forwarded to the FAA for

approval as part of the project. The following resolution approves the bid results pending acceptance of the grant agreement.

Resolution No. 35 of 2025
Runway & Taxiway Lighting Project Bid Results
Baseline King Corp.

WHEREAS, the Lancaster Airport Authority held a bid opening for work to be performed for the Runway & Taxiway Lighting Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Baseline King Corp. is the apparent low bidder in the amount of \$3,345,803.35.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Baseline King Corp. 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. Upon acceptance of the grant agreement, the contract will be prepared for signature and the project will get started.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 14 – As part of the lighting project, Delta Airport Consultants will provide construction administration services. They will oversee the contractor and ensure that it is being completed as designed as well as provide required project documentation. The following resolution approves the agreement pending grant approval.

Resolution No. 36 of 2025
Delta Airport Consultants, Inc. Engineering Task Order Fourteen (14)
Runway & Taxiway Lighting Project

WHEREAS, the Lancaster Airport Authority desires to proceed with the Runway and Taxiway Lighting 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 Fourteen (14) in the amount of \$890,000.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Fourteen (14); 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 Task Order agreement is hereby approved.

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

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 16 – The FAA requires that sponsors receiving federal funds create and maintain a Disadvantaged Business Enterprise program. This program requires updates periodically and is an eligible project expense. The contract to provide these services are included with the lighting project application. The following resolution adopts the resolution and approves the agreement pending grant approval.

Resolution No. 37 of 2025
Delta Airport Consultants, Inc. Engineering Task Order Sixteen (16)
DBE Program Update 2026-2028

WHEREAS the Lancaster Airport Authority desires to secure federal funding for capital improvement projects; and

WHEREAS the Federal Aviation Administration requires that all sponsors comply with the Disadvantaged Business Enterprise program; and

WHEREAS the program is required to be updated on a three (3) year cycle; and

WHEREAS Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Sixteen (16) in the amount of \$21,500.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Sixteen (16); 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 Task Order agreement is hereby approved.

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

AVFUEL CONTRACT – AvFuel has provided an agreement to provide an AvGas truck as well as provide the ability to purchase the JetA truck provided earlier this year for a nominal fee

at the end of the agreement. The agreement commits the Airport Authority utilize AvFuel as the fuel supplier until October 2032. At that time, the Airport is able to purchase and retain possession of the 2 trucks for a nominal fee. The following resolution approves the agreement pending confirmation on the number of trucks identified in the agreement.

Resolution No. 38 of 2025
AvFuel Corporation Supplier Agreement

WHEREAS AvFuel Corporation is the current aviation fuel provider at the Lancaster Airport; and

WHEREAS AvFuel Corporation has provided an Aviation Fuel Supply agreement through September 30, 2032; and

WHEREAS as part of the agreement, AvFuel will provide a JetA and an AvGas truck to be utilized by Alliance Aviation to provide fuel to customers; and

WHEREAS the Lancaster Airport Authority will be responsible to service and maintain the vehicles during the term of the agreement.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Aviation Fuel Supply Agreement with AvFuel Corporation; 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 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 approved pending contract confirmation.

PERSONNEL COMMITTEE REPORT:

Nothing to report at this meeting.

AERONAUTICAL PROPERTY COMMITTEE:

TERMINAL/STORAGE HANGAR STORMWATER MANAGEMENT AGREEMENT – As part of the Terminal and the Storage Hangar facility, the stormwater basin needed to be adjusted. A

stormwater management agreement for the changed stormwater area is required before a permit may be issued. The following resolution approves the agreement and easement.

Resolution No. 39 of 2025
Manheim Township Stormwater Management Agreement
and Declaration Easement – Hangar Building and Terminal Addition

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 Hangar Building and Terminal Addition; 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. Ruppert, and unanimously approved, the resolution was adopted and the agreement was approved. The executed portion will be submitted to Manheim Township for processing to complete the requirements.

ALLIANCE AVIATION INVENTORY MANAGEMENT SOFTWARE – X-1 FBO – Staff have been reviewing several options for new inventory management software to replace outdated and unsupportable software. After extensive research, the best fit is X-1 FBO software.

Ms. Martin provided information on the cost to implement and utilize the new software program. The setup cost is approximately \$10,000 and the monthly and annual fees will total approximately \$17,000. It will take about 60-90 days to set up and then go live. Ms. Palmer, an employee working in Alliance, assisted with the research and expressed that this software will greatly enhance the daily tasks performed for the fueling operation.

NON-AERONAUTICAL PROPERTY COMMITTEE:

OAKTREE OUTDOOR ADVERTISING CONTRACT – Oaktree Outdoor Advertising presented an agreement to install and maintain a monument advertising sign to be located along Route 501 south of the proposed ALDI facility. Counsel provided some comments, however, felt that they

would not be material enough not to keep the project moving. The following resolution approves the agreement pending final changes. The commission estimated to be received from the sign once it is installed and running is approximately a minimum of \$27,300.

Resolution No. 40 of 2025
Oaktree Outdoor Advertising Lease Agreement
Route 501/Lititz Pike Monument Billboard

WHEREAS, Oaktree Outdoor Advertising desires to install and maintain digital and static advertising on the east side of Route 501/Lititz Pike; and

WHEREAS, Oaktree Outdoor Advertising has submitted a proposal and lease agreement to install and maintain a monument billboard on Lancaster Airport property.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Oaktree Outdoor Advertising LLP Lease Agreement; and

ALSO BE IT RESOLVED that William E. Foster, Airport Director, is hereby authorized to act as agent to execute any and all necessary documents relating to the aforementioned agreement as approved by Counsel; 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 pending final changes.

NORTHWEST CORNER PROPERTY UPDATE – The Property Committee requested that the Board and Staff provide any comments from the Letter of Intent recently submitted for the northwest corner of the property. After reviewing submitted comments, they hope to submit a final recommendation to the Board at the next meeting.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster did not have any additional items to report.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 43% of outstanding Receivables have been collected since August 31, 2025 leaving about \$153,000 still outstanding. Breeze will now start to be billed for the flights as well as catch up from previous items that continued to be negotiated and determined by the updated Airline Incentive Program. The contract permits billing monthly and paid 45 days from receipt so that will be a significant ongoing monthly Receivable. Nothing has been communicated for the Metro amount due. August aircraft activity was down compared to August 2024 and is still down year to date.

Southern Airways airline traffic was down in July and year to date. A replacement for Ms. Barley has been secured and is expected to start on September 22.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the parking lot project is finally underway. It will add about 200 spaces. It is hopeful it will be completed before the winter shutdown of the paving facilities so they have limited time, otherwise, it will need to be completed in the spring. This past week, the annual FAA inspection occurred with Mr. Pedorenko leading it. Several comments were related to the signage on the field, however, the lighting and signage project will address those comments. Mr. Beiler will be dropping off the stormwater agreement to the Township so hopefully that projects can start in the upcoming days.

The required triennial disaster drill will be held on September 18 and involves all local mutual aid agencies as well as local emergency organizations. The event is approximately 10 – 1 and will be staged on Runway 31 end. A very short Airport closure will occur to allow everyone to simulate a true emergency. The new mechanic recently hired is doing well and getting the snow removal equipment ready for the upcoming season.

GENERAL MANAGER, ALLIANCE AVIATION – An offer was made and accepted for the GM position. Unfortunately, the offer was rescinded. Staff will be exploring other options.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas reported that Breeze is back to the two (2) flights per week and the timing changed to evening flights. He recently attended the Breeze SNAP conference in Utah with Mr. Foster. Breeze appears to be waiting to make any decisions on future routes until the EAS decision has been released.

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, October 20, 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