

MINUTES OF
LANCASTER AIRPORT AUTHORITY
October 20, 2025

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, September 20, 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 – Excused Absence
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 – Excused Absence
Kelly Konetski – Marketing & Aviation Events Coordinator

VISITORS (In-Person & Virtual)

Brian Bitner – Aero-Tech Services
Jack Schuring – Lancaster Air Traffic Control Tower
Gary Shenk
Glenn Bougher – Civil Air Patrol
Rachel Kegerise – ALDI
Bud Bootier

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 September 15, 2025 were distributed to the Board members. Upon motion duly made by Mr. Brown, 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 August 31, 2025. He highlighted several accounts with both the Operating Fund and the Alliance Account ahead of budget. The following table is the report for the referenced period.

Lancaster Airport Authority's Monthly Financial Summary <i>September 30, 2025</i>		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
September Revenue:	\$93,243.53	\$158,184.51
Year to Date Net Revenue:	\$391,955.59	\$1,034,024.60
General Fund Report		
Reporting Period	Budget	Actual
September Revenue:	\$16,950.54	\$57,016.05
Year to Date Net Revenue:	\$350,564.23	\$512,257.24
Alliance Aviation Report		
Reporting Period	Budget	Actual
September Revenue:	\$83,126.70	\$106,362.76
Year to Date Net Revenue:	\$285,998.48	\$549,124.55
Airline Services		
Reporting Period	Budget	Actual
September Revenue:	(\$6,833.71)	(\$5,194.30)
Year to Date Net Revenue:	(\$41,735.34)	(\$27,357.19)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$2,358.24
General Fund Liquid Reserves:		\$171,733.08
Certificate of Deposit:		\$489,000.00
PLGIT Cash Account:		\$108.56
PLGIT Prime Investment Account		\$2,259,342.81
PLGIT Term Account		\$4,000,000.00
General Fund Accounts Receivable:		\$195,396.79

General Fund Accounts Payable:		(\$85,283.72)
Alliance Aviation Checking/Cash on Hand:		\$160,820.25
Alliance Aviation Accounts Receivable:		\$68,445.21
Alliance Aviation Accounts Payable:		(\$250,721.66)
Total Cash and Cash Equivalents:		\$7,011,199.56
Grant-Funded Project Construction Report		
Balance @ August 31, 2025		\$1,068.60
Grant Receipts/Transfers:		\$227,009.38
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$227,509.37)
Balance @ September 30, 2025		\$568.61
Passenger Facility Charge Account		
Balance @ September 30, 2025		\$18,188.36
Item	Rate of 6.8000%	Available Balance:
Balance @ September 30, 2025		\$1,000,000.00

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

ESSENTIAL AIR SERVICE UPDATE – The US DOT has not yet released their decision about the EAS contractor for LNS. The Federal government shutdown has delayed the process.

PROPOSED FISCAL YEAR 2025 BUDGET – Ms. Martin reported that final adjustments are being made to the proposed budget. A final draft will be distributed this week for review and comment by the Board prior to being available for public comment in November.

PERSONNEL COMMITTEE REPORT:

BOARD MEMBER RECOMMENDATION – Mr. Cunningham’s term expires at the end of this fiscal year. His appointment is a bi-appointee. The Personnel Committee interviewed Shaun Balani as a prospective replacement and recommends moving forward with Mr. Balani. Recommendations will be submitted to the County Commissioners and the Mayor for approval.

AERONAUTICAL PROPERTY COMMITTEE:

RED ROSE FLIGHT TOURS REPORT – Staff were approached by Brendan Johnson, owner and operator of Red Rose Flight Tours, to obtain approval to operate an aerial flight tour business at Lancaster Airport. He has been able to obtain space in the Lancaster Avionics facility to have a presence on the field as required by the Lancaster Airport Minimum Standards. He would meet

passengers in the Terminal. Mr. Johnson would use a Cessna 182 and schedule flights throughout the week. Staff and Counsel are working with Mr. Johnson to iron out final details with an Operating Agreement for consideration by the Board.

NON-AERONAUTICAL PROPERTY COMMITTEE:

NORTHWEST CORNER PROPERTY UPDATE – Mr. Brown requested that the Chair call an Executive Session to discuss two (2) lease agreement/negotiation issues. Mr. Cunningham agreed to close the meeting with the Executive Session.

STAFF MANAGEMENT REPORTS:

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

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 52% of outstanding Receivables have been collected since September 30, 2025 leaving about \$127,000 still outstanding. September aircraft activity was up compared to last year but is still down year to date. Breeze traffic continues to remain steady. Southern Airways airline traffic was down in September and still down year to date. Ms. Martin introduced Kelly Konetski who started in September. She will be spearheading events, website maintenance, and social media as well as assisting with office projects.

The Master Plan continues forward slowly with waiting for approval of the activity forecast for the Airport. Once approved, the next MPAC meeting will be scheduled. The American Cancer Society Plane Pull went well and they are excited to hopefully hold an other event in the future. An Airline Mixer, being held to bring attention to potential and current air service opportunities at the Airport, is scheduled for October 30 during the Breeze flight. An Airport Luncheon is slated for December 4 and is being held in conjunction with Toys for Tots drive. More information to come.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Terminal Bag Claim project is at the stage where the TSA office needs to be moved to continue with the project. The Hangar Project should be starting in the next month. The Parking Lot project is on schedule and should be completed in the next 1-2 months. The annual FAA inspection was held with 50% less discrepancies than 2024. The access control portion of the Terminal project has been started and should be completed in the next 1-2 months as well.

The ARFF truck modifications are in process with Glick waiting for parts to completed the work. The Hangar 7 roofing project should start in November. All materials have been orders and staff are going beyond necessary to minimize disruptions to the hangar tenants.

GENERAL MANAGER, ALLIANCE AVIATION – Alliance Aviation signage on the glass doors has been ordered and will be installed as soon as possible. Positions available in the Alliance Aviation department have been posted in several online locations to encourage more interest.

STATION MANAGER, LNS AIRLINE SERVICES – Mr. El-Adas was unable to attend the meeting.

PUBLIC COMMENT

Mr. Cunningham asked if any attendees had any additional comments or questions. No additional comments were received at this time. Mr. Cunningham then moved into an Executive Session to close the meeting.

DATE FOR NEXT MEETING

The date for the next meeting is scheduled for Monday, November 17, 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. Ruppert, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary