

MINUTES OF
LANCASTER AIRPORT AUTHORITY
February 23, 2026

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, February 23, 2026. The meeting began at 3:30 pm. Mr. Matt Brown, Chair, presided at the meeting and the following people attended:

Lancaster Airport Authority

Chair	Matthew Brown
Vice-Chair	Frank Vargish – Virtually
Secretary	Casey Clugston – Virtually
Treasurer	Daniel Ruppert
Asst. Secretary/Asst. Treasurer	Shaun Balani – excused absence

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
Mark Tomlinson – General Manager, Alliance Aviation
Open Position – Manager, Lancaster Airline Service

VISITORS (In-Person & Virtual)

Chris Boland, LNS Airport Properties, LLC
Jack Schuring, LNS Air Traffic Control Tower
Paul Hatfield, Aero-Tech Services

PUBLIC COMMENT:

Mr. Brown began the meeting and thanked everyone for attending. He introduced members of the Authority and staff and recognized a quorum present. Mr. Brown then asked for any public comments from the meeting attendees. Mr. Brown 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 January 30, 2026 were distributed to the Board members. Upon motion duly made by Mr.

Ruppert, 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 January 31, 2026. He highlighted several accounts but remarked that the accounts are generally in line with budget. The following table is the report for the referenced period.

1/31/2026		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
January Revenue:	(\$64,964.86)	(\$14,922.66)
Year to Date Net Revenue:	(\$64,964.86)	(\$14,922.66)
General Fund Report		
Reporting Period	Budget	Actual
January Revenue:	(\$39,646.26)	(\$41,403.49)
Year to Date Net Revenue:	(\$39,646.26)	(\$41,403.49)
Alliance Aviation Report		
Reporting Period	Budget	Actual
January Revenue:	(\$13,527.82)	\$31,832.83
Year to Date Net Revenue:	(\$13,527.82)	\$31,832.83
Airline Services		
Reporting Period	Budget	Actual
January Revenue:	(\$11,790.78)	(\$5,352.00)
Year to Date Net Revenue:	(\$11,790.78)	(\$5,352.00)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$59,540.15
General Fund Liquid Reserves:		\$258,668.08
Certificate of Deposit:		\$4,375,000.00
PLGIT Cash Account:		\$7.26
PLGIT Prime Investment Account		\$198,543.82
PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$103,743.45
General Fund Accounts Payable:		(\$140,198.64)
Alliance Aviation Checking/Cash on Hand:		\$87,009.51
Alliance Aviation Accounts Receivable:		\$56,637.00
Alliance Aviation Accounts Payable:		(\$146,710.89)

Total Cash and Cash Equivalents:		\$4,852,239.74
Grant-Funded Project Construction Report		
Balance @ December 31, 2025		\$568.60
Grant Receipts/Transfers:		\$895,780.81
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$876,035.10)
Balance @ January 31, 2026		\$20,314.31
Passenger Facility Charge Account		
Balance @ January 31, 2026		\$17,468.07
Item		
	Rate of 6.8000%	Available Balance:
Balance @ January 31, 2026		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

Mr. Brown reported that the Personnel Committee met with Mr. Foster and Ms. Martin as discussed at the last meeting. Mr. Foster has been approved to release bonuses. The Committee will work with staff for an updated employee compensation process to be effective for 2027.

AERONAUTICAL PROPERTY COMMITTEE:

ESSENTIAL AIR SERVICE REPORT – The EAS decision was release on February 6, 2026. The service was officially awarded to SkyWest with a four (4) year contract. They will be providing 12 flights per week with Wednesday and Saturday only having 1 flight. They are starting to reach out about their needs to start up service. They are advertising to fill the positions, will have training for seven (7) weeks. The US DOT is working with Southern to extend their current extension from April to June 2, 2026.

NON-AERONAUTICAL PROPERTY COMMITTEE:

LNS AIRPORT PROPERTIES LEASE AGREEMENT - Counsel and staff have been working with representatives with LNS Airport Properties to finalize a land lease agreement for the parcels to the west of Lititz Pike/Route 501. Per recommendations, time was increased in the permitting time and decreased in the construction time. The following resolution approves the agreement.

Resolution No. 08 of 2026

Authorizing LNS Airport Properties, Inc. Lease Agreement

WHEREAS, the Lancaster Airport Authority (the "Authority"), is the owner and operator of the Lancaster Airport located principally in Manheim Township, Lancaster County, Pennsylvania. A portion of the land owned by the Authority is located at the southwest intersection of Route 501 (Lititz Pike) and Millport Road and consists of 39.7 acre, more or less, on which the Authority desires to secure a tenant to develop to the property; and

WHEREAS, the Authority and LNS Airport Properties, Inc. negotiated a Lease, a copy of which has been reviewed and approved by staff and counsel for the Authority (the "Lease"); and

WHEREAS, the Authority, under its Charter, is allowed to develop, subdivide, or improve real estate within a two and one-half (2.5) mile radius of the Lancaster Airport terminal building to be held, maintained, owned or leased for aviation or non-aviation purposes so long as such activity is in furtherance of the purposes for which the Authority is performed; and

WHEREAS, under the provisions of the Municipal Authorities Act, airport authorities are permitted to lease surplus land for non-aviation purposes; and

WHEREAS, the tract of land in question referred to in the Lease has been designated on the Airport Layout Plan for the Lancaster Airport as permanent non-aviation commercial real estate; and

WHEREAS, in the opinion of the Board of the Authority, the land in question is not necessary for its airport operations and the Board desires to approve the proposed Lease.

NOW, THEREFORE, BE IT RESOLVED that the Authority approves the proposed Lease as presented at this meeting; and

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

Upon motion duly made by Mr. Ruppert, seconded by Mr. Clugston, the resolution was adopted and the agreement was approved. Signatures will be affixed to fully execute the document.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that he will be attending an air service conference in March. At that time, he will be meeting with Breeze about adding flights as well as other airlines who may be interested in providing service out of Lancaster Airport.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 58% of outstanding Receivables have been collected since January 31, 2026 leaving about \$68,688 still outstanding. January aircraft and passenger traffic has started off slightly less than 2025 even though fuel gallons sold were higher. The new FBO software program, X-1 went live on February 10, 2026. Ms. Martin expressed appreciation for all the staff who have been working hard to learn the new processes, especially Kaleena Rodriguez, who put a lot of effort and time to provide the necessary information to X-1 to upload the required information.

Ms. Martin also reminded attendees that a public meeting for the Master Plan Update is scheduled for February 24, 2026 from 4-5 for tenants and 5-7 for the general public. Delta Airport Consultants will be on-site to assist with questions. Auditors will be on-site in March for the annual audit. The IIC has provided preliminary 2025 numbers and at this time we are eligible for a claim fund reimbursement. The Airport Authority also received notification of the county-wide property assessment coming in 2026.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that staff are currently reviewing proposed cost increases for the Terminal project which are predicated on the final start date. A pre-construction meeting was held with Baseline King, the contractor for the signage and lighting project. It is slated to start March 19. The Manheim Township School District has a meeting scheduled to discuss the current agreement in the coming weeks. The gravesite project is currently waiting for Terracon input regarding a final recommendation to submit to the judge.

Mr. Beiler also reported that the box hangar project had an issue raised after it was approved regarding parking, however, that was resolved and the project is able to move forward. The parking lot has only final completion issues remaining to close it out. ALDI is working through FAA approvals as the final hurdle before being able to start construction. The roadwork being done on Millport Road near Venture Jets has been requested by Warwick Township. The work is being completed by a UGI subcontractor.

GENERAL MANAGER, ALLIANCE AVIATION – Mr. Foster introduced Mark Tomlinson, who came on board on February 9 as the general manager of Alliance. Mr. Tomlinson expressed his appreciation to the Airport Authority for hiring him. He comes from the York Airport and is excited about this opportunity to come to Lancaster. He came in the midst of the X-1 software going live on February 10. He is learning about the operation and will be focusing on doing training and the transition from the prior inventory tracking to the new system.

STATION MANAGER, LNS AIRLINE SERVICES – No report at this time.

PUBLIC COMMENT

Mr. Brown 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, March 16, 2026 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Ruppert, seconded by Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary