

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**  
**May 18, 2026**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, May 18, 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 – Excused Absence
Secretary	Casey Clugston – Excused Absence
Treasurer	Daniel Ruppert
Asst. Secretary/Asst. Treasurer	Shaun Balani

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  
Mark Tomlinson – General Manager, Alliance Aviation  
Connor Ochs – Station Manager, Lancaster Airline Service – Excused Absence

**VISITORS (In-Person & Virtual)**

Brad Witmer  
Jack Schuring – LNS Air Traffic Control Tower  
Brian Bitler – 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 joined the meeting remotely and turned the remainder of the meeting to Mr. Ruppert. Mr. Ruppert 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 April 20, 2026 were distributed to the Board members. Upon motion duly made by Mr. Brown, seconded by Mr. Balani, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**MONTHLY FINANCIAL REPORT** – Mr. Ruppert reviewed the financial report for the period ending April 30, 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.

<i>April 30, 2026</i>		
<b>Combined General Fund, Alliance Aviation, and Airline Services Accounts</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Revenue:	\$80,228.08	\$178,465.89
Year to Date Net Revenue:	\$38,686.96	\$225,994.40
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Revenue:	\$48,691.28	\$93,608.27
Year to Date Net Revenue:	\$31,035.40	\$94,135.77
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Revenue:	\$37,396.53	\$90,288.85
Year to Date Net Revenue:	\$30,861.77	\$151,921.92
<b>Airline Services</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
April Revenue:	(\$5,859.73)	(\$5,431.23)
Year to Date Net Revenue:	(\$29,744.97)	(\$20,063.29)
<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$11,112.29
General Fund Liquid Reserves:		\$698,284.95
Certificate of Deposit:		\$3,641,000.00
PLGIT Cash Account:		\$5,077.05
PLGIT Prime Investment Account		\$247,538.69
PLGIT Term Account		\$1,250,000.00
General Fund Accounts Receivable:		\$214,112.81
General Fund Accounts Payable:		(\$67,501.26)
Alliance Aviation Checking/Cash on Hand:		\$183,815.98

Alliance Aviation Accounts Receivable:		\$168,814.87
Alliance Aviation Accounts Payable:		<b>(\$300,975.63)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,051,279.75</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ March 31, 2025		\$43,119.95
Grant Receipts/Transfers:		\$1,748,352.97
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$1,790,904.32)</b>
<b>Balance @ April 30, 2025</b>		<b>\$568.60</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ April 30, 2025</b>		\$14,201.66
<b>Item</b>		
	<b>Rate of 6.8000%</b>	<b>Available Balance:</b>
<b>Balance @ April 30, 2025</b>		\$1,000,000.00

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

**FAA SIGNAGE & LIGHTING REIMBURSEABLE AGREEMENT** – The FAA has provided a reimbursable agreement for work related to the signage and lighting project. This is for work only able to be performed by the FAA or their direct contractors. The cost is eligible for a future grant agreement.

**Resolution No. 15 of 2026  
Federal Aviation Administration Reimbursable Agreement  
Runway/Taxiway Signage and Lighting Project**

**WHEREAS**, the Federal Aviation Administration (FAA) has tendered a Reimbursable Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Runway/Taxiway Signage and Lighting Project (“Project”) at the Lancaster Airport; and

**WHEREAS**, the project will impact FAA equipment which requires FAA involvement to relocate the affected equipment; and

**WHEREAS**, the Lancaster Airport Authority anticipates the total project to cost approximately \$45,518.43.

**NOW THEREFORE BE IT RESOLVED** the Lancaster Airport Authority, does hereby approve the FAA Reimbursable Agreement for the above-referenced project at the Lancaster Airport; 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 and project, is hereby approved.

Upon motion duly made by Mr. Balani, seconded by Mr. Brown, and unanimously approved, the resolution was adopted and the agreement was approved. It will be forwarded for full processing and submitted for funding.

**PERSONNEL COMMITTEE REPORT:**

No report this month.

**AERONAUTICAL PROPERTY COMMITTEE:**

**ESSENTIAL AIR SERVICE REPORT** – Mr. Foster reported that Skywest and United staff are working diligently to prepare for the upcoming flights starting June 2. They are getting deliveries daily of equipment and supplies along with staff training in preparation for the first flight.

**SKYWEST LEASE/OPERATING AGREEMENT** – Staff is working with Counsel and Skywest staff to finalize a lease/operating agreement. A final draft will be available for consideration. Mr. Balani asked if the Airport is able to influence the flight pricing. The airlines control the pricing but if there something that is out of sync, if we alert Skywest and United staff, they'll look into it. They are scheduled to operate two (2) flights daily except Tuesdays and Saturdays which will be only one (1) flight.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**STORMWATER MANAGEMENT AGREEMENT (ALDI)** – As part of the ALDI project, they have submitted a Land Development Plan. As the landowner, the Airport Authority is required to maintain the stormwater basin associated with the project. Counsel has reviewed the agreement as well. The following resolution accepts the agreement.

**Resolution No. 16 of 2026  
Manheim Township Stormwater Management Agreement  
and Declaration Easement – ALDI Project**

**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 ALDI 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. Balani, seconded by Mr. Brown, the resolution was unanimously adopted and the agreement was approved.

**STAFF MANAGEMENT REPORTS:**

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

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 55% of outstanding Receivables for General Fund only have been collected since April 30, 2026 leaving about \$175,000 still outstanding. April aircraft and passenger numbers were up over 2026 and is catching up with 2025 numbers year to date. The audit went well overall. The Skywest inaugural flight celebration is scheduled for Wednesday morning June 3 at 8 am on their first outgoing flight.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler is participating in an aviation workshop and provided this report through Mr. Foster. The ALDI project is nearing final approvals. The hangar building project will be starting shortly. In the Terminal, some of the wood has rotted in the new baggage claim area. The area is being assessed for a plan to address it. They are remarking the lines on the airline ramp in preparation for the RJ aircraft. Wings and Wheels was a great event with fantastic weather. The signs and lights have been installed and the new nomenclature has been installed as of May 14.

**GENERAL MANAGER, ALLIANCE AVIATION** – Mr. Tomlinson reported that he has acquired five (5) staff members, one (1) internally and the rest new hires. That has enabled to arrange a stabilized schedule that employees can count on as well as allow for time off. The last several weeks have been extremely busy and May is on track to sell over 100,000 gallons of fuel, first time ever in Alliance Aviation history.

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

**PUBLIC COMMENT**

Mr. Ruppert asked if any attendees had any additional comments or questions. No additional questions or comments were provided at this time.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, June 15, 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. Balani, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary