

MINUTES OF
LANCASTER AIRPORT AUTHORITY
June 15, 2026

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, June 15, 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
Secretary	Casey Clugston
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

VISITORS (In-Person & Virtual)

Brian Bitler – Aero-Tech Services
Paul Hadfield – 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 May 18, 2026 were distributed to the Board members. Upon motion duly made by Mr. Clugston, seconded by Mr. Balani, and unanimously agreed, the minutes were approved as submitted. Mr. Vargish abstained.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Mr. Ruppert reviewed the financial report for the period ending May 18, 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.

May 31, 2026		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
May Revenue:	\$60,658.07	\$332,598.57
Year to Date Net Revenue:	\$61,948.50	\$610,945.91
General Fund Report		
Reporting Period	Budget	Actual
May Revenue:	\$23,916.28	\$85,525.90
Year to Date Net Revenue:	\$54,951.68	\$181,669.68
Alliance Aviation Report		
Reporting Period	Budget	Actual
May Revenue:	\$42,596.52	\$247,660.93
Year to Date Net Revenue:	\$73,458.29	\$449,982.78
Airline Services		
Reporting Period	Budget	Actual
May Revenue:	(\$5,854.73)	(\$588.26)
Year to Date Net Revenue:	(\$35,599.70)	(\$20,706.55)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$88,514.22
General Fund Liquid Reserves:		\$296,399.94
Certificate of Deposit:		\$3,643,000.00
PLGIT Cash Account:		\$2,185.27
PLGIT Prime Investment Account		\$504,075.98
PLGIT Term Account		\$1,250,000.00
General Fund Accounts Receivable:		\$207,073.36
General Fund Accounts Payable:		(\$72,761.48)
Alliance Aviation Checking/Cash on Hand:		\$205,157.78
Alliance Aviation Accounts Receivable:		\$163,657.32
Alliance Aviation Accounts Payable:		(\$363,859.67)
Total Cash and Cash Equivalents:		\$5,923,442.72
Grant-Funded Project Construction Report		
Balance @ April 30, 2026		\$568.60

Grant Receipts/Transfers:		\$295,468.65
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$295,468.65)
Balance @ May 31, 2026		\$568.60
Passenger Facility Charge Account		
Balance @ May 31, 2026		\$5,472.08
Item	Rate of 6.8000%	Available Balance:
Balance @ May 31, 2026		\$1,000,000.00

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

PERSONNEL COMMITTEE REPORT:

No report this month.

AERONAUTICAL PROPERTY COMMITTEE:

Hangar Epoxy Floor Bid Results – Staff advertised for bids to replace the epoxy floor in the hangar facility recently vacated by Southern Airways Express. The floor needs repairs before renting it out to a new tenant. Four companies provided bids, two (2) were considered responsive. The lowest responsive bidder was Evercor. The following resolution accepts the bid results.

Resolution No. 17 of 2026 Hangar Floor Epoxy Replacement Bid Results

WHEREAS, the Lancaster Airport Authority held a bid opening for work to be performed for the Replace Epoxy Hangar Floor project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Evercor is the apparent responsive low bidder in the amount of \$100,789.74.

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Evercor as the low bidder for the epoxy hangar floor replacement 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.

NON-AERONAUTICAL PROPERTY COMMITTEE:

No report this month.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that he flew out on the first outgoing flight with 22 total passengers. The flight back was an hour late, but that enabled him to spend a little more time in Chicago! He will also be attending a meeting with four (4) other airports who are eligible to receive a set aside pot of funding. The lobbyist is requesting an increase from \$20 to \$50 million in future years. He has been working with United to address the booking multi-city tickets to northeast destinations. Mr. Balani asked about looking for additional destinations. Mr. Foster is looking to acquire additional service by attending airline meetings to stay on their radar for future route consideration.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 45% of outstanding Receivables for General Fund only have been collected since May 31, 2026 leaving about \$205,000 still outstanding. May aircraft numbers were up over 2026 and is catching up with 2025 numbers year to date. May passenger numbers were not provided prior to the reports being created. Future reports will reflect the updated numbers. The Skywest inaugural flight celebration was a great success with lots of compliments and a great response. So far, flights have been around 50%, which United is impressed with being it is new service.

The Master Plan process is in the hands of the FAA. They have been requesting adjustments to the forecast chapter, which is required to be approved before moving forward in the process.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Terminal project is still on hold awaiting a final determination how to move forward with the rotting terminal beams. Estimated costs to date to replace/repair is \$250,000, however, they are currently reviewing options. The aircraft hangar is starting up again. Skywest/United is utilizing three (3) different office areas with the anticipation to relocate some areas in the hangar facility. Mr. Clugston asked why they need so much space. Traditionally an airline has several offices and a breakroom in addition to their counter space. The Lancaster Airport is just very limited on space currently. The gravesite project is still in the judge's hands.

Mr. Beiler has also been participating in the Manheim Township Zoning Rewrite. They are currently looking at the Airport hazard Overlay District and will be adding new language to be added to the zoning code instead of the permit code. This will require an airspace to be performed as part of the zoning requirements instead of waiting for the permit process. In January 2027, Breeze will start morning operations instead of evening operations, which is what they are currently performing.

GENERAL MANAGER, ALLIANCE AVIATION – Mr. Tomlinson reported that jet fuel sales were up 3% and 100LL sales were up 6 ½%. The CSR's have only been receiving positive feedback from customers. Personnel have stabilized with recurring weekly schedules. The staff consist of 7 full-time and 1 part-time. All Line Service staff have training to fuel Breeze or Skywest or both, with each airline having their own training requirements. During a recent Skywest fuel audit prior to starting to fuel Skywest aircraft, the inspector was impressed with the QA findings. There were ten action items but all items were above FAA standards.

PUBLIC COMMENT

Mr. Brown 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, July 20, 2026 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. Clugston, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary