

MINUTES OF
LANCASTER AIRPORT AUTHORITY
July 20, 2026

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, July 20 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
Mark Tomlinson – General Manager, Alliance Aviation

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 June 15, 2026 were distributed to the Board members. Upon motion duly made by Mr. Clugston, 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 June 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.

6/30/2026 - Revised		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
June Revenue:	\$160,242.80	\$215,754.67
Year to Date Net Revenue:	\$179,594.78	\$697,724.59
General Fund Report		
Reporting Period	Budget	Actual
June Revenue:	\$67,725.01	\$101,214.80
Year to Date Net Revenue:	\$122,676.69	\$280,497.82
Alliance Aviation Report		
Reporting Period	Budget	Actual
June Revenue:	\$88,081.52	\$115,351.80
Year to Date Net Revenue:	\$161,989.81	\$436,750.02
Airline Services		
Reporting Period	Budget	Actual
June Revenue:	\$4,436.27	(\$811.93)
Year to Date Net Revenue:	(\$31,163.43)	(\$19,523.25)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$84,675.81
General Fund Liquid Reserves:		\$275,916.03
Certificate of Deposit:		\$3,401,000.00
PLGIT Cash Account:		\$249,312.20
PLGIT Prime Investment Account		\$510,618.16
PLGIT Term Account		\$1,250,000.00
General Fund Accounts Receivable:		\$234,552.19
General Fund Accounts Payable:		(\$141,523.01)
Alliance Aviation Checking/Cash on Hand:		\$333,563.24
Alliance Aviation Accounts Receivable:		\$72,675.93
Alliance Aviation Accounts Payable:		(\$414,614.78)
Total Cash and Cash Equivalents:		\$5,856,175.77
Grant-Funded Project Construction Report		
Balance @ May 31, 2026		\$568.60
Grant Receipts/Transfers:		\$1,712,764.37

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$685,408.18)
Balance @ June 30, 2026		\$1,027,924.79
Passenger Facility Charge Account		
Balance @ June 30, 2026		\$16,198.33
Item	Rate of 6.8000%	Available Balance:
Balance @ June 30, 2026		\$1,000,000.00

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

FAA GRANT AGREEMENT 57-2026 – The Federal Aviation Administration tendered a grant offer for costs related to the Terminal Lot Parking Lot expansion from AIG funds. The following resolution accepts the grant agreement.

Resolution No. 18 of 2026
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-057-2026

WHEREAS, the Federal Aviation Administration has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Four Hundred Sixty-One Thousand Seven Hundred Seventy-Three Dollars (\$461,773) representing Ninety-five Percent (95.0%) of all allowable project costs of the Construct Terminal Parking Lot (Construct), Phase II 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. 3-42-0049-057-2026; 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 pending Counsel approval; 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. Clugston, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the resolution was approved.

FAA GRANT AGREEMENT 58-2026 – The Federal Aviation Administration tendered a grant offer for costs related to the Runway/Taxiway lighting and signage project for the FAA Reimbursable Agreement to check the field once the project has been completed. This grant is for the Runway 13 PAPI end. The following resolution accepts the grant agreement.

Resolution No. 19 of 2026
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-058-2026

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Seventy-Five Thousand Three-Hundred Twenty Dollars (\$75,320) representing Ninety-five Percent (95.0%) of all allowable project costs of the Reconstruct Runway 13-31 Visual Guidance System (PAPI 13 End) 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. 3-42-0049-058-2026; 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. Clugston, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the resolution was approved.

FAA GRANT AGREEMENT 59-2026 – The Federal Aviation Administration tendered a grant offer for costs related to the Runway/Taxiway lighting and signage project for the FAA Reimbursable Agreement to check the field once the project has been completed. This grant is for the Runway 26 PAPI end. The following resolution accepts the grant agreement.

Resolution No. 20 of 2026
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-059-2026

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Seventy-Five Thousand Three-Hundred Twenty Dollars (\$75,320) representing Ninety Percent-Five (95.0%) of all allowable project costs of the Reconstruct Runway 08-26 Visual Guidance System (PAPI 08 End) 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. 3-42-0049-059-2026; 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. Clugston, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the resolution was approved.

FAA GRANT AGREEMENT 60-2026 – The Federal Aviation Administration tendered a grant offer for costs related to the Terminal Renovation/Expansion and Bag Claim construction project from AIG funds. The following resolution accepts the grant agreement.

Resolution No. 21 of 2026
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-060-2026

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Nine Hundred Three Thousand Eight Hundred Twenty Dollars (\$903,820) representing Ninety-Five Percent (95.0%) of all allowable project costs of the Reconstruct Terminal (Baggage Claim), Phase II and Reconstruct Terminal Building (Expand hold room & passenger screening areas), Phase III 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. 3-42-0049-060-2026; 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. Clugston, seconded by Mr. Vargish, and unanimously approved, the resolution was adopted and the resolution was approved.

PERSONNEL COMMITTEE REPORT:

No report this month.

AERONAUTICAL PROPERTY COMMITTEE:

GSA LEASE AMENDMENT AGREEMENT DFC26 – The US Government has required that any contractor with the government incorporate a clause related to DEI. As a contractor leasing space to TSA, the Airport Authority is required to include the language in the current agreement. The following resolution approves the Lease Amendment.

**Resolution No. 22 of 2026
Transportation Security Administration
Lease Agreement Amendment No. DFC26**

WHEREAS, the Transportation Security Administration handles the security screening for the airline operating at the Lancaster Airport; and

WHEREAS, the Transportation Security Administration has an agreement to lease space in the Terminal facility; and

WHEREAS, the Transportation Security Administration has presented a lease agreement amendment to include the DEI Discrimination by Federal Contractors clause in the agreement.

NOW THEREFORE BE IT RESOLVED, that Lancaster Airport Authority does hereby approve the Lease Agreement Amendment incorporating the DEI Discrimination clause in the current 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 Lease Agreement Amendment is hereby approved; and

ALSO BE IT RESOLVED a copy of the Lease Agreement Amendment is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Balani, and unanimously approved the lease amendment agreement was approved.

GSA LEASE AMENDMENT AGREEMENT – With the construction changes in the Terminal, TSA was moved and their leased space changed. A lease amendment agreement was forwarded for approval amending the leased space and the payment amount by TSA. The following resolution approves the resolution.

Resolution No. 23 of 2026
Transportation Security Administration
Lease Agreement Amendment No. 7

WHEREAS, the Transportation Security Administration handles the security screening for the airline operating at the Lancaster Airport; and

WHEREAS, the Transportation Security Administration desires to utilize office space while operating at the Lancaster Airport; and

WHEREAS, the Transportation Security Administration has presented a lease agreement amendment to decrease the leased space to the original agreement which commenced September 5, 2004 with this change resulting as part of the Terminal Renovation/Bag Claim project.

NOW THEREFORE BE IT RESOLVED , that Lancaster Airport Authority does hereby approve the Lease Agreement Amendment for the Transportation Security Administration for premises at the Lancaster Airport; 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 Lease Agreement Amendment is hereby approved; and

ALSO BE IT RESOLVED a copy of the Lease Agreement Amendment is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Balani, and unanimously approved the lease amendment agreement was approved.

SKYWEST LEASE AGREEMENT – SkyWest started operating on June 2 providing EAS funded service to Chicago (IAD) airport. The following agreement provides approval for them to operate out of the Lancaster Airport as a based airline. The following resolution approves the lease agreement.

Resolution No. 24 of 2026
SkyWest Airlines, Inc. Operating Agreement

WHEREAS, the Lancaster Airport Authority desires to expand the availability of commercial airline services at the Lancaster Airport; and

WHEREAS SkyWest Airlines, Inc. desires to operate an aircraft transportation system at the Lancaster Airport; and

WHEREAS the Lancaster Airport Authority offered an Operating Agreement to SkyWest Airlines permitting the airline to operate at the Lancaster Airport.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the Operating Agreement for SkyWest Airlines to operate an aircraft transportation system 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 is hereby approved pending final review 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. Clugston, seconded by Mr. Vargish and unanimously approved the lease amendment agreement was approved.

LNS SMS IMPLEMENTATION PLAN – The Federal Aviation Administration has required that the Airport create and implement a SMS plan for operations at the Lancaster Airport. Delta Airport Consultants worked with staff to create a plan to be submitted to the FAA. The following resolution accepts the draft plan for consideration.

Resolution No. 25 of 2026
LNS SMS Implementation Plan

WHEREAS, aircraft traffic at the Lancaster Airport (LNS) has exceeded 100,000 operations multiple years; and

WHEREAS the Federal Aviation Administration (FAA) has notified the Lancaster Airport Authority that a Safety Management System (SMS) Implementation Plan is required to be created and implemented as a result of the number of operations;

WHEREAS, Delta Airport Consultants has prepared a draft SMS Implementation Plan for submission to the FAA;

WHEREAS, upon approval of the plan, the Lancaster Airport Authority must have it fully implemented within thirty-six (36) months of FAA approval.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Lancaster Airport Authority approves the SMS Implementation Plan; 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 SMS Implementation Plan is hereby approved; and

ALSO BE IT RESOLVED a copy of the draft SMS Implementation Plan is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Vargish, the plan was approved for submission to the FAA for their final approval.

NON-AERONAUTICAL PROPERTY COMMITTEE:

No report this month.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that EAS passenger traffic is doing well and is trending better than expected. Mr. Foster also just attended the annual AAEE Contract Tower conference in Washington, DC. He was able to confirm that the FAA removed some of the Towers who were not eligible for removal/renovation consideration so hopefully the LNS Tower is in a better position for consideration. A Breeze flight had a hiccup which caused a substantial delay. Staff assisted Breeze passengers as much as possible during the delay. The restaurant stayed open longer, Breeze provided vouchers, and most passengers stayed until the flight was able to depart.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 36% of outstanding Receivables have been collected since June 30, 2026 leaving about \$211,000 still outstanding. June aircraft numbers were up over 2026 as well as year to date numbers higher than 2025 year to date. May and June passenger numbers were updated. So far,

United/SkyWest flights have been performing really well especially with being it is new service. AAAE Board training registrations have been processed for those requesting to attend on July 30.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the Terminal project is closer to restarting again. The issue of the rotting beams is being addressed with an updated design and then construction. The aircraft hangar is well underway with the structure being erected. The Venture Jets hangar as well is currently underway. The utility line project will be starting in August and ALDI is anticipating starting later this year and should dovetail with the utility project. The cleanfill site is close to being full and only projecting another 2 months. Looking at other temporary alternative but the project itself is unlikely to be able to be bid until late this year.

GENERAL MANAGER, ALLIANCE AVIATION – Mr. Tomlinson reported that jet fuel sales exceeded 109,000, which is higher than any other month back 10 years. The staff are all very proud of this sales number. As of July 17, sales were at 54,000, so July may be another record month. AvGas sales are also healthy with the 2nd highest number over the past 10 years. The increase could be attributed to in part to weather and to local events. Quarter 2 has been the most successful with 37% of sales being the airline. SkyWest's flights are definitely contributing to the increased sales. The West Ramp can tend to be full with smaller aircraft during the day which is really exciting to see all the activity at Lancaster Airport.

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, August 17, 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