

MINUTES OF
LANCASTER AIRPORT AUTHORITY
August 17, 2026

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, August 17, 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 - Virtually

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 Attendees

Bud Bootier
Paul Hatfield – Aero-Tech Services
Brian Bitler – Aero-Tech Services
Jack Shurring – Lancaster Air Traffic Control Tower

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 July 20, 2026 were distributed to the Board members. Upon motion duly made by Mr. Vargish, 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 July 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.

<i>July 31, 2026</i>		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	Budget	Actual
July Revenue:	\$98,547.48	\$250,884.90
Year to Date Net Revenue:	\$190,060.74	\$956,490.86
General Fund Report		
Reporting Period	Budget	Actual
July Revenue:	\$23,317.30	\$38,434.29
Year to Date Net Revenue:	\$145,993.99	\$329,328.79
Alliance Aviation Report		
Reporting Period	Budget	Actual
July Revenue:	\$76,328.62	\$216,623.00
Year to Date Net Revenue:	\$237,778.43	\$650,251.06
Airline Services		
Reporting Period	Budget	Actual
July Revenue:	(\$1,098.44)	(\$4,172.39)
Year to Date Net Revenue:	(\$32,261.87)	(\$23,088.99)
Cash and Cash Equivalents		
Item		Current Balance
General Fund Checking Account:		\$53,856.78
General Fund Liquid Reserves:		\$317,481.83
Certificate of Deposit:		\$3,883,000.00
PLGIT Cash Account:		\$119.05
PLGIT Prime Investment Account		\$293,410.06
PLGIT Term Account		\$1,250,000.00
General Fund Accounts Receivable:		\$228,069.15
General Fund Accounts Payable:		(\$68,173.03)
Alliance Aviation Checking/Cash on Hand:		\$20,860.87
Alliance Aviation Accounts Receivable:		\$63,426.26
Alliance Aviation Accounts Payable:		(\$349,117.48)
Total Cash and Cash Equivalents:		\$5,692,933.49
Grant-Funded Project Construction Report		
Balance @ June 30, 2026		\$1,027,910.07
Grant Receipts/Transfers:		\$502,808.48

Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		(\$1,530,164.67)
Balance @ July 31, 2026		\$553.88
Passenger Facility Charge Account		
Balance @ July 31, 2026		\$26,789.43
Item	Rate of 6.8000%	Available Balance:
Balance @ July 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.

FAA GRANT AGREEMENT 3-42-0049-061-2026 – The Federal Aviation Administration tendered a grant offer for costs related to the Terminal Rehabilitation & Bag Claim Project from AIG funds. The following resolution accepts the grant agreement.

Resolution No. 26 of 2026
Federal Aviation Administration Grant Agreement
AIP Project No. 3-42-0049-061-2026

WHEREAS, the Federal Aviation Administration tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, a Grant Offer of Two Hundred Thirteen Thousand Two Hundred Twenty-Seven Dollars (\$213,227) representing Ninety-Five Percent (95.0%) of all allowable project costs of the Reconstruct Terminal Building (Expand hold room & passenger screening areas), 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. 3-42-0049-061-2026 pending Counsel review and approval; 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:

IIC CLAIM REFUND EMPLOYEE REIMBURSEMENT RECOMMENDATION – Since the Airport Authority has joined the IIC, a self-funded cooperative made up of Lancaster and York County governmental agencies, the Airport Authority has provided a portion of the refund, if any, to employees once the refund has been processed, which usually happens over the summer. This year's amount provides up to \$221.94 to eligible employees. The Board approved the recommendation to distribute the funds per the Personnel Committee recommendation.

DELTA AIRPORT CONSULTANTS TASK ORDER NO. 19 – Delta Airport Consultants provided an agreement to provide personnel succession and strategic processes review for the Airport Authority. The following resolution approves the agreement.

**Resolution No. 28 of 2026
Delta Airport Consultants Task Order No. 19
Strategy and Succession Planning**

WHEREAS the Lancaster Airport desires to ensure that there is a stable organization structure, appropriate compensation and benefits, and that leaders are set up with transition preparedness; and

WHEREAS Delta Airport Consultants has provided a proposal in the amount of \$30,000 to provide the desired strategy and succession planning services.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve Delta Airport Consultants to provide the human resources services; 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 proposal is hereby approved; and

ALSO BE IT RESOLVED a copy of the proposal 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 resolution was adopted and the agreement was approved. Staff will work with Delta Airport Consultants to start the review.

PERSONNEL COMMITTEE CHAIR REMARKS – Mr. Balani announced that Mr. Foster had received an award for serving for ten (10) years as conference chair for the Northeast Chapter of AAAE's annual Airports Conference held in Hershey, PA in March annually. He also announced that a scholarship to attend the annual conference has been named in Ed's honor. Recipients must be serving in an airport management position.

AERONAUTICAL PROPERTY COMMITTEE:

McFARLAND JOHNSON TASK ORDER NO. 5 AMENDMENT – McFarland Johnson presented an amendment for Task Order No. 5 for additional work required for the land development/site plan related to the hangar complex project. With the additional work required related to the gas line as well as additional approval reviews for the land development plan, the hours needed to process the approval was more than the contract provided for. The following resolution approves the amendment agreement.

**Resolution No. 27 of 2026
McFarland-Johnson, Inc.
Task Order No. Five (5) Amendment Agreement**

WHEREAS, the Lancaster Airport Authority desires to build hangars at the Lancaster Airport; and

WHEREAS, the project must be designed and constructed in accordance with Federal Aviation Administration, PennDOT – Bureau of Aviation, and local design standards and requirements; and

WHEREAS, McFarland-Johnson, Inc. has provided Site Design Services proposal identified as Task Order No. Five (5) Amendment to provide design services through bidding in the amount of \$31,130; and

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve Task Order No Five (5) amendment agreement for site design engineering services 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; and

ALSO BE IT RESOLVED a copy of the Task Order Agreement are attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Vargish and unanimously approved the Task Order amendment agreement was approved.

NON-AERONAUTICAL PROPERTY COMMITTEE:

No report this month.

STAFF MANAGEMENT REPORTS:

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that he appreciated the recognition provided by the Northeast Chapter of AAAE for their award and scholarship naming. He is scheduling meetings with Skywest and Breeze regarding service. The federal discretionary award has been held up but is anticipated to be released soon. He attended a Life Lion aircraft dedication ceremony celebrating an updated aircraft being stationed at LNS.

Mr. Vargish asked if Mr. Foster has interacted with Skywest passengers. Yes, he has with some and so far people are thankful for the service. Load factors for pre-sale are 60% - 70%, which is great for a startup location. Mr. Balani asked if there were plans to include Bag Claim signage. Yes, as part of the current Terminal project.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 45% of outstanding Receivables have been collected since July 31, 2026 leaving about \$160,446 still outstanding. Year-to-date aircraft numbers were up over 2026. So far, United/SkyWest flights have been performing really well especially with being it is new service.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that the utility line is temporarily on-hold due to a permit issue. The electrical project is finishing up installing control panels. It will be about 6-8 weeks to complete the Terminal lighting portion of the project. The Southern floor contractor has had issues and Counsel is assisting with unraveling the issues. The judge has provided the final order for the gravesite. He will be working with the consultants to finalize the plan for excavation and re-interment at another location.

The Terminal beams project will need to be put out to bid. The new hangar facility is on hold until the PPL tie-in has been completed. The sidewalk project is still early in design. The inspector from the FAA for the Airport is on-site this week. The Lancaster Airport ARFF truck is back at LNS and is back in service.

GENERAL MANAGER, ALLIANCE AVIATION – Mr. Tomlinson reported that July Jet A fuel sales slightly outpaced June's sales. AvGas has not been as lucky, impacted mostly by 21 days of rain in July. Alliance passed the recent fuel audits performed by SkyWest and by Breeze.

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, September 21, 2026 at 3:30 p.m. in-person and by ZOOM. Due to the airshow on September 19 and 20, the Board requested to push the meeting by one (1) week unless there were approvals that were unable to wait until September 28. There being no further business to discuss, motion was duly made by Mr. Vargish, seconded by Mr. Ruppert, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin
Recording Secretary