MINUTES OF
LANCASTER AIRPORT AUTHORITY
September 21, 2026

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, September 21, 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
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 Attendees
Brad Witmer
Paul Hatfield – 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 August 17, 2026 were distributed to the Board members. Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, and unanimously agreed, the minutes were approved as submitted.

FINANCE COMMITTEE:

MONTHLY FINANCIAL REPORT – Mr. Ruppert reviewed the financial report for the period ending August 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.

August 31, 2026		
Combined General Fund, Alliance Aviation, and Airline Services Accounts		
Reporting Period	**Budget**	**Actual**
August Revenue:	$93,850.33	$114,567.31
Year to Date Net Revenue:	$445,360.88	$1,059,654.93

General Fund Report		
Reporting Period	**Budget**	**Actual**
August Revenue:	$23,134.77	$52,357.30
Year to Date Net Revenue:	$169,128.76	$370,995.74

Alliance Aviation Report		
Reporting Period	**Budget**	**Actual**
August Revenue:	$66,002.96	$63,522.97
Year to Date Net Revenue:	$303,781.39	$713,926.60

Airline Services		
Reporting Period	**Budget**	**Actual**
August Revenue:	$4,712.60	($1,312.96)
Year to Date Net Revenue:	($27,549.27)	($25,267.41)

Cash and Cash Equivalents		
Item		**Current Balance**
General Fund Checking Account:		$88,645.08
General Fund Liquid Reserves:		$103,937.11
Certificate of Deposit:		$3,636,000.00
PLGIT Cash Account:		$357.97
PLGIT Prime Investment Account		$786.33
PLGIT Term Account		$1,250,000.00
General Fund Accounts Receivable:		$219,319.56
General Fund Accounts Payable:		**($66,080.12)**
Alliance Aviation Checking/Cash on Hand:		$217,225.74
Alliance Aviation Accounts Receivable:		$78,682.48
Alliance Aviation Accounts Payable:		**($381,217.05)**
Total Cash and Cash Equivalents:		**$5,147,657.10**

Grant-Funded Project Construction Report		
Balance @ July 31, 2026		$553.88
Grant Receipts/Transfers:		$857,380.15
Line of Credit Drawdowns:		
Total Cash Disbursements:		**($857,365.43)**
Balance @ August 31, 2026		**$568.60**
Passenger Facility Charge Account		
Balance @ August 31, 2026		$10,654.91
Item	**Rate of 6.8000%**	**Available Balance:**
Balance @ August 31, 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.

LANCASTER AIRSHOW REPORT – Ms. Martin provided a preliminary overview post event. The Sunday portion of the event was cancelled due to weather. Staff had posted on social media about the cancellation and that Sunday tickets were to be honored on Saturday. Many people did attend, however, there have already been requests for refunds for the event. After a brief discussion, it was felt that it some refunds may be warranted in light of the circumstances. Board members requested that staff review refund options and provide any refunds as warranted. The Board also allotted salary employees two (2) compensatory days for the additional hours worked before and during the event.

PERSONNEL COMMITTEE REPORT:

Mr. Balani, Personnel Committee Chair, reported that staff have met to start the personnel review project.

AERONAUTICAL PROPERTY COMMITTEE:

PENN CINEMA APPRAISAL – Red Rose Appraisals provided a proposal to complete the required rental rate re-set appraisal. Penn Cinema are also to provide an appraisal and the average of the two (2) rates will be the new rate for ten (10) years. The following resolution approves the appraisal agreement.

Resolution No. 29 of 2026
Penn Cinema Rent Re-Set - Red Rose Appraisals

WHEREAS, Penn Cinema rents a parcel of land along Airport Road with a lease term of forty-three (43)years; and

WHEREAS, the lease agreement provides for a rent re-set at twenty (20) years; and

WHEREAS, Red Rose Appraisals has provided a proposal in the amount of Ten-Thousand Dollars ($10,000) to perform the required appraisal.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Lancaster Airport Authority accepts the appraisal presented by Red Rose Appraisals; 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 approved 2025 Audited Financial Report is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, and unanimously approved the appraisal proposal was approved.

TERMINAL WOOD BEAM REPAIRS – Due to unknown weather leaks since the roof was installed in 1996, interior wood beams have decayed. The decayed wood was discovered when the demolition of the area as part of the Baggage Claim area started. A request for bids was accepted and Lobar Construction was the approved bidder. The following resolution approves the bid results.

Resolution No. 30 of 2026
Terminal Ream Repair Bid Results - Lobar Associates

WHEREAS, the Lancaster Airport Authority held a bid opening for work to be performed for the Terminal Beam Repair Project at the Lancaster Airport, Lancaster, Pennsylvania; and,

WHEREAS, the Lancaster Airport Authority has reviewed the bid results and concur that Lobar Associates is the apparent low bidder in the amount of Thirty-Six Thousand Eighteen Dollar and Seventy-Three Cents ($36,018.73).

NOW THEREFORE BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Lobar Associates as the low bidder for the Terminal Repair 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.

Upon motion duly made by Mr. Clugston, seconded by Mr. Balani, the resolution was adopted and the bid results were approved. Staff will be working with the contractor to start the project as quickly as possible to get the Baggage Claim project re-started.

HANGAR FLOOR CONTRACTOR TERMINATION – At a prior meeting, Evercor was approved as the low bidder to provide floor repair services for the hangar previously leased by Southern Airways Express. After working with the contractor to get the project completed, Staff discovered that the contractor was not complying with the bid specifications. Staff worked with Counsel to provide an opportunity to comply, however, after repeated attempts, it was determined that Evercor was unwilling to comply. Staff and Counsel provided a termination letter. The following resolution approves the termination of the contract.

Resolution No. 31 of 2026
Termination of Evercor Contract Award for Hangar Floor Epoxy Replacement

WHEREAS, the Lancaster Airport Authority (the "Authority") solicited competitive bids pursuant to a Request for Proposals dated May 20, 2026 and Addendum No. One dated June 2, 2026 (collectively, the "Contract Documents") for the removal and replacement of an epoxy floor in a hangar located at the Lancaster Airport (the "Project"); and

WHEREAS, on June 15, 2026, the Authority, accepted Evercor (the "Contractor") as the lowest responsible bidder for the project;

WHEREAS, by submitting its bid and accepting the award of the Project, Contractor undertook and agreed to perform the Project in accordance with the Contract Documents, including the plans, specifications, product requirements, installation requirements, manufacturer requirements, and other requirements applicable to the Project; and

WHEREAS, a Notice to Proceed was issued on June 19, 2026, authorizing Contractor to commence performance of the Project; and

WHEREAS, during Contractor's performance, the Authority and its representatives identified defective and nonconforming work that failed to comply with the Contract Documents, including, without limitation, the failure to properly prepare the concrete substrate, failure of the installed epoxy system to properly adhere, use of unauthorized materials, the failure to satisfy specified application requirements, the failure to adhere to the timeline for the Project, among other deficiencies; and

WHEREAS, the deficiencies in Contractor's work have been documented through inspections, photographs, testing, reports, communications with Contractor and/or findings of the Authority; and

WHEREAS, on August 26, 2026, the Authority provided Contractor with written notice identifying defective and nonconforming work and afforded Contractor a reasonable and final

opportunity to cure the deficiencies and demonstrate its ability to complete the Project in accordance with the Contract Documents; and

WHEREAS, Contractor has failed to satisfactorily cure the defective and nonconforming work and/or otherwise demonstrate its ability and willingness to timely complete the Project in accordance with the Contract Documents, including the failure to submit an acceptable corrective-action plan, and failure to timely perform corrective work; and

WHEREAS, the Authority has considered the nature and extent of the defective and nonconforming work, Contractor's response to the deficiencies identified by the Authority, Contractor's opportunity to cure such deficiencies, and Contractor's performance following such notice; and

WHEREAS, based upon the foregoing, the Authority Board has determined that Contractor has materially breached its obligations concerning the Project and that Contractor has failed to provide reasonable assurance that it will timely and satisfactorily complete the Project in accordance with the Contract Documents; and

WHEREAS, the Authority Board has further determined that it is necessary and appropriate to terminate Contractor's right to continue performance in order to protect the interests of the Authority and permit the defective work to be corrected and the Project to be completed; and

WHEREAS, in accordance with the foregoing, a Notice of Termination for Material Breach was issued to Contractor on September 3, 2026.

NOW, THEREFORE, BE IT RESOLVED that Based upon the information presented to and considered by the Authority, including the Contract Documents, the condition of the work, the deficiencies identified by the Authority and its representatives, Contractor's response to those deficiencies, and Contractor's failure to satisfactorily cure the same, the Authority has determined that Contractor has materially breached its obligations with respect to the Project.

BE FURTHER RESOLVED that Authority hereby ratifies and approves the termination of the Contractor's right to continue performance of the Project as a result of Contractor's material breach consistent with the Notice of Termination for Material Breach dated September 3, 2026 and issued to Contractor.

Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, and unanimously approved, the contract termination was approved.

HANGAR FLOOR CONTRACTOR SELECTION – As a result of terminating the Evercor contract, the next lowest bidder was contacted and able to complete the project as bid. The following resolution approves providing the contract to Surface Technology to complete the floor repair.

Resolution No. 32 of 2026
Award of the Contract for Correction and Completion of the Removal and Replacement of Hangar Epoxy Floor to Surface Technologies, Inc.

WHEREAS, the Lancaster Airport Authority (the "Authority") solicited competitive bids pursuant to a Request for Proposals dated May 20, 2026 and Addendum No. One dated June 2, 2026 (collectively, the "Contract Documents") for the removal and replacement of an epoxy floor in a hangar located at the Lancaster Airport (the "Project"); and

WHEREAS, the Project was initially awarded to Evercor as the lowest responsible bidder; however, certain issues arose with the Project resulting in a termination of the contract with Evercor;

WHEREAS, as a result of the termination of the contract with Evercor, the project remains to be completed in accordance with the Contract Documents; and

WHEREAS, Surface Technologies, Inc. submitted the second-lowest responsible bid in the original competitive bidding process for the Project in the amount of $109,500.00; and

WHEREAS, Surface Technologies, Inc. has advised the Authority that it is willing to perform the work necessary to correct and complete the Project for the amount of $109,500.00 and upon the terms and conditions set forth in Surface Technology's original bid; and

NOW, THEREFORE, BE IT RESOLVED that the Lancaster Airport Authority does hereby accept Surface Technologies, Inc. as the next-lowest responsible bidder for the Project; and

BE FURTHER RESOLVED that 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.

Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, the resolution was adopted and the bid award was approved. Staff will move forward quickly to get the project completed.

NON-AERONAUTICAL PROPERTY COMMMITTEE:

TERRACON AGREEMENT – Terracon provided a proposal to complete the work authorized for the Meister family cemetery project. The following resolution approves the agreement to move forward with completing the project.

Resolution No. 33 of 2026
Terracon Project Proposal - Cemetery Relocation

WHEREAS, the Lancaster Airport Authority desires to develop portions of the property at the Lancaster Airport; and

WHEREAS, Terracon has been working with the Airport Authority to identify and coordinate relocation of any remains identified in a marked cemetery on the field; and

WHEREAS, Terracon has provided a proposal in the amount not to exceed $224,825 for the cemetery relocation, burial investigations and exhumations, and gravestone restoration and resetting.

NOW THEREFORE BE IT RESOLVED that Lancaster Airport Authority does hereby approve the proposal submitted by Terracon; 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 is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, and unanimously adopted, the agreement was approved. Staff were commended for being pro-active in working through this process to prepare for future development.

STAFF MANAGEMENT REPORTS:

Mr. Brown was excused and he turned the meeting over to Mr. Ruppert to finish the meeting.

EXECUTIVE DIRECTOR REPORT – Mr. Foster reported that he will be attending meetings with Skywest and Breeze with the airline consultant to try and secure additional service at LNS. EAS airlines are able to change the schedule, however, they are unable to change a destination without approval. Mr. Foster and Mr. Hartz will be discussing potential options with Skywest to look at a better schedule as well a potential destinations, either through the EAS program or additional flights at-risk. The airshow event went great overall even with the Sunday cancellation. The VIP event Friday night had local, state, and federal dignitaries attending. He is also attending a meeting with the Lancaster Chamber Board of Director about securing funding to attract additional airline service to LNS. During the event, old lights and signs were available for sale and were very popular.

DIRECTOR, FINANCE & ADMINISTRATION – Ms. Martin reported that about 63% of outstanding Receivables have been collected since August 31, 2026 leaving about $110,800 still

outstanding. Year-to-date aircraft numbers were up over 2026. So far, passenger numbers are still increasing form last year. Ms. Martin reported that many people she spoke with enjoyed the event and many volunteers are excited to return for future events.

DIRECTOR, OPERATIONS & DEVELOPMENT – Mr. Beiler reported that Miller Soil Solutions is back on track with an approved permit and are still close to the original timeline. He is working with RGS to expand the current permit slightly to be able to keep accepting loads. The new hangar being built near the Sheetz is nearing completion with PPL power still to be tied in. The hangar cannot be occupied until PPL has installed and activated the electric power. The walking path project design is at approximately 80% completed and the Township engineer is handling that process. ALDI is still waiting for the final land release approval. A second mechanic has been hired, who is also named Austin.

GENERAL MANAGER, ALLIANCE AVIATION – Mr. Tomlinson reported that it was a very busy month with over 100,000 gallons of fuel sold. The Airshow impacted operations for about 60 hours from Thursday morning until Saturday evening. Alliance staff relocated to Advanced Aircraft Services for the weekend to accommodate non-airshow participants. Over the weekend, about 108 aircraft fuelings took about 14,000 gallons and repositioned over 100 aircraft over the weekend. In addition to the event, there was a group of aircraft coming in to celebrate a local businessman's birthday. He was in charge of setting up the parking for the weekend as this was his first airshow event.

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, October 19, 2026 at 3:30 p.m. in-person and by ZOOM. There being no further business to discuss, motion was duly made by Mr. Clugston seconded by Mr. Balani, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

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Cheryl Martin
Recording Secretary