

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**  
**March 16, 2026**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Monday, March 16, 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 – Virtually
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  
Connor Ochs – Station Manager, Lancaster Airline Service – Excused Absence

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

Paul Hatfield - Aero-Tech Services  
Robin Palmer – Resident  
Glenn Bougher – Civil Air Patrol  
Mark Walmer – Resident  
Myeeshia Bolen – AVIS Budget Group

**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 February 23, 2026 were distributed to the Board members. Upon motion duly made by Mr. Ruppert, 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 February 28, 2026. He highlighted several accounts but remarked that the accounts are generally in line with budget. In February, the inventory software transitioned to a new system, X-1. The import file is not yet set up so the income portion is not included in the reports. Once imported, updated reports will be provided for the missing information. The following table is the report for the referenced period.

2/28/2026		
<b>Combined General Fund, Alliance Aviation, and Airline Services Accounts</b>		
Reporting Period	Budget	Actual
February Revenue:	\$11,420.46	\$43,554.21
Year to Date Net Revenue:	(\$40,016.58)	(\$315.27)
<b>General Fund Report</b>		
Reporting Period	Budget	Actual
February Revenue:	\$17,320.19	\$42,775.51
Year to Date Net Revenue:	(\$22,326.07)	\$4,353.54
<b>Alliance Aviation Report</b>		
Reporting Period	Budget	Actual
February Revenue:	\$0.00	\$0.00
Year to Date Net Revenue:	\$0.00	\$0.00
<b>Airline Services</b>		
Reporting Period	Budget	Actual
February Revenue:	(\$5,899.73)	\$778.70
Year to Date Net Revenue:	(\$17,690.51)	(\$4,668.81)
<b>Cash and Cash Equivalents</b>		
Item		Current Balance
General Fund Checking Account:		\$587.16
General Fund Liquid Reserves:		\$256,478.94
Certificate of Deposit:		\$4,129,000.00
PLGIT Cash Account:		\$4,821.00
PLGIT Prime Investment Account		\$1,744,262.68

PLGIT Term Account		\$0.00
General Fund Accounts Receivable:		\$124,534.90
General Fund Accounts Payable:		<b>(\$77,182.78)</b>
Alliance Aviation Checking/Cash on Hand:		\$0.00
Alliance Aviation Accounts Receivable:		\$0.00
Alliance Aviation Accounts Payable:		<b>\$0.00</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,182,501.90</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ January 31, 2026		\$20,314.31
Grant Receipts/Transfers:		\$560,350.42
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$580,095.83)</b>
<b>Balance @ February 28, 2026</b>		<b>\$568.90</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ February 28, 2026</b>		\$6,083.73
<b>Item</b>		
	<b>Rate of 6.8000%</b>	<b>Available Balance:</b>
<b>Balance @ February 28, 2026</b>		\$1,000,000.00

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

**PERSONNEL COMMITTEE REPORT:**

Mr. Brown reported that the Personnel Committee will meet shortly regarding Mr. Foster’s annual review and start working on updating the current employee compensation process.

**AERONAUTICAL PROPERTY COMMITTEE:**

**ESSENTIAL AIR SERVICE REPORT** – Mr. Foster reported that Skywest and United staff have started meeting with the Airport to set up the upcoming service. They are still planning on having the first flight in June 2, staying overnight, and departing out on June 3 in the morning. In April, Skywest staff will be using the office for training for about 7 weeks leading up to the start of service. They have held interviews with about 15 people. They are ordering supplies and equipment to start up service. Initial sales with minimal advertising has been looking good. Currently, there is not a conflict with the scheduled Breeze flights.

## **NON-AERONAUTICAL PROPERTY COMMITTEE:**

No report this month.

## **STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that he will be attending an air service conference in March. At that time, he will be meeting with Breeze about adding flights as well as other airlines who may be interested in providing service out of Lancaster Airport. He just attended the annual Civil Air Patrol dinner and sat with Congressman Smucker. Senator McCormick submitted a Congressionally Directed Spending for Airport Improvements in the amount of \$5 million as a portion of \$20 million for airport improvements.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 8% of outstanding Receivables for General Fund only have been collected since February 28, 2026 leaving about \$114,600 still outstanding. February aircraft and passenger traffic has started off slightly less than 2025 even though fuel gallons sold were higher. The new FBO software program, X-1 went live on February 10, 2026, with a few glitches as expected, however, they seem to be working out. Auditors were on-site last week and anticipate having a draft for approval at the April meeting.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler was unable to attend the meeting.

**GENERAL MANAGER, ALLIANCE AVIATION** – Mr. Tomlinson reported that there are ongoing staff changes but there is a solid core for a rebuilding phase. He shared a fresh mission statement with benchmark elements that can be tied to employee performance as well. He is also attending the upcoming Schedulers and Dispatch conference being held in Cleveland, Ohio next week.

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

## **PUBLIC COMMENT**

Mr. Brown asked if any attendees had any additional comments or questions. Mr. Bougher from the Civil Air Patrol thanked Mr. Foster for attending the dinner. One of the cadets received one of the highest awards possible. He requested that President Trump attend the dinner – he was sent a letter instead. Less than 5 out of 1,000 are given the award.

Mr. Brown requested that the Board be prepared after the April Board meeting for group photos to be taken. The updated photos will be posted on the website and should be done

annually. He was also asked about the status of the graves on the north side of the Airport. Counsel confirmed that staff are working on a plan to submit to the Judge for approval.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, April 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. Ruppert, seconded by Mr. Vargish, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary