

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**  
**April 20 2026**

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

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

Paul Hatfield - Aero-Tech Services  
Robin Palmer – Resident  
Chris Porter– Civil Air Patrol  
Michael Wascura – Baker Tilley  
Rick Farmer – Baker Tilley  
Grant Zimmerman – Baker Tilley  
Sonya Foster - Resident

**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.

Mr. Brown announced that an Executive Session was held immediately preceding the Public Meeting for a personnel matter.

Ms. Robin Palmer, a local resident, asked for clarification on how bonuses are calculated and distributed. Mr. Brown relayed that the issue raised was discussed in the Executive Session. Mr. Foster and Ms. Martin will be in contact with Ms. Palmer addressing her concerns.

**MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on March 16, 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 March 31, 2026. He highlighted several accounts but remarked that the accounts are generally in line with budget. Reports for Alliance from February were included with March’s report. 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:	\$12,076.99	\$62,694.17
Year to Date Net Revenue:	(\$39,360.05)	\$45,667.48
<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:	\$656.53	\$19,139.96
Year to Date Net Revenue:	(\$12,871.29)	\$45,982.75
<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:		\$208,563.28
Alliance Aviation Accounts Receivable:		\$120,145.20
Alliance Aviation Accounts Payable:		<b>(\$230,886.10)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$6,280,324.28</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

3/31/2026		
<b>Combined General Fund, Alliance Aviation, and Airline Services Accounts</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
March Revenue:	\$4,811.99	\$22,542.66
Year to Date Net Revenue:	<b>(\$14,204.59)</b>	\$57,700.16
<b>General Fund Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
March Revenue:	\$4,670.19	\$8,193.76
Year to Date Net Revenue:	<b>(\$17,655.88)</b>	\$1,273.58
<b>Alliance Aviation Report</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
March Revenue:	\$6,336.53	\$15,553.89
Year to Date Net Revenue:	<b>(\$6,534.76)</b>	\$61,536.64
<b>Airline Services</b>		
<b>Reporting Period</b>	<b>Budget</b>	<b>Actual</b>
March Revenue:	<b>(\$6,194.73)</b>	<b>(\$1,204.99)</b>
Year to Date Net Revenue:	<b>(\$2,885.24)</b>	<b>(\$5,110.06)</b>

<b>Cash and Cash Equivalents</b>		
<b>Item</b>		<b>Current Balance</b>
General Fund Checking Account:		\$54,091.50
General Fund Liquid Reserves:		\$574,960.37
Certificate of Deposit:		\$3,882,000.00
PLGIT Cash Account:		\$71.54
PLGIT Prime Investment Account		\$497,328.33
PLGIT Term Account		\$750,000.00
General Fund Accounts Receivable:		\$137,745.09
General Fund Accounts Payable:		<b>(\$79,833.99)</b>
Alliance Aviation Checking/Cash on Hand:		\$150,057.41
Alliance Aviation Accounts Receivable:		\$177,439.26
Alliance Aviation Accounts Payable:		<b>(\$241,799.29)</b>
<b>Total Cash and Cash Equivalents:</b>		<b>\$5,902,060.22</b>
<b>Grant-Funded Project Construction Report</b>		
Balance @ February 28, 2026		\$568.90
Grant Receipts/Transfers:		\$399,719.07
Line of Credit Drawdowns:		\$0.00
Total Cash Disbursements:		<b>(\$357,168.02)</b>
<b>Balance @ March 31, 2026</b>		<b>\$43,119.95</b>
<b>Passenger Facility Charge Account</b>		
<b>Balance @ March 31, 2026</b>		\$11,650.32
<b>Item</b>	<b>Rate of 6.8000%</b>	<b>Available Balance:</b>
<b>Balance @ March 31, 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.

**FISCAL YEAR 2025 AUDIT REPORT** – Baker Tilley performed the audit for Fiscal Year 2025. Representatives from Baker Tilley were present to review and present the findings for the year. The report is an unmodified opinion, which is the highest level. They relayed their appreciation to the Board for the assistance provided by staff during the audit process.

The latest change, GASBY 102, has no material impact on the operation of the Airport Authority. A single audit was required again this year due to the expenses of over \$1 million funded through federal dollars. The audit raises the level of review related to projects, which accounts for the majority of the funds moving through Authority accounts. The additional required report for PFC transactions is included at the end of the report. The following resolution accepts the annual audit.

**Resolution No. 09 of 2026**  
**Adoption of Auditor's Reports**

**WHEREAS**, Baker Tilly LLP Certified Public Accountants, being the auditors engaged to perform an independent audit of the Authority's financial statements, have completed and submitted financial statements for the year ended December 31, 2025 together with an independent auditors' report thereon; and

**WHEREAS**, the Board of the Lancaster Airport Authority, having been presented with said reports and having reviewed the same, do hereby accept the reports as submitted.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Lancaster Airport Authority accepts the audited financial statements for the fiscal year ended December 31, 2025 submitted by Baker Tilly LLP; 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 Audit Report 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 resolution was adopted and the report was accepted. With this approval, the final audited statements will be released and provided to the Airport Authority.

**PENNDOT – BOA GRANT – UTILITY EXTENSION** – PennDOT – Bureau of Aviation provided a matching grant of 75% state and 25% local funds for a utility extension from the Sheetz to the southeast corner of Route 501 and Millport Road. The following resolution accepts the grant agreement.

**Resolution No. 10 of 2026**  
**PennDOT - Bureau of Aviation Grant Agreement**  
**Sewer & Water Utility Extension**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Sewer & Water Utility Extension Project in the amount up to \$2,827,074 which is seventy-five percent (75%) of allowable costs 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** the Lancaster Airport Authority does hereby approve the acceptance of the Grant Agreement for the above-referenced project at the Lancaster Airport, by the Commonwealth of Pennsylvania, as hereinafter set forth in the attached Grant 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 grant agreement and project, is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Rupert, and unanimously approved, the resolution was adopted and the grant was accepted. The grant will be executed and then processed by PennDOT – BOA. Reimbursement of eligible expenses will be submitted once it is approved.

**UTILITY EXTENSION BID RESULTS** – included in the grant application for the utility project was the low bidder for the construction work. The low approved bidder was Miller Soil Solutions. Miller was one of several company who submitted bids. The following resolution approves the bid results and accepts Miller Soil Solutions as the low bidder.

**Resolution No. 11 of 2026**  
**Sewer & Water Utility Extension Bid Results**  
**Miller Soil Solutions, LLC**

**WHEREAS**, the Lancaster Airport Authority held a bid opening for work to be performed for the Sewer & Water Utility Extension at the Lancaster Airport, Lancaster, Pennsylvania; and,

**WHEREAS**, the Lancaster Airport Authority has reviewed the bid results and concur that Miller Soil Solutions LLC is the apparent low bidder in the amount of \$3,255,727.79.

**NOW THEREFORE BE IT RESOLVED** that the Lancaster Airport Authority does hereby accept Miller Soil Solutions LLC as the low bidder for the utility extension 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. Vargish, seconded by Mr. Ruppert, and unanimously approved, the resolution was adopted and the bid results were accepted. The contract for the work will be executed and the contractor will start preparing for actual construction.

**McFARLAND JOHNSON TASK ORDER NO. 09** – McFarland Johnson provided a construction administration agreement for the utility extension project. The following resolution approves the agreement.

**Resolution No. 12 of 2026**  
**McFarland-Johnson, Inc.**  
**Task Order No. Nine (9) Agreement**

**WHEREAS**, the Lancaster Airport Authority desires to extend the sewer and water utility lines from the Sheetz facility to the northeast corner of Route 501/Lititz Pike and Millport Road to enhance future development to the north side of the Lancaster Airport property; 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 Task Order No. Nine (9) to provide construction administration services in the amount of \$318,664; and

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve Task Order No Nine (9) agreement; 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 is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Vargish, seconded by Mr. Ruppert, and unanimously approved, the resolution was adopted and the agreement was approved.

**MCFARLAND JOHNSON TASK ORDER NO. 10** – McFarland Johnson has provided an agreement to prepare and submit a CATEX for the Hangar Complex project. The cost is eligible for project planning on a future grant agreement. The following resolution approves the agreement.

**Resolution No. 13 of 2026**  
**McFarland-Johnson, Inc.**  
**Task Order No. Ten (10) Agreement**

**WHEREAS**, the Lancaster Airport Authority desires to design and construct a hangar complex on the north side of the field; 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**, the Federal Aviation Administration required that an environmental assessment be completed before moving forward with the project; and

**WHEREAS**, McFarland-Johnson, Inc. has provided Task Order No. Ten (10) to complete and submit the required documentation to the FAA in the amount of \$12,318; and

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve Task Order No Ten (10) agreement; 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 is attached hereto and made a part of this Resolution.

Upon motion duly made by Mr. Vargish, seconded by Mr. Ruppert, and unanimously approved, the resolution was adopted and the agreement was approved.

**DELTA AIRPORT CONSULTANTS TASK ORDER No. 18** – Delta Airport Consultants has provided an agreement to prepare for submission a SMS plan implementation as now required by the Federal Aviation Administration. Staff will work with Delta to provide the necessary information.

**Resolution No. 14 of 2026**  
**Delta Airport Consultants, Inc. Engineering Task Order Eighteen (18)**  
**SMS Implementation Plan**

**WHEREAS**, the Federal Aviation Administration has required that all airports create and implement a Safety Management System (SMS) plan; and

**WHEREAS**, the SMS Plan must be created and ready for implementation by September 30, 2026; and

**WHEREAS**, Delta Airport Consultants, Inc. has tendered to the Lancaster Airport Authority, Lancaster, Pennsylvania, Engineering Agreement Task Order Eighteen (18) in the amount of \$15,000.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Delta Airport Consultants, Inc. Task Order No. Eighteen (18); 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 amendment agreement is hereby approved.

Upon motion duly made by Mr. Vargish, seconded by Mr. Ruppert, and unanimously approved, the resolution was adopted and the agreement was approved.

**PERSONNEL COMMITTEE REPORT:**

The Personnel Committee is reviewing the current Personnel Handbook and will meet with staff regarding any proposed changes to the current document. Mr. Foster has also received a proposal for personnel review. It is currently being reviewed and will be provided for consideration in the future.

**AERONAUTICAL PROPERTY COMMITTEE:**

**ESSENTIAL AIR SERVICE REPORT** – Mr. Foster reported that Skywest and United staff are working diligently to prepare for the upcoming flights starting June 2.

**CIVIL AIR PATROL ANNUAL REPORT** – Chris Porter, recently promoted to the Unit Commander of the Jesse Jones squadron 304 based at Lancaster Airport provided a report to the Board regarding their activities in 2025. The current level of participants is one of the largest groups in years with 55 cadets. At the recent annual dinner, Congressman Smucker attended and awarded one of the cadets one of the highest honors possible. Staff is working with the Civil Air Patrol and Venture Jets to relocate them elsewhere on the field, hopefully with better visibility. This unit is the largest unit in the PA Wing followed by Reading with the 3<sup>rd</sup> pretty far behind. Other units share personnel with other units. The program offers flight scholarships and provides training to become Part 107 certified pilots. At least 50% enter the military when eligible to join.

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

No report this month.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster did not have any additional items to report.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 42% of outstanding Receivables for General Fund only have been collected since March 31, 2026 leaving about \$140,000 still outstanding. March aircraft and passenger is about even with 2025 to date overall. The audit went well overall and she expressed her appreciation for the assistance the audit staff provide when requesting new information and processes, ensuring she understands

what any changes may impact current processes. Skywest is utilizing the upstairs of the LAA office area for their training and that has been going very well.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that the hangar project should be resuming shortly. The storm basin is currently in another round of comments. The gravesite project should have good news at the next meeting. The contractor for the Terminal project is scheduled to pour concrete on April 22. Steel arrives May 3. The ALDI project is in a final FAA approval. Getting Skywest situated is contingent upon TSA moving which is in process. The runway and taxiway signage/electrical project will require runway and airport closures in the coming weeks with a nomenclature change effective May 14, 2026. The zoning re-write is being transitioned to a more simplified plan. The sidewalk project is in design with the Township currently with no Stormwater Management required.

**GENERAL MANAGER, ALLIANCE AVIATION** – Mr. Tomlinson reported he is dealing with staffing issues and is hiring two (2) additional full-time staff. He is also reviewing the fee structure and adjusting with the new software program. The new pricing starting April 12 with no negative feedback so far.

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

#### **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, May 18, 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