

**MINUTES OF**  
**LANCASTER AIRPORT AUTHORITY**  
**January 30, 2026**

A meeting of the Lancaster Airport Authority was held in-person and remotely using ZOOM on Friday, January 30, 2026 which was rescheduled from Monday, January 26, 2026 due to weather. The meeting began at 1:30 pm. Mr. Matt Brown, Vice-Chair, presided at the meeting and the following people attended:

**Lancaster Airport Authority**

Chair	Matthew Brown – Virtually
Vice-Chair	Frank Vargish
Secretary	Casey Clugston
Treasurer	Daniel Ruppert
Asst. Secretary/Asst. Treasurer	Shaun Balani – excused absence

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  
Open Position – General Manager, Alliance Aviation  
Open Position – Manager, Lancaster Airline Service

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

No visitors this month

**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.

**PERSONNEL COMMITTEE REPORT:**

Mr. Brown requested that the Personnel Committee provide a recommendation on the slate of officers for 2026. A draft was provided to all members with positions and committees. All Board members approved the proposed Slate of Officers, a copy of which follows:

**SLATE OF OFFICERS – 2026**

**Officers:**

Chair	Matthew Brown
Vice-Chair	Frank Vargish
Secretary	Casey Clugston
Treasurer	Daniel Ruppert
Asst. Sec./Asst. Treas.	Shaun Balani

**COMMITTEES**

**Finance Committee:**

Chairman	Daniel Ruppert Shaun Balani
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**Personnel Committee:**

Chairman	Shaun Balani Matthew Brown
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**Facilities Committee:**

Chairman	Casey Clugston Frank Vargish
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**Non-Aeronautical Property Committee:**

Chairman	Frank Vargish Matthew Brown
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Upon motion duly made by Mr. Vargish, seconded by Mr. Clugston, the Slate of Officers was approved for 2026. Mr. Brown then requested that Mr. Vargish take over the meeting since he is participating remotely.

**MINUTES OF LAST MEETINGS:**

Copies of the proposed minutes of the Lancaster Airport Authority Board meeting held on December 15, 2025 were distributed to the Board members. Upon motion duly made by Mr. Clugston, seconded by Mr. Brown, and unanimously agreed, the minutes were approved as submitted.

**FINANCE COMMITTEE:**

**MONTHLY FINANCIAL REPORT** – Mr. Ruppert reviewed the financial report for the period ending December 31, 2025. He highlighted several accounts with both the Operating Fund and the Alliance Account ahead of budget, especially the landfill, the investment interest, wages, and insurance. The following table is the report for the referenced period.

December 31, 2025

**Combined General Fund, Alliance Aviation, and Airline Services Accounts**

Reporting Period	Budget	Actual
December Revenue:	(\$48,178.15)	\$65,435.65
Year to Date Net Revenue:	\$351,576.41	\$1,478,291.82

**General Fund Report**

Reporting Period	Budget	Actual
December Revenue:	(\$57,095.32)	(\$2,121.35)
Year to Date Net Revenue:	\$391,317.00	\$704,779.72

**Alliance Aviation Report**

Reporting Period	Budget	Actual
December Revenue:	\$16,069.93	\$72,820.02
Year to Date Net Revenue:	\$543,814.00	\$813,932.89

**Airline Services**

Reporting Period	Budget	Actual
December Revenue:	(\$7,152.76)	(\$5,263.02)
Year to Date Net Revenue:	(\$55,810.52)	(\$40,420.79)

**Cash and Cash Equivalents**

Item	Current Balance
General Fund Checking Account:	\$46,721.17
General Fund Liquid Reserves:	\$185,727.63
Certificate of Deposit:	\$4,382,000.00
PLGIT Cash Account:	\$3.20
PLGIT Prime Investment Account	\$2,223,409.91
PLGIT Term Account	\$0.00
General Fund Accounts Receivable:	\$167,324.56
General Fund Accounts Payable:	(\$89,059.61)
Alliance Aviation Checking/Cash on Hand:	\$192,451.75
Alliance Aviation Accounts Receivable:	\$52,774.06
Alliance Aviation Accounts Payable:	(\$212,824.16)
<b>Total Cash and Cash Equivalents:</b>	<b>\$6,948,528.51</b>

**Grant-Funded Project Construction Report**

Balance @ November 30, 2025	\$568.60
Grant Receipts/Transfers:	\$220,628.43
Line of Credit Drawdowns:	\$0.00
Total Cash Disbursements:	(\$220,628.43)
<b>Balance @ December 31, 2025</b>	<b>\$568.60</b>

**Passenger Facility Charge Account**

<b>Balance @ December 31, 2025</b>	<b>\$12,002.41</b>
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Item	6.05%	Available Balance:
<b>Balance @ December 31, 2025</b>	Changed as of 12/10/25	\$1,000,000.00

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

**PENNDOT- BOA GRANT AGREEMENT FOR ACQUIRE SUPPORT EQUIPMENT** – Staff submitted an application to acquire aviation support equipment for airline services and operations. A grant offer was release and was required to be accepted between Board meetings. With approval, Mr. Foster accepted the grant agreement pending ratification of his acceptance. The following resolution accepts the agreement.

**Resolution No. 01 of 2026  
PennDOT - Bureau of Aviation Grant Agreement  
Acquire Support Equipment**

**WHEREAS**, the Commonwealth of Pennsylvania, Department of Transportation, tendered a Grant Agreement to the Lancaster Airport Authority, Lancaster, Pennsylvania, for the Acquire Support Equipment Project in the amount up to \$382,349.25 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 ratify 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 ratification of 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. Clugston, seconded by Mr. Ruppert, and unanimously approved, the resolution was adopted and the agreement was approved.

**PERSONNEL COMMITTEE (RESUMED):**

**COUNSEL APPOINTMENT** – The Lancaster Airport Authority approves legal counsel on an annual basis. Russell, Krafft, and Gruber has been the primary legal counsel and desires to

continue in this capacity. Following is a resolution approving their continued work on airport-related matters.

**Resolution No. 02 of 2026**  
**Legal Counsel Appointment**

**WHEREAS**, the Lancaster Airport Authority consults with legal counsel to review documents; and

**WHEREAS**, Russell, Krafft & Gruber, LLP has been the engaged solicitor of record for the Lancaster Airport Authority on various projects for several years.

**BE IT RESOLVED, THEREFORE**, that the Lancaster Airport Authority hereby continues the appointment of Russell, Krafft & Gruber, LLP as the Lancaster Airport Authority solicitor of record for the calendar year 2026.

Upon motion duly made by Mr. Clugston, seconded by Mr. Ruppert, the resolution was adopted and the appointment was approved. The Board thanked Mr. Zeamer for his continued work on Airport business.

**MEAD & HUNT AIR SERVICE CONSULTANT SERVICES** – Mr. Foster has been working with Mead & Hunt staff to continue to attract airlines to Lancaster as well as keep the data up to date. The following resolution approves potential services for 2026. Mr. Foster will provide a Notice-To-Proceed for services outlined in the proposal as needed. The following resolution approves the proposal.

**Resolution No. 03 of 2026**  
**Mead & Hunt Consultant Agreement 2026**

**WHEREAS**, Mead and Hunt provided a proposal for various services to be provided in Calendar Year 2026; and

**WHEREAS**, Mead & Hunt will prepare documents and presentations for meetings and conferences as well as update current market information; and

**WHEREAS**, Mead & Hunt presented a proposal for approximately \$43,700 in 2026 and any additional related services based on time and material.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve the Mead & Hunt proposal for services in 2026; 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, the resolution was adopted and the agreement was approved.

**OS STRATEGIES** – Mr. Foster requested an extension on the current contract for OS Strategies. Due to the government shutdown, many approvals that would have occurred in 2025 were pushed into 2026. The following resolution approves the agreement.

**Resolution No. 04 of 2026**  
**OS Strategies Lobbyist Consultant Proposal**

**WHEREAS** the Lancaster Airport desires to secure additional Federal Funds for a Tower/Terminal project; and

**WHEREAS** OS Strategies has provided a proposal to assist in securing Federal funds through lobbying Federal legislatures at an approximate cost of \$60,000 to \$75,000 in 2026.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approve OS Strategies as the consultant to provide lobbying services to secure Federal funding towards a Tower/Terminal project for the Lancaster Airport Authority; 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. Rupert, the resolution was adopted and the agreement was approved.

**AERONAUTICAL PROPERTY COMMITTEE:**

**AERO-CORP OPEATING AGREEMENT ASSIGNMENT** – Aero-Corp provides car rental services at the Airport under the AVIS and Budget brands. The licensee has decided to sell the company to AVIS Budget Car Rental, LLC. The purchasing company must follow the lease agreement. The current term expires in 2028. The following resolution approves the agreement.

**Resolution No. 05 of 2026**  
**Authorizing Assignment of Rental Car Concession Agreement**

**WHEREAS**, the Lancaster Airport Authority (the "Authority"), as landlord, has entered into a Rental Car Concession Agreement dated July 13, 2023 (the "Concession Agreement)," with Aero Corporation ("Aero") as tenant and which permits Aero to lease certain facilities in the lobby of the Terminal Building and certain parking areas to provide automobile rental services at the Airport; and

**WHEREAS**, Aero has requested that the Authority consent to an assignment of the Concession Agreement as part of a sale of the assets and license agreements from **AERO TO AVIS BUDGET CAR RENTAL, LLC**; and

**WHEREAS**, **AVIS BUDGET CAR RENTAL, LLC** desires to provide automobile rental services at the Airport pursuant to the terms and conditions of the Concession Agreement; and

**WHEREAS**, the Authority has prepared an Assignment of Rental Car Concession Agreement wherein Aero shall assign all of its rights, title and interests in the Concession Agreement to **AVIS BUDGET CAR RENTAL, LLC** who shall be responsible for rent and other obligations under the Concession Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority approves the Assignment of Rental Car Concession Agreement, a copy of which has been presented at this meeting, and authorizes the Airport Director to execute the same; and

**ALSO BE IT RESOLVED**, upon the execution and delivery of the Assignment of Rental Car Concession Agreement, the Rental Car Concession Agreement dated July 13, 2023, shall be assigned to **AVIS BUDGET CAR RENTAL, LLC** who shall thereafter be responsible for all rent and other obligations under the Concession Agreement.

**BE IT FURTHER RESOLVED** that William E. Foster, Airport Director, is hereby authorized to execute, on behalf of the Authority, said Assignment of Rental Car Concession Agreement.

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

**ABELLA AVIATION LEASE AGREEMENT** – Abella Aviation provides charter and training services at the Airport. Their lease agreement expired and a new agreement has been forwarded for approval. Due to future construction being delayed, the lease term was extended further than the original agreement. The following resolution approves the lease agreement.

**Resolution No. 06 of 2026**  
**Abella Aviation LLC Lease Agreement**

**WHEREAS**, Faith Works dba Abella Aviation LLC desires to lease space to store aircraft and operate a flight school at the Lancaster Airport; and

**WHEREAS**, the Lancaster Airport Authority has offered a Lease Agreement to Abella Aviation.

**NOW THEREFORE BE IT RESOLVED** that Lancaster Airport Authority does hereby approves the Lease Agreement with Abella Aviation LLC to rent space and provide helicopter flight training; 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 agreements is hereby approved; and

**ALSO BE IT RESOLVED** a copy of the Lease and Operating Agreements are attached hereto and made a part of this Resolution.

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

**NON-AERONAUTICAL PROPERTY COMMITTEE:**

**GALANTE SETTLEMENT AGREEMENT** – Staff and various Counsel have been working with Michel Galante’s representative, Manheim Township School District insurance representative, and our insurance Counsel regarding a legal issue at the bus lot facility. A final settlement was approved by all parties and needed to be executed to finalize the settlement. The following resolution approves the Agreement.

**Resolution No. 07 of 2026**

**Michel Galante and Anthony Galante Release and Settlement Agreement**

**WHEREAS**, representatives for the Lancaster Airport Authority and Manheim Township School District have come to an agreement with Michel Galante and Anthony Galante as part of an insurance claim; and

**WHEREAS**, a settlement agreement was presented to all parties and was executed by the claimant and representatives of the Authority and the School District.

**NOW THEREFORE BE IT RESOLVED** , that Lancaster Airport Authority does approve the settlement agreement; and

**ALSO BE IT RESOLVED** that the ratification of the signature of William E. Foster., Executive Director, to act as agent to execute any and all necessary documents relating to the aforementioned Release and Settlement Agreement is hereby approved; and

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

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

**NORTHWEST CORNER PROPERTY UPDATE** – No additional information at this time.

**STAFF MANAGEMENT REPORTS:**

**EXECUTIVE DIRECTOR REPORT** – Mr. Foster reported that he attended the annual Aviation Issues Conference and he was able to discuss recent language and a Congressional earmark waiting for approval by Congress and the President. OS Strategies has been working behind the scenes to get these items approved. They are also going to be helping to secure Tower funding. As you are aware, the EAS carrier was finally announced. Mr. Foster has been in contact with them and they are working on confirming a start date and what they will need to start service. A General Manager for Alliance has been hired and is starting February 9.

**DIRECTOR, FINANCE & ADMINISTRATION** – Ms. Martin reported that about 55% of outstanding Receivables have been collected since December 31, 2025 leaving about \$99,333 still outstanding. December traffic remains down for 2025 as compared to 2024. The Southern traffic is similar to 2024. Total operations were below 100,000 for the first time in several years. The new FBO software program, X-1, will be live on February 10, 2026. Staff from X-1 will be on-site to provide support as they go live. She expressed appreciation for all the staff who have been working hard to learn the new processes. A public meeting for the Master Plan Update is scheduled for February 24 from 4-5 for tenants and 5-7 for the general public. Delta Airport Consultants will be on-site to assist with questions.

**DIRECTOR, OPERATIONS & DEVELOPMENT** – Mr. Beiler reported that the ALDI project is moving forward with the FAA approvals. This process may take up to six (6) months. This should be the final hurdle before construction is able to start. The Airport was hit hard just as everyone else. The staff worked hard to clear the airport and it was new for many of the staff as it has been about five (5) years since a storm of this magnitude occurred. Hangars – the hangar is in a work stoppage currently with a code issue. They anticipate an approval in the next 1-2 weeks. The Terminal project is hoping to start construction in March.

**GENERAL MANAGER, ALLIANCE AVIATION** – No report at this time.

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

**PUBLIC COMMENT**

Mr. Vargish asked if any attendees had any additional comments or questions. No additional comments were received at this time. Mr. Vargish then moved into an Executive Session to close the meeting.

**DATE FOR NEXT MEETING**

The date for the next meeting is scheduled for Monday, February 23, 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. Ruppert, and unanimously approved, the meeting was adjourned.

Respectfully submitted,

Cheryl Martin  
Recording Secretary