

Susquehanna Area Regional Airport Authority
Meeting Minutes
July 30, 2025

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, July 30, 2025. The following Board members were in attendance:

Keith Bashore	James Gross	* Al Kuhner
Bennett Chotiner	James Helsel	William Leonard
Brian Enterline	Erik Hume	*Lou Paoletti
Nelva Wright		

*Mr. Kuhner and Mr. Paoletti arrived after Roll Call was taken.

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Angela McGowan (Pillar+Aught) via tele-conference, Mick Burkett (Deputy Director, Human Resources), Jamie Sides (Deputy Director, Maintenance), Kevin Bryner (Deputy Director, IT) and Camille Springer (Executive Assistant).

Public Comments:

Atreia Sindiri, Ravi Yaragavla: Dunkin, Auntie Anne's: Mr. Sindiri requested reconsideration of the \$25,000 deposit retention based on the Forbearance Agreement regarding the March 31st deadline. He said there were delays that were beyond their control and supply chain interruptions causing major setbacks. He said they have invested \$100,000 in the Dunkin' project and \$80,000 in Auntie Anne's remodel. He asked the Board to please reconsider and support the refund of the \$25,000 deposit.

Consent Calendar:

Mr. Leonard said this is to approve two Consent Calendar items, non-controversial items costing less than \$10,000.

1. Minutes of June 25, 2025, Board Meeting
2. SARAA Records Disposal

Motion: A motion was made by Mr. Hume that the Board approve the Consent Calendar items. The motion was seconded by Mr. Enterline and unanimously approved.

2025 Air Show Update/Ryan Johnson:

Mr. Johnson presented an After Action Review Summary of the 2025 Airshow. He said that an After Action Review was held with the planning committee, emergency services committee, and

SARAA staff members and was well attended. Also included in the update were staff member comments, areas of improvement for 2026, and what went well in 2025. A staff survey was conducted for 2026 to see who would be willing to work the weekend and Monday.

Executive Committee: No items.

Airport Operations:

a) **O&M Pavement Repairs, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute two agreements with Lobar Associates Construction in an amount of \$47,675.47, and \$86,487.86 to complete milling and paving of the Foxtrot/Golf intersection and milling and paving of the access road to Gate 65 behind Building 513 at HIA. The work will be procured via a Keystone Purchasing Network/Gordian contract by Lobar Associates Construction. The Foxtrot/Golf intersection where the asphalt and concrete pavement meet has settling asphalt due to undermining of the concrete. This has become a safety concern. The access road to Gate 65 has failing asphalt creating FOD. The pricing for the work has been reviewed against local bids for similar work and appears in line. Funding for these agreements will come from the approved 2025 SARAA Operating & Maintenance budget. The total cost proposed to complete both projects is \$134,163.33.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute two agreements with Lobar Associates Construction in an amount of \$47,675.47, and \$86,487.86 to complete milling and paving of the Foxtrot/Golf intersection and milling and paving of the access road to Gate 65 behind Building 513 at HIA. The motion was seconded by Mr. Kuhner and unanimously approved.

b) **Shaner Hotel Group Letter of Intent Extension:** Mr. Edwards reported that this is to authorize the Executive Director to extend the negotiation period with Shaner Hotel Holdings for an additional six months. The new expiration date will be January 30, 2026. In January 2025, the SARAA Board authorized the Executive Director to execute a Letter of Intent (LOI) with Shaner Hotel Holdings for a proposed project concept and financing of a nationally branded extended stay hotel. The LOI provided SARAA and Shaner a six-month negotiation period to complete the execution and delivery of the Ground Lease Agreement, or the delivery of written notice of either party to terminate the LOI. The six-month negotiation period is scheduled to expire on July 29, 2025. Due to a backlog of projects already under contract, Shaner is requesting to extend the LOI for an additional six months. When complete, the draft Ground Lease agreement will be presented to the SARAA Board for final review and approval.

Motion: A motion was made by Mr. Helsel that the Board extend the negotiation period with Shaner Hotel Holdings for an additional six months. The motion was seconded by Mr. Enterline and unanimously approved.

c) **Perfectly Pennsylvania Lease Assignment.** This matter was deferred until after Executive Session..

d) Sri Sai Devi Restaurant, LLC: This matter was deferred until after Executive Session.

Executive Director's Report

a) Financials & Dashboard: Mr. Edwards reported that YTD Revenues were 16.4 million vs 15.7 budgeted, or 4.3% over budget. Operating Expenses were \$11.5 million vs. \$13 million budgeted. YTD Net Operating Revenue was \$4,931,491 or 82.5% over budget. The Variance to Budget was -\$1,868,833. Adding the Extraordinary Cash Inflows resulted in a Net Position of -\$46,988. The Debt Coverage Ratio is 2.96 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements were 13.16% above YTD 2024 enplanements. Food/Gift sales are up 10.5%. Hotel Sales are up 16.8%. Car rental sales are up 8.8%. CFC Days are up 6.3%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 3.6% of total outstanding receipts. However, \$10,000 was paid in July.

b) Project Update: Mr. Edwards reported on the following:
HIA:
Cargo Apron Expansion, Phase 6: Continue installing new 17" concrete pavement. A preproposal meeting was held on August 21, 2025.
Replace Passenger Board Bridges: Gates C3 & C2 are completed and commissioned for use. Gate C1 is to be commissioned by August 11, 2025. Gate B2 is starting on 8/12/2025.
Rehabilitate Escalators: FAA advised Otis that Type 3 waiver for Buy American/Build American was approved. Grant signed and NTP for physical work pending grant offer.
Public Restroom Renovations: The contractor is preparing submittals. NTP pending contractor scheduling, anticipated for July.

Capital City Executive Airport:

Update Wayfinding Signs: This work has been completed.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VIII/VIX: An October/November 2025 start is anticipated.

Franklin County Regional Airport:

Update Master Plan: Additional comments addressed and returned to FAA for final approval.

c) Enplanement Report: Mr. Edwards reported that June 2025 CXY Operations were 2,747, down 4% YoY. YTD CXY Operations were down 3%. June 2025 MDT Operation were 4,872, up 3% YoY. YTD MDT Operations were up 7%. June 2025 Air Cargo Operation were 4,469 tons, up 7% YoY. YTD Air Cargo Operations were up 5%. June 2025 Enplanements were 76,419, up 17% YoY. YTD 2025 Enplanements were up 13% and up 5% vs budget. This was the busiest June ever and the fourth monthly record in a row. June 2025 set a new record with 151,532 Total Passengers, up 7% vs June 1997. This is 4 of our 14 busiest months this year. Q2 2025 was up 7.2% vs 2019. Enplanements could reach 800,000 this year. Marketing continues social media promotion of expanded service.

d) Strategic Plan: Mr. Edwards gave a quarterly report on the Strategic Plan including update on the following

- Expand Aviation Services in Central Pennsylvania
- Develop SARAA Staff while Preparing Tomorrow's Leaders
- Strengthen SARAA's Financial Stability while funding the Future
- Invest in Airport Infrastructure with a Focus on Future Needs
- Positively Impact Community Engagement and Economic Development

A.A.E Accreditation: Mr. Edwards congratulated Mr. Collins on earning his Accredited Airport Executive (A.A.E.) designation on July 8th in Lancaster.

Executive Session:

Mr. Leonard convened an Executive Session at 9:09 a.m. to discuss privileged and litigation matters. Mr. Leonard reconvened the public Board meeting at 9:55 a.m.

Perfectly Pennsylvania Lease Amendment: No discussion or action was taken on this agenda.

Sri Sai Devi Restaurant, LLC:

On July 17, 2024, Sri Sai Devi Restaurant, LLC (tenant) signed a Forbearance Agreement with the Airport Authority. The Agreement gave the tenant until March 31, 2025 to complete the remodel. The tenant provided a \$25,000 security deposit as part of the Forbearance Agreement. The Agreement stated that "In the event the Tenant does not complete the remodel by March 31, 2025, SARAA shall retain the Deposit". This Forbearance Agreement was formally approved by the SARAA Board at a public meeting. The remodel was not completed by the date in the Forbearance Agreement. The tenant is requesting reconsideration of the deposit retention and asked that the \$25,000 deposit be refunded to them.

Motion: A motion was made by Mr. Helsel to refund the \$25,000 security deposit to Sri Sai Devi Restaurant, LLC. The motion was seconded by Mr. Gross.

Amendment to Motion: Mr. Kuhner requested that the motion be amended to include that the \$25,000 refund should be reduced by the amount of legal costs involved with the Forbearance Agreement. Mr. Helsel and Mr. Gross agreed to the Amendment to the Motion. The amended motion was unanimously approved.

Board Member Comments:

Dr. Chotiner: Dr. Chotiner said Air Show presentation was great.

Mr. Enterline: Mr. Enterline thanked Al Houck and staff for the work done with the tree removal at GRA.

Ms. Wright: Ms. Wright commented that she appreciated the format of the Strategic Plan. She also congratulated Mr. Collins on achieving his A.A.E accreditation.

Mr. Paoletti: Mr. Paoletti commented that he recently flew internationally out of HIA and it was \$500 less than the best deal out there.

Next Meeting:

**Wednesday, August 27, 2025, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 10:07 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer