

**Susquehanna Area Regional Airport Authority**  
**Executive Committee**  
**July 25, 2025**  
**Minutes**

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Hume on Friday, July 25, 2025, at 8:00 a.m., at Capital City Executive Airport. Members of the committee present were:

James Gross  
Erik Hume

James Helsel  
Brian Enterline

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Bennett Chotiner (SARAA Board), Al Kuhner (SARAA Board), Brian Seltzer (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Scott Miller (Deputy Director, Marketing & Business Development), Michael Moskal (Deputy Director, Finance & Business Administration), Kevin Bryner (Deputy Director, IT), Jamie Sides (Deputy Director, Maintenance), Mick Burkett (Deputy Director, HR), and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Minutes:** The minutes of June 20, 2025, Executive Committee were deemed approved.

**Financials:**

Mr. Moskal reported that comparative statistics will be from the 2025 budget. YTD revenue of \$16.5 M was \$684,000 over budget. Airline Revenue is over budget by \$139,000. Parking Revenue is over budget by \$391,000. Rental Car Revenues are \$31,000 over budget. YTD expenses of \$11.6 M are \$1.5 M under budget. Personnel expenses are \$20,000 over budget. Parking expenses are \$121,000 below budget. Total parking operations are a net \$651,000 over budget in earnings. The Net Operating Revenue of \$4.9 M was \$2.9 M, or 82.5% over budget. Non-operating revenue and expenses total -\$6.8 M, resulting in a net variance to budget totaling -\$1.9 M. When \$1.8 M of pro-rated ARPA funds are applied, the net position is -\$47,000. The Debt Coverage Ratio is 2.96 on a 1.25 requirement (includes ARPA draw). YTD enplanements are 13.16% above YTD 2024 enplanements. The CPE for June is \$10.55; the FY25 CPE is \$11.65. YTD Food & Gift Sales were 10.5% above FY 2024. YTD Hotel Sales were 16.8% above FY 2024. YTD Car Rental Sales were 8.8% above FY 2024. YTD Rental Car CFCs were 6.3% above FY 2024 CFCs. The total 60 plus day receivables are 3.6% of total outstanding receipts.

**SARAA Records Disposal:**

Mr. Edwards reported that this is to allow the Executive Director to sign the Resolution for the Board to dispose of the identified records in accordance with the Pennsylvania Municipal Record

Manual. SARAA has identified 17 boxes for disposal. All records meet the standards within the Municipal Records Manual for disposal. They will be incinerated at the Lancaster County Waste Management Authority.

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

**Adjournment:** Mr. Hume adjourned the meeting at 8:12 a.m.

**Next Meeting:** Friday, August 22, 2025, 8:00 a.m., Harrisburg International Airport

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer