

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**August 27, 2025**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, August 27, 2025. The following Board members were in attendance:

James Anderson	*Brian Enterline	Erik Hume
Keith Bashore	James Gross	Al Kuhner
Bennett Chotiner	James Helsel	William Leonard

\*Mr. Enterline arrived after Roll Call was taken.

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Mick Burkett (Deputy Director, Human Resources), Jamie Sides (Deputy Director, Maintenance), Belinda Svrbely (Deputy Director, Operation, Security & Public Safety), Kevin Bryner (Deputy Director, IT) and Camille Springer (Executive Assistant).

Dr. Carolyn Van Newkirk: Mr. Leonard expressed condolence for Carolyn's passing and said that she served on the SARAA Board since 2010. She was an airport advocate, especially for the General Aviation airports. She was also a pilot and a member of the Ninety-Nines International Organization of Women. Her service will be visitation only on September 6<sup>th</sup>. Mr. Hume suggested that something should be dedicated in her name since she was a tireless advocate of General Aviation Airports.

**Public Comments:** None.

**Consent Calendar:**

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

1. Minutes of July 30, 2025, Board Meeting

**Motion:** A motion was made by Mr. Helsel that the Board approve the Consent Calendar item. The motion was seconded by Mr. Hume and unanimously approved. Mr. Enterline was not present when this vote was taken.

**Executive Committee:**

a) Health Insurance Renewal: Mr. Edwards reported that this is to select Highmark Blue Shield as SARAA's health insurance carrier for the October 1, 2025 – September 30, 2026, policy period. This will result in a 10.4% (\$145,247) increase in premium. Benefit design,

deductibles and copays remain substantially the same. Capital Blue Cross, SARAA's current health insurance provider, provided a 45.7% (\$636,710) increase in premium. SARAA's broker marketed the account to seven carriers and received quotes from five. This plan will continue to include \$4,000 individual deductible and \$8,000 family deductible. Premium costs are shared between SARAA and its employees, with SARAA continuing to fund 100% of employee only coverage and most of the dependent coverage costs.

**Motion:** A motion was made by Mr. Bashore that the Board select Highmark Blue Shield as SARAA's health insurance carrier for the October 1, 2025 – September 30, 2026 policy period. The motion was seconded by Mr. Anderson and unanimously approved. Mr. Enterline was not present when this vote was taken.

b) **Vision Insurance:** Mr. Edwards reported that this is to approve renewing SARAA's vision insurance coverage with Highmark Blue Shield/Davis Vision for the October 1, 2025 – September 30, 2026, policy period with a 0% increase in cost. The annual premium is estimated at \$15,040 and is paid by SARAA and employee contributions.

**Motion:** A motion was made by Mr. Gross that the Board approve renewing SARAA's vision insurance coverage with Highmark Blue Shield/Davis Vision for the October 1, 2025 – September 30, 2026, policy period with a 0% increase in cost. The motion was seconded by Mr. Helsel and unanimously approved. Mr. Enterline was not present when this vote was taken.

c) **Life & Disability Insurance Renewal.** Mr. Edwards reported that this is to renew SARAA's disability and life insurance program with MetLife at a 5.13% (\$3,620.13 annually) increase. These rates are guaranteed for two years and will expire on September 30, 2027. Benefit levels remain the same. The premium will be paid out of SARAA's general fund. These changes will result in increasing the annual cost by \$3,620.13, to a total of \$74,225.

**Motion:** A motion was made by Mr. Bashore that the Board renew SARAA's disability and life insurance program with MetLife at a 5.13% (\$3,620.13 annually) increase. The motion was seconded by Mr. Chotiner and unanimously approved. Mr. Enterline was not present when this vote was taken.

d) **Worker's Compensation Renewal:** Mr. Edwards reported that this is to renew with UPMC Workpartner's as SARAA's workers compensation insurance carrier for the October 1, 2025 – September 30, 2026 policy period at an annual cost of \$114,111. This is a reduction of \$10,663 (8.55%) compared to the current policy. The premium will be paid out of SARAA's general fund.

**Motion:** A motion was made by Mr. Gross that the Board renew with UPMC Workpartner's as SARAA's workers compensation insurance carrier for the October 1, 2025 – September 30, 2026 policy period at an annual cost of \$114,111. The motion was seconded by Mr. Anderson and unanimously approved. Mr. Enterline was not present when this vote was taken.

### **Airport Operations Committee:**

a) **LOI – ClearSkies Energy Reduction Analysis (HIA)**: Mr. Edwards reported that this is to authorize the Executive Director to sign a Letter of Interest (LOI) with ClearSkies-US LLC to evaluate the feasibility of reducing SARAA's electric costs and generating additional revenue through solar-powered renewable energy at HIA. ClearSkies proposed to conduct a comprehensive feasibility study to assess the potential for implementing solar-powered renewable energy solutions. All findings will be compiled into a formal feasibility report, which will serve as the foundation for a potential Solar Power Purchase Agreement. Should either ClearSkies or SARAA determine that the feasibility study does not support moving forward with SPPA, the LOI will terminate without further obligation to either party. There is no cost associated with this initiative.

**Motion**: A motion was made by Mr. Bashore that the Board authorize the Executive Director to sign a Letter of Interests (LOI) with ClearSkies-US LLC to evaluate the feasibility of reducing SARAA's electric costs and generating additional revenue through solar-powered renewable energy at HIA. The motion was seconded by Mr. Gross and unanimously approved.

b) **O & M Long Term Parking**: Mr. Edwards reported that this is to authorize the Executive Director to execute an agreement with Lobar Associates in an amount of \$79,857 to complete storm drain repair and concrete repair to the entrance of the long-term parking lot. The work will be procured via a Keystone Purchasing Network/Gordian contract by Lobar Associates Construction. Funding for this agreement will come from the approved 2025 SARAA Operating & Maintenance Budget.

**Motion**: A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute an agreement with Lobar Associates in an amount of \$79,857 to complete storm drain repair and concrete repair to the entrance of the long-term parking lot. The motion was seconded by Mr. Chotiner and unanimously approved

### **Executive Director's Report:**

a) **Financials & Dashboard**: Mr. Edwards reported that YTD Revenues were 19.4 million vs 18.5 budgeted, which is \$945,000 or 5% over budget. Operating Expenses were \$13.7 million vs. \$15.5 million budgeted, or 12% below budget. YTD Net Operating Revenue was \$5,798,999 or 93.6% over budget. The Variance to Budget was -\$3,464,531. Adding the Extraordinary Cash Inflows resulted in a Net Position of -\$1,339,045. The Debt Coverage Ratio is 3.49 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 11.4%. Hotel Sales are up 14.7%. Car rental sales are up 10.9%. CFC Days are up 8%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 5.4% of total outstanding receipts.

b) **Project Update**: Mr. Edwards reported on the following:  
HIA:

Cargo Apron Expansion, Phase 6: Continue installing new 17" concrete pavement. Preparing lighting and permanent AOA fence installation. Finish is anticipated by October.  
Develop Landside Cargo Facility RFP: Bids close on 8/29/2025. One submission was received so far.

Baggage Handling System: Training, demobilization and project closeout remains.

Replace Passenger Board Bridges: Gates C3, C2, C1 and B2 are completed and commissioned for use. Gate B3 is next up starting on 9/3/2025.

Rehabilitate Escalators: A preconstruction meeting was held on 8/14/2025. NTP for physical work pending Otis final schedule.

Public Restroom Renovations: Anticipated NTP is 9/29/2025, with a 3/31/2026 completion.

Capital City Executive Airport:

Drainage Study: Issued NOA/NTP to AECOM on 3/26/2025. FAA advised performing drainage study before progressing parallel taxiway project.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VIII/VIX: Grant pending. Anticipate March 2026 start.

Franklin County Regional Airport:

Update Master Plan: Pending final approval.

c) Enplanement Report: Mr. Edwards reported that July 2025 CXY Operations were 3,467, up 22% YoY. YTD CXY Operations were up 1%. This was the busiest month since May 2024. July 2025 MDT Operations were 4,995, up 9% YoY. YTD MDT Operations were up 7%. This was the busiest month since October 2018, and the best July since 2011. July 2025 Air Cargo was 5,353 tons, up 29% YoY. YTD Air Cargo growth was 8%. This was the busiest tonnage month since July 2021's record. July 2025 enplanements were 77,051, up 22% YoY. YTD Enplanements were up 14% and up 6% vs budget. This was the busiest July ever, and the fifth monthly record in a row. July 2025 set a new record with 152,170 Total Passengers, up 4% vs June 2025, and 5 of our 14 busiest months this year. Departing Seats will seasonally decline for September but return toward record levels in October. The Marketing Campaign continues to promote expanded service.

Yuengling Bar & Grill Opening: Mr. Edwards reminded the Board members that they are invited to the Yuengling 1829 Bar & Grill opening at 10:00 a.m. today.

### **Executive Session:**

Mr. Leonard did not convene an Executive Session.

### **Board Member Comments:**

Dr. Chotiner: Dr. Chotiner said that it's nice to see the airport growing and doing so well.

Mr. Enterline: Mr. Enterline said to keep the firefighters in mind when considering pay raises.

Mr. Gross: Mr. Gross gave kudos to the staff for their safety efforts.

Mr. Hume: Mr. Hume thanked staff for their efforts.

Mr. Bashore: Mr. Bashore said that when he joined the Board in 2020, HIA was at its lowest level. In 2025 HIA is at record levels and congratulated staff for their efforts.

Mr. Leonard: Mr. Leonard thanked Mr. Kuhner and Mr. Gross for their efforts to facilitate the appointment of a new Board member representing the City of York. This will be effective in September. He also reminded everyone that the September 19<sup>th</sup> Committee meetings will be at Gettysburg Regional Airport at 9:00 a.m.

**Next Meeting:**

**Wednesday, September 24, 2025, 8:00 a.m.  
Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Leonard adjourned the meeting at 8:43 a.m.

Respectfully submitted:

James Gross,  
SARAA Secretary

Prepared by Camille Springer