

Susquehanna Area Regional Airport Authority
Meeting Minutes
September 24, 2025

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, September 24, 2025. The following Board members were in attendance:

James Anderson	Erik Hume	Brian Seltzer
Keith Bashore	Al Kuhner	Michael Walker*
Brian Enterline	William Leonard	Nelva Wright
James Gross		

*Mr. Walker arrived after Roll Call was taken.

Also attending: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Kevin Gold (Pillar+Aught), Mick Burkett (Deputy Director, Human Resources), Scott Miller (Deputy Director, Marketing & Business Development), Jamie Sides (Deputy Director, Maintenance), Lou Pirozzi (Deputy Director, Engineering & Planning), and Camille Springer (Executive Assistant).

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 August 27, 2025, Board Meeting

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

Executive Committee:

a) General Insurance Renewal: Mr. Edwards reported that this is to approve the renewal of the Property and Casualty Insurance program with a premium of \$702,758, effective October 1, 2025, through September 30, 2026. Arthur J. Gallagher has reviewed the program and recommends renewal of our insurance policies with our existing carrier. The overall renewal reflects a 2% rate reduction. The renewal summary is as follows:

- Airport Liability Coverage: Renewal reflects a 28% reduction.
- Property Coverage: A 2% premium increase reflects a 2% increase in insured values.

- Cyber Liability and Police Professional Liability: Both coverages were rate decreases.
- Inland Marine, Storage Tank and Hull: Premiums remain flat.
- Automobile Coverage: Rate increased 6%.
- Directors & Officers Liability: Premium increase of 20%.

Motion: A motion was made by Mr. Gross that the Board approve renewal of the Property and Casualty Insurance program for a premium of \$702,758, effective October 1, 2025 through September 30, 2026. The motion was seconded by Ms. Wright and unanimously approved. Mr. Walker was not present when this vote was taken.

Airport Operations Committee:

a) **Storm Water Pipe Lining:** Mr. Edwards reported that this is to authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$150,585 to complete storm sewer pipelining along Terminal Drive at HIA. A critical stormwater convergence point located within a manhole in the center lane of Terminal Drive is failing. This failure is undermining the concrete road base. To facilitate this work, SARAA utilized its membership in the Keystone Purchasing Network and leveraged the Gordian Group, Inc's cooperative purchasing agreement with Lobar Associates. This work will be paid for from SARAA's operating and maintenance account.

Motion: A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$150,585 to complete storm sewer pipelining along Terminal Drive at HIA. The motion was seconded by Mr. Hume and unanimously approved. Mr. Walker was not present when this vote was taken.

b) **Police Collective Agreement Approval:** Mr. Edwards said that this is to approve the new proposed CBA for a five-year term, from January 1, 2025, through December 31, 2029. Negotiations began in June 2024. The Union requested Fact Finding in June 2025. The Fact-Finding Report issued September 2, 2025, found in favor of SARAA's positions on many issues and both sides accepted the Report. The new proposed CBA is for a five-year term, from January 1, 2025, through December 31, 2029, and includes market-based salary adjustments for seven Officers. The Union achieved modest increases to shift differentials, double time for Thanksgiving and Christmas holiday shifts starting in 2028, and longevity payments limited to three senior Officers. In return, SARAA was able to secure removal of a .50 hourly penalty if staffing dropped below ten full-time officers. Officers are no longer eligible for the Airport's annual bonus program effective immediately, and a new maximum salary.

Motion: A motion was made by Mr. Enterline that the Board approved the new proposed CBA for a five-year term, from January 1, 2025, through December 31, 2029. The motion was seconded by Mr. Anderson and unanimously approved

c) Replace FIDS Monitors: Mr. Edwards reported that this is to approve the purchase of LG digital signage displays to replace the existing displays used for the Flight Information Display System (FIDS). The cost of the purchase will be \$97,499.80. IT replaced the FIDS in 2018. Pricing is based on the OMNIA Partners purchasing cooperative, of which SARAA is a member. Funding for this project will come from the SARAA 2025 O&M budget.

Motion: A motion was made by Mr. Gross that the Board approve the purchase of LG digital signage displays to replace the existing displays used for the Flight Information Display System (FIDS). The cost of the purchase will be \$97,499.80. The motion was seconded by Mr. Bashore and unanimously approved.

d) Avflight Lease, Hangar 603, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a lease with Avflight for Hangar 603. In January 2021, the SARAA Board approved a lease assignment for Hangar 603 (Rite Aid Hangar) from Rite Aid to the Avflight Harrisburg Realty Corporation. The final renewal term of the original lease will expire on August 31, 2026, at which point SARAA will receive title to the building. An RFP for proposals to lease the building was advertised in February 2025 and Avflight was the sole respondent. The terms are as follows:

- Term: 10 years with two 5-year extensions
- Rent: \$29,750 per month with 3% annual increase
- Use of Building: Preferred use is to support the relocation and consolidation of the Pennsylvania State Police Aviation Department
- Capital Improvements: Minimum investment of \$250,000; potential for an additional \$750k in investment
- Maintenance: The lease is a triple-net lease.

The lease has been reviewed by SARAA legal counsel.

Motion: A motion was made by Mr. Anderson that the Board authorize the Executive Director to execute a lease with Avflight for Hangar 603. The motion was seconded by Ms. Wright and unanimously approved.

e) Tailwind Aviation Lease & Operating Agreement Amendment, FCRA: Mr. Edwards reported that this is to authorize the Executive Director to execute the land lease and amended operating agreement with Tailwind Aviation Service. Tailwind Aviation Services currently provides Avgas fueling service at FCRA and has expressed interest in expanding its operations to include Jet A fuel. Tailwind proposed providing Jet A fueling through one of two options: either via a dedicated fuel truck staffed by trained personnel or through a self-serve fuel tank. To incorporate Jet A fueling, an amendment to the existing operating agreement will be required. Additionally, the space requirements for this expansion have increased significantly, from 300 square feet to approximately 3,000 square feet. As a result, a land lease is now necessary to account for the increased space requirement. Tailwind Aviation is seeking the following two agreements:

- Amendment to Operating Agreement: The proposed agreement is for 20 years with the option for one 5-year renewal term and one additional renewal term of 4 years and 11 months.
- Land Lease: The proposed lease term is for 20 years with the option for one 5-year renewal term and one additional renewal term of 4 years and 11 months.

Motion: A motion was made by Mr. Hume that the Board authorize the Executive Director to execute the land lease and amended operating agreement with Tailwind Aviation Services. The motion was seconded by Mr. Bashore and unanimously approved.

f) Obstruction Removal, FCRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$164,408 to complete off airport obstruction removal for Runway 24 approaches at FCRA. This project will improve safety by removing obstructions that penetrate approach and departure surfaces to Runway 24. SARAA leveraged its Keystone Purchasing Network membership and the Gordian Group, Inc. cooperative purchasing agreement with Lobar Associates to complete this work. This work will be paid from SARAA's operating and maintenance account.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$164,408 to complete off airport obstruction removal for Runway 24 approaches at FCRA. The motion was seconded by Mr. Enterline and unanimously approved.

Executive Director's Report:

a) Financials & Dashboard: Mr. Edwards reported that YTD Revenues were 22.4 million vs 21.4 budgeted, which is \$1 million or 4.7% over budget. Operating Expenses were \$17.1 million vs. \$17.9 million budgeted, which is \$800,000 or 4.4% below budget. YTD Net Operating Revenue was \$5,252,733 or 52.5% over budget. Variance to Budget is -\$3,096,371. Adding the Extraordinary Cash Inflows resulted in a Net Position of -\$667,244. The Debt Coverage Ratio is 2.87 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements were 14.56% above YTD 2024 enplanements. Food/Gift sales are up 11.3%. Hotel Sales are up 10.9%. Car rental sales are up 11.4%. CFC Days are up 7.4%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 8.6% of total outstanding receipts.

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

HIA:

Cargo Apron Expansion, Phase 6: Completed new 17" concrete pavement.

Develop Landside Cargo Facility RFP: Bids were opened on 8/29/2025. Two submissions were received. Realterm Aviation Acquisitions was selected to proceed. Board paper anticipated for the October Board meeting.

Replace Passenger Board Bridges: Gate A1 is the last remaining gate to be replaced. The anticipated for completion on 10/14/2025.

Rehabilitate Escalators: NTP for physical work is anticipated for January 2026.

Public Restroom Renovations: Issued NTP for physical work on 9/29/2025 with a 3/31/2026 completion.

Capital City Executive Airport:

Drainage Study: Working with AECOM to revise scope/fee for FY26 funding.

Gettysburg Regional Airport:

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

Franklin County Regional Airport:

Remove Obstructions: Pending Board action.

c) Enplanement Report: Mr. Edwards reported that August 2025 CXY Operations were 3,504, up 48% YoY. YTD CXY Operations were up 6%. This was the busiest month since August 2012. August 2025 MDT Operations were 5,037, up 22% YoY. YTD MDT Operations were up 10%. This was the busiest month since October 2018, and the best August since 2011. August 2025 Air Cargo was 5,099 tons, up 10% YoY. YTD Air Cargo growth was 8.6%. This was the busiest August for Air Cargo on record. August 2025 Enplanements were 72,604, up 14% YoY. YTD 2025 Enplanements were up 14.6%, and up 5.8% vs budget. This was the 19th consecutive month of YoY traffic growth at HIA. August was the 6th consecutive record month, and the 8th in the last 12 months. 4Q25 Airline capacity was up 17.2% vs 4Q24. MDT to top 805,000 enplanements on a budget of 753,000. Nonstop service to Miami on American Airlines returns January 2026. The service will be Saturday's only for 13 weeks.

d) 2026 Airshow: Mr. Edwards said that Bryan Lilley, CEO of Air.Show has requested that SARAA consider adding a third day (Memorial Day) to the Central PA 2026 Airshow event. He listed both advantages and disadvantages to SARAA by adding Memorial Day to the 2026 airshow schedule. Discussion ensued.

Motion: A motion was made by Mr. Hume that the Board approve adding a third day (Memorial Day) to the 2026 airshow schedule contingent upon SARAA receiving payment for the outstanding invoice for the 2025 airshow. The motion was seconded by Ms. Wright and unanimously approved.

Executive Session:

Mr. Leonard convened an Executive Session to discuss personnel matters at 9:00 a.m. The public Board meeting reconvened at 9:41 p.m. No action was taken resulting from the Executive Session.

Board Member Comments:

Mr. Anderson: Mr. Anderson commented on the great numbers.

Mr. Enterline: Mr. Enterline thanked staff for the great job with the Emergency Drill. He requested that the Fire and Police Departments prepare a Power Point Presentation of all the responsibilities performed by both departments pertaining to the Emergency Drill.

Ms. Wright: Ms. Wright thanked management for all the growth the airport is experiencing.

Mr. Gross: Mr. Gross said that the Finance Committee will meet to discuss the draft budget.

Mr. Hume: Mr. Hume commented that the jet bridges are beautiful.

Mr. Bashore: Mr. Bashore thanked Jamie for the tour of Gettysburg Regional Airport after the committee meetings.

Mr. Kuhner: Mr. Kuhner welcomed Mr. Walker to the SARAA Board. He also commented that it is wonderful to see all the improvements,

Mr. Walker: Mr. Walker thanked the Board for their confidence in him to serve on the SARAA Board. He was very impressed with the committee meetings at the Franklin County Regional Airport on Friday.

Mr. Leonard: Mr. Leonard complimented staff on the great job with the jet bridges, exit lane and all the improvements going on at the airport.

Next Meeting:

**Wednesday, October 29, 2025, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 9:47 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer