

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**October 29, 2025**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, October 29, 2025. The following Board members were in attendance:

James Anderson	James Gross	William Leonard
Keith Bashore	James Helsel	Brian Seltzer
Bennett Chotiner	Erik Hume	Michael Walker
Brian Enterline	Al Kuhner	Nelva Wright
Don Geistwhite		

Also attending: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Kevin Gold (Pillar+Aught), Angela McGowan (Pillar+Aught), Mick Burkett (Deputy Director, Human Resources), Michael Moskal (Deputy Director, Deputy Director (Finance & Administration), Scott Miller (Deputy Director, Marketing & Business Development), Jamie Sides (Deputy Director, Maintenance), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Kevin Bryner (Deputy Director, IT) and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Appointment of Nominating Committee/Chairman Leonard:**

Mr. Leonard appointed the following Board members to serve on the Nominating Committee for the 2026 Board Officers:

- Jim Helsel, Chair
- Jim Anderson
- Bennett Chotiner

The Nominating Committee will report at the December 3, 2025, Board meeting.

**Emergency Drill Presentation, Chief Barclay & Chief Kiessling:**

Chief Barclay and Chief Kiessling reported on the Full-Scale Emergency Drill that was held on September 20, 2025. Included in the presentation were the following:

- Event Planning
- Fire Department Responsibilities
- Police Department Responsibilities
- Joint Fire/Police Responsibilities
- Participating Fire Department and Law Enforcement Agencies

- Event Timeline/Fire and Police
- Areas of Proficiency/Fire and Police
- Areas of Improvement/Fire and Police

**Consent Calendar:**

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

1. Minutes of September 24, 2025, Board Meeting
2. Resolution/Emergency Communications Systems Upgrade Project

**Motion:** A motion was made by Mr. Geistwhite that the Board approve the Consent Calendar item. The motion was seconded by Mr. Helsel and unanimously approved.

**Executive Committee:** There were no items for the Executive Committee

**Airport Operations Committee:**

a) **Realterm, Air Cargo Facilities Proposal, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a Letter of Intent between Realterm Airport Infrastructure and SARAA. SARAA issued an RFP for the development and operations of Air Cargo facilities on June 9, 2025. Two responses were received. A selection committee unanimously selected Realterm as the cargo facilities developer which best meets SARAA's goals. Realterm is preparing to execute a business plan to design, market, build, finance, operate and maintain state-of-the-art airside and landside dedicated multi-tenant cargo facilities under a long-term ground lease agreement. Realterm is requesting two years exclusivity over the site. They are proposing a 40-year ground lease with two, five-year renewal options. The estimated duration of the full development timeline is one year and eight months. Realterm estimates total development cost to be between \$28.9 million to \$31.5 million.

**Motion:** A motion was made by Mr. Geistwhite that the Board authorize the Executive Director to execute a Letter of Intent between Realterm Airport Infrastructure and SARAA. The motion was seconded by Mr. Enterline and unanimously approved.

b) **Connector Road Concrete Repairs:** Mr. Edwards reported that this is to authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$147,199.73 to complete concrete road repairs along Connector Road leading onto Airport Drive at HIA. Sections of concrete roadway along the Connector Road between the overpass and Airport Drive are deteriorating and require replacement. All repairs will be performed in accordance with PennDOT standards and specifications. SARAA utilized its membership in the Keystone Purchasing Network (KPN) and leveraged the Gordian Group'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. Gross that the Board authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$147,199.73 to complete concrete road repairs along the Connector Road leading onto Airport Drive at HIA. The motion was seconded by Mr. Anderson and unanimously approved.

c) **Terminal Drive Connector Road Repairs:** Mr. Edwards reported that this is to authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$397,751.74 to complete concrete road repairs along Terminal Drive at HIA. Sections of concrete roadway along Terminal Drive where Cured-In-Place Pipe lining will occur, and also along the connector road leading into the airport are deteriorating and require replacement. The proposed work will involve removing and replacing the deteriorating concrete under alternating lane closures to maintain traffic flow. All repairs will conform to PennDOT standards and specifications. 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 \$397,751.74 to complete concrete road repairs along Terminal Drive at HIA. The motion was seconded by Mr. Anderson and unanimously approved.

d) **Janitorial Contract, HIA:** Mr. Edwards reported that this is to approve the award of a four-year contract to Flagship Airport Services, Inc. in an amount of \$6,223,399.84 for janitorial services in and around the Terminal, MMTF, and Maintenance Buildings 513 and 514 at HIA. The agreement between HIA and Flagship expires on December 31, 2025. The new agreement will begin January 1, 2026, and end on December 31, 2029 with the option of two, one-year extensions to be mutually agreed upon. Twenty-one janitorial companies submitted technical proposals. The list was narrowed to three based on their technical qualification. Flagship Airport Services scored highest in their technical proposal.

**Motion:** A motion was made by Mr. Geistwhite that the Board approve the award of a four-year contract to Flagship Airport Services, Inc. of Southlake, Texas in an amount of \$6,233,399.84 for janitorial services in and around the Terminal, MMTF, and Maintenance Buildings 513 and 514 at HIA, and to authorize the Executive Director or Deputy Executive Director to sign the contract. The motion was seconded by Ms. Wright and unanimously approved.

e) **Perfectly Pennsylvania Lease:** This item was removed from the agenda.

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

a) **Financials & Dashboard:** Mr. Edwards reported that YTD Revenues were \$25.2 million vs \$24.1 budgeted, which is \$1.1 million or 4.7% over budget. Operating Expenses were \$19.4 million vs. \$20.3 million budgeted, which is \$900,000 or 4.4% below budget. YTD Net Operating Revenue was \$5.8 M or 53.7% over budget. Variance to Budget is (\$2,715,882). Adding the Extraordinary Cash Inflows resulted in a Net Position of \$16,886. The Debt Coverage Ratio is 2.86 on a 1.25 requirement. On the Sales and Revenue Summary, YTD

enplanements were 12.97% above YTD 2024 enplanements. Food/Gift sales are up 11.1%. Hotel Sales are up 10.3%. Car rental sales are up 10.6%. CFC Days are up 7.1%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 12.3% of total outstanding receivables.

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

HIA:

Cargo Apron Expansion, Phase 6: Substantial completion inspection was held 10/21/2025.

Replace Passenger Boarding Bridges: Punch list items and project close out remain.

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

Public Restroom Renovations: Demo work scheduled to begin in Concourse A on 10/31/2025.

Baggage Handling System: Punch list items and project closeout remain.

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: Work will be completed in December 2025.

c) Enplanement Report: Mr. Edwards reported that September 2025 CXY Operations were 2,964, up 37% YoY. YTD CXY Operations were up 9.7%. This was the busiest September for CXY Operations since 2007. September 2025 MDT Operations were 4,641, up 26% YoY. YTD MDT Operations were up 11%. This was the busiest September for MDT Operations since 2013. September 2025 Air Cargo was 4,930 tons, up 16% YoY. YTD Air Cargo was up 9.4%. This is the 5<sup>th</sup> busiest September on record for Air Cargo. September 2025 Enplanements were 67,414, up 1.7% YoY. YTD 2025 enplanements were up 6% vs budget, and up 13% vs 2024. This is the 7<sup>th</sup> consecutive monthly traffic record. October 2024 – September 2025 were the busiest 12 months in our history. Nonstop service to Miami on American Airlines returns January 2026. This service will be Saturday's only for 13 weeks.

d) Strategic Plan: Mr. Edwards gave a quarterly report on the Strategic Plan including an 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 video was shown after the presentation.

**Executive Session:**

Mr. Leonard convened an Executive Session to discuss litigation and personnel matters at 9:18 a.m. The public Board meeting was reconvened at 10:38 a.m. No action was taken resulting from the Executive Session.

**Oath of Office:**

Mr. Leonard gave the Oath of Office to Officer Matthew Everett.

**Accredited Airport Execution:**

Mr. Leonard presented a plaque to Mr. Collins from the American Association of Airport Executives certifying him as an Executive Member in the American Association of Airport Executives and granting him the designation of Accredited Airport Executive.

**Board Member Comments:**

Mr. Walker: Mr. Walker said that the City of York plans to do a Resolution for Carolyn Van Newkirk.

Mr. Leonard: Mr. Leonard said that the Board discussed putting up a sign at Gettysburg Regional Airport honoring Carolynn Van Newkirk. He asked staff to come up with some ideas for the sign.

**Next Meeting:**

**Wednesday, December 3, 2025, 8:00 a.m.  
Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Leonard adjourned the meeting at 10:50 a.m.

Respectfully submitted:

James Gross,  
SARAA Secretary

Prepared by Camille Springer