

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**December 3, 2025**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, December 3, 2025. The following Board members were in attendance:

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

\*Ms. Wright and Mr. Chotiner arrived after Roll Call was taken.

Also attending: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Michael Moskal (Deputy Director (Finance & Administration), Scott Miller (Deputy Director, Marketing & Business Development), Jamie Sides (Deputy Director, Maintenance), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Report of Nominating Committee:**

Mr. Leonard turned the meeting over to Mr. Helsel, Chair of the Nominating Committee. Mr. Helsel reported for the Nominating Committee, consisting of Mr. Anderson, Dr. Chotiner and himself. On behalf of the Nominating Committee, Mr. Helsel submitted the following Officer Nominations to the Board to serve during 2026:

- William Leonard, Chair
- Erik Hume, Vice-Chair
- James Gross, Secretary
- Nelva Wright, Treasurer

Mr. Leonard asked for any additional nominations from the Board members for any of the Officer positions for 2025. None were provided. Mr. Leonard then asked for a motion to approve the 2026 Board Officers.

**Motion:** A motion was made by Mr. Helsel that the Board approve the election of the people submitted by the Nominating Committee as officers of SARAA for calendar year 2026. The motion was seconded by Mr. Enterline and unanimously approved. Ms. Wright and Mr. Chotiner were not present when this vote was taken.

### **Consent Calendar:**

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

#### 1. Minutes of October 29, 2025, Board Meeting

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

### **Executive Committee:**

a) **2026 Budget:** Mr. Edwards presented the 2026 SARAA Budget Highlights, the 2026 Capital Development Plan for all four airports, the 2026 Revenue and Expense Overview, and the Rates and Charges. The budget highlights include the following:

- All debt service paid, coverage ratios met
- 823,246 enplanements with an 85.2% load factor
- Airline schedule, based on known schedule (no new routes)
- Airline rates and charges
- Parking – MMTF parking rates \$20/Economy\$10
- Rental cars – increase based on current revenues
- O&M expenses decreased by \$476,815
- Health Insurance premiums – rates increased on average of 18%
- One new position, and new collective bargaining for OPAR saw 7% rate increase
- \$425,000 increase to debt service 2022A bonds fully repaid and 2022B bonds principle included.

#### 2026 SARAA Revenue and Expense Overview:

- Revenues: \$40,030,085
- Expenses: \$40,013,776

**Motion:** A motion was made by Mr. Gross that the Board approve the 2026 budget as presented. The motion was seconded by Mr. Anderson and unanimously approved. Mr. Chotiner was not present when this vote was taken.

### **Airport Operations Committee:**

a) **Easement Acquisitions, GRA:** Mr. Edwards reported that this is to authorize the Executive Director to execute professional service agreements with GFT Infrastructure, Inc. in an amount not-to-exceed \$39,004 and Acquisition & Infrastructure Solutions in an amount not-to-exceed \$31,400, for a combined total of \$70,404, to support the acquisition of five easements surrounding Gettysburg Regional Airport. GRA's approved Airport Layout Plan identified five

proposed easement acquisitions required to protect the approach and departure surfaces. GFT will be responsible for obtaining property deeds, preparing property boundary information, calculating easement areas, preparing metes-and-bounds descriptions and drafting easement documents. AIS will coordinate and negotiate all required easement acquisitions. Professional service fees for both firms were evaluated internally. The fees were determined to be fair and reasonable for the proposed scope of work. Funding will be provided thorough an FAA Grant at 90%, with a 5% State and 5% local match.

**Motion:** A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute professional service agreements with GFT Infrastructure, Inc. in an amount not-to-exceed \$39,004, and Acquisition & Infrastructure Solutions (AIS) in an amount not-to-exceed \$31,400, for a combined total of \$70,404 to support the acquisition of five easements surrounding Gettysburg Regional Airport. The motion was seconded by Mr. Helsel and unanimously approved.

b) **Airfield Snow Removal Equipment, HIA:** Mr. Edwards reported that this is to approve the purchase of one 2026 multi-tasking snow removal vehicle for use by the Airfield Grounds Maintenance Department, for a total cost of \$1,128,347. This machine enables one operator to perform the two functions of plowing snow and sweeping pavements simultaneously. This project has been awarded a PA Bureau of Aviation Grant in the amount of \$1,008,000 with the balance of \$120,347 to be funded by SARAA. The vehicle is available through SourceWell and COSTARS contracts.

**Motion:** A motion was made by Mr. Bashore that the Board approve the purchase of one multi-taking snow removal vehicle for use by the Airfield Grounds Maintenance Department for a total cost of \$1,128,347. The motion was seconded by Mr. Anderson and unanimously approved.

c) **Maintenance Equipment, General Aviation Airports:** Mr. Edwards reported that this is to approve the purchase of the following:

- Two New Holland tractors for use by Capital City Executive Airport
- One Kubota tractor for use at Franklin County Regional Airport
- One Kubota tractor for use at Gettysburg Regional Airport

The estimated total combined project cost is \$572,026. This project has received PA Bureau of Aviation grants for 90% of the purchase price in the amount of \$514,800. The combined 10% local responsibility for SARAA is \$57,226. All tractors are available through PA state contracts.

**Motion:** A motion was made by Mr. Helsel that the Board approve the purchase of four tractors to be used at SARAA's General Aviation Airports for a total combined cost of \$572,026. The motion was seconded by Ms. Wright and unanimously approved.

d) **Ratification of Lease/Wright Express:** Mr. Edwards reported that this is to approve the retroactive execution of the month-to-month lease agreement with Wright Xpress, effective November 10, 2025. Mr. Wright had requested to lease an additional parking lot

located at 90 Lewisberry Road, New Cumberland, for the storage of empty trailers. The lot is approximately 34,000 square feet and is currently not in use. Mr. Wright recently secured a new military contract requiring immediate access to additional trailer storage space. SARAA authorized Wright Xpress to begin utilizing the lot on November 10<sup>th</sup> to support the operational requirements of the contract with the Army Depot. Lease terms include monthly rent of \$1,558.33 with an annual CPI increase, and a leased area of 34,000 square feet to be used for storage of empty trailers.

**Motion:** A motion was made by Mr. Helsel that the Board approve the retroactive execution of the month-to-month lease agreement with Wright XPress, effective November 10, 2025. The motion was seconded by Mr. Enterline and unanimously approved.

e) **CA Services Supplemental Group One Restrooms, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a supplement with The Sheward Partnership (TSP) in an amount not-to-exceed \$33,000 to provide continued construction administration services for the public restroom renovation project at HIA. TSP's responsibilities include participating in weekly progress meetings, reviewing shop drawings and submittals, responding to RFIs, reviewing change orders, assisting with project closeout and preparing record drawings. This will be funded through SARAA's Capital Improvement Account.

**Motion:** A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a supplement with The Sheard Partnership (TSP), in an amount not-to-exceed \$33,000, to provide continued construction administration services for the public restroom renovation project at HIA. The motion was seconded by Ms. Wright and unanimously approved.

f) **Replace Training Laptops:** Mr. Edwards reported that this is to approve the purchase of Lenovo Thinkpad laptops to replace existing training laptops. The cost of the purchase will be \$65,926.20. A quote was obtained from SARAA IT's primary purchasing partner, Insight. 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. Bashore that the Board approve the purchase of Lenovo Thinkpad laptops to replace existing laptops. The cost of the purchase will be \$65,926.20. The motion was seconded by Mr. Anderson and unanimously approved

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

a) **Financials & Dashboard:** Mr. Edwards reported that YTD Revenues were \$28.4 million vs \$26.9 budgeted, which is \$1.4 million or 5.3% over budget. Operating Expenses were \$21.7 million vs. \$22.5 million budgeted, which is \$839,000 or 3.7% below budget. YTD Net Operating Revenue was \$6.6 M or 51.5% over budget. Variance to Budget is (\$736,668). Adding the Extraordinary Cash Inflows resulted in a Net Position of \$2,299,740. The Debt Coverage Ratio is 2.94 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 11.3%. Hotel Sales are up 9.3%. Car rental sales are up 11.2%. CFC Days are up 9.1%. On the

Accounts Receivable Trade Summary, the total 60-plus day receivables are 12.7% of total outstanding receivables.

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

HIA:

Cargo Apron Expansion, Phase 6: Continue general site cleanup & project closeout.

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 continues in Concourse A.

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. Miller reported that October 2025 CXY Operations were 3034, down 9.5% YoY. YTD CXY Operations were up 7.1%. This was the second busiest October for CXY Operations since 2007. A cloudy October reduced VFR Operations by 9%. IFR Operations are stable. October MDT Operations were 4,690, down 3% YoY. YTD MDT Operations were up 9%. October Air Cargo was 5,239 tons, up 2% YoY. YTD Air Cargo was up 8.6%. This was the second busiest October for Air Cargo on record. October 2025 Enplanements were 76,070, up 6.6% YoY. YTD 2025 Enplanements were up 7% vs budget and up 13% vs 2024. This is the 8<sup>th</sup> consecutive month of YoY traffic growth at HIA. HIA's 13% growth rate ranks 6<sup>th</sup> nationally, 13 times above the US average.

d) Board Member Parking Policy (Discussion only): Mr. Leonard reported that a Board Member Parking Policy will be prepared by staff and brought to the Board for approval at the January 28, 2026, Board meeting.

### **Executive Session:**

Mr. Leonard did not convene an Executive Session.

### **Board Member Comments:**

Ms. Wright: Ms. Wright congratulated staff for a great year.

Mr. Helsel: Mr. Helsel thanked staff for a great year and for efforts going forward with the 2026 Airshow.

Mr. Bashore: Mr. Bashore thanked staff for all the hard work with the budget.

Mr. Enterline: Mr. Enterline thanked everyone for a great year.

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

Mr. Gross: Mr. Gross thanked staff for their efforts with the budget.

Mr. Seltzer: Mr. Seltzer thanked staff for a great year.

Mr. Leonard: Mr. Leonard thanked the Board for all the “behind the scenes” work that they do. He also congratulated Mr. Edwards on 22 years of service with SARAA.

**Next Meeting:**

**Wednesday, January 28, 2026, 8:00 a.m.**

**Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Leonard adjourned the meeting at 8:45 a.m.

Respectfully submitted:

James Gross,  
SARAA Secretary

Prepared by Camille Springer