

Susquehanna Area Regional Airport Authority
Meeting Minutes
January 28, 2026

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, January 28, 2026. The following Board members were in attendance:

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

*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), Kevin Gold (Pillar+Aught), Michael Moskal (Deputy Director (Finance & Administration), Scott Miller (Deputy Director, Marketing & Business Development), Jamie Sides (Deputy Director, Maintenance), Belinda Svirebely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Mick Burkett (Deputy Director, HR), Kevin Bryner (Deputy Director, IT) and Camille Springer (Executive Assistant).

Public Comments: None.

Oath of Office:

Chairman Leonard administered the Oath of Office to Officer Susan Frey.

Executive Director Comments:

Mr. Edwards announced his plans to retire before the end of the year. He shared that he has spent 23 years with SARAA, serving 20 of those years as Executive Director. He reflected positively on his time with the organization and the many accomplishments achieved during his tenure.

Executive Session:

Mr. Leonard convened an Executive Session at 8:07 a.m. to discuss the Executive Director Transition. He reconvened the public Board meeting at 9:08 a.m.

The following action items resulted from the Executive Session:

Motion #1: A motion was made by Mr. Hume that the Board approves entering into contract discussion and negotiations with Ryan Collins for the position of Executive Director. The motion was seconded by Mr. Gross and unanimously approved.

Motion #2: A motion was made by Mr. Helsel that the Board approve Third-Party solicitation for assistance with internal and external recruitment of the Deputy Executive Director. The motion was seconded by Mr. Anderson.

Amendment to Motion: Mr. Hume made an amendment to the motion to include the use of ADK as the Third-Party firm for the internal and external search and recruitment for the Deputy Executive Director. Mr. Helsel and Mr. Anderson concurred with Mr. Hume's amendment to the motion, and the amendment was unanimously approved.

Item 5.1.3: Approval of the proposal by Paul Kreider Associates for Executive Transition Services was tabled until the February Board of Directors meeting.

Consent Calendar:

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

1. Minutes of December 3, 2025, Board Meeting
2. PennDOT MTF Resolution to File
3. EPA Resolution to File

Motion: A motion was made by Mr. Enterline that the Board approve the Consent Calendar items. The motion was seconded by Mr. Hume and unanimously approved.

Executive Committee:

a) **Board Member Parking Policy:** Mr. Edwards reported that this is for the Board to approve the proposed Board Member Parking Policy, which establishes a clear, consistent and transparent approach to parking access for Board members. The Parking Policy formalizes arrangements for parking when attending Board and committee meetings, conducting official Board business, or persona travel. Key elements of the proposed Board Member Parking Policy include authorized use, permitted uses, employer responsibility, chaser tickets, vacation without pass and lost passes. There is no additional expense to SARAA.

Motion: A motion was made by Mr. Bashore that the Board approve the Board Member Parking Policy. The motion was seconded by Mr. Helsel and unanimously approved.

Airport Operations Committee:

a) Purchase Maintenance and Shuttle Bus Vehicles: Mr. Edwards reported that this is for the Board to approve the purchase of four vehicles for a total cost of \$335,677. The four vehicles include the following:

- One 2026 Ford Champion Defender 23-passenger shuttle bus with upgraded interior cabin treatments and flooring for transporting customers to and from the passenger terminal and long-term parking area, in the amount of \$200,326.
- One Chevrolet Silverado Crew Cab pickup truck to be used by the Airfield Maintenance Department at an estimated cost of \$70,000.
- Two 2026 Polaris Ranger UTV's for use by each of the HIA Water Utilities Department and the Capital City Executive Airport Maintenance Department. The cost per vehicle is \$32,675.50

Motion: A motion was made by Mr. Enterline that the Board approve the purchase of four vehicles for a total cost of \$335,677. The motion was seconded by Mr. Anderson and unanimously approved.

b) Salt Shed Replacement, HIA: This item was removed from the agenda.

c) GIS +EAM Continued Development: Mr. Edwards reported that this is to execute a contract with AECOM for the continued development and expansion of SARAA's Geographic Information System (GIS) and Enterprise Asset Management (EAM) system, in an amount not-to-exceed \$386,776.07. In 2023, the SARAA Board approved a two-year agreement with AECOM to design and implement a GIS and EAM system for the Authority. That contract concluded on December 31, 2025. Completion of this work will provide staff with a single, integrated platform for asset management, reporting and planning, improving operational efficiency, data accuracy and long-term asset stewardship across the organization. Funding for this project was approved as part of SARAA's 2026 capital budget.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a contract with AECOM for the continued development and expansion of SARAA's GIS and EAM system in an amount not-to-exceed \$386,776.07. The motion was seconded by Ms. Wright and unanimously approved.

d) Server Hardware Refresh: Mr. Edwards reported that this is to approve the purchase of HP server hardware and implantation services from HP Enterprise to replace SARAA's existing server hardware. The cost of the purchase will not exceed \$250,000. SARAA's existing server environment has exceeded its optimal service life. Hardware of this age increases the risk of system failures, unplanned downtime, security vulnerabilities, and rising maintenance costs. Funding for this project was approved as part of SARAA's 2026 capital budget. HP Enterprise is a COSTARS vendor.

Motion: A motion was made by Mr. Bashore approve the purchase of HP server hardware and implantation services from HP Enterprise to replace SARAA's existing server hardware at a cost not-to-exceed \$250,000. The motion was seconded by Ms. Wright and unanimously approved.

e) Shaner Lease Agreement Proposal: Mr. Edwards reported that this is to authorize the Executive Director to execute a Ground Lease Agreement with Shaner Airport Hotel II, L.P. for the planning, permitting and construction of a nationally branded extended stay hotel to be built on land owned by SARAA. The Ground Lease Terms and Construction schedule include:

- Leased Premises: approximately 2 acres located adjacent to the Fairfield Inn.
- Due Diligence: 120 days from the effective date.
- Permitting: 120 days after the expiration of the Due Diligence Period
- Construction: Completed no later than 24 months after the expiration of the Permitting Period
- Term: 29 years, 11 months with an option for two additional 10-year terms.
- Rent: Base rent \$18,000 per acre for first 3 years increasing by CPI beginning on the third anniversary of the Commencement date.

Upon expiration of the Due Diligence Period, Shaner shall pay a \$25,000 deposit to SARAA. \$5,000 of the deposit shall be immediately nonrefundable and \$10,000 of the deposit shall become nonrefundable after the expiration of the Permitting Period.

Motion: A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a Gound Lease Agreement with Shaner Airport Hotel, L.P. for the planning, permitting and construction of a nationally branded extended stay hotel to be built on land owned by HIA. The motion was seconded by Mr. Anderson and unanimously approved.

f) Delta Development Consulting Agreement: Mr. Edwards reported that this is to approve a 36-month Consultant Agreement with Delta Development Group, Inc. at a monthly retainer fee of \$11,500 per month (year one) and \$12,500 per month (years two and three) plus reasonable and ordinary expenses. Funding for the Consultant Agreement will be SARAA operating funds. Services will include identifying and evaluating potential funding options for SARAA, preparing detailed project briefing materials, preparing and submitting public funding applications, providing ongoing assistance during the application review period, and providing support to SARAA as an active participant in government and legislative activities. This agreement has been reviewed and edited by SARAA legal counsel.

Motion: A motion was made by Mr. Hume that the Board approve a 36-month Consultant Agreement with Delta Development Group, Inc. at a monthly retainer fee of \$11,500 per month (year one) and \$12,500 pr month (years two and three) plus reasonable and ordinary expenses. The motion was seconded by Mr. Bashore and unanimously approved.

g) Aero Corporation Lease Agreement: Mr. Edwards reported that this is to authorize the Executive Director to execute the Assignment of Concession Agreement from Aero Corporation to Avis Budget Car Rental. Aero Harrisburg has requested the Board approve the assignment of (1) the Concession and Lease Agreement for On-Airport Automobile Rental Operations dated December 2019 between SARAA and Aero Corporation d/b/a Budget Rent A Car and (2) the Concession and Lease Agreement for On-Airport Automobile Rental Operations dated December 2019 between SARAA and Aero Corporation d/b/a Avis Rent A Car. Both agreements were extended through December 31, 2029, by notice provided by concessionaire to

SARAA dated January 31, 2025. Monthly rent and MAG payments for the Avis and Budget car rental operations will not change.

Motion: A motion was made by Mr. Anderson that the Board authorize the Executive Director to execute the Assignment of Concession Agreement from Aero Corporation to Avis Budget Car Rental. The motion was seconded by Mr. Bashore and unanimously approved.

h) Perfectly Pennsylvania Lease Assignment and Lease Extension: Mr. Edwards reported that this is to authorize the Executive Director to execute the assignment of the existing lease for Perfectly Pennsylvania to Daniel Johnson and a five-year lease extension through August 2035. Daniel Johnson (Elaborate Ikon, LLC) is seeking to acquire the retail store Perfectly Pennsylvania, located within HIA. As part of this acquisition, Mr. Johnson has requested to assume the existing lease and obtain a lease extension aligned with the term is his Small Business Administration (SBA) loan. Mr. Johnson is seeking the following:

1. Assignment of the Existing Lease – The current lease is set to expire on August 28, 2030.
2. Lease Extension – A five-year extension beyond the current expiration date, resulting in a new expiration date of August 28, 2035.

Mr. Hume commented that Ms. Deklinski has been a long-term tenant at HIA, and her efforts during that time are sincerely appreciated.

Motion: A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute the assignment of the existing lease for Perfectly Pennsylvania to Daniel Johnson and a five-year lease extension through August 2035. The motion was seconded by Mr. Enterline and Unanimously approved.

i) Hangar #27 Lease Assignment, GRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a lease assignment with Rotor Power LLC for a box hangar at GRA. Mark Hillard constructed a box hangar at GRA in 2024. Rotor Power is a women-owned helicopter operator that provides utility services nationwide. Rotor Power plans to use the subject hangar as its primary maintenance hub, including aircraft storage, equipment and parts storage, and as a base of operations. The existing land lease has a term of 20 years, with one five-year renewal option and an additional renewal option of four years and eleven months. SARAA's legal counsel will prepare the lease assignment document.

Motion: A motion was made by Ms. Wright that the Board authorize the Executive Director to execute a lease assignment with Rotor Power LLC for a box hangar at GRA. The motion was seconded by Mr. Anderson and unanimously approved.

Executive Director's Report:

a) Financials & Dashboard: Mr. Edwards reported that YTD Revenues were \$31.1 million vs \$29.6 budgeted, which is \$1.4 million or 5.0% over budget. Operating Expenses were \$23.8 million vs. \$24.6 million budgeted, which is \$827,000 or 3.4% below budget. YTD Net Operating Revenue was \$7.3 M or 45.7% over budget. Variance to Budget is (\$1,870.215). Adding the Extraordinary Cash Inflows resulted in a Net Position of \$1,469,834. The Debt Coverage Ratio is 2.96 on a 1.25 requirement. On the Sales and Revenue Summary, YTD

enplanements were 12.84% above YTD 2024 enplanements. Food/Gift sales are up 11.8%. Hotel Sales are up 9.7%. Car rental sales are up 10.2%. CFC Days are up 8.7%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 7.0% of total outstanding receivables.

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

HIA:

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

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

Rehabilitate Escalators: NTP issued 12/16/2025. Contract completion date of 7/19/2027.

Public Restroom Renovations: NTP issued 9/29/2025. Contract completion date of 3/31/2026, currently showing late finish in May 2026.

Baggage Handling System: Project closeout remains, on time and budget.

Capital City Executive Airport:

Drainage Study: Project will be submitted for FY26 AIP funding

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VIII/VIX: Grants issued. Anticipate March 2026 start. This phase will pave the remaining section of taxiway prepared under previous phase.

Franklin County Regional Airport:

Update Master Plan: Final draft signed and forwarded to FAA.

c) Enplanement Report: Mr. Edwards reported that there were 31,676 CXY total operations in 2025, up 6.8% vs 2024. There were 53,463 MDT operations in 2025, up 9.1% vs 2024. December MDT operations were up 13% vs December 2024. 2025 Air Cargo Tonnage was 55,698, up 5.7% vs 2024. December 2025 cargo was down 7.5% vs 2024, the second consecutive monthly decline. 2025 was the 7th busiest air cargo year in airport history. The historical average is around 52,000 tons. A record 67,793 enplanements in December 2025, up 4.6% vs December 2024, and up 17.4% vs budget. This was the busiest 4th quarter ever for enplanements, up 4.4% vs 4Q19. Enplanements of 814,718 set a record, up 12.1% vs 2024 and up 6.9% vs 2019. January through April 2026 seats for sale are currently 7% over budget and 17% over 2025.

2026 Air Show and Navy Week: The 2026 Central PA Air Show tickets are selling fast. Navy Week is a weeklong series of outreach events with corporate, civic, government, educational, media, veterans and community service organizations throughout a region to share how the Navy is deployed around the world. Navy Week features Rear Admiral Eric Van Hage from Mechanicsburg, sailors from the U.S.S. Harrisburg, U.S. Navy band, and Air Show displays.

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

Deputy Executive Leadership Development Program/Monica Gould, Strategic Consulting

Partners: Ms. Gould reported that the Deputy Executive Leadership Development Program was completed by the Deputy Executive Directors on December 12th and was a huge success. She presented certificates to the Senior Staff participants for the successful completion of the program:

1. Kevin Bryner, Deputy Director, IT
2. Mick Burkett, Deputy Director, Human Resources
3. Scott Miller, Deputy Director, Marketing & Business Development
4. Michael Moskal, Deputy Director, Finance & Administration
5. Lou Pirozzi, Deputy Director, Engineering & Planning
6. Jamie Sides, Deputy Director, Maintenance
7. Belinda Svrbely, Deputy Director, Operations, Security & Public Safety

Board Member Comments:

Ms. Wright: Ms. Wright congratulated Mr. Edwards on his retirement plans. She also congratulated the Deputy Executive Directors on their completion of the Executive Leadership Development Program.

Mr. Paoletti: Mr. Paoletti extended his congratulations to Mr. Edwards on his planned retirement.

Mr. Hesel: Mr. Hesel congratulated Mr. Edwards on his retirement, and the Deputy Executive Directors for completion of the Leadership Program.

Mr. Bashore: Mr. Bashore thanked staff for tremendous efforts with the snow removal

Mr. Anderson: Mr. Anderson shared his congratulations to Mr. Edwards regarding his retirement plans.

Mr. Enterline: Mr. Enterline congratulated Mr. Edwards. He also thanked the snow removal crew for the excellent job they did with snow removal.

Mr. Chotiner: Mr. Chotiner congratulated Mr. Edwards on his retirement. He also congratulated Mr. Collins on his future position as Executive Director.

Mr. Hume: Mr. Hume congratulated both Mr. Edwards and Mr. Collins

Mr. Gross: Mr. Gross congratulated both Mr. Edwards and Mr. Collins.

Mr. Seltzer: Mr. Seltzer congratulated Mr. Edwards on his retirement plans.

Mr. Leonard: Mr. Leonard congratulated both Mr. Edwards and Mr. Collins.

Next Meeting:

Wednesday, February 25, 2026, 8:00 a.m.

Harrisburg International Airport

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 10:04 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer