

**Susquehanna Area Regional Airport Authority**  
**Executive Committee**  
**January 23, 2026**  
**Minutes**

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Leonard on Friday, January 23, 2026, at 8:00 a.m., at Harrisburg International Airport. Members of the committee present were:

William Leonard  
Brian Enterline

James Gross  
Erik Hume

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Keith Bashore (SARAA Board), Al Kuhner (SARAA Board), Brian Seltzer (SARAA Board), Michael Walker (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Michael Moskal (Deputy Director, Finance & Business Administration), Jamie Sides (Deputy Director, Maintenance), Scott Miller (Deputy Director, Marketing & Business Development), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Kevin Bryner (Deputy Director, IT), Mick Burkett (Deputy Director, HR), and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Minutes:** The minutes of November 21, 2025, Executive Committee were deemed approved.

**Financials:**

Mr. Moskal reported that comparative statistics will be from the 2025 budget. YTD revenue of \$31.1 M was \$1.5 million over budget. Airline Revenue is over budget by \$290,000. Parking Revenue is over budget by \$687,000. Rental Car Revenues are \$279,000 over budget. Concession Revenues are up 3.6% despite at least one being closed all year. YTD expenses of \$23.8 M are \$827,000 under budget. Personnel expenses are \$66,000 under budget. Parking expenses are \$251,000 below budget. Total parking operations are a net \$938,000 over budget in earnings. The Net Operating Revenue of \$7.3 M was \$2.3 M, or 45.7% over budget. Non-operating revenue and expenses total -\$9.2 M, resulting in a net variance to budget of -\$1.8 M. When \$3.3 M of pro-rated ARPA funds are applied, this results in a net position of \$1.5 M. The Debt Coverage Ratio is 2.96 on a 1.25 requirement (includes ARPA draw). YTD enplanements are 12.84% above YTD 2024 enplanements. The CPE for November is \$12.08; the FY25 CPE is \$11.36. YTD Food & Gift Sales were 11.8% above FY 2024. YTD Hotel Sales were 9.7% above FY 2024. YTD Car Rental Sales were 10.2% above FY 2024. YTD Rental Car CFCs were 8.7% above FY 2024 CFCs. The total 60 plus day receivables are 7% of total outstanding receipts.

**Lifecycle of an O&M Dollar:**

Mr. Moskal presented the Lifecycle of an O&M Dollar. The presentation included:

- Introduction
- Department Request – Where it begins
- Budget Consolidation – from line item to organization
- Rate & Charge Development – Turning cost into revenue
- Revenue Generation & Collection – Closing the loop
- Financial Performance - Coverage & revenue sharing
- Stewardship & Accountability
- Closing Summary

**Board Member Parking Policy:**

Mr. Edwards reported that this is 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 personal travel. Key elements of the Board Member Parking Policy include authorized use, permitted uses, employer responsibility, chaser tickets, vacation without pass and lost passes.

There were no objections to forwarding this item to the full Board for approval.

**PennDOT MTF Resolution to File:**

Mr. Edwards reported that this is a Resolution authorizing application to the Pennsylvania Department of Transportation Multimodal Transportation Fund Program for the Gettysburg Regional Airport expansion and Multimodal Connectivity project. SARAA requests a Multimodal Transportation Fund grant in the amount of \$2,286,041. The Applicant designates Timothy Edwards, Executive Director and William Leonard, Chairman, as the officials to execute all documents and agreements.

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

**EPA Resolution to File:**

Mr. Edwards reported that this is a Resolution authorizing application to the U.S. Environmental Protection Agency for a cleanup grant to complete the Crawford Station Adaptive Reuse and Remediation project. SARAA requests a Brownfields Cleanup Grant in the amount of \$3,963,100 from the U.S. Environmental Protection Agency. The Applicant designates Timothy Edwards, Executive Director and William Leonard, Chairman, as the officials to execute all documents and agreements.

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

**2026 Organization Chart:**

Mr. Edwards provided an update of the 2026 SARAA Organization Chart to the Committee members. There are currently 112 full-time employees with 5 vacancies, and 4 part-time employees with 2 vacancies.

**Adjournment:** Mr. Leonard adjourned the meeting at 8:26 a.m.

**Next Meeting:** Friday, February 20, 2026, 8:00 a.m., Harrisburg International Airport

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer