

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 19, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 19, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:29 A.M. with Commissioner, Corey D. O'Brien presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner Jim Wansacz
Commissioner Patrick O'Malley
Board Member Tim McGinley
Board Member Rick Williams

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Gary Borthwick, Director of Finance
Stephen Mykulyn, Director of Engineering
Walter Griffith, Controller, Luzerne County
Gary DiBileo, Controller, Lackawanna County
Attorney Brian Buffalino, Luzerne County Solicitor
Attorney John O'Brien, Lackawanna County Solicitor

ITEM 2:
AIRPORT BOARD REORGANIZATION.

MOTION: To nominate Corey D. O'Brien as Chairman for the Airport Bi-County Board for the Year 2012.

MOVED BY: Commissioner Wansacz
SECONDED BY: Board Member McGinley
VOTE: Unanimous

MOTION: To nominate Tim McGinley as Vice Chairman for the Airport Bi-County Board for the Year 2012.

MOVED BY: Board Member Williams
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

Resolution for PENNDOT Agreements.

MOTION: Recommend the Board approve a Resolution for the benefit of the Department of Transportation of Pennsylvania to be able to sign various documents. The Resolution reads as follows:

BE IT RESOLVED, by authority of the Counties of Lackawanna and Luzerne_d.b.a. Wilkes-Barre/Scranton International Airport of the Borough of Avoca, Luzerne County, and it is hereby resolved by authority of the same, that the Chairman of Airport Board of Commissioners or Airport Director of said Municipality be authorized and directed to sign on its behalf any and all agreements entered into with the Commonwealth of Pennsylvania, Department of Transportation.

MOVED BY: Commissioner O'Brien
SECONDED BY: Board Member McGinley
VOTE: Unanimous

ITEM 3:
PUBLIC COMMENTS.

None

ITEM 4:
APPROVAL OF MINUTES.

MOTION: To approve and dispense with the reading of the December 16, 2011 Bi-County Board of Commissioners Meeting minutes.
MOVED BY: Board Member Williams
SECONDED BY: Commissioner O'Malley
VOTE: Unanimous

ITEM 5:
BUSINESS REPORT:

Passenger Activity

DISCUSSION: Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of December 2011 increased 5.1% to 17,890 from 17,017 in the month of December 2010. Enplanements for the month of December 2011 compared to the month of December 2010, increased by 2,887 which is +19.2%. In December 2011, 7 flights were cancelled due to mechanical problems and 18 flights were cancelled due to air traffic/weather. This accounts for 1,070 seats (-4.3%) out of a total 24,997 departure seats.

General Aviation Operations.

DISCUSSION: For December 2011, General Aviation had 885 operations (one take-off or one landing) which is a decrease of 22.1% from December 2010's 1,136 General Aviation Operations. General Aviation revenues decreased \$585 or 10% to \$5,173.

Financial Report

Revenue/Expenses Report.

DISCUSSION: Mr. Conner reported that for the month of December 2011, Airport Operations had a net income, which includes funds expended for special project advertising and marketing and interest income totaling \$26,394, compared to a net loss of 19,474 in December 2010, which is a difference of \$45,868. Year to date the Airports income for 2011 is \$522,573 which is \$615,953 better than the comparable 2010 loss of \$93,380. Invoices received since the last meeting for supplies and services total \$659,557.16. These invoices include major construction project costs of \$429,973.03.

MOTION: Request the Airport Board approve these transactions and payments.
MOVED BY: Board Member McGinley
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

BUSINESS REPORT – Cont'd...

Project Invoices.

MOTION:

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment (AIP Echo Drawdown #2011/12).

Rehab and Extend Hangar Road
ACP 07-16

L.R. Kimball \$ 15,624.82

Invoice # 512160, January 9, 2012 in the amount of \$15,624.82 for Inspection.

Scartelli Construction Services, Inc. \$ 109,500.58

Appl #2, January 16, 2012 in the amount of \$109,500.58 for Construction.

Scartelli Construction Services, Inc. \$ 162,238.51

Appl #3, January 16, 2012 in the amount of \$162,238.51 for Construction.

Construct South General Aviation Apron
ACP 10-01

URS \$ 45,219.86

Invoice #4937858, December 28, 2011 in the amount of \$45,219.86 for Inspection.

URS \$ 72,398.48

Invoice #4878933, November 30, 2011 in the amount of \$72,398.48 for Inspection.

URS \$ 24,990.78

Invoice #4823852, September 8, 2011 in the amount of \$24,990.78 for Inspection.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

Request the Airport Board approve the transactions and payments.
Board Member McGinley
Commissioner Wansacz
Unanimous

Airport Passenger Facility Charge (PFC) Trust Transfers

MOTION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2011/5 Check #1190.

ITEM 7.
BID AWARDS:

Security Video Recording System

Bids were opened on Thursday, December 22, 2011 at 11:00 A.M. in the Airport's Conference Room by Airport Administration and Mr. Walter Griffith, Luzerne County Controller for a Security Video Recording System. The bids were reviewed and tabulated and it is recommended that the Airport Board award the contract to the lowest responsible bidder, PSX of Kennett Square, PA at a base bid price of \$61,933.00. PSX met all specification requirements. Following is the bid tabulation:

<u>Company</u>	<u>Base Bid</u>	<u>Deviations from Specs</u>
Wacor Electronic Systems E. Petersburg, PA	\$ 48,512.20	Deviated from equipment specs
PSX Kennett Square, PA	\$ 61,933.00	None
App-Techs Corp. Lancaster, PA	\$ 69,463.00	Deviated from equipment specs
Schneider Electric Horsham, PA	\$ 69,794.00	Deviated from equipment specs
Inter Vid Inc. Fredericks, MD	\$ 74,500.00	None
Kratos Newport, DE	\$ 76,894.00	None
Computer Visionaries, Inc. Dickson City, PA.	\$ 89,826.00	Deviated from equipment specs
American Computer Frackville, PA	\$139,747.56	None
Siemens Bldg Tech. Blue Bell, PA	No Bid Bond	

MOVED BY:
SECONDED BY:
VOTE:

Board Member Williams
Commissioner O'Brien
Unanimous

ITEM 8.
CONTRACTS/LEASES/AGREEMENTS:

Airport Rental Car Concession – Supplemental Agreement #1.

MOTION:

Request the Airport Board approve the Supplemental Agreement #1 between the Wilkes-Barre/Scranton International Airport and PENRAC, LLC, dba National Car Rental, 2625 Market Place, Harrisburg, PA. National Car Rental entered into an opening agreement with the Airport, effective November 1, 2011. National Car Rental desires to rent additional vehicle parking spaces to park ready/return vehicles at the Airport. The Airport will provide National Car Rental 2,700 s.f. of land

CONTRACTS/LEASES/AGREEMENTS – Cont'd...

(approximately 15 parking spaces) located in an existing parking lot adjacent to Navy Way Road. National Car Rental agrees to pay a rental fee of \$0.0555 per s.f. for a total of \$150.00 per month. Any additional parking space used outside of the rental area will be invoiced at the daily parking rate of \$6.75 per day per vehicle. This Agreement will be effective February 1, 2012, and on a month-to-month basis until termination.

MOVED BY: Commissioner Wansacz
SECONDED BY: Board Member Williams
VOTE: Unanimous

ITEM 9.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CONCESSIONS PROGRAM

MOTION: Recommend the Airport Board approve the enclosed Airport Disadvantaged Business Enterprise (DBE) Program. The revised Airport DBE Program reflects the new policy procedures and goal setting guidance for the participation of DBE firms in federally assisted projects. The program will be publicly advertised and is available to prospective DBE participants. The Airport DBE participation goal for FY 2012-2014 is 2.3%.

MOVED BY: Commissioner Wansacz
SECONDED BY: Board Member McGinley
VOTE: Unanimous

ITEM 10.

DIRECTOR'S COMMENTS:

Personnel.

Recommend the Airport Board accept the resignation of Ms. Joann Decker from the Public Safety – Secretary position effective March 10, 2012.

MOVED BY: Commissioner O'Malley
SECONDED BY: Board Member Williams
VOTE: Unanimous

Air Service

DISCUSSION: Mr. Centini reported on January 11, 2012, US Airways upgraded the aircraft on its morning departure to Charlotte from a 67-seat Regional Jet to an 80-seat Regional Jet, also on March 4, US Airways will upgrade the afternoon departure to Charlotte to a 67-seat Regional Jet from the present 50-seater.

Mr. Centini reported effective March 4, United Express (Continental Connection) will upgrade two of its four daily Newark flights from its present 37-seat turboprop aircraft to 50-seat turboprop aircraft.

Mr. Centini reported the increases to larger aircraft by US Airways and United Express is good news for Northeastern Pennsylvania Business and Leisure travelers in that it will provide 1,680 more departure seats per month.

DIRECTOR'S COMMENTS – Cont'd...

Conferences/Seminars.

MOTION: Recommend Airport Board approval to attend the following Conferences/
Seminars:

1. Three (3) Airport representatives to attend the 35th Annual FAA Airports Conference, April 24, 2012, Hershey, PA.
2. One (1) Airport representative to attend the American Association of Airport Executives, AAAE, Washington Legislative Conference, March 14-16, 2012, Washington D.C.

MOVED BY: Board Member Williams
SECONDED BY: Board Member McGinley
VOTE: Unanimous

ITEM 11.
OTHER MATTERS:

DISCUSSION: None

ITEM 12.
ADJOURNMENT:

MOTION: To adjourn the meeting.
MOVED BY: Board Member Williams
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

The meeting was adjourned at 11:15 A.M.