

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 16, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 16, 2014 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:32 A.M. with Mr. Robert Lawton presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner Jim Wansacz
Commissioner Patrick O'Malley
Board Member Robert Lawton
Board Member Rick Williams
Board Member Stephen A. Urban

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Gary Borthwick, Director of Finance
Attorney Michael Butera, Luzerne County Solicitor

ITEM 2:
AIRPORT BOARD REORGANIZATION.

(Chairman)

MOTION: To nominate Jim Wansacz as Chairman for the Airport Bi-County Board for the Year 2014.
MOVED BY: Board Member Rick Williams
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

MOTION: To nominate Rick Williams as Vice-Chairman for the Airport Bi-County Board for the Year 2014.
MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

ITEM 3:
PUBLIC COMMENTS.

(Chairman)

None.

ITEM 4:
APPROVAL OF MINUTES.

(Chairman)

MOTION: To approve and dispense with the reading of the December 19, 2013 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

ITEM 5:
BUSINESS REPORT:

(Michael Conner – Assistant Airport Director)

Passenger Activity

DISCUSSION:

Mr. Conner reported on the “Airport Quick Look” charts, passenger enplanements for the month of December 2013 increased 1.3% to 16,787 from 16,568 in the month of December 2012. Mr. Conner noted that this is attributable to an increase in passengers to Charlotte and Atlanta, when compared to December 2012.

Enplanements for December 2013 compared to enplanements for December 2011 decreased by 1,103 or 6.2%. This is attributable to Delta’s schedule adjustments to Detroit, United’s schedule adjustments to Newark, and US Airways flight adjustments to Philadelphia.

Enplanements for December 2013 compared to enplanements for November 2013 decreased by 308 or 1.8%. This is attributable to Delta’s reduced schedule to Detroit occurring two weeks earlier than it did in December 2012.

In December 2013, 27 departing flights were cancelled: 22 for air traffic/weather; 4 for mechanical and 1 for crew unavailability. This accounts for 1,116 seats (5.1%) out of a total 22,897 departure seats. Also, 26 arriving flights were cancelled: 25 for air traffic/weather and 1 for mechanical.

General Aviation Operations.

DISCUSSION:

For December 2013, General Aviation had 578 operations (one take-off or one landing) which is a decrease of 10% from December 2012’s 642 General Aviation Operations. General Aviation revenues decreased \$ 1,311.14, or 13%, to \$ 9,726.44.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of December 2013, Airport Operations had a net loss totaling \$50,035, compared to a net income of \$14,532 in December 2012, which is a difference of \$64,567. Year to date net income for 2013 is \$95,620, which is \$254,028 less than the comparable 2012 net income of \$349,648. Invoices received since the last meeting for supplies and services total \$496,474.55. These invoices include major construction project costs of \$250,294.01.

Project Invoices.

DISCUSSION:

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment.

Rehab. and Extend Hangar Road
ACP 07-16

Verizon	\$	1,856.00
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Invoice # 20-144, dated November 27, 2013 in the amount \$ 1,856.00 for Utility Relocation.

This project is 95.22% complete.

BUSINESS REPORT – Cont'd...

Taxiway B Extension to RW 22, Phase I and II (Design)
ACP 11-01

Federal Aviation Administration \$ 149,957.44

Invoice # 14-1135, dated January 6, 2014 in the amount \$ 149,957.44 for Design Review for Reimbursable Agreement.

L. R. Kimball \$ 63,939.53

Invoice #522610, dated December 5, 2013 in the amount \$ 63,939.53 for design services.

L. R. Kimball \$ 640.40

Invoice # 522581, dated December 5, 2013 in the amount \$ 640.40 for Engineering & Environmental services.

This project is 58.84% complete.

Rehab. Airline Apron
ACP 12-02

McFarland Johnson \$ 19,800.69

Invoice #1, dated December 18, 2013 in the amount \$ 19,800.00 for inspection services.

This Project is 44.26% complete.

Install PAPI
ACP 12-05

McFarland Johnson \$ 7,057.45

Invoice #1, dated December 13, 2013 in the amount \$ 7,057.45 inspection services.

B & H Taxilane Lighting Corporation \$ 7,042.50

Application #2, dated December 10, 2013 in the amount \$ 7,042.50 for construction services.

This project is 59.66% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2013/12 (Check #1026).

BUSINESS REPORT – Cont'd...

Rehabilitate Airline Apron
PFC Project #09-024

McFarland Johnson Inspection ACP 12-02	\$	990.03	CIP 19612-02
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Install PAPI
PFC Project #09-024

McFarland Johnson Inspection ACP 12-05	\$	352.87	CIP 19612-05
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B & H Taxilane Lighting Construction ACP 13-04	\$	352.13	CIP 19612-05
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Rehab. & Extend Hangar Road
PFC Project # 08-025

Verizon Utility Relocation ACP 07-16	\$	856.00	CIP 19607-16
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DISCUSSION:

PFC Status Report.

Mr. Conner reported that the Airport collected \$220,627.59 (including \$1,263.72 interest throughout the fourth quarter of 2013), bringing the PFC Trust Account balance of \$1,352,895.42.

For PFC Application 93-01, 97-02, and 00-03, the Airport has expended \$9,532,125.05 (73%) out of a total collection authority of \$12,997,524; for PFC Application 08-05, the Airport has expended \$1,289,989 (85%) out of a total collection authority of \$1,518,104; for PFC Application 09-07, the Airport has expended \$117,929 (72%) out of total collection authority of \$164,000; for PFC Application 13-10 the Airport has expended \$2,119,322.30 (64%) out of a total collection authority of \$3,330,054; and for PFC Application # 13-09, the Airport has expended \$ 133,751.94 (3%) out of a total collection authority of \$ 3,942,563.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

Request the Airport Board approve the above transactions and payments.
Commissioner Jim Wansacz
Board Member Rick Williams
Unanimous

ITEM 6.

BID OPENING.

(Michael Conner – Assistant Airport Director)

Supply and Cleaning of Airport Work Uniforms.

MOTION:

Bids were opened Friday, December 20, 2013 at 11:00 A.M. in the Airport's Conference Room by Airport Administration and Luzerne County Controller, Walter Mitchell for the Supply and Cleaning of Airport Work Uniforms. Seven (7) sets of specifications were sent out and three (3) bids were received. It is recommended that the Airport Board award the contract to UniFirst of Sugar Notch, PA., the only

BID OPENING – Cont'd...

responsive responsible bidder, at the Base Bid price of \$21,747.96 per year. This contract is for a period of four (4) years, effective February 1, 2014 through January 31, 2018.

<u>Bidder</u>	<u>Base Bid</u>
Dempsey Uniform & Linens Supply Jessup, PA 18434	\$16,439.20
UniFirst Sugar Notch, PA 18706	\$21,747.96
G & K Services Utica, NY 13504	\$11,218.24

It is noted the bids received from Dempsey Uniform & Linens Supply and G & K Services, although listed as being lower in price, did not meet the specifications of the Request for Bids and included numerous “purchase only” uniform items which made their actual bids impossible to evaluate. The amount paid for uniform services in CY 2013 was \$15,684.32.

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

Supply and Delivery of UREA De-Icer.

MOTION: Bids were opened Friday, January 10, 2014 at 11:00 A.M. in the Airport’s Conference Room by Airport Administration and Lackawanna County Chief Auditor, Reggie Mariani for the Supply and Delivery of UREA De-Icer. Twelve (12) sets of specifications were sent out and one (1) bid was received. It is recommended the Airport Board award a one year contract to Peters Chemical of Hawthorne, NJ 07507, the only responsive responsible bidder, at the bid price of \$18,860.00 for 20 ton lot or \$943.00 per ton for CY 2014, furthermore, rejecting their bids of \$28,860.00 for CY 2015 and \$32,860.00 for CY 2016 due to their speculative inflated pricing. CY 2013 was \$ 877.98 per ton.

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

Supply and Delivery of FAA Specified Washed Abrasive Sand for Airport Runways.

MOTION: Bids were opened Friday, January 10, 2014 at 11:00 A.M. in the Airport’s Conference Room by Airport Administration and Lackawanna County Chief Auditor, Reggie Mariani for the Supply and Delivery of FAA Specified Washed Abrasive Sand for Airport Runways. Eight (8) sets of specifications were sent out and one (1) bid was received. The bid received did not have the proper bid security, as such, the bid must be rejected. Recommend the Airport Board resolve to reject the bid.

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

Supply and Delivery of Sodium Acetate Runway De-Icer.

MOTION: Bids were opened Friday, January 10, 2014 at 11:00 A.M. in the Airport’s Conference Room by Airport Administration and Lackawanna County Chief Auditor, Reggie

BID OPENING – Cont’d...

Mariani for the Supply and Delivery of Sodium Acetate Runway De-Icer. Twelve (12) sets of specifications were sent out and one (1) bid was received. It is recommended that the Airport Board award the contract to Peters Chemical of Hawthorne, New Jersey 07507 - the only responsive responsible bidder, at the Bid price of \$3,800.00 per metric ton for year 2014 and \$3,900.00 per metric ton for year 2015. Previous bid price from 2012 was \$2,186.95 per metric ton.

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

ITEM 7.

DIRECTOR’S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport approve the appointment of Mr. Simon Wrubel, 424 East Field Street, Nanticoke, PA., to a custodial position effective January 17, 2014.

MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner Corey O’Brien
VOTE: Unanimous

Resolution.

MOTION: Recommend the Airport Board approve the Resolution to give authorization to the Airport Director to sign agreements on behalf of the Airport with the Commonwealth of Pennsylvania.

MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous

RESOLUTION

BE IT RESOLVED, by authority of the Counties of Lackawanna and Luzerne d.b.a.
(Name of governing body)

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 the Airport
(designate official title)

Board 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.

Counties of Lackawanna & Luzerne
DBA Wilkes-Barre/Scranton Int’l Airport
(Name of Governing Body)

BY: _____
(Signature and designation of official title)

Chairman
Wilkes-Barre/Scranton Int’l Airport
Bi-County Airport Board

DIRECTOR'S COMMENTS – Cont'd...

I, _____, Chairman of the Airport Board of the Counties of
(Name) (Official title)
Lackawanna & Luzerne, dba Wilkes-Barre/Scranton Int'l Airport, do hereby certify that
(Name of Governing Body)

The foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Counties of Lackawanna & Luzerne, dba Wilkes-Barre/Scranton Int'l Airport, held
(Name of governing body)
the 16th day of January, 2014.

DATE: January 16, 2014

(Signature and designation of official title)

Chairman of the Airport Board
Wilkes-Barre/Scranton Int'l Airport

Public Safety Departments – Annual Report.

MOTION:

Mr. George Bieber, Director of Public Safety, presented the Public Safety Department's Annual Report for year ending 2013. It is recommended the Airport Bi-County Board accept this report.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Robert Lawton

VOTE:

Unanimous

Fuel Farm Expansion Project.

MOTION:

Recommend the Airport Board approve the Agreement between L. R. Kimball, a CDI Co., and the Wilkes-Barre/Scranton International Airport. The Agreement is for Design, Permitting, Surveying and Bidding, for the Aviation Fuel Farm Expansion Project, subject to PennDOT and solicitors concurrence. Contract amount not to exceed \$ 49,007.87.

MOVED BY:

Board Member Stephen Urban

SECONDED BY:

Commissioner Patrick O'Malley

VOTE:

Unanimous

(Medium Intensity Approach Light System) MALSR Update.

DISCUSSION:

Mr. Centini reported to the Board that on January 3, 2014, Senator Casey held a press conference, at the Wilkes-Barre/Scranton International Airport, to announce the FAA will replace the present, out of service, MALSR System. He stated that it could take up to a year for a new system to be installed and that the FAA and engineers are finalizing the replacement. They are studying the feasibility of utilizing some of the present system along with replacing a portion of the system. He reported that the airport should know sometime in February what the method of replacement will be. Mr. Centini, along with the members of the Board, thank Senator Casey for his efforts to get the FAA to replace this navigation aid at our Airport. Preliminary costs for a full replacement can exceed \$5M which could be lower if some of the present system is upgraded instead of replaced.

Mr. Centini then informed the Board that he received a note on Tuesday from the FAA, Mark Smith, giving the Airport his weekly update on the project, as follows:

- Note: The FAA has received initial funding to start the project on the future MALSR. The design kick off meeting is scheduled to occur on January 29, 2014.

DIRECTOR'S COMMENTS – Cont'd...

- A request was submitted to Flight Standards for approval to operate the MALSR system in a non-standard configuration from the 1,000 ft. bar to the threshold bar. This assumes all safety and structural deficiencies are corrected and the access restriction is removed potentially as early as the fall of 2014. The NOTAM restricting the ILS minima would remain since the full MALSR would not be operating. This would be a temporary waiver to operate a portion of the system until the full system is restored subject to the approval of Flight Standards.
- The PennDOT reimbursable agreement to relocate the guy wires has received local approval and is currently scheduled for review by FAA Legal Counsel. The completion of the legal review is expected to occur by the end of January.

Miscellaneous.

DISCUSSION: Mr. Centini reminded the Airport Board that pictures will be taken after the meeting.

ITEM 8. OTHER MATTERS: *(Chairman)*

DISCUSSION: Commissioner O'Brien informed the Board that Lackawanna County Commissioners approved and ratified exploration of a Regional Transportation Committee.

DISCUSSION: Board Member Robert Lawton stated that the AAAE (American Association of Airport Executives) have a program for accreditation of Board Members and he thinks it would be worthwhile to explore participation of that by the Chairman and Vice Chairman. He went on to say that board members who are in local government deal with general government issues on a day to day basis, but the airport is a separate issue with different kinds of funding streams, different considerations, and in order to improve the quality of their decision making or leadership and their ability to understand the professional airport staff, he feels it would be worthwhile to investigate some kind of participation, if not by all members of the airport board, at least by the Chairman and Vice Chairman. He feels it would help those parties to understand the issues when speaking with airport staff better.

DISCUSSION: Mr. Lawton also stated that the airport provides the Board Members with a lot of data in the reports they supply, and he was wondering if the airport could present this information to the Board in a more direct manner. This way, if the board members have this information before the board meetings, then it would cut down on questions the board needs to ask in the meetings. Mr. Lawton also suggested that the Board receive the agendas for the board meetings earlier than they do, possibly the Friday before the board meeting.

DISCUSSION: Mr. Williams told the Board that the State just passed a transportation bill which seemed to be focused primarily on roads and bridges, but he understands that there is an aviation component, as well as a regional transportation council that is encouraging that. He stated he would be interested in hearing the airport's thoughts on that legislation and the bill that's passed and how it might affect our airport and regional thinking for transportation issues.

Commissioner O'Brien responded to Mr. Williams comments by suggesting that the Airport invite Representative Mike Carroll to come to the airport and brief the Board since he is a member of the transportation committee.

ITEM 9.

ADJOURNMENT:

(Chairman)

MOTION:

Commissioner Wansacz closed by saying that he would like to welcome Mr. Urban to the Board and he would also like to thank Senator Casey for helping the airport out with the MALSR problem the Airport had. It is recommended to adjourn the meeting.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Commissioner Corey O'Brien

VOTE:

Unanimous

The meeting was adjourned at 11:38 A.M.