

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 16, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 16, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:43 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 Stephen Menn, Luzerne County Solicitor

ITEM 2:
PUBLIC COMMENTS.

None

ITEM 3:
APPROVAL OF MINUTES.

MOTION: To approve and dispense with the reading of the January 19, 2012 Bi-County Airport Board Meeting minutes.
MOVED BY: Board Member McGinley
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

ITEM 4:
BUSINESS REPORT:

Passenger Activity

DISCUSSION: Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of January 2012 decreased 0.1% to 16,715 from 16,737 in the month of January 2011. Enplanements for the month of January 2012 compared to the month of January 2010, increased by 1,072 which is +6.9%. In January 2012, 4 flights were cancelled due to mechanical problems and 24 flights were cancelled due to air traffic/weather. This accounts for 1,205 seats (4.8%) out of a total 25,050 departure seats.

BUSINESS REPORT – Cont'd...

General Aviation Operations.

DISCUSSION: For January 2012, General Aviation had 780 operations (one take-off or one landing) which is a decrease of 57.1% from January 2011's 1,817 General Aviation Operations. General Aviation revenues increased \$2,515 or 56% to \$6,992.

Financial Report

Revenue/Expenses Report.

DISCUSSION: Mr. Conner reported that for the month of January 2012, Airport Operations had a net loss, which includes funds expended for special project advertising and marketing and interest income totaling \$26,065, compared to a net loss of 38,019 in January 2011, which is a difference of \$11,954. Invoices received since the last meeting for supplies and services total \$424,190.16. These invoices include major construction project costs of \$175,854.57.

General Account Check Signatures.

DISCUSSION: Recommend the board approve three out of four signature authorizations for the Airport General Accounts and PFC Account.

MOTION: Request the Airport Board approve these transactions and payments.

MOVED BY: Board Member McGinley

SECONDED BY: Commissioner Wansacz

VOTE: Commissioner O'Brien – Yes

Commissioner Wansacz – Yes

Commissioner O'Malley – Yes

Board Member McGinley – Yes

Board Member Williams – No

Motion failed due to lack of votes by Luzerne County.

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 #2012/1).

Rehab and Extend Hangar Road

ACP 07-16

L.R. Kimball \$ 23,296.58

Invoice # 512779, January 30, 2012 in the amount of \$23,296.58 for Inspection.

Scartelli Construction Services, Inc. \$ 121,982.49

Appl #4, January 31, 2012 in the amount of \$121,982.49 for Construction.

Construct South General Aviation Apron

ACP 10-01

BUSINESS REPORT – Cont'd...

URS \$ 25,000.00

Invoice #4696339 May 23, 2011 in the amount of \$25,000.00 for Inspection.

Wildlife Assessment Survey
ACP 10-08

USDA \$ 5,575.50

Invoice #10-7242-8017 RA, February 3, 2012 in the amount of \$5,575.50 for Wildlife Survey.

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

Airport Passenger Facility Charge (PFC) Trust Transfers

MOTION: The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2012/1 Check #1191.

Design & Construct New South General Apron

URS \$ 625.00 CIP 19610-01
Inspection
ACP 10-01

Wildlife Assessment Survey

USDA \$ 5,575.50 CIP 19610-08
Wildlife Survey
ACP 10-08

MOTION: Request the Airport Board approve the PFC transfer.
MOVED BY: Board Member Williams
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

ITEM 5.

DIRECTOR'S COMMENTS:

Personnel.

Recommend the Airport Board approve the promotion of Ms. Eve Hennigan, 1501 Clay Avenue, Dunmore, PA to Marketing Assistant from Secretary/Receptionist February 24, 2012.

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

DIRECTOR'S COMMENTS – Cont'd...

Public Safety Department – Annual Report

PRESENTATION: Mr. George Bieber, Director of Public Safety presented the Public Safety Department's Annual Report for 2011.

Conferences/Seminars.

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

1. Two (2) Airport representatives to attend the NEC/AAAE 46th International Aviation Snow Symposium, April 14-18, 2012, Buffalo, NY.
2. One (1) Airport representative to attend the 84th Annual American Association of Airport Executives Conference, April 29-May 1, 2012, Phoenix, AZ.

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

ITEM 6.
OTHER MATTERS:

DISCUSSION: Board Member McGinley stated that the Airport needs to pay the ARC payment. He also stated that Robert Lawton flew into the Wilkes-Barre/Scranton International Airport for his interview with Luzerne County for the County Manager position and made compliments about the airport.

ITEM 7.
ADJOURNMENT:

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

The meeting was adjourned at 11:30 A.M.