

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 31, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 31, 2013 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Commissioner Corey D. O'Brien presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner Patrick O'Malley
Board Member Timothy McGinley
Board Member Robert Lawton
Board Member Rick Williams

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

ITEM 2:
AIRPORT BOARD REORGANIZATION.

MOTION: To nominate Timothy McGinley as Chairman for the Airport Bi-County Board for the Year 2013.

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

MOTION: To nominate Corey O'Brien as Vice-Chairman for the Airport Bi-County Board for the Year 2013.

MOVED BY: Board Member McGinley
SECONDED BY: Commissioner O'Malley
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 Bi-County Airport 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.

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

ITEM 3:
PUBLIC COMMENTS.

(Chairman)

None.

ITEM 4:
APPROVAL OF MINUTES.

(Chairman)

MOTION: To approve and dispense with the reading of the January 8, 2013 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner O'Brien
SECONDED BY: Commissioner O'Malley
VOTE: Unanimous

MOTION: To amend the minutes of January 8, 2013, under the General Aviation Operations portion to read "for November 2012 General Aviation had 1,071 operations, which is a ***decrease of 0.6%*** from November 2011's 1,136 General Aviation Operations". Change originally read ***increase of 0.06%***.
MOVED BY: Board Member Williams
SECONDED BY: Commissioner O'Brien
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 2012 decreased 7.4% to 16,568 from 17,890 in the month of December 2011. Mr. Conner noted that this is mainly attributable to two things: 1). the loss of one daily Delta flight to Detroit for the winter season; and 2). a few snow storms that impacted flights to/from AVP.

Enplanements for December 2012 compared to enplanements for December 2010 decreased by 449 or 2.6%. This is mainly attributable to the loss of American Eagle's 58 flights since December 2010. Although AVP has lost two daily Delta flights to Detroit for the fall/winter season, and has added Allegiant's twice weekly flights to Orlando-Sanford and Delta's one daily flight to Atlanta compared to December 2010, the additions were still not enough to account for the losses from American Eagle.

Enplanements for December 2012 compared to enplanements for November 2012 decreased by 2,277 which is 12.1%. This is mainly attributable to the loss of one daily Delta flight to Detroit during the winter season.

In December 2012, 32 departing flights were cancelled: 30 for air traffic/weather and 2 for mechanical. This accounts for 5.4% or 1,369 seats out of a total 26,619 departure seats. Also, 35 arriving flights were cancelled: 34 for air traffic/weather and 1 for mechanical.

BUSINESS REPORT – Cont'd...

General Aviation Operations.

DISCUSSION:

For December 2012, General Aviation had 642 operations (one take-off or one landing) which is a decrease of 27% from December 2011's 885 General Aviation Operations. General Aviation revenues increased \$ 5,279 or 91% to \$ 11,037.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of December 2012, Airport Operations had a net income totaling \$ 14,532, compared to a net income of \$ 26,394 in December 2011, which is a difference of \$ 11,862. Year-to-date, our net income for 2012 is \$ 349,648, which is \$ 172,925 less than the comparable 2011 net income of \$ 522,573. Invoices received since the last meeting for supplies and services total \$ 855,915.88. These invoices include major construction project costs of \$ 593,964.80.

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 (AIP Echo Drawdown #2012/12).

Construct New Passenger Terminal
ACP 03-01

Automatic Door Enterprises	\$	6,995.00
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Invoice #132478, Task 7B-1, January 22, 2013 in the amount of \$ 6,995.00 installation of door.

Civil Design Partners, Inc.	\$	1,770.00
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Invoice #1915, Task 7B-1, January 24, 2013, in the amount of \$ 1,770.00 for on-site meetings and design sign support.

Civil Design Partners, Inc.	\$	7,806.56
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Invoice #1916, Task 7B-1, January 24, 2013 in the amount of \$ 7,806.56 for site meetings, survey, and prepare layout.

Rehab. and Extend Hangar Road
ACP 07-16

Scartelli Construction	\$	95,302.46
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Application #14, January 28, 2013 in the amount of \$ 95,302.46 for construction services.

BUSINESS REPORT – Cont'd...

Action Fence \$ 9,725.73

Invoice #131, January 13, 2013 in the amount of \$ 9,725.73 for construction services.

This project is 89.59% complete.

Construct South General Aviation Apron
ACP 10-01

Popple Construction \$ 466,478.80

Application # 13, January 25, 2013 in the amount of \$ 466,478.80 for construction services.

This project is 85.19% complete.

Obstruction Tree Removal
ACP 12-01

KBA \$ 5,886.25

Invoice # 6932, January 24, 2013 in the amount \$ 5,886.25 for design services.

This project is 9.86% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2012/12 (Check #1010 and 1011).

Construct New Passenger Terminal
PFC Project #9

Automatic Door Enterprises \$ 6,995.00 CIP 19203-01
Door Installation
ACP 03-01

Civil Design Partners \$ 7,806.56 CIP 19203-01
Create meetings, design sign support
ACP 03-01

Civil Design Partners \$ 1,770.00 CIP 19203-01
Site meetings, survey and prepare layout
ACP 03-01

Obstruction Tree Removal
PFC Project 08-024

KBA Engineering \$ 5,886.25 CIP 19612-01
Design
ACP 12-01

ITEM 7.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport Board ratify the appointment of Ms. Kristen Barone, 1906 Delaware Street, Dunmore, to the Bookkeeper/Secretary position effective January 21, 2013.
MOVED BY: Commissioner O'Brien
SECONDED BY: Commissioner O'Malley
VOTE: Unanimous

Hangar Road Rehabilitation Project.

MOTION: Recommend the Airport Board approve Supplement #2 to L. R. Kimball's contract, increasing construction service amount to \$ 56,359.81 from \$ 379,540.67 to \$ 435,900.45, subject to FAA, PennDOT and Solicitors concurrence. Increase is due to additional time required to complete project. Construction completion date and final contracts close out is anticipated by April 30, 2013 with the installation of stairway canopies and the completion of remaining punch list items from the December 14, 2012 final inspection meeting.
MOVED BY: Commissioner O'Malley
SECONDED BY: Commissioner O'Brien
VOTE: Unanimous

ITEM 8.

OTHER MATTERS:

(Chairman)

None.

ITEM 9.

ADJOURNMENT:

(Chairman/Vice Chairman)

MOTION: To adjourn the meeting.
MOVED BY: Board Member Lawton
SECONDED BY: Commissioner O'Brien
VOTE: Unanimous

The meeting was adjourned at 11:23 A.M.