

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 20, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 20, 2014 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Commissioner Jim Wansacz presiding.

PRESENT: Commissioner Jim Wansacz
Commissioner Corey D. O'Brien
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
Attorney Donald Frederickson, Lackawanna County Solicitor
Michelle Bednar, Controller, Luzerne County

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the January 16, 2014 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

ITEM 4:
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 January 2014 decreased 4.3% to 15,722 from 16,437 in the month of January 2013. Mr. Conner noted that this is attributable to the loss of 52 flights due to weather.

Enplanements for January 2014 compared to enplanements for January 2012 decreased by 993 or 5.9%. This is attributable to the seasonal loss of a daily United flight to Chicago O'Hare and the loss of 52 flights due to weather.

BUSINESS REPORT – Cont'd...

Enplanements for January 2014 compared to enplanements for December 2013 decreased by 1,065 or 6.3%. This is attributable to the additional 30 weather related cancellations occurring in January.

In January 2014, 57 departing flights were cancelled: 52 for air traffic/weather; 4 for mechanical and 1 for crew unavailability. This accounts for 2,621 seats (14%) out of a total 21,396 departure seats. Also, 55 arriving flights were cancelled: 52 for air traffic/weather, 2 for mechanical and 1 for crew unavailability.

General Aviation Operations.

DISCUSSION:

For January 2014, General Aviation had 536 operations (one take-off or one landing) which is a decrease of 13% from January 2013's 618 General Aviation Operations. General Aviation revenues increased \$ 4,576.18 or 50% to 8,724.43.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of January 2014, Airport Operations had a net loss totaling \$ 75,728, compared to a net loss of \$39,043 in January 2013, which is a difference of \$36,685. Invoices received since the last meeting for supplies and services total \$458,759.46. These invoices include major construction project costs of \$166,710.86.

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.

Taxiway B Extension to RW 22, Phase I and II (Design)

ACP 11-01

L. R. Kimball	\$	72,248.84
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Invoice # 523056, dated February 4, 2014, 2014 in the amount \$ 64,264.53 for design services.

L. R. Kimball	\$	64,264.53
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Invoice #523337, dated December 5, 2014 in the amount \$ 63,939.53 for design services.

L. R. Kimball	\$	23,116.20
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Invoice #523026, dated January 13, 2014 in the amount \$ 23,116.20 for design services.

This project is 70.89% complete.

Aviation Fuel Farm Expansion

ACP 13-08

L. R. Kimball	\$	2,081.29
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BUSINESS REPORT – Cont'd...

Invoice #523346, dated February 4, 2014 in the amount \$ 2,081.29 for design services.

This project is 4.25% complete.

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Board Member Stephen A. Urban
VOTE: Unanimous

ITEM 5.
CONTRACTS/LEASES/AGREEMENTS.

(Michael Conner – Assistant Airport Director)

Agreement Between Airport and Unifirst Corporation.

MOTION: Recommend the Airport Board ratify the Agreement between the Airport and Unifirst Corporation, 1082 Hanover Street, Sugar Notch, PA 18706, for the Supply and Cleaning of Airport Work Uniforms. Unifirst Corporation will provide all labor, services, and materials for the Supply and Cleaning of Airport Work Uniforms at the agreed upon per piece prices for a four year period beginning February 1, 2014 through January 31, 2018.

Bids were tabulated and award recommendation approved at the January 16, 2014 Board Meeting.

MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

ITEM 6.
AUTHORIZATION TO BID.

(Michael Conner – Assistant Airport Director)

MOTION: Recommend the Airport Board approve the authorization to advertise for the Rehabilitation and Expansion of the Aviation Fuel Farm.
MOVED BY: Board Member Rick Williams
SECONDED BY: Board Member Stephen A. Urban
VOTE: Unanimous

ITEM 7.
DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

U. S. Department of Transportation
Small Community Air Service Development Grant.

MOTION: Recommend the Airport Board approve and accept the U.S. Department of Transportation Small Community Air Service Development Grant. This grant provides \$ 575,000.00 of Federal monies for initiatives to attract new or expanded present airline services to domestic leisure destinations and major metropolitan business destinations. Total project cost is \$ 875,000. (\$ 575,000 Federal Grant and \$ 300,000 local funds).
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

DIRECTOR'S COMMENTS – Cont'd...

TSA Checkpoint Security Agreements.

MOTION: Recommend the Airport Board ratify the Agreement, between Pittston Township Police Department and the Wilkes-Barre/Scranton International Airport. This agreement requires Pittston Township to supply qualified Law Enforcement Officers from 4:00 A.M. to 12:00 P.M., 365 days per year, to perform security checkpoint functions in accordance with terms and conditions required by the agreement between the Transportation Security Administration and the Wilkes-Barre/Scranton International Airport. Airport will pay Pittston Township \$ 20.00 per hour for LEO services. TSA will reimburse the Airport for all costs associated with providing qualified LEO's for checkpoint security.

MOTION: Recommend the Airport Board ratify the Agreement, between Avoca Borough and the Wilkes-Barre/Scranton International Airport. This agreement requires Avoca Borough to supply qualified Law Enforcement Officers, from 12:00 P.M. to 8:00 P.M., 365 days per year, to perform security checkpoint functions in accordance with terms and conditions required by the agreement between the Transportation Security Administration and the Wilkes-Barre/Scranton International Airport. Airport will pay Avoca Borough \$ 20.00 per hour for LEO services. TSA will reimburse the Airport for all costs associated with providing qualified LEO's for checkpoint security.

MOTION: Recommend the Airport Board ratify the Mutual Aid Police Agreement between the Pittston Township, Avoca Borough and the Counties of Lackawanna and Luzerne, dba the Wilkes-Barre/Scranton International Airport. This agreement empowers police officers from Avoca Borough to exercise all the powers and authority conferred by law on police officers of Pittston Township while Avoca Borough police officers are on duty as LEO's at the Airport pursuant to protocol of the Transportation Security Administration; and the agreement empowers police officers from Pittston Township to exercise all the powers and authority conferred by law on police officers of Avoca Borough while Pittston Township officers are on duty as LEO's at the Airport pursuant to protocol of the Transportation Security Administration.

MOTION: Recommend the Airport Board approve the above three (3) TSA Checkpoint Security Agreements.

MOVED BY: Board Member Stephen Urban
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

FBO Update – Aviation Technologies, Inc.

DISCUSSION: Mr. James Gallagher, President, Aviation Technologies, Inc. updated the Airport Board on the FBO operations. Mr. Gallagher informed the Board that he invested \$40,000 in the Mezzanine Maintenance/Office Facility and over \$200,000 in the infrastructure, GSE and shop equipment. He has four (4) fuel trucks on lease and completed the transition to EPIC as their fuel supplier. He acquired a Part 145 repair station license on February 12, 2014 from the FAA with Avionics endorsement and he applied for the 141 Flight School License. He is changing the name on the Part 135 charter certificate for better branding and has started a cross training program of existing personnel to include better customer service and more efficient and consistent platform for both the airlines and GA customers. He hired a new Ops manager. He did the community aviation survey and is in the process of having it distributed by Chambers of Commerce in Luzerne and Lackawanna Counties. He implemented an auto snow removal policy for customers to both have their cars cleaned upon arrival but also warmed up if they leave them the keys. He has two (2) courtesy cars available for pilots and customers and has met with the Visitors Bureau about co-marketing with local companies, especially for the Pocono Races.

DIRECTOR'S COMMENTS – Cont'd...

He has successfully contracted the IRL Race Team flights on two Boeing 737's to operate at AVP, is hosting a Chamber Mixer in the main hangar on April 30, 2014, and plans on having both charter aircraft and flight training for static display with the possibility of scenic flights. He contacted several NASCAR teams to see what they can do to bring them back to AVP. He also added an early AM mechanic shift to accommodate the airlines.

ITEM 8.

OTHER MATTERS:

(Chairman)

DISCUSSION:

Mr. Centini informed the Board that Representative Carroll has sent him the house bill pertaining to the new Pennsylvania Transportation Funding Plan. A quick overview of the plan includes providing \$5M for aviation. It will go into a state fund known as the Multi-Modal Transportation Fund. All the modes of transportation are in it. Aviation will get \$5M for 2013 and 2014, it will go to \$6M for 2014 and 2015 and after that the amounts will grow based on inflation. That is in addition to the \$10M that is put in the general budget for Capital Improvements which is the Capital Development Program and the restricted account remains the same, which is the tax that comes in from aviation fuels which averages between \$6M to \$10M. Normally that money fronts the state match for the federal projects.

DISCUSSION:

Mr. Lawton asked Mr. Centini if he received his email regarding a proposal for agenda items and contracts that are presented to the Board, and that he sent out information on the way Luzerne County presents items to the Board in terms of the template and suggested language. Mr. Lawton proposed that with a different look at the way the agenda is presented we could dispense with reading the agenda items aloud at the meetings. Mr. Centini responded that he did receive the proposal and feels that a lot of the information the Airport puts in the agenda, along with copies of contracts for the Board's review, covers most everything. Mr. Centini stated that the Airport is a lot different than the County, that the Airport is presenting airport items, while the County is presenting multiple items from different departments. So, while the County's proposal is good he feels the Airport's method is good for what we present to the Board.

Mr. Lawton also asked Mr. Centini if he was able to get any information regarding the American Association of Airport Executives Certified Member Program. Mr. Centini replied that he did get the information and that the Certified Member Program and AAAE is mainly for people involved with the day-to-day airport business. Mr. Centini stated that he printed out all the materials and has them ready for the Chairman and Vice Chairman, and stated that he will be on the lookout for any meetings that might be suitable for the Board Members to attend. Mr. Centini also stated that he spoke with members of the AAAE in Washington and asked them what happened to the Board Members Conference that they used to have, and they told him that they have not had it for the last couple of years due to a lack of interest.

DISCUSSION:

Mr. Lawton stated to Mr. Centini that he understood that action by the Board required two affirmative votes from each county and that he has received a copy of the original form of 1948 governance agreement and the 1968 agreement which just reaffirms the 1948 agreement. Mr. Centini stated that he checked with both Attorney Frederickson and Butera, and got their written legal opinion as to how many votes are needed. They feel that it is two votes from each county. Attorney Frederickson explained that since the Airport is not an Authority, but is a Joint

OTHER MATTERS – Cont’d...

Board comprised of Lackawanna and Luzerne, an affirmative vote is needed from each county to approve anything.

ITEM 9.

ADJOURNMENT:

(Chairman)

MOTION:

It is recommended to adjourn the meeting.

MOVED BY:

Board Member Rick Williams

SECONDED BY:

Board Member Stephen A. Urban

VOTE:

Unanimous

The meeting was adjourned at 11:45 A.M.