

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
FEBRUARY 21, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 21, 2013 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Mr. Timothy McGinley presiding.

**PRESENT:** Commissioner Corey D. O'Brien  
Commissioner James Wansacz  
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  
Attorney Michael Butera, Luzerne County Solicitor

**ITEM 2:**  
**PUBLIC COMMENTS.**  
*(Chairman)*

None.

**ITEM 3:**  
**APPROVAL OF MINUTES.**  
*(Chairman)*

**MOTION:** To approve and dispense with the reading of the January 31, 2013  
Bi-County Airport Board Meeting minutes.

**MOVED BY:** Commissioner O'Brien

**SECONDED BY:** Commissioner Wansacz

**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 2013 decreased 1.7% to 16,437 from 16,715 in the month of January 2012. Mr. Conner noted that this is attributable to the loss of a daily Delta flight to Detroit for the winter season.

Enplanements for January 2013 compared to enplanements for January 2011 decreased by 300 or 1.8%. This is mainly attributable to the loss of American Eagle's 59 flights in January 2011.

**BUSINESS REPORT – Cont'd...**

Enplanements for January 2013 compared to enplanements for December 2012 decreased by 131 or 0.8%. This is mainly attributable to the loss of one daily United flight to Newark.

In January 2013, 30 departing flights were cancelled: 26 for air traffic/weather; 4 for mechanical. This accounts for 1,324 seats (5.8%) out of a total 24,344 departure seats. Also, 31 arriving flights were cancelled: 28 for air traffic/weather and 3 for mechanical.

General Aviation Operations.

**DISCUSSION:**

For January 2013, General Aviation had 618 operations (one take-off or one landing), which is a decrease of 21% from January 2012's 780 General Aviation Operations. General Aviation revenues decreased \$ 2,843.48 or 41% to \$ 4,148.25.

Financial Report

Revenue/Expenses Report.

**DISCUSSION:**

Mr. Conner reported that for the month of January 2013, Airport Operations had a net loss totaling \$ 12,680, compared to a net loss of \$ 29,116 in January 2012, which is a difference of \$ 16,436. Invoices received since the last meeting for supplies and services total \$ 510,273.46. These invoices include major construction project costs of \$ 253,148.72.

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 Drawdown #2013/1).

Rehab. and Extend Hangar Road  
ACP 07-16

Scartelli Construction	\$	132,768.87
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Application #15, January 28, 2013 in the amount of \$ 132,768.87 for construction services.

L. R. Kimball	\$	24,315.43
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Invoice #517539, January 10, 2013 in the amount of \$ 24,315.43 for inspection services.

L. R. Kimball	\$	4,162.81
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Invoice #518283, February 5, 2013 in the amount \$ 4,162.81 for inspection services.

This project is 95.75% complete.

**BUSINESS REPORT – Cont'd...**

Parking Study and Construct Additional Surface Parking Project  
ACP 10-07

KBA \$ 1,500.31

Invoice #6932, January 24, 2013 in the amount  
of \$ 1,500.31 for inspection services.

This project is 77.15% complete.

Taxiway B Extension  
ACP 11-01

L. R. Kimball \$ 90,401.30

Invoice #517958, January 10, 2013 in the amount  
\$ 90,401.30 for design services.

This project is 78.04% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2013/1 (Check #1012).

Design and Construct New South General Aviation Apron  
PFC Project #08-023

Popple Construction \$ 288,856.00 CIP 19610-01  
Construction  
ACP 10-01

**MOTION:**

**MOVED BY:**

**SECONDED BY:**

**VOTE:**

Request the Airport Board approve the above transactions and payments.  
Commissioner O'Brien  
Commissioner O'Malley  
Unanimous

**ITEM 5.**

**CONTRACTS/LEASES/AGREEMENTS:**

*(Michael Conner, Assistant Airport Director)*

Airport Heating, Ventilation, Air Conditioning (HVAC) System Maintenance  
Service Contract.

**MOTION:**

Recommend the Airport Board approve the Agreement between the Wilkes-Barre/  
Scranton International Airport and Scranton Electric Heating and Cooling Services,  
Inc., 107 Middle Street, Scranton, PA. 18508 for a three year period that expires on  
January 31, 2016, at a cost of \$ 26,040.00 for the first year, \$ 27,081.00 for the second  
year, and \$ 28,164.00 for the third year, for the maintenance of the Airport Heating,  
Ventilation and Air Conditioning services. The previous year's contract was at an  
annual fee of \$ 29,095, but that included some systems in the old terminal and  
control tower.

**MOVED BY:**

**SECONDED BY:**

**VOTE:**

Board Member Williams  
Board Member Lawton  
Unanimous

**ITEM 6.**

**DIRECTOR'S COMMENTS:**

*(Barry J. Centini, Airport Director)*

Airport Insurance Services.

**MOTION:**

Recommend the Airport Board approve Kincel & Company, LTD., 1100 Dunham Drive, Dunmore, PA, as the Airport's Broker of Record for Airport Insurance, which includes Liability, Property, Workman's Compensation, Commercial Auto, Employment Practice, Director's Liability, and Terrorism Coverage for certain policies.

Mr. Centini advised the Board that six (6) Statements of Qualifications were received Wednesday, January 30, 2013. After review of all submissions, Airport Administration interviewed four (4) brokers. Considering each brokers' capabilities, their understanding of the Airports' insurance needs, and price for their services, Kincel & Company is recommended for a two (2) year contract, with a one (1) year extension option, at an annual fee of \$ 10,500.00 per year. Kincel & Company's price for services is the lowest of all the interviewed brokers and the company has a positive track record with the Airport for reducing premium costs and servicing our accounts.

**MOVED BY:**

Commissioner O'Malley

**SECONDED BY:**

Board Member Williams

**VOTE:**

Unanimous

Access Road and I-81 Interchange.

The following Easements and Waiver of Rights Agreements are related to PennDOT's construction of the Interstate 81 Interchange Project and the Roadway Construction Project leading from the new interchange at Navy Way Road to the Industrial Parks on the East Side of the Pennsylvania Turnpike. The land parcels being eased to the Commonwealth of Pennsylvania for these projects were surveyed and appraised by PennDOT and Airport consultants, with the fair market value of the land being paid to the Airport in the cases where a monetary transaction will take place. In the cases where no monetary transaction will take place, or where the consideration is \$1.00, these land parcels become part of the Airport's share of the project, as previously agreed by the Airport and PennDOT.

Agreement of Sale (Purchase Property Easement #1)

Request the Airport Board approve the Agreement of Sale (Property Easement) for claim #4000475000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of a 12.953 acre parcel of property for the purpose of PennDOT construction of the SR PORT – AIR project which includes the construction of a roadway from Navy Way to the Industrial Parks adjacent to the Airport. Monetary consideration for this parcel will be \$1.00.

Deed of Easement #1

Request the Airport Board approve the Deed of Easement for claim #4000475000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of a 12.953 acre parcel of property for the purpose of PennDOT constructing the SR PORT – AIR project which includes the construction of a roadway from Navy Way Road to the Industrial Parks adjacent to the Airport. There is no monetary consideration for this Deed.

## DIRECTOR'S COMMENTS – Cont'd...

### Temporary Easement for Construction Purposes #1

Request the Airport Board approve the Temporary Easement for Construction Purposes for claim #4000475000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of 9.924 acres of land adjacent to the PennDOT SR PORT – AIR project for the purpose of temporary roadway construction and work areas. Monetary consideration for this easement will be \$1.00. The term of this easement is two (2) years from the date of notice to proceed to the construction contractor.

### Agreement of Sale (Purchase Property Easement) #2

Request the Airport Board approve the Agreement of Sale (Property Easement) for claim #4000535000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of a 3.467 acre parcel of property for the purpose of PennDOT constructing the SR 81 project which includes the construction of the new highway interchange from Interstate 81 adjacent to the Airport. Monetary consideration for this parcel will be \$118,000.

### Deed of Easement #2

Request the Airport Board approve the Deed of Easement for claim #4000475000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of a 3.467 acre parcel of property for the purpose of PennDOT constructing the SR 81 project which includes the construction of the new highway interchange from Interstate 81 adjacent to the Airport. Monetary consideration for this Deed will be \$1.00.

### Temporary Easement for Construction Purposes #2

Request the Airport Board approve the Temporary Easement for Construction Purposes for claim #4000535000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval, for the easement of 0.313 acre of land adjacent to the PennDOT SR 81 project for the purpose of temporary roadway construction and work areas. Monetary consideration for this easement will be \$2,200. The term of this easement is two (2) years from the date of notice to proceed to the construction contractor.

### Waiver of Rights Agreement.

Request the Airport Board approve the Waiver of Rights Agreement for claim #4000475000, between the Wilkes-Barre/Scranton International Airport and the Commonwealth of Pennsylvania, subject to FAA and Solicitors approval. The Agreement waives the Airports rights to \$ 531,000.00, which is the just compensation for the Airport owned property eased to the Commonwealth of Pennsylvania for the construction of the access road from Navy Way to the Industrial Parks east of the Pennsylvania Turnpike. The Airport originally pledged the property costs as our share of the cost to construct the access road on our property.

Mr. Centini also told the Board that the FAA notice in the Federal Register regarding Release of Aeronautical Property at the Wilkes-Barre/Scranton International Airport was attached for their info. He also stated that comment period ends 3/1/2013, therefore the approval of all the above easements would coincide with an FAA approval to move forward.

**DIRECTOR'S COMMENTS – Cont'd...**

**MOVED BY:** Commissioner O'Brien  
**SECONDED BY:** Commissioner O'Malley  
**VOTE:** Commissioner O'Brien - Yea  
Commissioner O'Malley - Yea  
Commissioner Wansacz - Yea  
Board Member McGinley - Yea  
Board Member Lawton - Yea  
Board Member Williams - Nay  
Motion passes five (5) Yea's, one (1) Nay

Miscellaneous.

**DISCUSSION:** Mr. Centini informed the Board that a group picture would be taken after the Board Meeting and reminded them that the March 2013 Bi-County Board Meeting was rescheduled from March 21, 2013 to Thursday, March 28, 2013 at 10:30 A.M.

**ITEM 7.**

**OTHER MATTERS:**

*(Chairman)*

None.

**ITEM 8.**

**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 11:00 A.M.