

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
APRIL 21, 2011

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 21, 2011 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:45 A.M. with Commissioner Stephen A. Urban presiding.

**PRESENT:** Commissioner Stephen A. Urban  
Commissioner Maryanne C. Petrilla  
Commissioner Thomas P. Cooney  
Commissioner Corey D. O'Brien  
Commissioner Michael J. Washo  
Commissioner A. J. Munchak

**ALSO PRESENT:** Barry J. Centini, Airport Director  
Michael W. Conner, Assistant Airport Director  
Gary Borthwick, Director of Finance  
Stephen Mykulyn, Director of Engineering  
Ken McDowell, Lackawanna County Controller  
Attorney John O'Brien, Lackawanna County Solicitor

**ITEM 2:**  
**PUBLIC COMMENTS.**

None.

**ITEM 3:**  
**APPROVAL OF MINUTES.**

**MOTION:** To approve and dispense with the reading of the March 31, 2011  
Bi-County Board of Commissioners Meeting minutes.  
**MOVED BY:** Commissioner Cooney  
**SECONDED BY:** Commissioner Munchak  
**VOTE:** Unanimous

**ITEM 4:**  
**BUSINESS REPORT:**

Passenger Activity

**DISCUSSION:** Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of March 2011 increased 11.6% to 18,836 from 16,877 in the month of March 2010. Enplanements for the month of March 2011 compared to the month of March 2009, increased by 1,101 which is +6.2% . In March 2011, 9 departing flights were cancelled due to mechanical, 2 departing flights were cancelled due to crew availability, and 20 departing flights were cancelled due to air traffic/weather. This accounts for 1,405 seats (-5.6%) out of a total 25,146 departure seats.

## BUSINESS REPORT – Cont'd...

### General Aviation Operations.

**DISCUSSION:** For March 2011, General Aviation had 1,655 operations (one take-off or one landing) which is a decrease of 18% from March 2010's 2,028 General Aviation Operations. General Aviation revenues increased \$3,438 or 66% to \$8,634 in March 2011 from \$5,195 in March 2010.

### Financial Report

#### Revenue/Expenses Report.

**DISCUSSION:** Mr. Conner reported that for the month of March 2011, Airport Operations had a net income, which includes funds expended for special project advertising and marketing and interest income totaling \$18,777, compared to a net loss of 57,396 in March 2010, which is a difference of \$76,173. Year to date the Airport's loss for 2011's \$19,987 which is \$154,214 less than the comparable 2010 loss of \$174,201.

#### Budget and Summary Report.

**DISCUSSION:** Mr. Borthwick reported to the Board for the first quarter 2010 net loss was \$174,201 compared to the budget projection of a loss of \$ 186,606 which was \$ 12,405 ahead of the projected loss. For the first quarter 2011 net loss was \$ 19,987 as compared to the projected loss of \$ 95,348 which is \$ 75,361 ahead of projections. The revenue projections for the first quarter 2011 were under by \$ 11,571 which was primarily attributable to the cancelled flights due to the inclimate weather in the first quarter. Direct operation expenses were under budget by \$ 14,856 and over head expenses were under budget by \$ 18,741 which gave the Airport an income from operations of \$ 428 which is \$ 22,026 ahead of the projected loss of \$ 21,598. Mr. Borthwick also noted that due to the inclimate weather in the first quarter all landing revenue was reduced by an estimated \$ 22,124 which if realized would have provided the Airport with a small profit net of \$2,137 for the quarter ending March 31, 2011.

**DISCUSSION:** Invoices received since the last meeting for supplies and services total \$ 289,191.58. These invoices include major construction project costs of \$ 0.00.

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

**MOVED BY:** Commissioner Petrilla

**SECONDED BY:** Commissioner O'Brien

**VOTE:** Unanimous

#### PFC Status Report.

**DISCUSSION:** The Airport collected \$ 212,506.68 (including interest) throughout the first Quarter of 2011, bringing the PFC Trust Account balance to \$ 2,043,589.91.

For PFC Applications 93-01, 97-02, and 00-03, the Airport has expended \$ 9,526,060 (77%) out of a total collection authority of \$ 12,457,878.

For PFC Application 08-05, the Airport has expended \$ 1,289,989 (23%) out of a total collection authority of \$ 5,790,104.

For PFC Application 09-07, the Airport has expended \$ 85,032 (52%) out of a total collection authority of \$ 164,000.

**ITEM 5.**  
**BID OPENINGS:**

Building Janitorial Services.

**MOTION:** Bids were opened at 9:30 A.M. this morning, April 21, 2011 in the Airport Conference Room by Airport Administration and Mr. Walter Griffin, Luzerne County Controller and Mr. Ken McDowell, Lackawanna County Controller for Building Janitorial Services. There was one responsive bidder, Quality Building Services, 1703 Monroe Avenue, Dunmore, PA. 18512 for a one year contract of \$ 32,500.00. Recommend Airport Board award contract to Quality Building Services,

**MOVED BY:** Commissioner Munchak  
**SECONDED BY:** Commissioner Petrilla  
**VOTE:** Unanimous

**ITEM 6.**  
**AUTHORIZATION:**

**MOTION:** Recommend the Airport Board approve the solicitation of bids for the Construction Phase for the Rehabilitate and Extend Hangar Road Project.

**MOVED BY:** Commissioner Munchak  
**SECONDED BY:** Commissioner Petrilla  
**VOTE:** Unanimous

**ITEM 7.**  
**CONTRACTS/LEASES/AGREEMENTS:**

Amendment between the Wilkes-Barre/Scranton International Airport and Smarte Carte, Inc.

**MOTION:** Request the Airport Board approve the Amendment between the Wilkes-Barre Scranton International Airport and Smarte Carte, Inc. pursuant to which the Company operates a massage chair business at the Airport. This Amendment extends the term of the original Agreement dated June 19, 2008 from June 19, 2011 to June 18, 2013 unless earlier terminated in accordance with other terms of this Agreement. This Agreement will automatically renew for one additional one year term unless either party gives notice of cancellation not less than 30 days prior to the end of the term. Also, effective June 19, 2011 Smarte Carte shall pay Airport a percentage fee equal to 15% of gross sales of the chair units located within the Airport Terminal. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

**MOVED BY:** Commissioner Munchak  
**SECONDED BY:** Commissioner Cooney  
**VOTE:** Unanimous

**ITEM 8.**  
**DIRECTOR'S COMMENTS:**

Personnel.

**MOTION:** Recommend the Airport Board approve the promotion of Mr. Ted Catino and Mr. Brian Tuberton to Maintenance position from custodial position effective May 2, 2011.

**MOVED BY:** Commissioner Petrilla

**DIRECTOR'S COMMENTS – Cont'd...**

**SECONDED BY:** Commissioner Munchak  
**VOTE:** Unanimous

Parking Study and Design of Additional Surface Parking.

**MOTION:** Recommend the Airport Board approve the Agreement between The Wilkes-Barre/Scranton International Airport and KBA Engineering for the Auto Parking Study and the Design of Additional Surface Parking, subject to PennDOT and solicitors concurrence. Contract amount not to exceed \$ 28,960.39.

**MOVED BY:** Commissioner Munchak  
**SECONDED BY:** Commissioner Washo  
**VOTE:** 5 Yes, 1 No

Commissioner Urban	-	Yes
Commissioner Petrilla	-	Yes
Commissioner Cooney	-	No
Commissioner Washo	-	Yes
Commissioner O'Brien	-	Yes
Commissioner Munchak	-	Yes

Aviation Exploration Day:

**DISCUSSION:** Mr. Centini reported that Marywood University's Aviation Club hosted the 6<sup>th</sup> Annual Aviation Exploration Day at the Wilkes-Barre/Scranton International Airport on April 9, 2011. He reported that approximately 650 people viewed aircraft displays and aviation exhibits and 81 aircraft rides were given. The event was sponsored by Marywood University, Saker Aviation, Tech Aviation Flight School and the Wilkes-Barre/Scranton International Airport. \$ 1,500.00 was raised which was donated to Angel Flight of America. The non-profit Angel Flight arranges for air transport for children and adults to access medical care.

Conferences/Seminars.

**MOTION:** Recommend Airport Board approval for two Airport Representatives to attend the 2011 Airport Council Int'l (ACI) Marketing and Communications and Jumpstart Conference June 20-23, 2011, Cleveland, Ohio.

**MOVED BY:** Commissioner Petrilla  
**SECONDED BY:** Commissioner Munchak  
**VOTE:** Unanimous

**DISCUSSION:** Mr. Centini reported to the Board what projects the Airport has ready to go. The New South GA Apron which is a \$5.5M Project should begin soon, the Airport is just waiting for DEP's letter giving the go ahead. The Construction contracts have already been awarded to Popple Construction and hope to have this project finished by the end of the year. The Hangar Road Rehabilitation Project which is \$1.6M, the design is 30% complete and should have a bid opening in June 2011 and construction to proceed when the Airport receives the Federal Grant and final environmental approval. They anticipate this project to be complete by the end of the year. The Automobile Study and Design of Additional Surface Parking is expected to have the design and bids in early July or August, construction should be complete by the end of 2011. The State has already allocated \$ 215,000 (that's a 50% share up to \$250,000) for this project. The Hangar Roof Repairs, design documents are almost complete, should open bids in May or June and plan on completing this project 60 days after awarding contracts. The estimate for roof repairs is between \$200 and \$250,000 depending on how many hangars are added to the project.

**DIRECTOR'S COMMENTS – Cont'd...**

Miscellaneous.

**DISCUSSION:** Mr. Centini reminded everyone the May meeting has been rescheduled to May 26, 2011 from May 19, 2011.

**ITEM 9.**

**OTHER MATTERS:**

**MOTION:** Recommend Airport Board approve motion to fly and illuminate the Airport flag 24/7.  
**MOVED BY:** Commissioner O'Brien  
**SECONDED BY:** Commissioner Urban  
**VOTE:** Unanimous

**MOTION:** A motion was made to approve a 'budget' from the choices presented to the Board a few months back. Commissioner Munchak suggested a compromise budget. A compromise with the concerns that Luzerne County has regarding the ARC payment. He suggested that the Board accept the one proposal wherein the administrative people receive a 3% raise and the Airport would pay the ARC payments to Luzerne County as well as Lackawanna County.

**MOVED BY:** Commissioner Munchak  
**SECONDED BY:** No One  
**VOTE:** Motion died due to lack of second

**ITEM 10.**

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting.  
**MOVED BY:** Commissioner Petrilla  
**SECONDED BY:** Commissioner Munchak  
**VOTE:** Unanimous

The meeting was adjourned at 11:20 A.M.