

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 19, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 19, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:45 A.M. with Commissioner Corey D. O'Brien presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner Jim Wansacz
Commissioner Patrick O'Malley
Board Member Robert Lawton
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
Gary DiBileo, Controller, Lackawanna County
Attorney Michael Butera, Luzerne County Solicitor

ITEM 2:
PUBLIC COMMENTS.

None

ITEM 3:
APPROVAL OF MINUTES.

MOTION: To approve and dispense with the reading of the March 22, 2012 Bi-County Airport Board Meeting minutes.
MOVED BY: Board Member McGinley
SECONDED BY: Board Member Lawton
VOTE: Motion failed

DISCUSSION: Board Member Williams stated that he remembered the discussion concerning budgeting ARC payments as being slightly different than what was written in the March 22, 2012 minutes. Specifically, he cited the section under "Director's Comments, Airport 2012 Operating Budget". He stated the portion that he had objection with refers to budgeting and ARC payments. Specifically, the notion that ARC payments are just like any other operating costs and would be treated as an expense, and that in budgeting if revenue is not equal to or exceed expenses that the Counties need to subsidize the Airport.

MOTION: To table approval of minutes until the May 2012 Board Meeting so the March 2012 minutes can be transcribed verbatim and corrected.
MOVED BY: Board Member Williams
SECONDED BY: Board Member McGinley
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 2012 increased 0.9% to 19,003 from 18,836 in the month of March 2011. Enplanements for the month of March 2012 compared to the month of March 2010, increased by 2,126 which is +12.6%. In March 2012, 4 departing flights were cancelled due to mechanical problems and 8 departing flights were cancelled due to air traffic/weather. This accounts for 539 seats (2.0%) out of a total 27,403 departure seats.

General Aviation Operations.

DISCUSSION:

For March 2012, General Aviation had 946 operations (one take-off or one landing) which is a decrease of 43% from March 2011's 1,655 General Aviation Operations. General Aviation revenues increased \$ 2,155 or 20% to \$ 10,789.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of March 2012, Airport Operations had a net income totaling \$ 98,675, compared to a net income of \$ 18,777 in March 2011, which is a difference of \$ 79,898. Year-to-date, our income for 2012 is \$ 56,488, which is \$ 76,475 better than the comparable 2011 loss of \$ 19,987. Invoices received since the last meeting for supplies and services total \$ 305,147.18. These invoices include major construction project costs of \$ 14,877.58.

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 #2012/3).

Rehab. and Extend Hangar Road
ACP 07-16

L.R. Kimball \$ 4,413.00

Invoice # 513841, April 5, 2012 in the amount of \$ 4,413.00 for Inspection Services.

This project is 39.22% complete.

Construct South General Aviation Apron
ACP 10-01

URS \$ 10,464.58

Invoice #5042637, March 20, 2012 in the amount of \$10,464.58 for Inspection Services.

This project is 49.88% complete.

BUSINESS REPORT – Cont'd...

Wildlife Assessment Survey
ACP 10-08

USDA \$ 16,090.78

Invoice #10-7242-8017 RA, April 13, 2012 in the amount \$ 16,090.78 for Wildlife Survey.

This project is completed.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2012/3 Check #1193.

Design & Construct New South General Apron

URS \$ 261.62 CIP 19610-01
Inspection
ACP 10-01

Wildlife Assessment Survey

USDA \$ 16,090.78 CIP 19610-08
Survey
ACP 10-08

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

Request the Airport Board accept the report and approve the transactions.
Board Member Williams
Commissioner O'Malley
Unanimous

PFC Status Report.

DISCUSSION:

Mr. Conner reported that the Airport collected \$ 214,706.58 (including interest) throughout the first quarter of 2012, bringing the PFC Trust account balance to \$ 2,459,874.32. For PFC Applications 93-01, 97-02 and 00-03, the Airport has expended \$ 9,526,060 (74%) out of a total collection of \$ 12,997,524. For PFC Application 08-05, the Airport has expended \$ 1,289,989 (85%) out of a total collection authority of \$ 1,518,104. For PFC Application 09-07, the Airport has expended \$ 101,835 (62%) out of a total collection authority of \$ 164,000. For PFC Application 11-08, the Airport has expended \$ 572,891 (62%) out of a total collection authority of \$ 930,054.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

Request the Airport Board approve the PFC status report.
Board Member McGinley
Commissioner O'Malley
Unanimous

ITEM 5.

CONTRACTS/LEASES/AGREEMENTS:

Airport Hangar/Office Space Lease Agreement – Amendment #1.

MOTION:

Request the Airport Board approve the Airport Hangar/Office Space Lease Agreement – Amendment #1 to the original lease agreement dated July 14, 2008 between the Airport and Geisinger Medical Center, 100 North Academy Avenue, Danville, PA., 17822, effective April 19, 2012. This Amendment adds approximately 89.25 s.f. to Geisinger’s currently leased space of 3,751.75 s.f. in Hangar #2. Geisinger will pay as rent an initial rate of \$ 1,012.10 per year (\$ 84.34 per month) as rental for the additional lease space for the duration of the original agreement.

Lease Assignment & Estoppel Certificate.

MOTION:

Recommend the Airport Board accept the assignment of the property lease agreement between William S. Gilchrist, Jr. and the Wilkes-Barre/Scranton International Airport. Mr. Gilchrist has leased the 1.6 acre property since August 1, 1992, for the purpose of displaying commercial advertising billboards. The current lease term began June 1, 2001, and is effective through May 31, 2021. The rental rate of the lease is \$ 120.00 per month. In addition, the Airport has free use of one of the four 15 x 48 foot lighted billboard panels on the property.

Mr. Gilchrist is selling his truck stop business to TA Operating LLC (a large truck stop operating company). Mr. Gilchrist has agreed to assign his current property lease agreement to TA Operating LLC, of which TA Operating LLC has agreed to accept. A Landlord Estoppel Certificate and an Assignment and Assumption of Lease document is prepared, which the Airport recommends the Airport Board sign and agree to in order for the lease transfer to occur. Mr. Conner noted that Mr. Gilchrist is current with the lease payments and the Airport sees no reason to encumber the assignment.

MOTION:

To approve Airport Hangar/Office Space Lease Agreement – Amendment #1 and the Lease Assignment & Estoppel Certificate.

MOVED BY:

Board Member Williams

SECONDED BY:

Commissioner O’Brien

VOTE:

Motion failed.

DISCUSSION:

Commissioner Wansacz stated he thought the rate of \$ 120.00 per month was pretty low regarding the Lease Assignment and would like to table this vote until he is able to obtain more information.

MOTION:

To revise the Motion to approve ‘Airport Hangar/Office Space Lease Agreement – Amendment #1’ and to table ‘Lease Assignment and Estoppel Certificate’.

MOVED BY:

Commissioner Wansacz

SECONDED BY:

Board Member Lawton

VOTE:

Unanimous

MOTION:

To approve ‘Airport Hangar/Office Space Lease Agreement – Amendment #1’ and to table ‘Lease Assignment and Estoppel Certificate’.

MOVED BY:

Commissioner Wansacz

SECONDED BY:

Board Member Lawton

VOTE:

Unanimous

ITEM 6.

BID OPENING/AWARD:

Class 2 Fire Fighting Vehicle.

MOTION:

Bids were opened Monday morning at 11:00 A.M., April 9, 2012 in the Airports Conference Room by Airport Administration and Luzerne County Controller, Walter Griffith for a Class 2 Fire Fighting Vehicle. The bids were reviewed and tabulated and it is Recommended that the Airport Board award the contract to the lowest bidder, Rosenbauer Corporation, P.O. Box 549, Wyoming, MN 55092 at the base bid price of \$233,719.00. Rosenbauer met all the specification requirements. There were four bidders as shown below:

<u>Company</u>	<u>Base Bid</u>	<u>Deviations</u>
Rosenbauer Wyoming, MN	\$ 233,719.00	None
Danko Emergency Equipment Snyder, NE	\$ 270,500.00	None
KME-Kovatch Org. Nesquehoning, PA	\$ 298,881.00	None
OshKosh Truck Corp. Appleton, WI	\$ 298,945.00	None

MOVED BY:

SECONDED BY:

VOTE:

Commissioner O'Malley
Board Member McGinley
Unanimous

ITEM 7.

DIRECTOR'S COMMENTS:

Personnel.

MOTION:

Recommend the Airport Board ratify the appointment of Ms. Dana Monahan, 608 Duncan Street, Scranton, to Secretary/Receptionist position effective March 28, 2012.

MOVED BY:

SECONDED BY:

VOTE:

Commissioner Wansacz
Commissioner O'Malley
Unanimous

Parking Study and Construct Additional Surface Parking Project.

MOTION:

Recommend the Airport Board approve the construction contract between Sproul Construction, Inc., P.O. Box 364, Clarks Summit, PA., and the Wilkes-Barre/Scranton International Airport, the low bidder, for the Parking Expansion Construction Project, subject to PennDOT and solicitors concurrence. Contract not to exceed \$ 607,747.46.

MOVED BY:

SECONDED BY:

VOTE:

Commissioner Wansacz
Commissioner O'Malley
Unanimous

DIRECTOR'S COMMENTS – Cont'd...

MOTION: Recommend the Airport Board approve Supplement #2 to the contract between KBA Engineering, P.C. and the Wilkes-Barre/Scranton International Airport, subject to PennDOT and solicitors concurrence. Supplement #2 is for construction inspection services necessary for the additional Surface Parking Construction Project. Contract not to exceed \$ 40,000.00.

MOVED BY: Commissioner O'Malley

SECONDED BY: Commissioner Wansacz

VOTE: Unanimous

Aviation Exploration Day.

DISCUSSION: Mr. Centini informed the Board that Marywood University's Aviation Club hosted the 7th Annual Aviation Exploration Day at the Wilkes-Barre/Scranton International Airport April 14, 2012. Over 400 people viewed aircraft displays and aviation exhibits and approximately 40 airplane rides were given. The event, sponsored by Marywood University, Saker Aviation, Tech Aviation Flight School and the Wilkes-Barre/Scranton International Airport raised over \$ 1,600.00 which was donated to Angel Flight of America. The non-profit Angel Flights arranges air transportation for children and adults to access medical care.

Air Service.

DISCUSSION: Mr. Centini told the Board that on Tuesday, April 17, 2012 Allegiant Air announced it would serve Northeastern Pennsylvania with low cost non-stop jet service between the Wilkes-Barre/Scranton International Airport and Orlando Florida via the Orlando Sanford International Airport. The new twice weekly, Thursday and Sunday, non-stop service will begin June 21, 2012. Allegiant Air will introduce the new low cost service with fares as low as \$ 83.99 one way which include all taxes and fees. Flights will depart the Wilkes-Barre/Scranton International Airport at 3:40 P.M. arriving in Orlando-Sanford at 6:00 P.M., and returning flights will leave Orlando-Sanford at 12:35 P.M. and arrive at AVP at 3:00 P.M.

Mr. Centini also informed the Board that beginning July 11, 2012, US Airways will add a third daily flight to Charlotte Douglas International Airport. The new flight will depart AVP at 6:55 P.M. arriving in Charlotte at 8:44 P.M. The flight from Charlotte will leave at 4:30 P.M. and arrive at AVP at 6:19 P.M. He noted that US Airways Express carrier PSA Airlines will provide the daily service for this flight using a 50 seat Canadair Regional Jet. The additional flight brings US Airways total weekday departures to nine, six to Philadelphia and three to Charlotte.

Federal Aviation Administration – Release from Property Obligation Request.

DISCUSSION: Mr. Centini informed the Board that the Wilkes-Barre/Scranton International submitted a letter of request dated April 16, 2012 for the release of Airport Property from FAA obligations and for FAA approval of easements necessary for the construction of an Access Road that will bridge the Turnpike, and allow for the construction of new Interchange off of I-81.

Mr. Centini continued to explain that this action was approved by the Airport Board at its March 31, 2011 meeting. He stated that copies of the letter of request and all supporting documents will be sent or delivered to all Airport Board Members, Luzerne and Lackawanna Attorneys, Mr. George Roberts, District-4 Engineer, Mr. Brian Gearhart, Director, Bureau of Aviation, Representative Michael Carroll, Senators John Blake and John Yudichak, Dupont Mayor and Pittston Chamber of Commerce.

ITEM 8.
OTHER MATTERS:

None.

ITEM 9.
ADJOURNMENT:

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

The meeting was adjourned at 11:40 A.M.