

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 17, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 17, 2014 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:33 A.M. with Commissioner Jim Wansacz presiding.

PRESENT: Commissioner Jim Wansacz
Commissioner Patrick O'Malley
Commissioner Corey O'Brien
Board Member Robert Lawton
Board Member Rick Williams
Board Member Stephen Urban

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Gary Borthwick, Director of Finance
Stephen Mykulyn, Director of Engineering
Attorney Mike Butera, Luzerne County Solicitor
Attorney Donald Frederickson, Lackawanna County Solicitor
Mr. Reggie Mariani, Lackawanna County Chief Auditor

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the July 17, 2014
Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jim Wansacz

SECONDED BY: Board Member Steve Urban

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 June 2014 decreased 1.1% to 18,962 from 19,169 in the month of June 2013. Mr. Conner noted that when compared directly with the month of June 2013, the decrease is attributed to the loss of 13 Delta flights to Detroit, and the loss of 13 United flights to Newark.

Enplanements for June 2014 compared to enplanements for June 2012 decreased by 771 or 3.9%. When compared directly with the month of June 2012, the decrease is

BUSINESS REPORT – Cont'd...

attributed to the loss of two daily United flights to Newark and the loss of one daily Delta flight to Detroit.

Enplanements for June 2014 compared to enplanements for May 2014 decreased by 338, or 1.8%. This is attributable to Delta's equipment change to Atlanta from a daily 126-seat Airbus A319 to a daily 76-seat Canadair Regional Jet 900.

In June 2014, 23 departing flights were cancelled: 20 for air traffic/weather, 3 for mechanical issues. This accounts for 1,046 seats (4.6%) out of a total 22,555 departure seats. Also, 19 arriving flights were cancelled: 17 for air traffic/weather and 2 for mechanical issues.

General Aviation Operations.

DISCUSSION:

For June 2014, General Aviation had 1,399 operations (one take-off or one landing) which is an increase of 13% from June 2013's 1,234 General Aviation Operations. General Aviation revenues increased \$3,870, or 26%, to \$19,040.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of June 2014, Airport Operations had a net income totaling \$29,859, compared to a net income of \$33,985 in June 2013, which is a difference of \$4,126. Year-to-Date our net loss for 2014 is \$148,884, which is \$256,105 more than the comparable 2013 income of \$107,221. Invoices received since the last meeting for supplies and services total \$290,584.19. These invoices include major construction project costs of \$17,209.54.

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 (Design Only).

ACP 11-01

L. R. Kimball	\$	1,785.70
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Invoice # 525001 dated June 4, 2014, in the amount \$ 1,785.70 for design services.

L. R. Kimball	\$	14,810.85
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Invoice # 525019, dated June 4, 2014, in the amount \$ 14,810.85 for design services.

This project is 88.64% complete.

BUSINESS REPORT – Cont'd...

Aviation Fuel Farm Expansion
ACP 13-08

L. R. Kimball \$ 612.99

Invoice # 525023, dated June 4, 2014 in the amount \$ 612.99 for design services.

This project is 8.84% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2014/2 (Check #1030).

Taxiway B Extension
PFC Project #14-11

L. R. Kimball \$ 89.29 CIP 19611-01
Design
ACP 11-01

L.R. Kimball \$ 740.54 CIP 19611-01
Design
ACP 11-01

PFC Status Report.

DISCUSSION:

Mr. Conner reported that the Airport collected \$252,793.26 (including \$1,379.58 interest throughout the second quarter of 2014), bringing the PFC Trust Account balance to \$1,572,379.86.

For PFC Application 93-01, 97-02 and 00-03, the Airport has expended \$9,532,125.05 (73%) out of a total collection authority 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 \$117,929 (72%) out of a total collection authority of \$164,000; and for PFC Application 13-10, the Airport has expended \$2,121,876.11 (64%) out of a total collection authority of \$3,330,054; for PFC Application 13-09, the Airport has expended \$362,199.57 (9%) of a total collection authority of \$3,942,563.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

Request the Airport Board approve the above transactions and payments.
Commissioner Jim Wansacz
Board Member Stephen Urban
Unanimous

ITEM 5.

BID AWARD:

Michael Conner, Assistant Airport Director)

Taxiway B Extension (Runway 22 Approach End), Phase III
Construction (Site Preparation).

MOTION:

Bids for the Taxiway B Extension (Runway 22 Approach End), Phase III, Construction Site Preparation Project were opened on Tuesday, July 8, 2014 at 2:00 P.M. in the Airport Conference Room by Airport Administration and Tim

BID AWARD – Cont’d...

McCormack, Deputy Controller, Luzerne County. After review and tabulation of the bids it was recommended by the Project Consultant, L. R. Kimball to accept the low bid by Leeward Construction, Inc., Honesdale, PA in the amount of \$8,455,002.00. Bid tabulation below:

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

<u>Bidder</u>	<u>Base Bid</u>
Leeward Construction	\$ 8,455,002.00
Dobrinski Brothers, Inc.	\$ 8,889,826.00
Latona Trucking, Inc.	\$ 9,623,769.25
Fabcor, Inc.	\$10,190,264.00
James T. O'Hara, Inc.	\$12,974,675.00
Popple Construction	\$14,364,235.00
Reading Materials, Inc.	\$16,089,839.00

Taxiway B Extension (Runway 22 Approach End), Phase III Construction (NAVAIDS).

MOTION: Bids for the Taxiway B Extension (Runway 22 Approach End), Phase III, Construction NAVAIDS Project were opened on Tuesday, July 8, 2014 at 2:00 P.M. in the Airport Conference Room by Airport Administration and Tim McCormack, Deputy Controller, Luzerne County. After review and tabulation of the bids it was recommended by the Project Consultant, L. R. Kimball to accept the low bid by Joyce Electrical, Eynon, PA in the amount of \$568,675.00. Bid tabulation below:

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

<u>Bidder</u>	<u>Base Bid</u>
Joyce Electrical	\$568,675.00
Cavanaugh Electrical	\$653,395.00
Kuharchick Construction	\$677,925.00

ITEM 6.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport Board approve the promotions of Mr. Edward Belavitz, 57 42nd Street, Carbondale, PA and Mr. William McCawley, RD #2, Box 144, Glendale Road, Pittston, PA to airport maintenance positions from custodians positions, effective July 21, 2014.

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

DISCUSSION: Mr. Centini commented that both Mr. Belavitz and Mr. McCawley have been employed by the airport for quite some time, there were positions that were open and they are back filling for people that have retired. There were about six people who responded to the posting for this job and these two people were highly rated in their

DIRECTOR'S COMMENTS – Cont'd...

job performance evaluations. They were actually the top two highly rated people by their supervisors, by our superintendent and the managing staff.

Old Terminal Building Demolition and Aircraft Parking Apron Project.

MOTION:

Recommend the Airport Board approve the attached Agreement between Wilkes-Barre/Scranton International Airport and Borton-Lawson Engineering, Inc. subject to solicitors concurrence. Agreement is for the engineering and environmental work necessary to bid the demolition of the Old Terminal Building and the design of an Aircraft Parking Apron, to be constructed on the old Terminal Building site. Fee not to exceed \$180,000.00.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Rick Williams

VOTE:

Unanimous

DISCUSSION:

Mr. Williams stated that since the last meeting he has had discussions with the airport staff and is satisfied that the construction review will be negotiated and discussed when decisions are made about the number of prime contracts. Mr. Williams indicated that he understood that construction review represents 10-15% of the basic design fees. Mr. Mykulyn corrected Mr. Williams in that it is the construction costs, not the design fees, and it would be more like 8-10% of construction costs if we had fulltime construction monitoring. Mr. Williams stated that it was his understanding that construction review often represents 10-15% of the total professional fees.

Mr. Mykulyn replied that it is not generally what we end up with because of requirements under FAA, with construction monitoring and testing that are involved in the process. Mr. Williams verified that the \$180,000 that the Board is approving right now represents 10-12% of the probable constructions costs? Mr. Mykulyn stated that he believes it is a little bit less than that. Mr. Williams asked if Mr. Mykulyn would expect construction review costs to be about equal to what the Board is approving today? Mr. Mykulyn stated that is about normally what they end up with when they have fulltime construction monitoring. Mr. Williams stated that he thinks it is unusually high.

Commissioner Wansacz asked if the people who design it are an independent inspector instead of having the same firm inspect the work. He wanted to know if that was included in the contract? Mr. Mykulyn replied that 'no' it is not, that typically they do not include the construction monitoring services and they do that for multiple reasons. One reason is that they are not always sure what scope of work is going to require fulltime inspection. Another is, how many contracts the work will take. Commissioner Wansacz asked if they have that built into their fee and Mr. Centini stated that the construction monitoring is not built in, that this is only the design. Mr. Williams asked what the construction period would be and Mr. Mykulyn replied that the demolition would take about 60-90 days and the paving probably would be about 60 days. Including all the fees the total project cost is about \$2.2M.

Taxiway B Extension and Nav aids Relocation Project.

MOTION:

Recommend the Airport Board Supplement No. 2A Agreement between the Wilkes-Barre/Scranton International Airport and CDI – Infrastructure, LLC dba L. R. Kimball, subject to solicitors concurrence, for Construction Phase Services for the Extension of Taxiway B – Site Preparation Contract. Fee not to exceed \$836,345.91.

DIRECTOR'S COMMENTS – Cont'd...

MOVED BY: Commissioner James Wansacz
SECONDED BY: Board Member Robert Lawton
VOTE: Motion passed 5 to 1

Commissioner Wansacz	yea
Commissioner O'Brien	yea
Commissioner O'Malley	yea
Board Member Lawton	yea
Board Member Williams	no
Board Member Urban	yea

DISCUSSION: Mr. Williams asked how long this project would last? Mr. Mykulyn replied that it will last about a year and that the scheduling on this project was based on two 10 hour shifts a day for five days a week. He explained that they are looking at 2 actual shifts of construction monitoring with one person on each shift. Mr. Mykulyn stated that this project also involves the blasting of Radar Hill which is located very near the new Air Traffic Control Tower, so there is a large geotechnical component to this contract. Not only for observation of construction of the fill in testing, but also for the monitoring of the blasting. Mr. Williams asked what the percentage is of this \$800,000 cost. Mr. Mykulyn replied it is about 45%.

MOTION: Recommend the Airport Board Supplement No. 2B Agreement between the Wilkes-Barre/Scranton International Airport and CDI – Infrastructure, LLC dba L. R. Kimball, subject to solicitors concurrence, for Construction and Installation of Nav aids associated with the Extension of Taxiway B. Fee not to exceed \$58,560.36.

MOVED BY: Commissioner James Wansacz
SECONDED BY: Board Member Stephen Urban
VOTE: Motion passed 5 to 1

Commissioner Wansacz	yea
Commissioner O'Brien	yea
Commissioner O'Malley	yea
Board Member Lawton	yea
Board Member Williams	no
Board Member Urban	yea

DISCUSSION: Mr. Williams asked what the value of the construction contract for this project is? Mr. Mykulyn replied \$568,000. Mr. Williams if this is the same fraction as the previous one. Mr. Mykulyn replied 'yes'.

MOTION: Recommend the Airport Board ratify the submission of the Federal Aviation Administration application for funding to complete the Taxiway B Extension, Phase III, Construction (Site Preparation and Nav aids). Application requests \$9,218,626.00 of Federal Funds, lists, State funding of \$512,147.00 and Airport funding, through the Passenger Facility Charge Program (PFC), of \$512,145.00. Total Phase III project cost \$10,242,918.00.

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

DISCUSSION: Mr. Centini stated to the Board that he wants to make sure they understand that this is for construction of Phase III. Phase IV will actually be the paving, lighting and signing that will top off the project. That will be bid separately and the Board will be going through the same process to monitor that work.

MOTION: Recommend the Airport Board approve the Contract (ACP 2011-01A) between Wilkes-Barre/Scranton International Airport and Leeward Construction, Inc, 9 Collan Park, Honesdale, PA, 18431, low bidder, for the Site Preparation work to Extend Taxiway B, subject to solicitors concurrence and the award and acceptance of a Federal Aviation Administration grant. Contract amount \$8,455,002.00.

DIRECTOR'S COMMENTS – Cont'd...

MOVED BY: Commissioner James Wansacz
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

MOTION: Recommend the Airport Board approve the Contract (ACP 2011-01B) between Wilkes-Barre/Scranton International Airport and Joyce Electrical, Inc. 333 Second Street, Eynon, PA, 18403, low bidder, for the Construction and Installation of Nav aids necessary for the Extension of Taxiway B, subject to solicitors concurrence and the award and acceptance of a Federal Aviation Administration grant. Contract amount \$564,675.00.

MOVED BY: Commissioner James Wansacz
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

Miscellaneous.

DISCUSSION: Representatives of Tobyhanna Army Depot were present for today's meeting with a Banner to be hung in the Airport's Terminal Building. Photos were taken after the meeting with the Tobyhanna Army Depot representatives and the Airport Board and Administration.

ITEM 7.

OTHER MATTERS:

(Chairman)

DISCUSSION: Mr. Reggie Mariani, Chief Internal Auditor of Lackawanna County informed the Airport Board that Mr. Gary DiBileo, Lackawanna County Controller asked Mr. Mariani to pass along a recommendation that future sealed bids be received at either Lackawanna County or Luzerne County controller's office. Mr. DiBileo feels that by doing it this way they can ensure the integrity of the sealed bid process. Commissioner Wansacz asked if Mr. Mariani is invited to all the bid openings and Mr. Mariani explained that Lackawanna County and Luzerne County take turns. Commissioner O'Brien asked if he receives any sworn affidavits or statements with respect to the staff as to if they were handled properly. Mr. Mariani replied 'no'. Commissioner O'Brien asked if he has any reason to believe they have not been handled properly. Mr. Mariani replied 'no'. Commissioner O'Brien asked what is the basis for this recommendation. Mr. Mariani replied that he thinks it is that the PA Code says that the sealed bids should be in the custody of the controller.

Attorney Frederickson stated that there is a requirement about the Controller's office being present for the opening but he is not sure that they have to be received by the Controller. It was recommended that the solicitor look into the code and the Board will discuss it further.

ITEM 8.

ADJOURNMENT:

(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

The meeting was adjourned at 11:25 A.M.