

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
AUGUST 21, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 21, 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 July 2014 increased 2.9% to 19,863 from 19,305 in the month of July 2013. Mr. Conner noted that when compared directly with the month of July 2013, the increase is attributed to an increase in passengers through Philadelphia.

Enplanements for July 2014 compared to enplanements for July 2012 increased by 637 or 3.3%. When compared directly with the month of July 2012, the increase is attributed to an increase in passengers through Philadelphia.

BUSINESS REPORT – Cont'd...

Enplanements for July 2014 compared to enplanements for June 2014 increased by 901, or 4.8%. This is attributable to an increase in passengers through Philadelphia, Chicago and Detroit.

In July 2014, 22 departing flights were cancelled: 17 for air traffic/weather, 5 for mechanical issues. This accounts for 937 seats (4.0%) out of a total 23,280 departure seats. Also, 25 arriving flights were cancelled: 21 for air traffic/weather and 4 for mechanical issues.

General Aviation Operations.

DISCUSSION:

For July 2014, General Aviation had 1,291 operations (one take-off or one landing) which is an increase of 13% from July 2013's 1,290 General Aviation Operations. General Aviation revenues increased \$3,038, or 21%, to \$17,574.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of July 2014, Airport Operations had a net income totaling \$63,088, compared to a net loss of \$16,588 in July 2013, which is a difference of \$79,676. Year-to-Date our net loss for 2014 is \$85,797, which is \$176,437 more than the comparable 2013 income of \$90,640. Invoices received since the last meeting for supplies and services total \$414,749.95. These invoices include major construction project costs of \$153,336.57.

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 | \$ | 171.53 |
|---------------|----|--------|

Invoice # 525525 dated July 14, 2014, in the amount \$ 171.53 for design services.

| | | |
|---------------|----|-----------|
| L. R. Kimball | \$ | 70,833.66 |
|---------------|----|-----------|

Invoice # 525738, dated July 16, 2014, in the amount \$ 70,833.66 for design services.

| | | |
|---------------|----|--------|
| L. R. Kimball | \$ | 750.00 |
|---------------|----|--------|

Invoice # 525964 dated August 6, 2014, in the amount \$ 750.00 for design services.

| | | |
|---------------|----|-----------|
| L. R. Kimball | \$ | 20,154.14 |
|---------------|----|-----------|

Invoice # 525979, dated August 6, 2014, in the amount \$ 20,154.14 for design services.

BUSINESS REPORT – Cont'd...

Elliott Greenleaf \$ 2,200.00

Invoice # 123438, dated July 10, 2014, in the amount \$ 2,200.00 for professional legal services.

Elliott Greenleaf \$ 2,287.41

Invoice # 123744, dated August 5, 2014, in the amount \$ 2,287.41 for professional legal services.

This project is 10.93% complete.

Install PAPI
ACP 12-05

B & H Taxilane \$ 1,709.15

Application #3, dated August 18, 2014, in the amount \$ 1,709.15 for construction services.

This project is 48.61% complete.

Aviation Fuel Farm Expansion
ACP 13-08

L. R. Kimball \$ 2,440.68

Invoice # 525553, dated July 14, 2014, in the amount \$ 2,440.68 for design services.

This project is 9.41% complete.

Upgrade E-Lane
ACP 14-04

Check Video \$ 52,790.00

Invoice # VJ000018, dated July 28, 2014, in the amount \$ 52,790.00 for Equipment/Installation.

This project is 75.41% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2014/7 (Check #103').

Upgrade E-Lane
PFC Project #09-009

Check Video \$ 52,790.00 CIP 19614-04
Equipment/Installation
ACP 14-04

BUSINESS REPORT – Cont'd...

Taxiway B Extension
PFC Project #14-11

L. R. Kimball \$ 8.58 CIP 19611-01
Design
ACP 11-01

L.R. Kimball \$ 1,007.71 CIP 19611-01
Design
ACP 11-01

L. R. Kimball \$ 37.50 CIP 19611-01
Design
ACP 11-01

L.R. Kimball \$ 3,541.68 CIP 19611-01
Design
ACP 11-01

Install PAPI
PFC Project #09-024

B & H Taxilane \$ 85.46 CIP 19612-05
Construction
ACP 12-05

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 5.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Extend Taxiway B Project.

MOTION: Recommend the Airport Board approve the attached Reimbursable Agreement between the Department of Transportation – Federal Aviation Administration and Wilkes-Barre/Scranton International Airport, subject to solicitors concurrence and the award and acceptance of a Federal Aviation Administration Grant. The purpose of this Agreement is to relocate Runway 22 Glide Slope (GS) and Runway Visual Range (RVR) equipment and replace Runway 22 End Identifier Lights (REILS). The Agreement is necessary because of the Extension of Taxiway B. Agreement amount not to exceed \$270,327.13.

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

DISCUSSION: At this time Mr. Centini reported to the Board on the public parking. He reported that the total parking for the month of July was up 7.4% versus 2013 at 8% versus 2012 for July. The total parking for the entire year is up 3.1%, the surface parking has been up 7 of the last 12 months compared to month of the precious year, and the parking garage has been up 9 of the last 12 months compared to month of the

DIRECTOR'S COMMENTS – Cont'd...

previous year. He stated that we are still seeing a large number of our of state license plates. For the month of July, there was 17.6% of our overnight vehicles, which were from out of state, New York leading the way with 4.4%, New Jersey about a half percent, which makes up about 855 overnight vehicles or 4.8% of our total. He stated that still a lot of our gas states: Texas, Louisiana, Oklahoma, Illinois, North Carolina, California, Florida, make up a good portion of the out of state license plates. He said that again, that is a good amount, 17.6% in July, June was 14.1%. He also cautioned to keep in mind that a lot of the gas companies are registering the vehicles to Pennsylvania license plates and it is still holding. He said that it is a good sign for the airport, the Marcellus Shale has been a good savior for us as a lot of airport have seen 30-40% decrease in passengers through the recession, we have been hold out own and he contributes the majority of that to the Marcellus Shale people.

Mr. Lawton questioned what the guys from Marcellus Shale are going back and forth for? Mr. Centini explained that not only are they going back to the home office but that they are going home. Mr. Lawton stated that “then they just come here to work”. Mr. Centini stated that they come here to work, sometimes on a two-week cycle, every two weeks there was a new crew coming in and others going back. Mr. Lawton questioned whether we expect this to continue indefinitely? Mr. Centini said that he doesn't know if it will be indefinitely but he does think that we will see some of it, he doesn't know if it will be at that magnitude that it is now, but he believes that those that we lose on the drilling jobs, he thinks others will come in on other jobs. For instance, running the compressor stations, training, checking on the wells and he thinks that we will still see that there is a need, which the airport is working on with the people at Pitt to get us back and forth across the state. He said that has been a goal of ours, that hopefully we can find an airline that can fly it. He knows that Pittsburgh and the state is working it, the Bureau of Aviation is working it. There is grant monies they've had and set aside for someone to do that.

Mr. Lawton stated that he feels at some point the companies are going to get tired of paying for the workers to go back and forth and they are going to have work horses established here and for the people coming back and form for technical matters, maybe they start to video conference, etc; he is just saying that we are going great with this now but he is looking at something that has an end date, or at least a wind down. He stated that it is good to see that we are looking to expand our market, but he would caution against relying too heavily on the shale people.

DISCUSSION:

Commissioner O'Brien presented the Board with some suggestions that he thought would be helpful in promoting the Airport and having people rediscover the airport. They were: conduct an airshow; conduct military shows; erect a hangar for an aviation museum; conduct Aviation Days and have an Open House periodically.

Fixed Base Operator (FBO) Report

DISCUSSION:

Mr. James Gallagher, President, Aviation Technologies, Inc., the FBO at AVP, provided the Airport Board with an update of the FBO Operation from September 2013 to September 2014. In summary, the topics were: Flight School; Charters; Maintenance and Fueling.

ITEM 6.
OTHER MATTERS:
(Chairman)

None.

ITEM 7.
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 11:20 A.M.