

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 18, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 18, 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 Corey O'Brien
Commissioner Patrick O'Malley
Commissioner Jim Wansacz
Board Member Rick Williams
Board Member Stephen Urban
Board Member Robert Lawton

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Gary Borthwick, Director of Finance
Stephen Mykulyn, Director of Engineering
Attorney Donald Frederickson, Lackawanna County Solicitor
Attorney Mike Butera, Luzerne County Solicitor
Ms. Michelle Bednar, Luzerne County Controller

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the November 20, 2014 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Robert Lawton
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 November 2014 increased 8.4% to 18,531 from 17,095 in the month of November 2013. Mr. Conner noted that when compared directly with the month of November 2013, the increase is attributed to an increase in passengers to Philadelphia and Delta's equipment change to Atlanta from a daily 76-seat Canadair Regional Jet 900 to a daily 110-seat Boeing 717.

BUSINESS REPORT – Cont'd...

Enplanements for November 2014 compared to enplanements for November 2012 decreased by 314 or 1.7%. When compared directly with the month of November 2012, the decrease is mainly attributed to USAirways schedule modification on flights to Philadelphia and Charlotte, as well as schedule modifications to the United flights to Newark.

Enplanements for November 2014 compared to enplanements for October 2014 decreased by 1,243 or 6.3%. This is attributable to a schedule decrease for the month of November on USAirways flights to Philadelphia. This destination flight schedule is set to fluctuate over the next few months due to the airlines anticipated loads.

In November 2014, 18 departing flights were cancelled: 14 for air traffic/weather and 4 for mechanical. This accounts for 796 seats (3.4%) out of a total 23,544 departure seats. Also, 17 arriving flights were cancelled: 14 for air/traffic/weather and 3 for mechanical.

General Aviation Operations.

DISCUSSION:

Mr. Conner report that for November 2014, General Aviation had 772 operations (one take-off or one landing), which is a decrease of 14% from November 2013's 897 General Aviation Operations. General Aviation revenues decreased \$5,361.40, or 33%, to \$10,580.17.

Aviation Technologies – Activities Report.

Mr. Conner informed the Airport Board that Aviation Technologies was highlighted in the Times Leader newspaper on December 1, 2014, where an article on the front page emphasized the FBO's forthcoming development of a cooperative flight school program with Lackawanna College. They expect approximately 25 initial students in the program during the planned fall 2015 start.

The FBO had its first Private Pilot Exam at this Facility Testing Center on Monday, December 8, 2014.

The FBO recently acquired a Piper Mojave pressurized twin-engine aircraft for use in its charter department. This aircraft, with a normal cruise speed of 253 mph, will be a highly economical alternative to some other aircraft with similar operating speeds with higher operating costs. Once the appropriate FAA certifications are acquired, the FBO will begin promoting local charters to the business community.

Work began in November to promote and advertise the planned High Tail Aircraft Hangar. Tenants for this hangar are needed before the project can move forward.

The Aviation Technologies' company Christmas Party was held on December 12, 2014. Over 150 people attended.

Finally, Aviation Technologies would like to thank the Airport Board and the Airport Administration and Staff for their support in expanding the services at the airport and to wish everyone a very Merry Christmas.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of November 2014, Airport Operations had a net income totaling \$26,093, compared to a net income of \$14,751 in November

BUSINESS REPORT – Cont'd...

2013, which is a difference of \$11,342. Year-to-Date our net income for 2014 is \$71,872, which is \$73,755 less than the comparable 2013 income of \$145,627. Invoices received since the last meeting for supplies and services total \$675,101.45. These invoices include major construction project costs of \$445,526.03.

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.

Rehab and Extend Hangar Road
ACP 07-16

Hillman \$ 600.00

Invoice # S1411206, dated November 26, 2014 in the amount \$600.00 for troubleshoot fiber jumper.

Hillman \$ 625.00

Invoice # S1411205, dated November 26, 2014 in the amount \$625.00 for CCTV camera work.

This project is 88.64% complete.

Construct South General Aviation Apron
ACP 10-01

Hillman Security \$ 5,580.00

Invoice S1411227 dated November 26, 2014 in the amount \$5,580.00 for installation of fiber cards.

This project is 99.71% complete.

Taxiway B Extension.
ACP 11-01

Leeward Construction \$ 212,445.00

Application #1 dated November 30, 2014, in the amount \$212,445.00 for construction site prep.

Ellilott Greenleaf \$ 480.00

Invoice # 125440 dated November 6, 2014 in the amount \$480.00 for professional fees.

Elliott Greenleaf \$ 54.55

Invoice # 126051 dated December 5, 2014 in the amount \$54.55 for professional fees.

BUSINESS REPORT – Cont'd...

L. R. Kimball \$ 10,689.30

Invoice # 527277 dated November 5, 2014 in the amount \$10,689.30 for design services.

L. R. Kimball \$ 1,831.02

Invoice #527323 dated November 5, 2014 in the amount \$1,831.02 for Nav aids.

L. R. Kimball \$ 9,154.26

Invoice #527322 dated November 5, 2014 in the amount \$9,154.26 for site prep.

This project is 15.79% complete.

Demolish Old Terminal Building
ACP 13-02

Borton-Lawson \$ 30,509.07

Invoice #2014-0787-001-000003, dated November 21, 2014 in the amount \$30,509.07 for design services.

This project is 20.37% complete.

Aviation Fuel Farm Expansion
ACP 13-08

Fabcor Inc. \$ 159,621.04

Application #3, dated November 30, 2014 in the amount \$159,621.04 for construction services.

L.R. Kimball \$ 3,444.04

Invoice # 527307, dated November 5, 2014 in the amount \$3,444.04 for inspection services.

This project is 81.63% complete.

Security Cameras and Card Readers
ACP 14-01

Hillman Security \$ 600.00

Invoice #S1411206, dated December 18, 2014 in the amount \$600.00 for troubleshoot auto dome.

Hillman Security \$ 4,000.00

Invoice # S1411228, dated November 26, 2014 in the amount \$4,000.00 for installation of fiber equipment.

BUSINESS REPORT – Cont'd...

Parking Garage Maintenance
ACP 14-03

Desman Associates \$ 5,892.75

Invoice # 14-295, dated November 17, 2014 in the amount \$5,892.75 for engineering services.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2014/11 (Check #1037).

Rehab and Extend Hangar Road
PFC Project #08-025

Hillman \$ 600.00 CIP 19607-16
Troubleshoot Fiber Jumper
ACP 07-16

Hillman \$ 625.00 CIP 19607-16
CCTV Camera Work
ACP 07-16

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

Hillman Security \$ 5,580.00 CIP 19610-01
Install Fiber Cards
ACP 10-01

Taxiway B Extension
PFC Project # 14-11

Leeward Construction \$ 10,622.25 CIP 19611-01
Construction Site Prep
ACP 11-01

L. R. Kimball \$ 457.71 CIP 19611-01
Design
ACP 11-01

L. R. Kimball \$ 91.55 CIP 19611-01
Design
ACP 11-01

L. R. Kimball \$ 534.47 CIP 19611-01
Design
ACP 11-01

Demolish Old Terminal Building
PFC Project #09-015

DIRECTOR'S COMMENTS – Cont'd...

DISCUSSION: Commissioner Wansacz asked that the Airport give the Board the total amount of money spent on Change Orders in 2014. Commissioner Urban asked that with the report on the money spent that the Airport just give a short explanation on each project.

Airport Access Road and I-81 Interchange Project.

DISCUSSION: Representatives of PennDOT were present to bring the Airport Board up to date on the progress of the construction of the Access Road that crosses the Turnpike, and the I-81 Interchange.

Mr. Tom Marriot from PennDOT who is the Project Superintendent and Project Manager and Ms. Karen Murbine who is the Assistant for Michael Baker at PennDOT were present to speak to the Board. Mr. Marriot stated that the original contract price of the project was \$41,909,437. \$19,315,862 has been spent to date, which is 46%. The original contract length was 885 days, days complete to date are 556, which is 62%. The original completion dates stands at 11/11/15. Major work completed at this point is the arch culvert over Lidy Creek, roundabout three base is completed, piping and inlets are in place, roundabout two is roughed in, curbing is done, sub base is in place. Roundabout one is 50% roughed in, they will put traffic on that and then complete the other half. The malsr towers are removed. All the 81 traffic, north bound and south bound has been switched to the center of the roadway. Major work being done now are on all the bridges, Plane Street and the 315 bridge on 81, north bound and south bound and all the demolitions have been started. The turnpike bridge, above it number 2, which is on the far side towards Commerce Drive is 90% complete and the abutment number 1 on this side is just barely started. All the concrete work over the pedestrian bridge over 81 is completed and the trusses will be set in place the second week of January, Excavation is continuing behind the Petro Truck Stop which is Ramp J. The GRS slope work, which is over the arch culvert and Lidy Creek will continue through the winter.

DISCUSSION: Mr. Centini stated that on December 21, 2014 he will celebrate his 43rd year at the Airport and on January 9, 2014 will be his last day of work. He thanked the present Airport Board and all the past Commissioners and Board Members he had worked for. He stated that he appreciates the faith they had in him to be the Airport Director. Being involved in the airports development for 43 years of the airports 67 years of existence has been an honor and pleasure to serve. He also thanked the present airport staff and workers, past and present, who helped him achieve the successes the airport has experienced. He thanked all the individuals, organizations, the businesses and political leaders who supported him and the airport. He stated that together they have accomplished a lot, from extending runways to building hangars, to putting in new pavements and roads, to building his pride and joy, the new terminal building. In conclusion he wished this Board, future Boards, the new Director the very best, a Merry Xmas and healthy and joyous New Year.

MOTION: To rename the Airport Conference Room the Barry J. Centini Board Room.
MOVED BY: Board Member Stephen Urban
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

MOTION: To go into Executive Session.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

DIRECTOR'S COMMENTS – Cont'd...

The meeting was reconvened at 11:35 A.M.

ITEM 7.

OTHER MATTERS:

(Chairman)

None.

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 11:40 A.M.