

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 28, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 28, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:37 A.M. with Board Member Patrick O'Malley presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Laureen Cummings
Commissioner Patrick O'Malley
Councilman Richard G. Williams
Acting Council Manager C. David Pedri
Councilman Timothy McGinley

ALSO PRESENT: Carl R. Beardsley, Jr., Executive Director
Michael W. Conner, Assistant Airport Director
Gary Borthwick, Director of Finance
Stephen Mykulyn, Director of Engineering
Attorney Don Frederickson, Lackawanna County Solicitor
Michael Butera, Luzerne County Solicitor
Aaron Hojnowski, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

**ITEM 2:
PROCLAMATION.** The Airport Board presented a Proclamation to Angeline Vergnetti declaring Thursday, April 28, 2016 as Angie Vergnetti Day in the counties of Lackawanna and Luzerne. Angie recently retired after working for 44 years at the Airport Coffee Shop, now known as Wings Restaurant.

**ITEM 3:
PUBLIC COMMENTS.**
(Chairman) None.

**ITEM 4.
APPROVAL OF MINUTES.**
(Chairman)

MOTION: To accept and approve the minutes of the March 24, 2016 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

**ITEM 5
AIRPORT ACTIVITY REPORT:**
(Carl R. Beardsley, Executive Director)

DISCUSSION: Mr. Beardsley explained that for the month of March, and for the eighth consecutive month, passenger boardings have again increased. This month by 2.8%. Year To Date, through the end of March, AVP is seeing an increase of over 10% which can be attributed to Allegiant's new flight to Tampa. Seat availability is down 1.1% due to airline schedule changes that American Airlines had using smaller equipment, thus decreasing seat capacity. Airline load factor

AIRPORT ACTIVITY REPORT – Cont'd...

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Security Cameras & Card Readers
ACP 14-01

Johnson Controls Inc. \$ 199,348.00
Application #2, dated February 29, 2016 for Storage System.

Master Plan Update
ACP 15-02

McFarland Johnson \$ 80,235.35
Invoice #3, dated March 18, 2016, for Planning.

McFarland Johnson \$ 28,866.28
Invoice #4, dated April 12, 2016, for Planning.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.

PFC Drawdown # 2016/3 (Check #1055).

Taxiway B Extension
PFC Project #14-11

Leeward Construction \$ 3,622.09 CIP 19611-01
ACP 11-01

L. R. Kimball \$ 13,831.24 CIP 19611-01
ACP 11-01

Demolish Old Terminal Building-Design
PFC Project #09-015

Borton Lawson \$ 100.31 CIP 19613-02
ACP 13-02

Borton Lawson \$ 84.86 CIP 19613-02

Security Cameras & Card Readers
PFC Project #09-011

Johnson Controls Inc \$ 74,864.26 CIP 19614-01
ACP 14-01

MOTION:

Request the Airport Board approve the above transactions and payments.

MOVED BY:

Councilman Rick Williams

SECONDED BY:

Councilman Tim McGinley

VOTE:

Unanimous

ITEM 7:

AUTHORIZATION TO BID

(Michael W. Conner, Assistant Airport Director)

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Recommend the Airport Board approve the solicitation of bids for the following items:

1. Taxiway "B" Extension (Runway 22 End) – Construction Phase III
Paving
2. Taxiway "B" Extension (Runway 22 End) – Construction Phase IV
Lighting

MOVED BY: Acting Council Manager C. David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

**ITEM 8:
CONTRACTS**

(Michael W. Conner, Assistant Airport Director)

A. Passenger Screening Checkpoint Improvements

The Airport issued a Request for Qualifications (RFQ) for the Passenger Screening Checkpoint Improvement Project. Submittals were due on March 31, 2016. Interviews were held on April 15, 2016. Recommend the Airport Board award the project to Fennick McCredie Architecture, Ltd. to provide architectural and engineering design services associated with the Passenger Screening Checkpoint Relocation in the Terminal Building. The Fennick McCredie team includes: McFarland Johnson; Code Red Consultants; and VJ Associates, Inc. Fennick McCredie was one of only two RFQ respondents. KBA Engineering, p.c. who's team included: Reynolds Smith and Hills, Inc. (RS&H); and Connico, Inc., also responded.

Both teams were interviewed by a panel consisting of select Airport staff and Board Member, Mr. Rick Williams. Fennick McCredie was selected by the panel as the most qualified for the Passenger Screening Checkpoint Improvements project due to the team's experience in providing passenger screening checkpoint modifications/relocations, their understanding of the proposed project, and their working understanding of the Transportation Security Administration (TSA) layered review and coordination process. The funding for this project will be from a combination of Airport funds and from anticipated funds to be provided by the new restaurant concessionaire. The Airport recommends award of the project work to the Fennick McCredie team and to authorize the Airport staff to negotiate a suitable contract for award at a future Airport Board Meeting, pending our solicitors' concurrence.

MOTION: Request the Airport Board approve Fennick McCredie for the Passenger Screening Checkpoint Improvement Project.

MOVED BY: Councilman Rick Williams
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

CONTRACTS – Cont'd...

(Carl R. Beardsley, Executive Director)

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B. Restaurant Concession & Lease Agreement

Request the Airport Board approve the News/Gift/Restaurant Agreement between the Wilkes-Barre/Scranton International Airport and Metz Culinary Management of Dallas, PA. The lease will begin on July 1, 2016, and continue for a period of fifteen (15) years.

Along with the above provisions, the agreement contains numerous other terms and conditions including clauses outlining the requirements for insurance, hours of operation, use of the premises, utilities, and other items coincident to the proper form of such an agreement, which are agreeable to the Airport. We hereby request Airport Board approval of the operating lease agreement, subject to our solicitor's concurrence.

MOTION: Request the Airport Board approve Metz Culinary Management.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Acting County Manager C. David Pedri
VOTE: Unanimous

ITEM 9:
CAPITAL PROJECT REPORT
(Stephen Mykulyn, P.E., Airport Engineer)

Mr. Mykulyn gave a report on the status of the following projects:

ACP 07-16
Rehabilitate and Extend Hangar Road
Design and Construction Monitoring Services - L.R. Kimball.
Contractor - Scartelli Construction.

Project work is complete and there is NO CHANGE IN STATUS as we continue to work to resolve project closeout issues.

Final Project is estimated at \$3.21 M
Project payments to date represent approximately 93% of total
Funding – Federal AIP, State Aviation Grant, Airport Generated PFC Funds

ACP 12-02
Rehabilitate Airline Apron
Design and Construction Monitoring Services – McFarland-Johnson
Contractor – Kriger Construction

Project work is complete and there is NO CHANGE IN STATUS. We are working to complete final closeout of the project.

CAPITAL PROJECT REPORT – Cont'd...

Current Project Costs are approximately \$750,000
Project payments to date represent approximately 88% of total
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

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ACP 13-08

Aviation Fuel Farm Expansion

Design and Construction Monitoring Services - L.R. Kimball.
Contractor – Fabcor Inc.

Project work is complete and there is NO CHANGE IN STATUS. We continue to wait for a final Labor and Industry re-inspection of the facility. We continue to work on final closeout of the project.

Current Project Costs are approximately \$427,000
Project payments to date represent approximately 95.5% of total
Funding - State Aviation Grant, Airport Funds

ACP 13-02

Demolition Old Terminal Building

Design Services – Borton-Lawson Engineering
Environmental Remediation – Sargent Enterprises, Inc.

This project is broken out into three separate construction projects;
Environmental Remediation, Building Demolition and Apron Construction.

We received Storm Water and E & S approval for the project yesterday. We have submitted the drawings to PennDOT Bureau of Aviation and are waiting for comments and are establishing dates for bidding the project.

Current Project Costs are approximately \$709,000
Project payments to date represent approximately 88% of total
Funding – State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services – Desman Associates

No major change in status to report. Work continues on plan review as we wait for word on our state grand funding requests.

Current Project Costs are approximately \$72,088
Project payments to date represent approximately 69.8% of total
Funding - Airport Funds

CAPITAL PROJECT REPORT – Cont'd...

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant – McFarland-Johnson

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We continue working with the consultant on information gathering and anticipate that the inventory portion of the project will be completed shortly.

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 18.6% of total
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

ACP 11-01

Extend Taxiway B (Runway 22 Approach End)

Design and Construction Monitoring Services - L.R. Kimball.

Construction of this project is to be completed over four construction projects. The first two, Site Preparation and NAVAIDs, have been designed and let for construction.

Site Preparation Contractor - Leeward Construction

NAVAID's Contractor – Joyce Electric

Work on both the Site Preparation and NAVAIDs projects is at substantial completion. Contractors continue to work on punch list items toward final completion.

On the remaining two bid packages; Taxiway Paving and Taxiway Lighting & Signage, bid documents are in to the FAA for review and we are completing our final review of the plans and specifications and are working with the consultant to establish bid dates working toward a bid award at our June meeting.

Current Project Costs are approximately \$12.1 M
Project payments to date represent approximately 91.5% of total

The remaining contracts for the project will be for Taxiway Paving and Taxiway Lighting & Signage. Estimated costs for construction and inspection approximately \$3,500,000.

Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

ACP 15-03

Relocate TSA Checkpoint

Preliminary Study & Estimate – McFarland-Johnson

Responses to our Request for Qualifications were received and reviewed and the two teams that provided packages were interviewed. The team lead by Fennick McCredie Architecture was selected for the project. They have been notified (of the pending award) and we will now begin the process of establishing a scope and fee for the project. We will look to award the contract at a future board meeting.

CAPITAL PROJECT REPORT – Cont'd...

Current Project Costs are approximately \$12,000.
Project payments to date represent approximately 100% of total

Funding – Airport Capital Funds

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ITEM 10.
PRESENTATION

Representatives from Conrac Solutions gave a presentation on a proposed Quick Turn Around building for the car rental companies.

ITEM 11.
OTHER MATTERS:

None.

ITEM 12.
ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

The meeting was adjourned at 11:32 A.M.