

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 21, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 21, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:41 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Laureen Cummings
Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Councilman Timothy McGinley
Councilman Rick Williams
County Manager C. David Pedri, Esq.

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
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 2
PROCLAMATION: The Airport Board presented a Proclamation to Leo Vergnetti declaring Thursday, July 21, 2016 as Leo Vergnetti Day in the Counties of Lackawanna and Luzerne. Leo recently retired after owning and operating the Airport Coffee Shop, recently known as Wings, for the last 44 years.

ITEM 3
PUBLIC COMMENTS:
(Chairman) None.

ITEM 4
APPROVAL OF MINUTES:
(Chairman)

MOTION: To accept and approve the minutes of the June 16, 2016 Bi-County Airport Board Meeting minutes.

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

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ITEM 5

AIRPORT ACTIVITY REPORT:

(Carl R. Beardsley, Executive Director)

DISCUSSION:

Mr. Beardsley explained that for the month of June - the midpoint of the 2016 calendar year - Passenger boardings are up 9.6%, the 11th consecutive month of increases. Our numbers also show that there were over 20,000 passengers that came through AVP in the month of June and the last time that happened was 2010. Seat availability has also shown an increase of 14.25%, due to our new Allegiant Tampa service as well as Delta's increased service to Detroit Metro Airport. Our airline load factor remains at a very strong 85%.

General Aviation saw an increase of 8% for the month of June which translates into 100 additional GA flights using AVP. Comparing our first half of 2016 to the first half of 2015, we're seeing an increase of 14% in the amount of General Aviation flights.

ITEM 6

PERSONNEL:

(Carl R. Beardsley, Executive Director)

Recommend the Airport Board approve the appointment of the following three (3) applicants to the position of Custodian, effective August 1, 2016:

Mark Misencik, 518 Winans Court, Avoca, PA 18641
Bryan Leikheim, 2635 Pine Run Road, Laurel Run, PA 18706
Patrick Ruane, 2214 Pittston Avenue, Scranton, PA 18505

MOTION:

Request the Airport Board approve the above personnel appointments.

MOVED BY:

Councilman Tim McGinley

SECONDED BY:

Councilman Rick Williams

VOTE:

Unanimous

ITEM 7

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Director of Finance and Administration)

Financial Report

DISCUSSION:

Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of June 2016, Airport Operations had a net income totaling \$55,831.00 compared to a net income of \$44,059.00 in June 2015, which is a difference of \$11,772.00. Year to date numbers, through June 2016, show a profit of \$106,220.00 which,

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FINANCIAL REPORT - Cont'd...

compared to a net loss of \$46,176.00 through June 2015, is a difference of \$152,396.00.

Invoices received since the last meeting for supplies and services totaling \$568,120.31 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$107,127.69.

DISCUSSION:

Project Invoices.

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
ACP 11-01**

Joyce, Carmody & Moran, P.C. \$ 120.00
Invoice #574, dated July 7, 2016 for Legal Services.

L.R. Kimball \$ 2,904.87
Invoice #534456, dated June 2, 2016 for Inspection.

L.R. Kimball \$ 14,233.48
Invoice #534451, dated June 2, 2016 for Design.

L.R. Kimball \$ 5,759.70
Invoice #534450, dated June 2, 2016 for Design.

**Rehab Airline Apron
ACP 12-02**

McFarland Johnson \$40,447.97
Invoice #03 Final, dated June 20, 2016 for Inspection.

McFarland Johnson \$ 15,557.52
Invoice #06 Final, dated June 20, 2016 for Design.

**Aviation Fuel Farm
ACP 13-08**

L.R. Kimball \$2,407.32
Invoice #531735, dated October 7, 2015, for Inspection.

**Parking Garage Maintenance
ACP 14-03**

Desman Associates \$3,535.65
Invoice #15-216, dated August 31, 2015, for Engineering Services.

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FINANCIAL REPORT - Cont'd...

Master Plan Update
ACP 15-02

McFarland Johnson \$19,334.55
Invoice #6, dated June 24, 2016, for Planning.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2016/6 (Check #1058).

Taxiway B Extension
PFC Project #14-11

L.R. Kimbell \$ 145.24 CIP 19611-01
ACP 11-01

MOTION: Request the Airport Board approve the above transactions and payments.

MOVED BY: County Manager C. David Pedri, Esq.

SECONDED BY: Councilman Rick Williams

VOTE: Unanimous

ITEM 8

CONTRACTS, GRANTS, AND AWARDS

(Michael W. Conner, Assistant Airport Director)

A. Multi-User Flight Information Display System

Recommend award of the Multi-User Flight Information Display System (MUFIDS) solicitation and contract to ProDigiq, Inc., 26500 W. Agoura Road, Suite 102-796, Calabasas, CA 91302. Proposals in response to this solicitation were due on June 14, 2016. Five (5) proposals were received. Proposals were evaluated by Airport Administration. ProDigiq's proposal for provision of the MUFIDS and the associated 5 year service contract scored the highest in the evaluations by a wide margin and was also the lowest cost proposal received.

In addition to the base proposal, due to their relative low cost as part of the project, we recommend awarding the Alternate Items A and B to ProDigiq as well. See table.

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	Com-Net	iFids	Intersystems	ProDigiq	TSI
Monitors & Hardware	\$81,695.24	\$39,614	\$46,585	\$69,540	\$61,906
Initial Installation Services & Licensing	\$295,882.5	\$121,530	\$168,161	\$131,550	\$215,809
First Year Annual Subscriptions	\$11,329.8	\$21,780	\$24,705	\$12,240	\$16,020
Annual Subscriptions (Years 2-5)	\$105,319.2	\$87,120	\$98,820	\$48,960	\$64,080
Total Base Bid Cost	\$494,226.74	\$270,044	\$338,271	\$262,290	\$357,815
Alternate Item A (Ticket Counter Monitors)	\$35,654.63	\$18,398	\$24,685	\$25,400	\$16,385
Alternate Item A Services (Years 1 - 5)	\$4,676.5	\$14,400	\$6,000	0	0
Total Alternate Item A	\$40,331.13	\$32,798	\$30,685	\$25,400	\$16,385
Alternate Item B (Hotel Monitor)	\$7,598.21	\$3,813	\$4,685	\$2,640	\$3,984
Alternate Item B Services (Years 1 - 5)	\$528.1	\$1,800	0	0	0
Total Alternate Item B	\$8,126.31	\$5,613	\$4,685	\$2,640	\$3,984
Grand Total (Base Bid & Alternates)	\$542,684.18	\$308,455.00	\$373,641.00	\$290,330.00	\$378,184.00

This contract includes the provision and installation of a new flight information display system throughout the terminal building. The old system will be removed and the new system installed.

The replacement of the flight information display system is necessary because numerous components of the system are failing (having been in place for over 10 years), the current data service has not been reliable and has caused confusion to the traveling public, it is becoming extremely difficult to obtain replacement parts, the current system is not ADA compliant, and the aesthetics of the current system are outdated. The new system will provide a cleaner, more modern look, provide ADA compliance, and replace all the outdated system components. The new system consists of 22 commercial grade 46" monitors, 2 commercial grade 65" monitors, 2 commercial grade 55" monitors, 2 commercial grade 32" monitors, 1 standard 32" monitor, 29 computer controllers, new addressable Ethernet switches, a new network routing appliance to integrate networks, new fiber optic cabling and transceivers, minor electrical work, and some new Ethernet cabling. Numerous cabinetry modifications will be made in order to accommodate larger display screens and new display locations will be added in the parking garage elevator vestibule, in the restaurant, in the hotel (Alternate Item B), and behind the airline ticket counters (Alternate Item A). The contract also includes system training, 5 years of flight data services, and a 5 year full system warranty including any and all software upgrades during that period.

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Funding for this project will be from Passenger Facility Charge (PFC) funds. We recommend award to ProDigiq, Inc. in the amount of \$290,330.00 with a not-to-exceed amount of \$296,330.00 due to some custom monitor mounting work for the inbound baggage carousels that is open for negotiation and was not included in the Request for Proposals (RFP).

MOTION: Request the board approve the Multi-User Flight Information Display System (MUFIDS) to ProDigiq, Inc.
MOVED BY: Councilman Rick Williams
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

D. Airport Auto Parking Concession and Lease Agreement

Recommend the Airport Board approve the Airport Auto Parking Concession and Lease Agreement - Supplemental Agreement #3 effective August 1, 2016 between Standard Parking, now SP Plus Corporation, and the Wilkes-Barre/Scranton International Airport. This Agreement approves the allowed renewal period from August 1, 2016 through July 31, 2019 and provides an additional term of two (2) years from August 1, 2019 through July 31, 2021.

Additionally, SP Plus Corporation agrees to purchase, install, and operate a proximity card-type frequent parker program automated system, at no cost to the airport. The remaining agreement fees, terms, and conditions remain the same.

MOTION: Recommend the Airport Board approve Supplemental Agreement #3 for SP Plus Corporation.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Lauren Cummings
VOTE: Unanimous

B. Taxiway B Extension (Runway 22 Approach End), Phase IV Construction (Paving & Lighting)

1. Recommend the Airport Board ratify the submission of the attached, Federal Aviation Administration application for funding to complete the Extend Taxiway B (Runway 22 Approach End), Phase IV, Construction (Paving & Lighting). The Application requests \$2,568,928.00 of Federal Funds, lists State funding of \$142,718.00 and Airport funding, through the Passenger Facility Charge (PFC) Program, of \$142,719.00. The Total Phase IV project cost is \$2,854,365.00.

MOTION: Request the Airport Board ratify the FAA funding grant submission.
MOVED BY: Councilman Rick Williams

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CONTRACTS, GRANTS & AWARDS - Cont'd...

SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

2. Bids for the Taxiway B Extension (Runway 22 Approach End), Phase IV, Paving Project were opened on Tuesday, June 28th at 11:00 A.M. in the Airport Conference Room by Airport Administration and Luzerne County Deputy Controller Aaron Hojnowski and Intern Kelly Hopkins. A total of five (5) bid packages were received and opened. After review and tabulation of the bids, it is recommended by the Project Consultant, CDI - L.R. Kimball (see attached) to accept the low bid by Popple Construction, Inc., Laflin, Pennsylvania in the amount of \$2,040,538.00. Bid tabulation below:

<u>Bidder</u>	<u>Base Bid</u>
Popple Construction, Inc.	\$2,040,538.00
Kruger Construction, Inc.	\$2,120,710.00
Hazleton Site Contractors (H&K)	\$2,207,538.50
Leeward Construction	\$2,479,030.00
Pensy Supply, Inc.	\$2,676,326.60

MOTION: Recommend the Airport Board award the Taxiway B Extension (Runway 22 Approach End), Phase IV, Paving Project to Popple Construction, Inc.

MOVED BY: Commissioner Lauren Cummings
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

3. Bids for the Taxiway B Extension (Runway 22 Approach End), Phase IV, Lighting Project were opened on Tuesday, June 28th at 11:00 A.M. in the Airport Conference Room by Airport Administration and Luzerne County Deputy Controller Aaron Hojnowski and Intern Kelly Hopkins. A total of five (5) bid packages were received and opened. After review and tabulation of the bids, it is recommended by the Project Consultant, CDI - L.R. Kimball (see attached) to accept the low bid by Mike Walsh Electrical, Inc., Clarks Summit, Pennsylvania in the amount of \$442,410.50. Bid tabulation below:

<u>Bidder</u>	<u>Base Bid</u>
Bronder Technical Services, Inc.	\$280,733.50 (withdrawn)
Mike Walsh Electrical, Inc.	\$442,410.50
Kuharchik Construction, Inc.	\$494,777.00
Joyce Electrical, Inc.	\$701,170.00
Everon Electrical Contractors, Inc.	\$767,448.00

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CONTRACTS, GRANTS & AWARDS - Cont'd...

MOTION: Recommend the Airport Board award the Taxiway B Extension (Runway 22 Approach End), Phase IV, Lighting Project to Mike Walsh Electrical, Inc.

MOVED BY: County Manager C. David Pedri, Esq.

SECONDED BY: Councilman Rick Williams

VOTE: Unanimous

4. Recommend the Airport Board approve Supplement No. 4A Agreement (attached) between the Wilke-Barre/Scranton International Airport and CDI-Infrastructure, LLC dba L.R. Kimball, subject to solicitor's concurrence and FAA and PennDOT Bureau of Aviation approval, for Construction Phase Services for the Taxiway B Extension (Runway 22 Approach End) Paving Contract. Fee not to exceed \$222,891.36.

MOTION: Recommend the Airport Board approve Supplement No. 4A Agreement, subject to solicitor's concurrence and FAA and PennDOT Bureau of Aviation approval, Paving Contract.

MOVED BY: Councilman Rick Williams

SECONDED BY: County Manager C. David Pedri, Esq.

VOTE: Unanimous

5. Recommend the Airport Board approve Supplement No. 4B Agreement (attached) between the Wilke-Barre/Scranton International Airport and CDI-Infrastructure, LLC dba L.R. Kimball, subject to solicitor's concurrence and FAA and PennDOT Bureau of Aviation approval, for Construction Phase Services for the Taxiway B Extension (Runway 22 Approach End) Lighting Contract. Fee not to exceed \$68,589.58.

MOTION: Recommend the Airport Board approve Supplement No. 4B Agreement, subject to solicitor's concurrence and FAA and PennDOT Bureau of Aviation approval, Lighting Contract.

MOVED BY: Councilman Rick Williams

SECONDED BY: Commissioner Lauren Cummings

VOTE: Unanimous

C. Taxiway B & D (West) Rehabilitation Design, Phase 1, Design

1. Recommend the Airport Board ratify the submission of the attached, Federal Aviation Administration application for funding to complete the Taxiways B & D (West) Rehabilitation, Phase I, Design. The Application requests \$628,564.00 of Federal Funds, lists State funding of \$34,920.00 and Airport funding, through the Passenger Facility Charge (PFC) Program, of \$34,921.00. The Total Phase I project cost is \$698,405.00.

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CONTRACTS, GRANTS, AND AWARDS, CON'T.....:

MOTION: Request the Airport Board ratify the FAA funding grant submission.
MOVED BY: Councilman Rick Williams
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

2. The Wilkes-Barre/Scranton International Airport issued a Request for Qualifications (RFQ) for Taxiways B & D (West) Rehabilitation, Phase I, Design, Bidding and Construction Phase Services. Submittals were due on June 15, 2016. A total of four responses were received. Interviews of all four respondents were held on June 22, 2016. Recommend the Airport Board award the Project to CDI - L.R. Kimball to provide engineering design services for the Taxiways B & D (West) Rehabilitation Project. The CDI - L.R. Kimball team includes: KBA Engineering, p.c., Jermyn, PA; Arora Engineers, Inc., Chadds Ford, PA; and Engineering Surveying Consultants & Design, Inc., Clarks Summit, PA. The three other Firms interviewed were: McFarland-Johnson, Inc.; Greenman-Pedersen, Inc. and RDM International, Inc.

All teams were interviewed by Airport Staff. CDI - L. R. Kimball was selected by the panel as the most qualified for the Taxiway Rehabilitation Project due to the teams experience in providing pavement rehabilitation services, their understanding of the project, and their experience and abilities in coordinating with the FAA Airport's District Office in Harrisburg and with Airline and Airport users.

MOTION: Recommend the Airport Board award the Project to CDI - L.R. Kimball to provide engineering design services for the Taxiways B & D (West) Rehabilitation Project. Design service phase fee not to exceed \$695,003.95. Contract pending, subject to solicitor's concurrence and FAA and PennDOT Bureau of Aviation approval.

MOVED BY: Councilman Rick Williams
SECONDED BY: County Manager C. David Pedri, Esq.
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.

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CAPITAL PROJECTS - Cont'd...

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 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 are coordinating final review of the plans and specifications for the demolition phase of the project and expect to be out to bid on the project prior to the next board meeting.

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. We are working to complete our plan review and will be submitting plans to the Bureau of Aviation, in anticipation of a Capital Grant for funding of the project from the State.

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

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant - McFarland-Johnson

We are currently reviewing Interim Report 1 from the consultant. We anticipate starting the next round of meetings with advisory committees in mid to late August. We continue assisting the Consultant with further information gathering and are reviewing reports and surveys as they are made available.

Current Project Costs are approximately \$902,000.

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CAPITAL PROJECTS - Cont'd...

Project payments to date represent approximately 27.5% 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

We working on contract closeout with each of the Contractors and hope to have Closeout Change Orders and final applications for payment prepared for the August meeting. Project grant closeout paperwork including as-builts is underway.

Contract award on the remaining two construction phases, Paving and Lighting were discussed earlier. An application for funding with the FAA has been submitted.

Current Project Costs are approximately \$12.1 M

Project payments to date represent approximately 94.6% of total

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

ACP 15-03

Relocate TSA Checkpoint

Preliminary Study & Estimate - McFarland-Johnson

Checkpoint Relocation - Fennick McCredie Architecture

We continue to negotiate Scope and Fee with the Consultant and anticipate having a contract ready for the August meeting. We project that the design effort will be completed before the end of the year.

Current Project Costs are approximately \$12,000.

Project payments to date represent approximately 100% of total

Funding - Airport Capital Funds

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CAPITAL PROJECTS - Cont'd...

**ACP 16-01
Taxiways B & D (West) Rehabilitation**

This project is the Rehabilitation of the existing portions of the main parallel taxiway to Runway 4-22 and to the portion of Taxiway D West of Runway 4-22.

Selection of the Design Consultant for the project was discussed earlier, as was the FAA project funding.

Design of the project will proceed through the end of this year and into the beginning of next. We anticipate bidding the first phase of what will likely be a two-phase construction in the 2017 construction season.

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

ITEM 9

OTHER MATTERS:

(Carl R. Beardsley, Executive Director)

DISCUSSION: Metz Culinary Management took over July 1, 2016 as the new Restaurant Concessionaire. They have reported doing extremely well, showing a 25% increase in sales as compared to the same time period of 2015. Administration has received very good reviews on the food quality and positive changes being made. They have made the entrance way more inviting and will be upgrading the kiosk area in the boarding area with a new bar area for passengers to enjoy.

DISCUSSION: Mike Gallagher of our FBO Aviation Technologies reported on the upcoming NASCAR race and how the last NASCAR race showed an increase of 19% on fueling, which means more of the crews are choosing to fly into AVP. He expects the same increased numbers for this week's second NASCAR race of the season.

DISCUSSION: Mr. Gallagher also discussed the upcoming Wings & Wheels Charity Event on September 17th on the Airport Grounds. This year's event will benefit the veteran's group PA Wounded Warriors. The family-friendly event will feature vintage planes, automobiles, and motorcycles. There is a short video of last year's event at avpwingsandwheels.com.

DISCUSSION: Mr. Beardsley also reported our Google Analytics are showing the website has had 10,000 visitors in the last month and 34,000 hits to our website.

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ITEM 10

ADJOURNMENT:

(Chairman)

MOTION:

It is recommended to adjourn the meeting.

MOVED BY:

County Manager C. David Pedri, Esq.

SECONDED BY:

Councilman Rick Williams

VOTE:

Unanimous

The meeting was adjourned at 12:25 P.M.