

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 20, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 17, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:31 A.M. with Commissioner Patrick O'Malley presiding.

**PRESENT:** Commissioner Patrick O'Malley  
Commissioner Laureen Cummings  
Commissioner Jerry Notarianni  
Councilman Timothy McGinley  
Councilman Rick Williams

**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  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 2**

**PUBLIC COMMENTS:**

*(Chairman)* None.

**ITEM 3**

**APPROVAL OF MINUTES:**

*(Chairman)*

**MOTION:** To accept and approve the minutes of the October 20, 2016 Bi-County Airport Board Meeting minutes.

**MOVED BY:** Councilman Rick Williams

**SECONDED BY:** Councilman Tim McGinley

**VOTE:** Unanimous

**ITEM 4**

**AIRPORT ACTIVITY REPORT:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:** Mr. Beardsley gave the Board a summary of Airline Performance. For the month of October, passenger boardings increased 2.6%, from 20,398 to 20,931 passengers, in comparison to October 2015.

Year-to-date-growth through the end of October 2016 is up 6.6%, as compared to the previous 12 months. Year-to-date seat availability is also up 4%. Allegiant's seat capacity increased 74% because of the additional service to Tampa/St. Petersburg.

Airline load factors remain very strong at 87%. This number is consistent with all the airlines, with each having a minimum load

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**AIRPORT ACTIVITY REPORT - Cont'd...**

factor of 85% during the month of October. Delta in particular is showing a 90% load factor on both their flights to Atlanta and Detroit.

General Aviation saw a decrease of 11%, or 145 less flights, as compared to October 2015.

**DISCUSSION:**

Mr. Beardsley also shared news that beginning December 15<sup>th</sup>, American Airlines will be adding an additional Charlotte flight to our schedule on a 70-seat regional jet. With the addition of this flight, the Charlotte service seat capacity will increase by 30.6%.

**ITEM 5**

**AIRPORT FINANCIAL REPORT:**

*(Gary Borthwick, Director of Finance and Administration)*

**DISCUSSION:**

**Revenue - Expense Report.**

As noted on the attached profit/loss statements, for the month of October 2016, Airport Operations had a net income totaling \$11,068.00 compared to a net income of \$87,896.00 in October 2015, which is a difference of \$76,828.00. Year to date net income, through October 2016, is \$259,874.00, which is a difference of \$27,582.00 compared to a net income of \$232,292.00 through October 2015.

Invoices received since the last meeting for supplies and services totaling \$1,238,085.51 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$992,040.78.

**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**

Prestige \$ 3,291.31  
Invoice #1493, dated October 17, 2016, for unarmed Security Officer at Gate 22.

Prestige \$ 1,836.45  
Invoice #1498, dated November 7, 2016, for unarmed Security Officer at Gate 22.

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**FINANCIAL REPORT - Cont'd...**

Joyce, Carmody & Moran, P.C. Invoice #746, dated November 4, 2016, for legal.	\$ 160.00
Popple Construction Application #2, dated November 9, 2016 for Construction.	\$ 893,491.22
Mike Walsh Electrical Application #1, dated November 9, 2016 for Construction.	\$ 93,261.78

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2016/8 (Check #1060).

**GA Apron Project  
PFC Project #10-01**

Various receipts	\$375,842.03
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**Taxiway B Extension  
PFC Project #14-11**

Prestige Unarmed Security Officer ACP 11-01	\$ 91.82	CIP 19611-01
Prestige Unarmed Security Officer ACP 11-01	\$ 164.57	CIP 19611-01
Mike Walsh Electrical, Inc. Construction ACP 11-01	\$4,663.09	CIP 19611-01
Popple Construction Construction ACP 11-01	\$44,674.56	CIP 19611-01

**MOTION:**

Request the Airport Board approve the above transactions and payments.

**MOVED BY:**

Councilman Rick Williams

**SECONDED BY:**

Councilman Tim McGinley

**VOTE:**

Unanimous

**ITEM 6**

**CONTRACTS and AGREEMENTS**

*(Michael W. Conner, Assistant Airport Director)*

- A. Bids for the Vehicle Fuels solicitation were opened on October 28, 2016, at 1:30PM in the Airport Conference Room by Reggie Mariani, Lackawanna County Chief Auditor and Airport Staff. Five

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**CONTRACTS and AGREEMENTS - Cont'd...**

(5) bids were received. One bid did not include the required bid security, resulting in the bid not being read.

Recommend the Airport Board approve the award of the Vehicle Fuels bid to the low bidder, Talley Petroleum Enterprises, Inc. 10046 Allentown Blvd., Grantville, PA 17028, at the markup rate of \$0.1508 for unleaded fuel and \$0.1583 for Diesel Fuel, in accordance with their bid prices. Talley Petroleum's bid pricing and the bid pricing of the other qualified bidders is shown below.

**Talley Petroleum Enterprises**

(Grantville, PA)

Unleaded \$1.6882 = markup \$0.1508

Diesel \$1.7757 = markup \$0.1583

**Superior Plus Energy Services, Inc.**

(Aston, PA)

Unleaded \$1.7553 = markup \$0.2000

Diesel \$1.7955 = markup \$0.1800

**Naughton Energy**

(Pocono Pines, PA)

Unleaded \$1.7217 = markup \$0.2275

Diesel \$1.8062 = markup \$0.1975

**Papco, Inc.**

(Aston, PA)

Unleaded \$1.9327 = markup \$0.3953

Diesel \$2.0077 = markup \$0.3940

**Santarelli Oil**

(Bid Not Read. No Bid Security).

**MOTION:**

**MOVED BY:**

**SECONDED BY:**

**VOTE:**

Request the Airport Board approve these agreements.

Councilman Tim McGinley

Councilman Rick Williams

Unanimous

- B. Request the Airport Board approve the Transportation Network Service Ground Transportation Operating Agreement between the Wilkes-Barre/Scranton International Airport and Rasier-PA, LLC. This agreement is a non-exclusive agreement for Rasier-PA to operate their UBER network transportation service at AVP, with revenues to the Airport. Prior to the implementation of this agreement, any UBER-related traffic at the Airport is not required to pay a ground transportation fee to the Airport. Rasier-PA (UBER) is the only App-based ground transportation provider operating in the Wilkes-Barre/Scranton area. This agreement sets forth the operational requirements for UBER to operate incoming

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**CONTRACTS and AGREEMENTS - Cont'd...**

and outgoing transportation services at AVP. It also sets the fee of \$2.50 per pick-up trip from the Airport.

Additionally, this agreement defines the UBER operational and reporting parameters and defines how the Airport can check the validity of UBER traffic. With a defined "Geo-Fence" at the perimeter of the Airport property, all payments and records will be handled directly through the AAAE (American Association of Airport Executives) Transportation Security Clearinghouse. This agreement will become effective when signed by both parties. It is a one year agreement that automatically renews until one of the two parties gives notice of non-renewal.

**MOTION:** Request the Airport Board approve this agreements.  
**MOVED BY:** Councilman Rick Williams  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous

- C. Request the Airport Board approve the Transportation Security Clearinghouse Services Agreement between the Wilkes-Barre/Scranton International Airport and the AAAE Airport Research and Development Foundation's Transportation Security Clearinghouse. This agreement establishes the parameters by which the Clearinghouse will collect data and fees from Rasier-PA/UBER for all UBER ground transportation originating at the Airport. As a fee for its services, AAAE will retain 5% of the fees collected from Rasier-PA/UBER and any future App-based transportation network service providing similar public transportation. The use of this service will allow the Airport to monitor UBER traffic in real-time, establish a Geo-Fence, ensure accurate reporting, and utilize an already proven and secure system to obtain revenue from the UBER operations. This agreement is a two year agreement that automatically renews for additional one year terms until mutual agreement of the Airport and AAAE.

**MOTION:** Request the Airport Board approve this agreements.  
**MOVED BY:** Councilman Rick Williams  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous

**ITEM 7**

**CAPITAL PROJECTS 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**

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**CAPITAL PROJECTS REPORT - Cont'd...**

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 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 Site Restoration Construction.

Work on the bid documents is nearly complete and they will be forwarded to PennDOT for review by the end of this month. We anticipate comments back and authorization to bid from the Bureau of Aviation in December and will plan to open bids in mid-January.

Current Project Costs are approximately \$709,000  
Project payments to date represent approximately 88.1% of total Funding - State Capital Fund Grant, Airport Generated PFC Funds

**ACP 14-03**

**Parking Garage Maintenance**

Design Services - Desman Associates

No change in status, we are working to finish documents and specification boiler plate for bidding.

Current Project Costs are approximately \$72,088  
Project payments to date represent approximately 75% of total Funding - Airport Funds

**ACP 15-02**

**Master Plan Update and Airport Layout Plan (ALP) Update**

Consultant - McFarland-Johnson

No change in Status. We continue assisting the Consultant with further information gathering and are reviewing reports and surveys as they are made available.

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**CAPITAL PROJECTS REPORT - Cont'd...**

Current Project Costs are approximately \$902,000.  
Project payments to date represent approximately 44.2% 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 have reviewed layouts provided by the consultant and are moving into design of the checkpoint relocation. We are coordinating with TSA on relocation of their equipment and offices. The consultant is scheduled to be on site tomorrow to gather field information for the final drawings. We are hoping to have documents ready for review by the end of the year.

Current Project Costs are approximately \$121,400.  
Project payments to date represent approximately 9.88% of total  
Funding - Airport Capital Funds

**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 parallel of Runway 4-22.

The consultant has begun work on preliminary design and construction documents based on our earlier reviews of the pavement evaluation and rehabilitation options. We are reviewing estimates of the work with the FAA and are working to determine whether project funding will need to be spread over two funding cycles.

Current Project Costs are approximately \$698,405  
Project payments to date represent approximately 0.49% of total  
Funding - Federal AIP, State Aviation Grant and 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 completed.  
Site Preparation Contractor - Leeward Construction  
NAVAIDs Contractor - Joyce Electric  
Paving - Popple Construction

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**CAPITAL PROJECTS REPORT - Cont'd...**

Lighting - Mike Walsh Electrical

Under the Paving Contract, work has been completed on the subgrade, subbase, and the bituminous base course in all areas with the exception of the tie-in areas, within the Runway Safety Area adjacent to the main Runway. A first lift of bituminous surface course has also been placed upon most of these areas. As we discussed in our previous project update, planned shut downs on the main runway, during which the runway taxiway tie-in work was planned, could not be accomplished because of conflicts arising out of airline schedule changes. The paving contractor has requested suspension of the work until next year, due to weather conditions.

Work on the Lighting Contract continues. This work is less affected by temperature and will continue as long as weather permits and there is work to do that is not affected by the schedule of the Paving Contract.

We are currently and will be continuing to work with both Contractors, the FAA and the Airlines on establishing a schedule for the resumption and completion of the project in the spring.

Current Project Costs are approximately \$14.7 M  
Project payments to date represent approximately 89.1% of total Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

**ITEM 8**

**OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:**

Mr. Beardsley presented the Board with an Employee Handbook that he would like to implement with the current and new non-union employees. The Handbook was developed and details various work policies, rules, and regulations. The document was reviewed by County Solicitors and our Labor Attorney, Bob Ufberg. All found the document to be acceptable.

**MOTION:**

To table the discussion until next month.

**MOVED BY:**

Commissioner Lauren Cummings

**SECONDED BY:**

Commissioner Jerry Notarianni

**VOTE:**

Unanimous

**DISCUSSION:**

Mr. Beardsley also reported that our newest Customer Service Improvement has been completed. Our FIDS (Flight Information Display Screens) have been replaced with a new digital service.

The screen toggles between daily Arrivals and Departures and also gives us the opportunity to advertise on the bottom of the



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**OTHER MATTERS - Cont'd...**

screens. Additionally there are new screens in the baggage claim area and ticket counters.

**DISCUSSION:**

Lastly, Mr. Beardsley reported the Scranton/Wilkes-Barre RailRiders Governor's Cup and International League Championship Trophies will be highlighted in the Airport display case for the next several weeks. This is a great way to showcase the RailRiders National Championship season to our many Holiday visitors passing through the Airport. AVP and the RailRiders continue to have a strong reciprocal community partnership.

**ITEM 9**

**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 11:03 A.M.