

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
FEBRUARY 19, 2015

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 19, 2015 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:55 A.M. with Commissioner Jim Wansacz presiding.

**PRESENT:** Commissioner Corey O'Brien  
Commissioner Patrick O'Malley  
Commissioner Jim Wansacz  
Board Member Rick Morelli  
Board Member Robert Lawton  
Board Member Richard G. Williams

**ALSO PRESENT:** Carl R. Beardsley, Jr., Executive 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  
Mr. Aaron Hognowski, Luzerne County Deputy Controller  
Ms. Germaine Helcoski, Lackawanna Co. Deputy Controller  
Mr. Reggie Mariani, Lackawanna County Chief Auditor

**ITEM 2:**  
**AIRPORT BOARD REORGANIZATION.**

*(Chairman)*

**MOTION:** To nominate Richard G. Williams as Chairman for the Airport Bi-County Board for the Year 2015.

**MOVED BY:** Commissioner Wansacz

**SECONDED BY:** Board Member Lawton

**VOTE:** Unanimous

**MOTION:** To nominate Jim Wansacz as Vice Chairman for the Airport Bi-County Board for the Year 2015

**MOVED BY:** Board Member Richard G. Williams

**SECONDED BY:** Commissioner Patrick O'Malley

**VOTE:** Unanimous

**Resolution for PennDOT Agreements.**

**MOTION:** Recommend the Board approve a Resolution for the benefit of the Department of Transportation of Pennsylvania to be able to sign various documents. The Resolution reads as follows:

## AIRPORT BOARD REORGANIZATION – Cont’d...

BE IT RESOLVED, by authority of the Counties of Lackawanna and Luzerne d.b.a. Wilkes-Barre/Scranton International Airport of the Borough of Avoca, Luzerne County, and it is hereby resolved by authority of the same, that the Chairman of Airport Board or Airport Director of said Municipality be authorized and directed to sign on its behalf any and all agreements entered into with the Commonwealth of Pennsylvania, Department of Transportation.

**MOVED BY:** Commissioner Jim Wansacz  
**SECONDED BY:** Board Member Richard G. Williams  
**VOTE:** Unanimous

### ITEM 3: PUBLIC COMMENTS. (Chairman)

None.

### ITEM 4: APPROVAL OF MINUTES. (Chairman)

**MOTION:** To approve and dispense with the reading of the January 15, 2015 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Commissioner Jim Wansacz  
**SECONDED BY:** Board Member Robert Lawton  
**VOTE:** Unanimous

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

#### Passenger Activity

**DISCUSSION:** Mr. Beardsley started off by giving the Board a brief summary of the airport's activities and performance over the past month. Passenger boarding for the month of January 2015 combined a total of 15,517 people. This figure represents a decrease of approximately 1% from January 2014 and a decrease of 5.6% from 2013. He noted the decrease is mainly attributed to US Airways' equipment change for the morning flight to Charlotte from a daily 79-seat Canadair Regional Jet 900 to a daily 50-seat Canadair Regional Jet 200. Also during the month of January US Airways also reduced Wednesday's flying by one flight.

He noted that market share at this airport remained fairly stable amongst the airlines, as follows: USAirways is counted for 45% of our traffic, Delta Airlines is 28%, United Airlines is at 18% and Allegiant Air took 9%.

## AIRPORT ACTIVITY REPORT – Cont’d...

Departing seats that were available from our airport on a monthly basis, seat capacity in 2015 decreased by 3.8% in comparison to January 2014. The decrease is attributed to USAirways' equipment change for the morning flight to Charlotte from a daily 79-seat Canadair Regional Jet 900 to a daily 50-seat Canadair Regional Jet 200 and also US Airways reduced Wednesday's flying by one flight. He also reported that weather conditions had an overall effect on performance.

He reported that some airlines did increase capacity out of our airport. Delta Airlines showed an increase of 19.5%, United Airlines also increased by 1.7% and Allegiant Air increased by 1%. He informed the Board that beginning February 12 US Airways is up gauging their two daily flights to Charlotte, going from a 50 seat regional jet to a 67 seat regional jet. The bottom line result is that we will see a 29.1% increase in weekly seats on US Airways flights. US Airways will also be adding an additional Dash-8 flight going to Philadelphia 6 times a week and having two more frequencies on Wednesday. That will give us a 25.4% increase in weekly seats provided by US Airways.

Mr. Beardsley told the Board that the following item shows excellent news on the airport performance. Mr. Beardsley explained that load factors are the percentage of airline flight seats that are used by passengers, and that they are extremely strong this year. He reported that last year we had some record numbers in 2014, and that we are starting this year off with another record number. In January of 2015 our average load factor is 86%, which is the highest load factor percentage we have on record for the month of January, which is 3% higher than the previous year. Allegiant was at 95% load factor and all the airlines across the board had load factors of at least 82%.

He reported that the airport released the marketing RFP this past month with a deadline of February 27, 2015. He said the airport reached out to area firms by direct mail and also put out a legal notice in local newspapers so all firms would be made aware of it. He explained that the focus of the RFP is to find a firm that is very creative, has a lot of know how in marketing, and also has the energy to work along with us. The airport's goal is to increase the utilization of the airport and airline service.

Mr. Beardsley then presented an analysis of the cancelled departing flights during the month of January 2015. He stated that winter played havoc but this year we did much better than last year in cancellations.

For January 2015, General Aviation operations had 537 operations, which is comparable with January 2014's 536 GA operations. General Aviation revenues decreased \$1,766.84 or 20% to \$6,957.59.

### **DISCUSSION:**

#### Aviation Technologies – Activities Report.

Mr. James Gallagher, Aviation Technologies brought the Airport Board up to date on current activities underway and some of the initiatives he is working on to increase General Aviation.

## AIRPORT ACTIVITY REPORT – Cont’d...

1. The FBO registered their second aircraft (a Piper Navajo, which seats 6) to their Charter certificate.
2. They submitted a classroom rendering to FAA in support of an expanded flight school including the test center.
3. They secured a sponsorship with “Live Nation” (the concert ticketing and promotion company) to fly winners of “Live Nation” contests to each East Coast concert that is sponsored by Mohegan Sun using their charter aircraft. The first of these shows is sometime this summer.
4. The FBO’s top executives recently attended the NBAA (National Business Aviation Association) Schedulers and Dispatchers show where they had a booth representing Aviation Technologies FBO. They had a tremendous response from International operators needing a place to clear US Customs on the way to Washington, DC, which goes hand-in-hand with their application for the DCA Access Program, both as an FBO and as an Operator.
5. They’ve had two different customers to AVP (one from Mt. Pocono Airport and the other from Hazleton Airport) due to runway restrictions in those locations. One of those operators will be basing their aircraft at AVP for the next 2½ months.

### **ITEM 6:**

#### **AIRPORT FINANCIAL REPORT:**

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

##### Financial Report

##### Revenue/Expenses Report.

#### **DISCUSSION:**

Mr. Borthwick reported that for the month and Year-to-Date January 2015, Airport Operations had a net loss totaling \$65,053, compared to a net loss of \$94,098 in January 2014, which is a difference of \$29,045. Invoices received since the last meeting for supplies and services total \$932,783.58. These invoices include major construction project costs of \$675,594.96.

##### 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.

## AIRPORT FINANCIAL REPORT – Cont'd...

### Construct South General Aviation Apron ACP 10-01

Friedman Electric \$ 649.41

Invoice # S020023980.003, dated November 10, 2014  
in the amount \$649.41 for a 20 ft. aluminum pole.

URS \$ 24,437.14

Invoice # 4696339, dated May 23, 2011 in the  
amount \$24,437.14 for design services.

This project is 100% complete.

### Taxiway B Extension. ACP 11-01

Leeward Construction \$ 439,551.97

Application #3 dated January 13, 2015, in the amount  
\$439,551.97 for construction site prep.

L. R. Kimball \$ 3,500.00

Invoice # 528170 dated January 9, 2015 in the amount  
\$365.75 for design services.

L. R. Kimball \$ 2,427.27

Invoice # 528163 dated January 9, 2015 in the  
amount \$2,427.27 for Navaids.

L. R. Kimball \$ 29,982.72

Invoice # 528382 dated January 19, 2015 in the  
amount \$29,982.72 for site prep.

This project is 22.36% complete.

### Demolish Old Terminal Building ACP 13-02

Borton-Lawson \$ 1,656.45

Invoice #2014-0787-001-000005, dated January 8, 2015  
in the amount \$1,656.45 for design services.

This project is 36.72% complete.

### Purchase Front End Loader

## AIRPORT FINANCIAL REPORT – Cont'd...

### ACP 15-01

Medico Industries \$ 173,390.00

Invoice #11515, dated January 15, 2015 in the amount \$173,390.00 for 2014 Case 621 F XT Wheel Loader.

### Airport Passenger Facility Charge (PFC) Trust Transfers

#### **DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2015/1 (Check #1040).

#### Construct Terminal Building PFC Project #03-003

Sordoni \$ 160,000.00 CIP 19203-01  
Construction Services  
ACP 03-01

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

Friedman Electric \$ 649.41 CIP 19610-01  
20 Ft. Aluminum Pole  
ACP 10-01

URS \$ 24,437.14 CIP 19610-01  
Design  
ACP 11-01

#### Taxiway B Extension PFC Project #14-11

Leeward Construction \$ 21,977.60 CIP 19611-01  
Construction Services  
ACP 11-01

L. R. Kimball \$ 175.00 CIP 19611-01  
Design Services  
ACP 11-01

L. R. Kimball \$ 1,499.14 CIP 19611-01  
Design Services  
ACP 11-01

L. R. Kimball \$ 121.36 CIP 19611-01  
Design Services  
ACP 11-01



**ITEM 8.**

**CAPITAL PROJECTS REPORT.**

*(Stephen Mykulyn, P.E., Director of Engineering)*

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

1. ACP 07-16, Rehabilitate and Extend Hangar Road
2. ACP 11-01, Extend Taxiway B (Runway 22 Approach End)
3. ACP 12-02, Rehabilitate Airline Apron
4. ACP 13-02, Demolition old Terminal Building
5. ACP 13-08, Aviation Fuel Farm Expansion
6. ACP 14-02, Parking Garage Maintenance

**ITEM 9.**

**MASTER PLAN STUDY.**

*(Carl R. Beardsley, Executive Director and Stephen Mykulyn, P.E., Director of Engineering)*

Capital Improvement Plan (CIP) Update.

**DISCUSSION:** Mr. Mykulyn informed the Airport Board that on February 9, 2015, he along with Carl Beardsley, Michael Conner and Gary Borthwick met with the Federal Aviation Administration officials at the Harrisburg Eastern Region Airports District Office. He explained that this annual meeting is conducted for the purpose of reviewing the Airport's Capital Improvement Plan. This plan includes only those projects that are funded in some part through FAA Airport Improvement Plan entitlement and discretionary funds. He stated that the meeting included a review of requirements for grant application as well as a review of project administration and grant closeout requirements. He went on to say that most importantly they reviewed what would be the airports funding requests for the next several years. After the discussions with the FAA, they will be requesting the use of the airports' entitlement funds and additional discretionary funds over the next several years as follows:

- 2015 Taxiway B Extension – Construction (Phase III)  
**Master Plan Update**
- 2016 Taxiway B Extension – Construction (Phase IV)  
Taxiway System Rehabilitation (Design)
- 2017 Taxiway B Rehabilitation (Construction)
- 2018 Taxiway D Rehabilitation (Construction)
- 2019 Runway 10-28 Rehabilitation (Design/Construct)
- 2020 East Side Ramp, Taxiway & Access Road Development

**DISCUSSION:** Mr. Beardsley explained that the Master Plan is one of the most important ways for the airport to meet FAA regulations, develop the airport for the next 5-10 years, and to implement strategies and visions for the airport. He said the last Master Plan for AVP was updated in 2007, although the whole process started in 2005. It is an 18-24 month process before a final Master Plan will be approved by the Airport, the community and the FAA. He

## MASTER PLAN STUDY – Cont’d...

explained that the focus of the previous document was mostly the terminal building, which has been completed, the EMAS installation, which also has been completed, and taxiway upgrades which are ongoing at this time.

He said that one important item to remember going forward is that you look back at the 2007 Master Plan Study, projections were based on a completely different aviation industry, different FAA Regulations and also community dynamics that have evolved over time. For this reason, implementing a Master Plan Study for the development of the airport is important; it also is vital to take into consideration the aviation industry of today, the sort of regulations we are faced with now and how the community has changed.

He went on to say that the master plan is important for planning purposes, while also being important from the stand point of keeping our certification documents up to date. We have to keep documents like our airport layout plan available, it must be maintained, it must be current, and if we don't, then we are out of compliance with the FAA.

Mr. Mykulyn explained that during the master planning process, our Airport Layout Plan (ALP) is updated by projecting capital development beyond existing conditions. He also explained that even although we update the Master Plan it still is a liquid document that may change over time. For example the original Master Plan may include 10 individual projects, however, we might adjust our schedule based on new regulations or revised priorities. Typical updates to Master Plans occur every 5-10 years. He explained we are in the range for an update as our last document was completed in 2007,

In addition, master planning is important to maintaining compliance with federal regulations and certification. He explained, as did Mr. Beardsley, that regulations change in ways we cannot envision when we develop a Master Plan. We do the best we can to come up with what we are going to need to do in order to increase capacity, meet the customer demands and in this particular instance, adhere to the FAA AC Circular that is listed, which changed taxiway standards. We have projects that involve major redesign or major rehabilitations on our taxiways because of those changes. He explained that one of the challenges is to look at what was included in the scope, define what components have changed, and using the changed standards develop the scope of those projects.

Mr. Beardsley than explained the funding sources. 90% of the project will be paid for by Federal Government, 5% by the State Aviation Development, 5% from the airport PFC funding. The next step will be to release an RFQ, inviting firms to respond to take our contract for the Master Plan Study. He stated that the Board will be kept apprised of updates as well as the FAA. He stated that it is estimated that it will cost \$600,000.00 to complete that study.

**ITEM 10.**

**OTHER MATTERS:**

*(Chairman)*

**DISCUSSION:**

Mr. Williams informed the audience that an Executive Session Meeting was held at 10:00 A.M. before the Board Meeting regarding real estate, personnel and litigation management were discussed.

**DISCUSSION:**

Commissioner O'Brien informed the Board that he is resigning from his position as Lackawanna County Commissioner and Airport Board Member as of March 10, 2015 and entering into the private sector. He thanked God for the ability to serve, his family for the willingness to allow him to serve, the people of Lackawanna County who gave him an incredible opportunity to not only serve them in the county, but also to have the opportunity and great gift of serving at the Airport for the last seven years.

**Response for PSP Request for New Hangar.**

**MOTION:**

To fill out application and work with each county to secure funding for Pennsylvania State Police Hangar.

**MOVED BY:**

Commissioner Corey O'Brien

**SECONDED BY:**

Board Member Robert Lawton

**VOTE:**

Unanimous

**ITEM 11.**

**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 11:55 A.M.