

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 21, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 21, 2013 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:33 A.M. with Mr. Timothy McGinley presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner Jim Wansacz
Commissioner Patrick O'Malley
Board Member Timothy McGinley
Board Member Robert Lawton
Board Member Rick Williams

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Gary Borthwick, Director of Finance
Attorney Donald Frederickson, Lackawanna County Solicitor

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the October 18, 2013 Bi-County Airport Board Meeting minutes.
MOVED BY: Board Member Robert Lawton
SECONDED BY: Commissioner Corey O'Brien
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 October 2013 decreased 1.7% to 19,998 from 20,334 in the month of October 2012. Mr. Conner noted that this is attributable to nearly 1,000 military personnel being deployed last October.

Enplanements for October 2013 compared to enplanements for October 2011 decreased by 871 or 4.2%. This is attributable to three reasons when compared to October 2011: 1) the loss of 48 American Eagle flights to Chicago; 2) the loss of one

BUSINESS REPORT – Cont'd...

daily United flight to Newark; and 3) the reduction of US Airways flights to Philadelphia on certain days.

Enplanements for October 2013 compared to enplanements for September 2013 increased by 2,434 or 13.9%. This is attributable to: the return of Allegiant flights to Orlando-Sanford; and 2) an increase in passengers to Newark.

In October 2013, 8 departing flights were cancelled: 5 for air traffic/weather; 3 for mechanical. This accounts for 338 seats (1.3%) out of a total 25,716 departure seats. Also, 9 arriving flights were cancelled: 5 for air traffic/weather and 4 for mechanical.

General Aviation Operations.

DISCUSSION:

For October 2013, General Aviation had 1,310 operations (one take-off or one landing) which is an increase of 32% from October 2012's 990 General Aviation Operations. General Aviation revenues increased \$1,883 or 16% to \$13,530 in October 2013 from \$11,647 in October 2012.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of October 2013, Airport Operations had a net loss totaling \$5,200, compared to a net income of \$62,898 in October 2012, which is a difference of \$68,098. Year to date net income for 2013 is \$90,892 which is \$181,440 less than the comparable 2012 net income of \$272,332. Mr. Conner noted that this difference is primarily due to 1). \$95,000 of additional legal fees over CY 2012; and 2). Loss of \$206,000 in revenue from the old terminal and control tower lease to the FAA. Invoices received since the last meeting for supplies and services total \$476,741.58. These invoices include major construction project costs of \$195,484.87.

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 & Extend Hangar Road
ACP 07-16

Friedman Electric	\$	172.59
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Invoice # S017290839.001, dated October 30, 2013
in the amount \$ 172.59 for Construction Materials.

This project is 100% complete.

Taxiway B Extension
ACP 11-01

L. R. Kimball	\$	10,157.29
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Invoice #521701, dated October 9, 2013 in the
amount \$ 10,157.20 for design services.

BUSINESS REPORT – Cont'd...

L. R. Kimball \$ 3,321.55

Invoice #522015, dated November 4, 2013 in the amount \$ 3,321.55 for design services.

This project is 100% complete.

Rehab. Airline Apron
ACP 12-02

Kruger Construction \$ 157,845.24

Application #1, dated October 30, 2013 in the amount \$ 157,845.24 for construction services.

This Project is 26.23% complete.

Install PAPI
ACP 12-05

B & H Taxilane Lighting Company \$ 23,722.20

Application #1, dated October 15, 2013 in the amount \$ 23,722.20 for construction services.

This project is 70.50% complete.

Replace Security Vehicles, Pagers
ACP 13-04

Mannion Enterprises, LLC. \$ 266.00

Invoice #2466, dated October 25, 2013 in the amount \$ 266.00 for radios.

This project is 100% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2013/9 (Check #1022).

Rehabilitate Airline Apron
PFC Project #09-024

Kruger Construction \$ 7,892.26 CIP 19612-02
Construction
ACP 12-02

Install PAPI
PFC Project #09-024

B & H Taxilane Lighting \$ 1,186.10 CIP 19612-05
Construction
ACP 12-05

BUSINESS REPORT – Cont'd...

Replace Security Pagers, Radios
PFC Project #09-012

Mannion Enterprises, LLC	\$	266.00	CIP 19613-04
Radios			
ACP 13-04			

Rehab and Extend Hangar Road
PFC Project #08-025

Friedman Electric	\$	172.59	CIP 19607-16
Construction Materials			
ACP 07-16			

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Board Member Rick Williams
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

ITEM 5.

BID OPENING.

(Michael Conner – Assistant Airport Director)

Airport Trash Removal and Recycling Services.

MOTION: Bids were opened Thursday, November 7, 2013 at 11:00 A.M. in the Airports Conference Room by Airport Administration and Lackawanna County Chief Auditor, Reggie Mariani for Airport Trash Removal and Recycling Services. Two (2) bids were received. Recommend Airport Board accept the bids submitted as follows:

<u>Bidder</u>	<u>Base Bid</u>
Waste Management Bristol, PA.	\$ 84,396.00
J.P. Mascaro & Sons Nanticoke, PA.	\$ 86,268.00

Note: The bid received from Solid Waste (J.P. Mascaro) had a calculation error, which caused the bid price to originally appear as \$83,460.00, but after verifying the calculations it was actually \$86,268.00. Mr. Conner stated that a letter was sent to Solid Waste and the Lackawanna County Controllers Office detailing those issues. Mr. Conner also stated that he had called Waste Management to see if they wanted to stay with the \$83,460.00 amount and they declined.

MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 6.
AUTHORIZATION TO BID.

(Michael Conner – Assistant Airport Director)

MOTION: Recommend the Airport Board approve the authorization to advertise for bids for the following:

- a. The solicitation of bids for the Supply and Cleaning of Airport Work Uniforms.
- b. The solicitation of a Request for Proposals for Audit Services from December 31, 2014 through 2018 (5 years).
- c. The solicitation to bid the sale of one 1994 GMC Top Kick Truck with Plow and Spreader. It is noted that there are provisions attached to this bid that state a minimum bid.

MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

MOTION: Amendment for Auditing Services to go from December 2014 through 2017 (4 years) instead of 5 years; and approve the solicitation of bids for Work Uniforms and the sale of a 1994 GMC Top Kick Truck. Attorney Frederickson also stated that he will check to see if the airport can give preference to local municipalities.

MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

ITEM 7.
CONTRACTS/LEASES/AGREEMENTS.

(Michael Conner – Assistant Airport Director)

MOTION: Supplemental Agreement #7 to Airport Service Facility Lease.

Recommend the Airport Board approve Supplemental Agreement #7 between the Wilkes-Barre/Scranton International Airport and Avis Rent A Car System, LLC. Avis Rent A Car previously entered into a land lease agreement on November 1, 1985 to operate an automobile rental service facility on the Wilkes-Barre/Scranton International Airport. The term of this 7th Supplemental Agreement shall be for a period of six (6) months and then continue on a month to month basis, but not continue beyond December 31, 2015. During this agreement term, the PennDOT roadway project will reduce the land available for this lease. When this occurs, the rental rate will remain the same but the monthly amount due will be adjusted for the amount of land being leased at that time. Avis will pay an annual amount of \$16,191.25 to be paid in equal monthly installments of \$1,349.27 beginning January 1, 2014 through December 31, 2015.

MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

Trash and Recycling Services Agreement.

MOTION: Recommend the Airport Board award the contract to the responsible bidder submitting the lowest and responsive bid, Waste Management, 1224 Hayes Boulevard, Bristol, PA, 19007 at the three (3) year bid price of \$84,396.00 for Trash and Recycling Removal Services at the Wilkes-Barre/Scranton International Airport. The annual rate from January 1, 2014 to December 31, 2014 is \$27,300.00 or \$525.00 weekly; CY 2015 is \$28,132.00 or \$541.00 weekly; and CY 2016 is \$28,964.00 for \$557.00 weekly.

CONTRACTS/LEASES/AGREEMENTS – Cont'd...

MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

ITEM 8.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport Board accept the resignation of Mr. Mark Brokenshire, Jessup, PA, from custodial position, effective November 17, 2013. Mr. Brokenshire was employed at AVP for approximately 4½ years.

MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

Extend Taxiway B Project, Phase I Design.

MOTION: Recommend the Airport Board ratify the approval and acceptance of PennDOT – Bureau of Aviation Grant Agreement, ADP-2013-00014 for the Extension of Taxiway B Project, Design. Grant amount is \$42,075.00, which represents 5% of the total project cost of \$841,507.00.

MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 9.

OTHER MATTERS:

(Chairman)

DISCUSSION: Mr. Williams had a few questions, as follows: Mr. Williams asked for an update on the possibility of conducting an airshow. Mr. Centini said that he has been in touch with Mr. Skip Lehman, Mach 2 Management, who does airshows, and he is waiting for Mr. Lehman to get back to him. He further stated that Mr. Lehman is going to come to the airport and look at the site and meet with the staff about the possibility of putting on an airshow in 2015, and he hopes to be able to meet with Mr. Lehman before the end of the year, if not early 2014. Mr. Williams questioned if Mr. Centini prepared a Resolution for the Board's review regarding the Regional Transportation Authority. Commissioner O'Brien stated that the resolution was adopted at last month's board meeting and all the Airport staff has to do is put it into writing and make sure the solicitors are okay with it. Mr. Centini then stated that once the resolution is done, the Airport will circulate it to all the board members and make sure it meets with their satisfaction and then it will be sent on to PennDOT. Mr. Williams also stated that he understood that Senator Casey was at the airport to talk about the Airport's Approach Lighting and asked what the status on that situation is. Mr. Centini explained that the Senator has asked the Administrator of the FAA to repair the lights and get them on as soon as possible. Mr. Centini stated that there is a meeting scheduled for December 10, 2013 to brief the airport as to what the game plan is. He explained that the FAA is looking at a long term plan that may require the entire structure to be taken down and a whole new approach lighting system be put in play. Mr. Williams asked that the Airport put all their contracts and request for proposals on the airport's website for easy access. Mr. Centini indicated that he

DIRECTOR'S COMMENTS – Cont'd...

knows the contracts for bidding are already on the website and that the other information Mr. Williams is requesting will be put on the website, as well.

ITEM 10.

ADJOURNMENT:

(Chairman)

MOTION:

To adjourn the meeting.

MOVED BY:

Commissioner Corey O'Brien

SECONDED BY:

Board Member Robert Lawton

VOTE:

Unanimous

The meeting was adjourned at 11:15 A.M.