

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 18, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 18, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:31 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
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:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the January 21, 2016 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

ITEM 4
AIRPORT ACTIVITY REPORT:
(Carl R. Beardsley, Executive Director)

DISCUSSION: Mr. Beardsley began his presentation with an analysis of the amount of people that boarded flights from AVP. Passenger Boarding Numbers for the month of January 2016, compared to January 2015 and 2014 has increased significantly and our new year is moving in a positive direction. Numerically speaking, AVP is looking at a 12.5% increase or 2,000 additional passengers who passed through our doors. Allegiant is the growth leader with an increase of 77.5%, attributed to their new service going to the Tampa area. United Airlines also showed an increase of 17.1% and Delta Airlines who increased by 10%. Both airlines have recently upgraded their equipment, giving AVP more seats to Newark and Atlanta.

AIRPORT ACTIVITY REPORT – Cont'd...

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Similarly we're seeing an increase in the number of departing seats here at AVP, up 12.9 %, comparing January 2016 to January 2015. Allegiant seats are up 90.4%, Delta seats up 12.5%, and United seats are up 8.7%. Again, these airlines are putting larger aircraft with more seats at AVP, and we're filling them with our local travelers.

Our load factor has remained stable in January 2016 as compared to January 2015, and increased by 2% as compared to January 2014. We're starting 2016 in a positive direction when analyzing load factor, seat capacity and passenger boarding.

With regard to General Aviation, an increase of 90% or an additional 485 flights was realized in the month of January, 2016 at AVP. Weather was certainly a factor, however, we seem to be getting new aircraft and new service coming into AVP and that is a direct result of our FBO doing a good job in representing the Airport and community in a positive way.

In summarizing, Mr. Beardsley reported that overall, when combining the airlines, corporate jets, and general aviation for the month of January 2016, there was an increase of 156%, or 3,000 more total flights in 2016 as compared to 2015.

DISCUSSION:

Mr. Beardsley shared good news with the addition of a new date for the international Bahamas flight. Regional Sky will again be offering a 4 night/5 day non-stop flight from AVP to Freeport, Bahamas departing on July 29th through August 2nd, 2016. All-inclusive packages start at \$999.00 per adult and \$699.00 for kids 12 and under.

DISCUSSION:

The Airport Board was given an update from Mr. Beardsley with regard to progress being made with the Food Concession RFQ. Four (4) businesses submitted responses to the RFQ and Mr. Beardsley recommended taking the next step, which will be scheduling interviews the week of March 21, 2016. Dates and times of interviews is pending availability of participants' schedules.

ITEM 5:

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 January 2016, Airport Operations had a net loss totaling \$16,689.00 compared to a net loss of \$66,161.00 in January 2015, which is a difference of \$49,472.00.

Invoices received since the last meeting for supplies and services totaling \$1,044,319.67 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$792,283.61.

AIRPORT FINANCIAL REPORT – Cont'd...

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ACP 11-01

Security Cameras & Card Readers
PFC Project #09-011

Tyco	\$ 32,153.74	CIP 19614-01
Access Control		
ACP 14-01		

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

ITEM 6:
BID AWARDS

(Carl R. Beardsley, Jr., Executive Director)

A. Heating , Ventilation, and Air Conditioning (HVAC) System Maintenance

Bids were opened Friday, February 5, 2016, at 1:30PM in the Airport's Conference Room by Airport Administration and Aaron Hojnowski, Luzerne County Deputy Controller. Twenty-three (23) sets of specifications were picked up and the Airport received five (5) bids. Two bidders rescinded their bids after the bid opening because their bids did not include all of the required service call labor. Full bid tabulation is attached.

Recommend the Airport Board approve the Agreement between the Wilkes-Barre/Scranton International Airport and Scranton Electric Heating and Cooling Service, Inc., 107 Middle Street, Scranton, PA 18508 for a three year period that expires on February 28, 2019, at a cost of \$30,500 for the first year; \$32,500 for the second year; and \$34,500 for the third year for the maintenance of the Airport's HVAC systems.

MOTION: To accept the Agreement for Scranton Electric Heating and Cooling Service, Inc. for the maintenance of the Airport HVAC Systems.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Bids for the Window Cleaning Services were opened Friday, February 5, 2016 at 1:30 P.M. in the Airport Conference Room by Airport Administration and Aaron Hojnowski, Luzerne County Deputy Controller. Thirteen (13) sets of specifications were sent out and three (3) bid proposals were received. Full bid tabulation is attached.

It is recommended that the Airport Board award the Services to PJ's Window Cleaning Service, as the low bidder at a total bid price of \$50,000.00.

BID AWARDS – Cont'd...

MOTION: To accept award of the Window Cleaning Services to PJ's Window Cleaning.

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MOVED BY: Acting County Manager C. David Pedri
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

ITEM 7.

CONTRACT AWARDS/AGREEMENTS:

(Stephen Mykulyn, Director of Engineering)

- A. Recommend the Airport Board approve Supplement No. 3 Agreement (attached) between the Wilkes-Barre/Scranton International Airport and CDI – Infrastructure, LLC dba L.R. Kimball, subject to solicitors concurrence, for the final packaging of bidding documents and final bidding phase services for the Paving and Lighting Contracts of the Taxiway B Extension (Runway 22 Approach End). Fee not to exceed \$62,451.94.

MOTION: To approve Supplement No. 3 of the Taxiway B Extension.
MOVED BY: Councilman Rick Williams
SECONDED BY: Acting County Manager C. David Pedri
VOTE: Unanimous

ITEM 8.

CAPITAL PROJECTS:

(Stephen Mykulyn, Director of Engineering)

DISCUSSION: 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.

Current Project Costs are approximately \$750,000

CAPITAL PROJECTS – Cont'd...

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. We are waiting 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.

NO CHANGE in status as we continue our review of demolition specifications
from our consultants. We anticipate bidding in the Spring of this year.

Current Project Costs are approximately \$709,000
Project payments to date represent approximately 87.9% 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 as we work to complete our review of the
consultants plans. We are working to have a bid package ready for bidding in
the spring. We continue also to wait on word on our state grant funding requests.

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 continue to work with the consultant on information gathering and in the
scheduling of Technical and Stakeholder Meetings.

CAPITAL PROJECTS – Cont'd...

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 6.7% of total
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

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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

NAVAIDs Contractor – Joyce Electric

Work on both the Site Preparation and NAVAIDs projects is at substantial completion. The Consultant in conjunction with the Contractors has prepared a final punch list for each of the projects. Work that can be accomplished with the current weather conditions is being completed but some work will need to wait until April to complete. Our FAA project Manager was at the site yesterday to conduct the FAA final walk through and we anticipate that they will deem the project substantially complete and concur with our partial release of the Contractor's retainage.

On the remaining two bid packages; Taxiway Paving and Taxiway Lighting & Signage, we are waiting on word from the FAA on full funding of the Aviation Development Program before bidding. We are working to have bidding packages ready for FAA review by the end of March and potentially bidding in April or May. It is estimated at this time that we will be able to seek FAA grant funding in June.

Current Project Costs are approximately \$12.09 M

Project payments to date represent approximately 90.2% 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

ITEM 9.

OTHER MATTERS:

(Chairman)

None.

ITEM 10.

ADJOURNMENT:

(Chairman)

MOTION:

It is recommended to adjourn the meeting.

MOVED BY:

Councilman Tim McGinley

SECONDED BY:

Commissioner Patrick O'Malley

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VOTE:

Unanimous

The meeting was adjourned at 11:02 A.M.