

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
SEPTEMBER 15, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 15, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:35 A.M. with Commissioner Patrick O'Malley presiding.

**PRESENT:** Commissioner Patrick O'Malley  
Commissioner Laureen Cummings  
Commissioner Jerry Notarianni  
Councilman Timothy McGinley  
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  
Aaron Hojnowski, Luzerne County Deputy Controller

**ITEM 2**  
**PUBLIC COMMENTS:**  
*(Chairman)* None.

**ITEM 3**  
**APPROVAL OF MINUTES:**  
*(Chairman)*

**MOTION:** To accept and approve the minutes of the August 18, 2016 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

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

**DISCUSSION:** Mr. Beardsley updated the Airport Board on the water main break occurring a day earlier. Water service was turned off at 6:00 PM on September 14<sup>th</sup>. Temporary measures, including delivered water and staff efforts, were put in place to handle the needs of employees and customers. Lucky's restaurant had limited service during this time, but all scheduled flights departed on time. Topsy Turtle Restaurant was forced to close at 3:00 PM, however the Holiday Inn Express had a back-up water system in service and remained open. Water service will be back later this afternoon or this evening.

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

**DISCUSSION:** Mr. Beardsley gave the Board a summary of Airline Performance, which showed August to be a solid month for AVP. Passenger boardings were up by 5.8%, or approximately 1,000 additional passengers coming thru the airport, in comparison to August 2015. This marks the thirteenth (13<sup>th</sup>) month of month over month growth as well. Year-to-date growth has increased at 8.3%. Seat availability is up 5.1% as a direct result of the new Allegiant flight to the Tampa/St. Pete Area, and also, Delta's increased flight schedule to the Detroit Metro Airport. Our load factor is at an impressive 88%. Mr. Beardsley also noted that Tampa's load factor surpassed Orlando/Sanford in the month of August, confirming the addition of Tampa has been well received in our community.

General Aviation flights are down 25% or 454 flights compared to August 2015. One explanation for this could be that NASCAR was entirely in the month of August in 2015. In 2016, a portion of NASCAR weekend was in July, thus dividing the number of flights.

**ITEM 5**

**PERSONNEL:**

*(Carl R. Beardsley, Executive Director)*

Recommend the Airport Board approve the appointment of Brian Williams, 813 Hawthorne St., Avoca, PA., from the position of Custodian to the position of Maintenance effective August 15, 2016.

**MOTION:** Request the Airport Board approve the above personnel appointments.

**MOVED BY:** Councilman Tim McGinley

**SECONDED BY:** Commissioner Laureen Cummings

**VOTE:** Unanimous

**ITEM 6**

**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 August 2016, Airport Operations had a net income totaling \$34,385.00 compared to a net income of \$61,446.00 in August 2015, which is a difference of \$27,061.00. Year to date numbers, through August 2016, is \$230,697.00, which is a difference of \$146,626.00 compared to a net income of \$84,071.00 through August 2015.



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**AUTHORIZATIONS - Cont'd...**

**MOTION:** Request the Airport Board approve these solicitations.  
**MOVED BY:** Council Manager, C. David Pedri, Esq.  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous

**ITEM 8**

**CONTRACTS, LEASES, AND AGREEMENTS**

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

- A. Request the Airport Board approve the license agreement between the Wilkes-Barre/Scranton International Airport and Amazon.com for the short-term rental of approximately 3.2 acres of land located on Airport property at the intersection of Navy Way and Concorde Drive. This land will be used by Amazon from November 1, 2016, through December 31, 2016, for temporary parking/staging of approximately 50 trailers used by Amazon during the busy delivery season. Amazon will pay the Airport a sum of \$3,000 per month for the use of the land. The land is currently a dirt field, which was used by the contractors for the Navy Way Road extension, but which will be vacant by November 1, 2016. Amazon has provided appropriate insurance documentation.

**MOTION:** Request the Airport Board approve the contract.  
**MOVED BY:** Council Manager C. David Pedri, Esq.  
**SECONDED BY:** Commissioner Lauren Cummings  
**VOTE:** Unanimous

B. Right of Way Agreements

1. Recommend the Airport Board Ratify the Public Utility Right-of-Way Easement (attached), between the Wilkes-Barre/Scranton International Airport and UGI Penn Natural Gas, Inc. to provide access for underground natural gas service to the Pennsylvania State Police Hangar along Hangar Road through Airport property.

**MOTION:** Request the Airport Board approve the contract.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Lauren Cummings  
**VOTE:** Unanimous

2. Recommend the Airport Board Ratify the Public Utility Right-of-Way Easement (attached), between the Wilkes-Barre/Scranton International Airport and PPL Electric Utilities Corporation (PPL) to provide access for aerial and underground electrical service to the Pennsylvania State Police Hangar along Navy Way Road and Hangar Road through Airport property.

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**CONTRACTS, LEASES AND AGREEMENTS - Cont'd...**

**MOTION:** Request the Airport Board approve the contract.  
**MOVED BY:** Council Manager C. David Pedri, Esq.  
**SECONDED BY:** Commissioner Laureen Cummings  
**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.

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.

We will be bidding the Demolition and Site Restoration projects at the same time, as requested by PennDOT Bureau of Aviation. We met recently with our PennDOT Project Manager and the Consultant to review the work completed to date. We continue to work toward being out to bid this month with a bid opening in October.

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

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

**ACP 14-03**

**Parking Garage Maintenance**

Design Services - Desman Associates

We have received notice that a Tentative Allocation Letter for project funding of 50% as a State Capital Project will be forthcoming. 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

We are waiting for FAA comments on Interim Report 1 to get approval on the forecasting to be used for the next phases of the Master Planning process. As before, 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.

Project payments to date represent approximately 29% 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

Signed contracts have been sent to the Consultant and we are working on scheduling a kick-off meeting to begin the work on the design of the relocation.

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 of Runway 4-22.

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

We conducted a pre-design conference with the Consultant and our FAA and PennDOT BOA Project Managers. Scope of the work was further clarified and FAA requirements for the project further defined. Availability of funding for the project was also discussed and we were informed of the possibility that the project may be able to be fully funded in one grant year rather than two. We will have a better idea on the splitting of the work once we have completed our preliminary design and preliminary cost estimates have been prepared.

The Consultant began work on the pavement investigation portion of the work this week.

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

Lighting - Mike Walsh Electrical

A pre-construction meeting for the projects was held on September 1<sup>st</sup>, with both contractors, our FAA and PennDOT BOA Project Managers and Consultants. Project requirements, submittals, site access, security and schedule were reviewed. A second meeting will be held later today. We anticipate Notice to Proceed on the paving for September 19<sup>th</sup> and for the lighting on September 26<sup>th</sup>.

Current Project Costs are approximately \$14.7 M  
Project payments to date represent approximately 81% of total

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

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**ITEM 9**

**OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:** Mr. Beardsley informed the Airport Board that a Request for Qualifications (RFQ) was advertised for Airport Labor Attorney Services. These services are currently provided by Ufberg & Associates, with their contract ending at the end of 2016. The deadline for submitting RFQ is September 16<sup>th</sup> and interviews will be scheduled in the upcoming weeks.

**DISCUSSION:** Mr. Beardsley reminded everyone to come out and support the Wings & Wheels event this weekend at the Airport. Gates open at 9:00 AM and proceeds from the event will benefit the PA Wounded Warrior Veterans Organization.

**ITEM 10**

**ADJOURNMENT:**

*(Chairman)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

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