

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
MARCH 23, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Friday, March 23, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Commissioner Laureen Cummings
Councilman Timothy McGinley
Councilman Rick Williams
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
Attorney Michael Butera, Luzerne County Solicitor
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 2:
PUBLIC COMMENTS. None.
(Chairman)

ITEM 3.
APPROVAL OF MINUTES.
(Chairman)

MOTION: To accept and approve the minutes of the February 24, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Commissioner Laureen Cummings
VOTE: YES: Commissioners Cummings, Notarianni, and O'Malley;
Councilmen McGinley and Williams.
ABSTAIN: Manager Pedri.

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 February, passenger boardings increased by 6.5%, in comparison to February 2016. American Airlines with its additional flight to Charlotte is up 23.6% in passenger boardings.

February's enplanements, which totaled 18,518 passengers, was the second highest number of enplanements ever recorded in the month of February at AVP.

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AIRPORT ACTIVITY REPORT - Cont'd...

Airline load factors remain very strong at 87%. This number is consistent with all the airlines, with each having a minimum load factor of 85.9% during the month of February. Delta, with its flights to Atlanta and Detroit had a 90% load factor.

General Aviation saw a decrease of 4% compared to February 2016, which equates to 39 less take offs and landings.

DISCUSSION:

Mr. Beardsley recognized the hard work and dedication provided by AVP's Snow Team during Blizzard Stella. A picture collage of our plows, blower trucks, and broom trucks were shown. Mr. Beardsley reported that although all flights were cancelled on the day of the blizzard (as they were throughout the Northeast), 75% of our flights operated the next day, and 100% by the third day. Mr. Beardsley introduced Pete Payavis (AVP's Superintendent), Tom Bonin (AVP's Assistant Superintendent), and George Bieber (AVP's Safety Director), key players in snow removal. Also recognized were our Security Staff who assisted passengers with shoveling out their cars.

**ITEM 5
AUTHORIZATIONS**

(Carl R. Beardsley, Executive Director and Michael Conner, Assistant Airport Director)

DISCUSSION:

Mr. Beardsley asked the Airport Board to authorize hiring an intern to be used solely for the Airshow, at a salary of \$10.00 per hour.

MOTION:

Request the Airport Board authorize hiring an intern for the Airshow.

MOVED BY:

Councilman Tim McGinley

SECONDED BY:

Commissioner Patrick O'Malley

VOTE:

Unanimous

Mr. Conner recommended the Airport Board approve the solicitation for a Request for Proposals (RFP) for the 2017 NEPA Airshow food vendors.

MOTION:

Request the Airport Board approve the solicitation for a RFP for Airshow Food Concessions.

MOVED BY:

Commissioner Patrick O'Malley

SECONDED BY:

Commissioner Lauren Cummings

VOTE:

Unanimous

**ITEM 6
AIRPORT FINANCIAL REPORT**

(Gary Borthwick, Director of Finance)

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FINANCIAL REPORT - Cont'd...

**Relocate TSA Checkpoint
ACP 15-03**

Fennick McCredie Architecture \$ 88,085.04
Invoice #1124-1, dated January 31, 2017, for Design.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval.

PFC Drawdown # 2017/2 (Check #1062).

**Rehab and Extend Hangar Road
PFC Project # 08-025**

Scartelli Construction 182,616.38 CIP 19607-16

MOTION: Request the Airport Board approve the above transactions and payments.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Manager C. David Pedri, Esq.

VOTE: Unanimous

ITEM 7

CONTRACTS, CAPITAL PROJECTS REPORT:

(Steve Mykulyn, P.E., Director of Engineering)

A. Contracts

1. Demolish Old Terminal Building Complex, Contract No. 1 - Phase 2 - Demolition

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Smart Recycling Company, Inc. (low bidder for the project) for construction of the 'Demolish Old Terminal Building Complex, Contract No. 1 - Phase 2- Demolition' project, subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$264,200.00.

MOTION: Request the Airport Board award Phase 2 - Demolition - to the low bidder, Smart Recycling, Inc. of Dunmore, PA.

MOVED BY: Manager C. David Pedri, Esq.

SECONDED BY: Commissioner Lauren Cummings

VOTE: Unanimous

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CONTRACTS, CAPITAL PROJECTS REPORT - Cont'd...

2. Construction Monitoring, Demolish Old Terminal Building Complex, Contract No. 1 - Phase 2 - Demolition

Recommend the Airport Board approve Supplement No.2 to Contract between the Wilkes-Barre/Scranton International Airport and Borton-Lawson Engineering for Construction Monitoring Services for the 'Demolish Old Terminal Building Complex, Contract No. 1 - Phase 2- Demolition' project, subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$ 24,548.00.

MOTION: Request the Airport Board award Phase 2 - Construction Monitoring to Borton-Lawson Engineering.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Lauren Cummings
VOTE: Unanimous

3. Demolish Old Terminal Building Complex, Contract No. 2 - Phase 3 - Site Improvements

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and TSE, Inc. (low bidder for the project) for construction of the 'Demolish Old Terminal Building Complex, Contract No. 2 - Phase 3- Site Improvements' project, subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$1,093,111.75.

MOTION: Request the Airport Board award Phase 3 - Site Improvements - to the low bidder, TSE, Inc. of Dunmore, PA.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

4. Construction Monitoring, Demolish Old Terminal Building Complex, Contract No. 2 - Phase 3 - Site Improvements

Recommend the Airport Board approve Supplement No. 3 to the Contract between the Wilkes-Barre/Scranton International Airport and Borton-Lawson Engineering for Construction Monitoring Services for the 'Demolish Old Terminal Building Complex, Contract No. 2 - Phase 3- Site Improvements' project, subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$ 119,372.00.

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CONTRACTS, CAPITAL PROJECTS REPORT - Cont'd...

MOTION: Request the Airport Board award Phase 3 - Site Improvements Monitoring to Borton-Lawson Engineering.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

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 99% 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.

Contracts for Construction and Monitoring have been prepared and were voted on today.

An amendment adding to our existing PennDOT Capital Grant is being finalized to fund the remaining work on the project.

Current Project Costs are approximately \$709,000
Project payments to date represent approximately 93.3% 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 to report since last meeting as we continue to work on schedule for bidding and phasing for construction.

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CONTRACTS, CAPITAL PROJECTS REPORT - Cont'd...

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

The alternative analysis chapter for the master plan is currently being developed and is anticipated to be ready in 4-6 weeks. The draft of the entire report is expected to be complete in July.

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 60% 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 are reviewing estimates and working on base bid and add alternates options for bidding.

Some coordination items remain with TSA, and once the plans are signed off we will be able to seek bids.

Current Project Costs are approximately \$121,400.
Project payments to date represent approximately 82.4% of total
Funding - Airport Capital Funds

**ACP 16-01
Taxiways B & D (West) Rehabilitation**
Design Services Consultant - CDI - L.R. Kimball.

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.

We anticipate meeting with the Consultant, the FAA and PennDOT BOA for our 90% design review in the first week of April. Draft project phasing is complete and under review.

Current Project Costs are approximately \$698,405
Project payments to date represent approximately 19.7% of total

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CONTRACTS, CAPITAL PROJECTS REPORT - Cont'd...

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

As we reported previously, work has been suspended on both
contracts due to weather.

No major change in status to report as we continue to work with
both Contractors, the FAA, the Airlines, and our Consultant on
establishing a schedule for the resumption of the work in late
April or Early May.

Current Project Costs are approximately \$14.7 M
Project payments to date represent approximately 94.6% of total

ITEM 8
ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Manager C. David Pedri, Esq.
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

The meeting was adjourned at 11:00 A.M.