

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 20, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Council Member Tim McGinley 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
Aaron Hojnowski, Luzerne County Deputy 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 March 23, 2017 Bi-County Airport Board Meeting minutes with the revision that the 18,518 passenger enplanements was the second highest number of enplanements ever recorded in the month of February at AVP.

MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

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 March 2017, passenger boardings increased by 13.8%, in comparison to March 2016. American Airlines, who expanded their service to Charlotte, showed an increase of 27.6%. Delta Air Lines also showed an increase of 12.8% in passenger boardings.

Mr. Beardsley reported that March enplanements, which totaled 21,054 passengers, were the highest number of enplanements

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017

AIRPORT ACTIVITY REPORT - Cont'd...

ever recorded at AVP for the month of March. He also reminded the board that these record setting numbers were achieved despite a full day of cancellations affected by the Blizzard of 2017.

Airline load factors remain very strong at 89%. This number is consistent with all the airlines, with each having a minimum load factor of 86.4% during the month of March. Four destinations (Philadelphia, Chicago, Atlanta, and Sanford), exceeded a 90% load factor.

General Aviation saw a decrease of 6% compared to March 2016, which equates to 54 flights.

DISCUSSION:

Mr. Beardsley announced the Delta has added an additional flight to Detroit, at 11:45 AM, Monday through Friday. This will reflect a 36.3% increase in seats, weekly, on Delta as compared to February.

ITEM 5

AUTHORIZATIONS

(Michael Conner, Assistant Airport Director)

Mr. Conner recommended the Airport Board approved the solicitation for bids for the repair and maintenance of the Elevators and Escalators.

MOTION:

Request the Airport Board authorize the solicitation for bids for Repair and Maintenance on the Airport Elevators and Escalators.

MOVED BY:

Commissioner Patrick O'Malley

SECONDED BY:

Commissioner Lauren Cummings

VOTE:

Unanimous

ITEM 6

AIRPORT FINANCIAL REPORT

(Gary Borthwick, Director of Finance)

DISCUSSION:

Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of March 2017, Airport Operations had a net loss totaling **\$4,146.00** compared to a net loss of **\$10,330.00** in March 2016, which is a difference of **\$6,184.00**. Year to date, our loss through March 2017 is **\$72,370.00** compared to a loss of **\$42,132.00** through March 2016 which is a difference of **\$30,238.00**.

Invoices received since the last meeting for supplies and services totaling **\$546,177.29** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$73,727.89**.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

ITEM 7

CAPITOL PROJECT REPORT:

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

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 fully executed and we are in the process of setting up a pre-construction meeting for each of the projects and will be issuing a Notice to Proceed on the Demolition in the next few weeks.

An amendment to our original Capital Grant funding request with PennDOT has been submitted to fund the remaining work on the project.

Current Project Costs are approximately \$2,180,166.00
Project payments to date represent approximately 30% 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.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

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

We continue to review partial draft submissions and provide comment and input. We expect to be receiving the Alternative Analysis portion of the report in roughly two (2) weeks and 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 have begun work on the game room demolition and renovation of the space into additional restaurant storage space and the new relocated TSA office space. We continue to work on establishing scope for base bids and add alternates and finish work of contract documents 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 96.2% 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 met with the Consultant for our 90% design review at the beginning of the month. We are finishing review of the contract documents and the consultant is finishing work on these plans

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

CAPITAL PROJECTS REPORT - Cont'd...

and specifications for bidding in May with a bid opening in early June. We also met last week with the airlines and airport users to review the project phasing and discuss the impacts on these users.

Current Project Costs are approximately \$698,405
Project payments to date represent approximately 27.2% 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
NAVAID's Contractor - Joyce Electric
Paving - Popple Construction
Lighting - Mike Walsh Electrical

We met last week with the consultant and the contractors for the project in a pre-construction meeting for the resumption of work on these contracts. Work on the projects has resumed effective today. The majority of the work that remains on the project is within the Runway Safety Area and will be completed during evening operation shutdowns throughout the month of May.

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

ITEM 8

OTHER MATTERS:

(Carl R. Beardsley, Executive Director)

A. CFC Funds

AVP Staff requests authorization to transfer Customer Facility Charge Revenues (CFC) to pay to rehabilitate portions of the car rental lease spaces at the Wilkes-Barre Scranton International Airport.

The car rental leased space including their back offices and counter spaces have been in place since the new airport terminal building was opened. After years of wear, the flooring and other components of the car rental spaces were in need of replacement. Using members of our in-house Operations Team, the rehabilitation was completed for \$7,841. With board approval,

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

OTHER MATTERS - Cont'd...

this cost can be covered using 100% CFC funding without a requirement for long term debt.

MOTION: Request the Airport Board authorize the transfer of Customer Facility Charge (CFC) Revenues.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous

B. Airport Budget 2017 Discussion

Mr. Beardsley asked the Board to consider the Airport Budget as presented.

MOTION: Request the Airport Board accept the Airport Budget as presented.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Commissioner Laureen Cummings

DISCUSSION: Mr. Williams questioned if this budget was different than the budget presented two (2) months ago. Mr. Borthwick explained the only difference is that this budget shows the subsidies revenues from the counties.

Mr. Williams noted the previous budget presented showed a modest surplus which (he requested) would be allocated to the counties as partial payment of the annual retirement contribution and this surplus is no longer included. Mr. Borthwick noted that the Blizzard Stella negated the surplus.

Mr. Williams said that although he supports the work of the Airport and its staff, he will be voting against the budget for symbolic reasons..

Mr. McGinley said that although the goal is for the airport to be self-sufficient, however, it's not possible at this time, and therefore he suggested the budget pass. Mr. O'Malley also praised the Administration for their work on the budget.

VOTE: YES: Commissioners Notarianni, Cummings, and O'Malley, Councilman McGinley, and Luzerne County Manager Pedri.
NO: Councilman Williams

C. Air Show Update

Mr. Beardsley reported that since the Airshow was announced at the last board meeting, the response from the community has been incredibly positive. He outlined the military and civilian

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 20, 2017**

OTHER MATTERS - Cont'd...

headliners for the show. The Staff is focusing on PR/Marketing components, monetary and media sponsorship support, event grounds design, parking and performer participation. Online ticket sales have commenced and so far we have been on par with industry norms.

D. Community Outreach

Mr. Beardsley listed not only his, but the Staff's ongoing community outreach participation:

- Participated in a College Networking program at Marywood University
- Scranton Chamber of Commerce Networking Event
- Five (5) airport tours given during the month of March
- Participated in three (3) St. Patrick Day Parades
- Visited Harrisburg to promote aviation initiatives with State Legislators
- Visited Washington DC to discuss Aviation Initiatives with Federal Legislators

DISCUSSION:

Mr. Williams thanked the Administration for the symbolic gifts given to Board Members in the past; however, he encouraged the Administration to be frugal with future purchases until the Airport is self-sufficient.

ITEM 9

ADJOURNMENT:
(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.
Councilman Rick Williams
Commissioner Patrick O'Malley
Unanimous

The meeting was adjourned at 11:04 A.M.