

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JUNE 22, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 22, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:35 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
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
Aaron Hohnowski, Luzerne County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 2
PUBLIC COMMENTS. None.
(Chairman)

ITEM 3
APPROVAL OF MINUTES.
(Chairman)

MOTION: To accept and approve the minutes of the May 18, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Rick Williams
SECONDED BY: County Manager David Pedri, Esq.
VOTE: Unanimous.

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

DISCUSSION: Mr. Beardsley introduced AVP's newest intern, Ashlynn Blair, a student in Marywood College's Aviation Program. Ashlynn will be with us until the end of August and is doing a great job in assisting with Airshow details.

DISCUSSION: Mr. Beardsley gave the Board a summary of our Airline's Performance. For the month of May 2017, passenger boardings increased by 17.5%, in comparison to May 2016. American Airlines, who expanded their service to Charlotte, showed an increase of 53.8%. Delta also experienced a 3.2% increase for May 2017.

Mr. Beardsley also reported that May 2017 enplanements, which totaled 24,088, are now the highest enplanement numbers on record at AVP. This can all be attributed to the hard work of the Admin staff, airport operations, tenants, employees and of course, the leadership of our Airport Board.

Seat availability rose to 18.2% and airline load factors remain very strong at 86%. Delta's Detroit service is at 90% and American's Charlotte service is also over 86.5% load factor.

General Aviation also saw an increase of 7% compared to May 2016, which equates to an additional 69 flights.

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**ITEM 5
AIRPORT FINANCIAL REPORT**

(Gary Borthwick, Director of Finance)

DISCUSSION: Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of May 2017, Airport Operations had a net income totaling **\$8,338.00** compared to a net income of **\$81,004.00** in May 2016, which is a difference of **\$72,666.00**. Year to date, our loss through May 2017 is **\$57,599.00** compared to a net income of **\$77,354.00** through May 2016 which is a difference of **\$134,953.00**.

Invoices received since the last meeting for supplies and services totaling **\$1,312,147.99** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$746,420.74**.

DISCUSSION: Project Invoices.

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment:

**Rehab and Extend Taxiway B
ACP 11-01**

Popple Construction \$411,367.90
Application #6, dated May 31, 2017, for Construction.

Mike Walsh Electrical \$151,273.89
Application #3, dated May 31, 2017, for Construction.

**Demolish Old Terminal
ACP 13-02**

Borton Lawson \$ 349.75
Invoice #2014-0787-004-0000001, dated May 25, 2017, for Inspection.

Borton Lawson \$ 1,366.01
Invoice #2014-0787-003-0000001, dated May 2, 2017, for Inspection.

Borton Lawson \$ 18,581.27
Invoice #2014-0787-001-0000021, dated May 25, 2017, for Design.

Smart Recycling \$20,497.50
Application #1, dated June 7, 2017, for Construction.

**Taxiway B & D
ACP 16-01**

L.R. Kimball \$ 131,617.42
Invoice #1704920150, dated May 3, 2017 for Design.

**Update Access Control System
ACP 17-09**

Candoris Technologies, LLC \$ 11,367.00
Invoice #14903, dated May 31, 2017, for Equipment Purchase and Install.

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FINANCIAL REPORT – Cont'd...

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

PFC Drawdown # 2017/5 (Check #1065).

**Demolish Old Terminal
Project #09-015**

Smart Recycling	\$ 10,248.75	CIP 19613-02
Borton Lawson	\$ 9,290.64	CIP 19613-02
Borton Lawson	\$ 683.01	CIP 19613-02
Borton Lawson	\$ 174.88	CIP 19613-02

**Taxiway B Extension
Project #09-015**

Popple Construction	\$ 20,568.40	CIP 19611-01
Mike Walsh Electrical	\$ 7,563.69	CIP 19611-01

**Update Access Control
PFC Project #12-011**

Candoris Technologies, Inc. \$ 11,367.00 CIP 19616-07

MOTION: Request the Airport Board approve the above transactions and payments, and transfers as indicated.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Councilman Rick Williams

VOTE: Unanimous

ITEM 6

ENGINEERING REPORT:

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

A. Awards

Bids for the Rehabilitate Taxiways B & D (West) construction were opened on Wednesday, June 14, 2017 at 2:00 PM in the Airport Board Room by Airport Administration and Luzerne County Deputy Controller Aaron Hojnowski. Two bid packages were received and opened. After review and tabulation of the bids, it is recommended by the Project Consultant, CDI-L.R. Kimball (see attached) to accept the low bid by Popple Construction, Inc., Laflin, Pennsylvania in the amount of \$8,035,450.88. Bid Tabulation below:

<u>Bidder</u>	<u>Base Bid</u>
Popple Construction	\$8,035,450.88
Leeward Construction	\$9,743,583.30

MOTION: Request the Airport Board award the above transactions and payments, and transfers as indicated.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Councilman Rick Williams

VOTE: Unanimous

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ENGINEERING REPORT – Cont’d...

B. Consultant Selection

On May 26th, 2017, the Airport issued a Request for Qualifications (RFQ) for Construction Phase Services for the Rehabilitation of Taxiways B & D (West). Submittals were due on June 7, 2017. Three firms provided responses to the RFQ, CDI-L.R. Kimball, McFarland-Johnson, Inc., and Alfred Benesch & Company. Interviews were conducted on June 23rd and 26th, 2017.

All three (3) teams were interviewed by a panel consisting of select Airport staff and Airport Board Chairman, Mr. Tim McGinley.

McFarland-Johnson, Inc. was selected by the panel as the most qualified for the project due to their experience in providing construction phase services on similar projects and their experience in working multi-phased projects and coordinating with the FAA Airports District Office and the PennDot Bureau of Aviation (BOA).

The funding for this project will be from FAA, the PennDOT-BOA and Local Passenger Facility Charges.

The Airport recommends the Board award the project to McFarland-Johnson, Inc. to provide construction phase services associated with the Rehabilitation of Taxiways B & D (West) and to authorize Airport staff to negotiate a suitable contract for award at a future Airport Board meeting, pending our solicitors' concurrence.

**MOTION:
MOVED BY:
SECONDED BY:
VOTE:**

To select McFarland-Johnson as the Consultant.
Councilman Rick Williams
Commissioner Patrick O'Malley
Unanimous

C. Change Order – Extend Taxiway B (Runway 22 Approach End) – Lighting Contract

Recommend the Airport Board approve Change Order #1, increasing the Walsh Electrical contract, \$149,761.91 from \$442,410.50 to \$592,172.41, subject to FAA, PennDOT, and solicitor's concurrence. This change order includes the additional work required due to a change in scope requested by FAA – NAVAIDS group (after the bidding) to replace the Runway End Identifier Lights (REILs) on the Runway 22 Approach. The original design called only for the relocation of the REILs. The requested resulted in a redesign of the system layout and the replacement of much of the infrastructure to the new location that was otherwise not replaced in the original design. In addition the change order includes changes to the taxiway edge light trenching to avoid future settling, additional grounding due to poor soil conditions, lighting circuit connection, material storage and winter shut-down, schedule acceleration to complete underlying work for paving and adjustment of wire and cable quantities to as-built quantities. As a result of the additional work on the REILs the contract time has also been extended by 45 days.

We ask the Board to approve this Change Order.

**MOTION:
MOVED BY:
SECONDED BY:
VOTE:**

To approve change order as presented.
Councilman Rick Williams
Commissioner Patrick O'Malley
Unanimous

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ENGINEERING REPORT – Cont’d...

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 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.

Work on the demolition contract is well underway. Work to date has consisted of interior demolition with the removal of interior partition walls and material separation by disposal and recycling. Items to be retained under the contract, including the old airport beacon, fuel storage tank and emergency generator have been relocated out of the demolition site. Final work on utility disconnections and debris netting and temporary protection structure will take place in the next two weeks allowing for the exterior demolition to begin. Work on the demolition contract is anticipated to be complete in August, after which work on the site restoration contract will begin.

Current Project Costs are approximately \$2,180,166.00.

Project payments to date represent approximately 31.9% of total

Funding - State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services - Desman Associates

We have completed work on the drawings for bidding and are currently completing work on the project manual and anticipate advertising for bids next week.

Current Project Costs are approximately \$72,088.00

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 met last month with the consultant in an Alternatives Workshop to discuss and provide our input into projects being developed out of the Master Plan process. We came to agreement with regard to the project direction that will be put forth in the plan from which the consultant will now begin the process of prioritizing work and establishing costs. A draft of the entire report is anticipated in the later part of July.

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ENGINEERING REPORT – Cont’d...

Current Project Costs are approximately \$902,000.00
Project payments to date represent approximately 65.8% 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

The last items are being completed in the project manual and we anticipate advertising for bid early next week.

Current Project Costs are approximately \$121,400.00
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.

The construction for the project has been bid and bids were received last week, award was made earlier in the meeting.

We are currently working on completing work on our FAA grant application and will be making submission before the end of next week.

Current Project Costs are approximately \$698,405.00
Project payments to date represent approximately 62.32% 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 - CDI - 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

Work under both the paving and lighting contracts is nearing substantial completion and we are in the process of preparing punch lists, finalizing quantities and scheduling final inspections with the FAA and PDOT-BOA.

Current Project Costs are approximately \$15.2 M
Project payments to date represent approximately 94.3% of total

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

ITEM 7

OTHER MATTERS:

(Carl R. Beardsley, Executive Director)

A. Request Approval of a Resolution

A resolution of the Joint Governing Board of the Wilkes-Barre/Scranton International Airport authorizing the Executive Director to enter into

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OTHER MATTERS - Cont'd...

negotiations with the Pennsylvania Turnpike Commission and authorizing the Chairman of the Board to execute the agreement.

The purpose of this agreement is that during the Airshow, the Airport is required to have a "Performance Box". This area, which is approximately 1 mile by ½ mile, is required to be kept clear of public use except for essential personnel while the Jet Teams are flying. The Pennsylvania Turnpike is included in a small area of this "box". As a result, between 1:30-4:00 PM on Friday, Saturday, and Sunday (of the Airshow), a portion of the Turnpike will need to be closed. This is a FAA safety requirement.

MOTION: To approve the resolution as requested.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

B. Best Value Limousine Service, Inc.

Recommend the Airport Board approve the Airport Baggage Transport Concessionaire Agreement between Best Value Limousine Service, Inc., 702 Exeter Avenue, West Pittston, PA 18643 and the Wilkes-Barre/Scranton International Airport effective July 1, 2017. This Lease shall commence on July 1, 2017 and continue for a term of two (2) years, until June 30, 2019. Best Value Limousine Service, Inc. may request an option to renew for an additional two (2) year upon the written agreement of both parties no later than sixty (60) days before the expiration date of the current term. Best Value Limousine Service, Inc. shall pay the Airport a commission fee based, based on the gross revenue received for the delivery of luggage and/or packages, of five (5%) and a \$22.00 monthly fee for a parking spot in the rental car lot. If the renewal term becomes effective, the rates will be negotiated for that term.

MOTION: To approve the Airport Baggage Transport Agreement.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

C. Authorization to Bid

Recommend the Airport Board approve solicitation of bids for Airport Ground Transportation Services.

MOTION: To approve the solicitation.
MOVED BY: County Manager David Pedri, Esq.
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

D. Resignation

Mr. Beardsley asked the Board to accept the resignation of Mitch Pointon, 13 Wood Street, Courtdale, PA 18704, from the position of Custodian effective July 4, 2017.

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OTHER MATTERS - Cont'd...

MOTION: To accept this resignation.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: County Manager David Pedri, Esq.
VOTE: Unanimous

E. Law Enforcement Security Plan

Mr. Beardsley informed the board that as requested at the last Board meeting, a Law Enforcement Security Plan has been drawn up and shared with the Board, but because of its secure nature and TSA requirements, it cannot be shared with the public.

MOTION: Motion to approve the Security Policy.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

ITEM 8
ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

The meeting was adjourned at 11:12 A.M.