

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 20, 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 June 22, 2017 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilman Rick Williams  
**SECONDED BY:** Commissioner Patrick O'Malley  
**VOTE:** Unanimous.

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

**DISCUSSION:** Mr. Beardsley gave the Board a quick summary of our Airport's Performance for the month of June. For the month of June 2017, compared to June 2016, showed significant passenger boardings increases. We again saw double digit increases, specifically a 16.9% increase in comparison to June 2016. American Airlines, who expanded their service to Charlotte, showed an increase of 25.8%. Delta also experienced a 7.7% increase for June 2017.

Mr. Beardsley also reported that AVP broke last month's all-time enplanement record by 290 passengers. The new enplanement record for a single month is now 24,378.

Seat availability rose to 6.3% and airline load factors remain very strong at 89.8%. American and Delta have led the way with nearly a 92% load factor. Mr. Beardsley noted that out of the eight (8) non-stop destinations we have here at AVP, five (5) of them have a load factor of over 90%.

General Aviation also saw an increase of 6% compared to June 2016, which equates to an additional 77 flights.

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

**ITEM 5**

**AGREEMENTS AND AUTHORIZATIONS**

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

**A. High Tail Hangar Land Lease**

Request the Airport Board approve the Land Lease and Easement Agreement between the Wilkes-Barre/Scranton International Airport and TSE Aviation Service LLC. The land leased in this agreement will be used for the location of a new hightail aircraft storage hangar.

The lease will begin on a yet-to-be-determined date in 2017, and continue for a period of 29 years and 11 months.

The lease provides for the lease of 1.20 acres of land adjacent to the South General Aviation Apron and Hangar Road for the purpose of constructing and operating an aircraft hangar. Rent payments of \$4,000 per month begin when the hangar is completed or upon legal occupancy, whichever occurs first, but not later than 12 calendar months from the effective date of the agreement, and continue until the end of the initial 29 year, eleven month period. At five (5) year increments, the rent will be escalated by a calculation of ½ the annual CPI, compounded annually.

Along with the above provisions, the agreement contains numerous other terms and conditions including clauses outlining the requirements for insurance, construction, use of the premises, utilities, and other items coincident to the proper form of such an agreement, which are agreeable to the Airport. We hereby request Airport Board approval of the land lease and easement agreement, subject to our solicitor's concurrence.

**MOTION:**

Request the Airport Board approve the above agreement.

**MOVED BY:**

Commissioner Patrick O'Malley

**SECONDED BY:**

Commissioner Jerry Notarianni

**VOTE:**

Unanimous

**B. Amendment to Agreement**

Request the Airport Board approve an amendment to the Agreement between the Wilkes-Barre/Scranton International Airport and Hawk Transport and Courier of Avoca, PA. Currently Hawk leases Cargo Bay #1 from the Wilkes-Barre/Scranton International Airport.

Hawk has expressed a desire and need to lease additional space from the Airport. Hawk would like to lease an additional 1,000 square feet which will entail space from Cargo Bay #2.

The lease will begin on September 1, 2017 and continue on a month-to-month basis.

The lease will be amended to include an additional 1,000 square feet. Hawk agrees to pay the airport an additional sum of \$4,620.00 annually for the lease of the additional space. The additional space will be paid by Hawk in monthly installments of \$385.00. This rent shall be in addition to the base rent of \$6,600.00 paid in monthly installments of \$550.00 per month. The new total monthly rental payment will be \$935.00 commencing September 1, 2017.

**MOTION:**

Request the Airport Board approve the above amendment.

**MOVED BY:**

Councilman Rick Williams

**SECONDED BY:**

Commissioner Patrick O'Malley

**VOTE:**

Unanimous

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

**AGREEMENTS AND AUTHORIZATIONS – Cont’d...**

**C. Authorization to Bid – Elevator/Escalator Maintenance Contract**

Recommend the Airport Board approve the solicitation of bids for the following items:

1. Elevator/Escalator Maintenance Contract

**MOTION:** Request the Airport Board approve the above solicitation to bid.  
**MOVED BY:** County Manager David Pedri, Esq.  
**SECONDED BY:** Councilman Rick Williams  
**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 June 2017, Airport Operations had a net income totaling **\$109,951.00** compared to a net income of **\$37,977.00** in June 2016, which is a difference of **\$71,974.00**. Year to date, our income through June 2017 is **\$47,081.00** compared to a net income of **\$115,321.00** through June 2016 which is a difference of **\$68,241.00**.

Invoices received since the last meeting for supplies and services totaling **\$896,827.80** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$685,886.67**.

**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**

L.R. Kimball \$ 11,424.33  
Invoice #1705920142, dated May 30, 2017, for Inspection.

Popple Construction \$203,408.84  
Application #7, dated June 30, 2017, for Construction.

Mike Walsh Electrical \$ 60,786.67  
Application #4, dated June 30, 2017, for Construction.

L.R. Kimball \$ 1,652.48  
Invoice #1706920149, dated July 5, 2017, for Inspection.

L.R. Kimball \$ 32,612.72  
Invoice #1706920150, dated July 5, 2017, for Inspection.

**Demolish Old Terminal  
ACP 13-02**

Borton Lawson \$ 4,221.04  
Invoice #2014-0787-003-0000002, dated June 22, 2017, for Inspection.

Smart Recycling \$ 25,357.50  
Application #2, dated July 5, 2017, for Construction.

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

**FINANCIAL REPORT - Cont'd...**

**Master Plan Update  
ACP 15-02**

McFarland Johnson \$ 51,789.68  
Invoice #12, dated June 23, 2017, for Planning.

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

L.R. Kimball \$ 113,493.35  
Invoice #1705920141, dated May 3, 2017, for Design.

L.R. Kimball \$ 98,724.23  
Invoice #1706920152, dated July 5, 2017, for Design.

ARC \$ 1,765.83  
Invoice #72-117700, dated June 12, 2017, for CAD copies.

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

Infor \$ 5,650.00  
Invoice #20561462-USOAB, dated June 30, 2017, for Transfer servers.

Johnson Controls \$ 75,000.00  
Invoice #00040338088, dated June 28, 2017, for C Cure Upgrade.

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2017/5 (Check #1066).

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

Smart Recycling	\$ 12,678.75	CIP 19613-02
Borton Lawson	\$ 2,110.52	CIP 19613-02

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

L.R. Kimball	\$ 571.22	CIP 19611-01
Popple Construction	\$ 10,170.44	CIP 19611-01
Mike Walsh Electrical	\$ 3,039.33	CIP 19611-01
L.R. Kimball	\$ 1,630.64	CIP 19611-01
L.R. Kimball	\$ 82.62	CIP 19611-01

**Master Plan Update  
Project #12-003**

McFarland Johnson	\$ 2,589.48	CIP 19615-02
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**Update Access Control  
PFC Project #12-011**

Johnson Controls	\$ 75,000.00	CIP 19616-07
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**Rehabilitate Taxiways B & D  
PFC Project #12-007**

L.R. Kimball	\$ 5,674.67	CIP 19616-01
L.R. Kimball	\$ 4,936.21	CIP 19616-01

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

**FINANCIAL REPORT - Cont'd...**

**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 7**

**ENGINEERING REPORT:**

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

**A. Awards**

Bids for the TSA Checkpoint Relocation were opened on Monday July 17, 2017 at 2:00 P.M. in the Airport Board Room by Airport Administration and Lackawanna County Deputy Controller Germaine Helcoski and Lackawanna County Chief Internal Auditor Reggie Mariani. Bid packages were received for a total of four (4) prime contracts: General Construction, Plumbing & Fire Protection, Mechanical, and Electrical. They are tabulated below.

**General Construction**

Two (2) qualified bids were received:

Gottstein Corporation	\$ 738,910.00
D&M Construction Unlimited, Inc.	\$ 591,217.00

**Plumbing & Fire Protection Construction**

One (1) qualified bid was received:

Scranton Electric Heating & Cooling Services, Inc.	\$ 29,410.00
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**Mechanical**

Two (2) qualified bids were received:

Oak Ridge Construction Group, Inc.	\$ 29,980.00
Scranton Electric Heating & Cooling Services, Inc.	\$ 7,930.00

**Electrical**

Two (2) qualified bids were received:

Everon Electrical Contractors, Inc.	\$ 219,440.00
Joyce Electrical, Inc.	\$ 659,000.00

The Consultant has recommended Awards as follows (please see attached):

General Construction, D&M Construction Unlimited, Inc. from Clarks Summit, PA., for \$591,217.00.

Plumbing & Fire Protection, Scranton Electric Heating & Cooling Services, Inc., from Throop, PA., for \$29,410.00.

Mechanical, Scranton Electric Heating & Cooling Services, Inc., from Throop, PA., for \$7,930.00.

Electrical, Everon Electrical Contractors, Inc., from Moosic, PA., for \$219,440.00.

We recommend the Airport Board tentatively award these bids conditioned on funding and solicitors concurrence.

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

**ENGINEERING REPORT – Cont’d...**

**MOTION:** Request the Airport Board award the above bids as recommended.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Councilman Rick Williams  
**VOTE:** Unanimous

**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 continues. Interior demolition is complete, items to be retained by the Airport have been removed and utility disconnections have been made. Debris netting has been installed and work on the exterior demolition has begun. The contractor will be working in the coming week on removal of the exterior brick face, which will be repurposed as fill in some areas of the project. Work on the demolition contract is anticipated to be complete in August, after which work on the site restoration will begin.

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

Project payments to date represent approximately 33.23% of total  
Funding – State Capital Fund Grant, Airport Generated PFC Funds

**ACP 14-03**

**Parking Garage Maintenance**

Design Services – Desman Associates

Plans and specifications have been completed and the project is currently out for bids. Bids on the project are due August 2, 2017.

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 have received the Interim (or Draft) Master Plan Update Report from the Consultant and are in the process of reviewing and compiling our comments.

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

**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

Bids for the TSA Checkpoint Relocation, as we discussed earlier were opened on Monday of this week. Now, with the tentative award made for the contracts, we will be working with the Consultant on the contracts for Construction and Construction Monitoring. We will continue to work with the state on finalizing the grant funding for the project.

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.

As reported at last month's meeting, we received bids and have made a tentative award for the project. We have submitted our grant application with the FAA and are currently answering comments on that application. We are working on contracts for both construction and construction monitoring.

Current Project Costs are approximately \$698,405.00  
Project payments to date represent approximately 74.5% 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

Final inspection with the FAA and PennDOT Bureau of Aviation project managers was conducted last Thursday on the project. The project is now substantially complete and the Taxiway Extension was opened to air traffic on Tuesday afternoon.

Current Project Costs are approximately \$15.2 M  
Project payments to date represent approximately 96.31% of total  
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

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

**ITEM 8**

**OTHER MATTERS:**

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

**A. EMERGENCIES AT AVP**

Mr. Beardsley recognized Lead Fire Fighter Jack Davis and all the operations personnel who respond to emergencies incidents here at AVP. Mr. Beardsley explained there was recently an aircraft emergency here at AVP, in which the aircraft had problems with their landing gear. Thankfully the pilot successfully landed the aircraft without incident, however Mr. Beardsley felt it was important for the Airport Board and the public to recognize Jack, George Bieber, and everyone that responds to emergencies here at AVP.

**B. AIRSHOW**

Mr. Beardsley released a tentative schedule of events for the upcoming NEPAirshow. Gates will open at 9:00 AM and close at 5:00 PM. Airline operations will not be interrupted during the Airshow. Our marketing efforts are working and ticket sales are "soaring".

Mr. Beardsley also showed the Board the layout of the Airshow areas, including preferred, VIP, and handicap parking. Shuttle service from the Northeast Fairgrounds will also be available.

**DISCUSSION:**

Mr. McGinley noted that the August Board Meeting will be changed to Thursday, August 31, 2017.

**ITEM 9**

**ADJOURNMENT:**

*(Chairman)*

**MOTION:**

**MOVED BY:**

**SECONDED BY:**

**VOTE:**

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

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