

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 19, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 19, 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
Councilman Timothy McGinley
Councilman Rick Williams

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
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller
Aaron Hojnowski, Luzerne County Deputy Controller

ABSENT: County Manager, C. David Pedri, Esq.
Commissioner Laureen Cummings

**ITEM 1:
PUBLIC COMMENTS.** None.
(Tim McGinley, Chairman)

**ITEM 2:
APPROVAL OF MINUTES.**
(Tim McGinley, Chairman)

MOTION: To accept and approve the minutes of the August 31, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous.

**ITEM 3
AIRPORT ACTIVITY REPORT:**
(Carl R. Beardsley, Jr., Executive Director)

DISCUSSION: Mr. Beardsley gave the Board a summary of our Airline's Performance.

For the month of September 2017, passenger boardings continue to increase. When comparing September of 2017 to September of 2016, passenger boardings were up 12.3%. American Airlines, Allegiant, and United all showed growth ranging from American's 32% increase to a 3.2% from Allegiant Air. Delta Air Lines passengers boarding were the sole carrier whose boardings were down 4%.

Mr. Beardsley also reported that this is the second highest September enplanements on record with more than 20,000 passengers going through AVP to get to their destinations. Historically, September is a slow month for airports nationwide, so having such a solid increase in boardings for the month of September is certainly very positive news.

Seat availability rose to 14.1% and airline load factors also remained very strong at an 88% average.

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AIRPORT ACTIVITY REPORT – Cont’d...

General Aviation saw a slight decrease in the amount of operations that occurred, however revenues for General Aviation increase by 18% in September as compared to September 2016.

**ITEM 4
MASTER PLAN PRESENTATION**

John Mafera from McFarland-Johnson gave an update on the FAA required “Master Plan” he and his company have been working on. The Master Plan looks at airport and business development for the Airport in the next 20 years.

**ITEM 5
AGREEMENTS & AUTHORIZATIONS**
(Carl R. Beardsley, Jr., Executive Director)

A. Elevator/Escalator

MOTION: Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Kone Elevator Escalator (low bidder), 5040 Louise Drive, Mechanicsburg, PA 17055 for maintenance (labor, services, and materials). This is a three (3) year agreement.

MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous.

DISCUSSION: Atty. Fredrickson asked that the sixty (60) day termination clause be reduced to ten (10) days in the contract.

MOTION: Commissioner Patrick O’Malley
SECONDED BY: Councilman Rick Williams

B. Grant Approval

MOTION: Recommend the Airport Board approve the Construction Capital Grant/Agreement between the Commonwealth of Pennsylvania, Acting through the Department of Transportation, Bureau of Aviation (“Department”) and the Wilkes-Barre/Scranton International Airport, subject to solicitors’ concurrence. This grant provides State DOT funding for the Parking Garage Rehabilitation (Phase 1) Project. Funding under this grant is limited to \$375,000.00. Airport capital funds will be utilized to pay the remaining costs under the project.

MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous.

MOTION: Recommend the Airport Board approve the Construction Capital Grant/Agreement between the Commonwealth of Pennsylvania, Acting through the Department of Transportation, Bureau of Aviation (“Department”) and the Wilkes-Barre/Scranton International Airport, subject to solicitors’ concurrence. The purpose of this Grant is for the Department to pay the allowable costs for the TSA Checkpoint Relocation. The Agreement amount is not to exceed \$412,500.00. A combination of airport capital funds and investment from restaurant concessionaire will be utilized to pay the remaining costs under the project.

MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous.

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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 September 2017, Airport Operations had a net income totaling **\$119,832.00** compared to a net income of **\$18,275.00** in September 2016, which is a difference of **\$101,557.00**. Year to date, our income through September 2017 is **\$445,780.00** compared to a net income of **\$248,808.00** through September 2016 which is a difference of **\$196,972.00**.

Invoices received since the last meeting for supplies and services totaling **\$566,541.18** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$236,924.36**.

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:

Demolish Old Terminal
ACP 13-02

Smart Recycling \$126,888.30
Application #5, dated October 2, 2017, for Construction.

Borton Lawson \$ 2,801.61
Invoice #2014-0787-003-0000005, dated September 22, 2017, for Inspection.

Parking Garage Maintenance
ACP 14-03

Krishna Construction \$ 54,788.40
App #1, dated October 6, 2017 for Construction.

Master Plan Update
ACP 15-02

McFarland Johnson \$ 40,868.53
Invoice #14, dated September 27, 2017, for Planning.

Relocate TSA Checkpoint
ACP 15-03

Fennick McCredie Architecture \$ 3,362.41
Invoice #1124-3, dated August 31, 2017, for Design.

Rehabilitate Taxiways B & D
ACP 16-01

L.R. Kimball \$ 5,458.11
Invoice #1709920144, dated September 26, 2017, for Design

AGN \$ 2,757.00
Invoice #4961, dated September 26, 2017, for Panels.

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AIRPORT FINANCIAL REPORT – Cont’d...

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

PFC Drawdown # 2017/8 (Check #1070).

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

Smart Recycling	\$ 1,400.81	CIP 19613-02
Borton Lawson	\$ 63,444.15	CIP 19613-02
Master Plan Update	\$ 2,043.43	CIP 19615-02

**Rehabilitate Taxiways B & D
Project #12-007**

L.R. Kimball	\$ 272.91	CIP 19616-01
AGN	\$ 2,757.99	CIP 19616-01

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

MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous.

ITEM 7

ENGINEERING REPORT:

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

DISCUSSION: Mr. Mykulyn gave a report on the status of the following projects:

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.

Site Preparation Contractor - Leeward Construction

NAVAID’s Contractor - Joyce Electric

Paving - Popple Construction

Lighting - Mike Walsh Electrical

NO CHANGE in status to report, project is substantially and we are continuing to work on project closeout.

Current Project Costs are approximately \$15.2 M

Project payments to date represent approximately 98.0% 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 is now complete and we are working on closing out that contract.

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ENGINEERING REPORT – Cont'd...

The Contractor for the site restoration project has been given notice to proceed, and work under the contract has begun.

Current Project Costs are approximately \$2,205,811.00
Project payments to date represent approximately 36.3% of total
Funding – State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services – Desman Associates
Construction – Krisha Construction, Inc.
Construction Monitoring – Desman Associates

Work is well underway on the project. The Contractor is expected to have repairs on the roof level of the parking garage completed in two to three weeks. To date we have been able to accommodate the areas requiring closure and provide sufficient areas for customer parking.

Current Project Costs are approximately \$750,000
Project payments to date represent approximately 14.5% of total
Funding – State Capital Grant, Airport Funds

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant – McFarland-Johnson

The consultant made presentation today and updated us on the status of the plan.

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 77.9% 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
General Construction – D&M Construction Unlimited, Inc.
Fire Suppression & Plumbing Construction – Scranton Electric Heating &
Cooling Services, Inc.
Mechanical (HVAC) Construction – Scranton Electric Heating & Cooling
Services, Inc.
Electrical Construction – Everon Electrical Contractors, Inc.
Construction Monitoring – Fennick McCredie Architecture, Ltd.

Contracts have been circulated for signature and we are working to set up our pre-construction conference and establishing a notice to proceed.

Current Project Costs are approximately \$1,121,000.
Project payments to date represent approximately 10.8% of total
Funding – State Capital Grant, Airport Capital Funds

ACP 16-01

Taxiways B & D (West) Rehabilitation

Design Services Consultant – CDI - L.R. Kimball.
Contractor – Popple Construction
Construction Monitoring – McFarland-Johnson, Inc.

Work on project Phases 1 and 3 has begun and we will be starting work on Phase 2 next week. We anticipate completing work on Phase 3 through final

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ENGINEERING REPORT – Cont'd...

paving this year and will look to complete Phases 1 & 2 next year along with the remaining phases of the project.

Current Project Costs are approximately \$10,057,867
Project payments to date represent approximately 6.07% of total
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ITEM 8

OTHER MATTERS:

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

- A. Mr. Beardsley introduced Operations Staff Bob Zielinski, a.k.a. Bobby Z, who just celebrated his 30th year here at AVP.
- B. Mr. Beardsley announced that the 2018 Aviation Council of Pennsylvania's Annual Conference will be held here at AVP next September. This conference will bring 150-200 people who will be in the area for three (3) days.

Also, the Board congratulated Mr. Beardsley, who has been named President of the Aviation Council of Pennsylvania.
- C. Chris Purcell from Back Mountain Regional Fire & Ambulance EMS announced that their organization recently acquired a mass casualty vehicle that contained more equipment than they were able to use, and are donating that equipment to AVP.

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 11:40 A.M.