

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 25, 2018 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
Councilwoman Jane Walsh Waitkus

ALSO PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
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

ITEM 1:
AIRPORT BOARD REORGANIZATION:
(Chairman)

DISCUSSION: Mr. McGinley expressed thanks to the Board for their confidence in him as Chairman, and the Staff for the incredible work they do. The cooperation between Lackawanna and Luzerne counties on the Airport Board is a shining star and prime example of how governments should work together for the progress of constituencies.

DISCUSSION: Mr. O'Malley thanked Mr. McGinley for his great leadership as Chairman in 2017 as well as all the Board members from Luzerne and Lackawanna Counties for working together to do such great work.

MOTION: To nominate Commissioner Patrick O'Malley as Chairman for the Airport Bi-County Board for the Year 2018.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

MOTION: To nominate Tim McGinley as Vice-Chairman for the Airport Bi-County Board for the Year 2018.
MOVED BY: Councilwoman Jane Walsh Waitkus
SECONDED BY: Patrick O'Malley
VOTE: Unanimous

ITEM 2.
PUBLIC COMMENTS: None.
(Patrick O'Malley, Chairman)

ITEM 3:
APPROVAL OF MINUTES:
(Patrick O'Malley, Chairman)

MOTION: To accept and approve the minutes of the December 21, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

ITEM 4

CONTRACTS, AGREEMENTS, and AUTHORIZATIONS:

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

A. Air Cargo Feasibility Study

Recommend the Airport Board approve the solicitation of a Request for Proposals (RFP) for the Air Cargo Feasibility Study and Consultant Services.

MOTION: To approve this RFP solicitation.
MOVED BY: Council Manager David Pedri
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

B. Wildlife Hazard Assessment

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and the United States Department of Agriculture, Animal and Plant Health Inspection Service Wildlife Services Pennsylvania (USDA APHIS WS PA), Harrisburg, PA., for professional services to complete an Airport Wildlife Hazard Assessment, subject to solicitor's concurrence. Total contract cost not to exceed \$86,102.91. This project is fully funded through Passenger Facilities Charges (PFCs).

MOTION: To approve the contract.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

C. Regional Sky

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Regional Sky of 201 Hangar Road, Avoca, PA 18641 to provide air passenger service to and from the Pittsburgh International Airport subject to the terms and conditions of the operating agreement. The final agreement is pending solicitor's review and approval.

MOTION: To approve the contract.
MOVED BY: Council Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 5

PERSONNEL.

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

Recommend Airport Board approve the appointment of Bruce Knick Jr., 318 Lidy Road, Dupont, PA 18641 to the position of Custodian, effective February 12, 2018.

MOTION: To approve the appointment.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Council Manager David Pedri
VOTE: Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

AIRPORT FINANCIAL REPORT - Cont'd...

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

Borton Lawson	\$ 1,350.38	CIP 19613-02
TSE Incorporated	\$45,537.83	CIP 19613-02

**Improve ARFF Building/Equipment Emergency Alert System
Project #12-006**

Various Invoices	\$22,900.00	CIP 19617-05
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MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: Council Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

DISCUSSION: B. 2018 Budget

Mr. Borthwick asked the Board to approve the Fiscal Year 2018 Budget which was presented to them at a prior meeting for their review.

MOTION: To approve the 2018 Budget.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: YES: Commissioners Cummings, Notarianni, O'Malley, Councilman McGinley, and County Manager Pedri
ABSTAIN: Councilwoman Waitkus

DISCUSSION: Mr. Pedri commended Mr. Borthwick, Mr. Beardsley, and the Airport Staff on the work they have done to project a surplus in revenues of this budget. Their work is very much appreciated and should be acknowledged.

**ITEM 7
ENGINEERING REPORT:**
(Steve Mykulyn, P.E., Director of Engineering)

DISCUSSION: A. Agreements

**1. Taxiway B Extension (Runway 22 End),
Phase IV Construction (Paving)**

Recommend the Airport Board approve Supplement No. 4 A-1 Agreement between the Wilke-Barre/Scranton International Airport and CDI-L.R. Kimball, Inc. for additional construction monitoring services for the Taxiway B Extension (Runway 22 End), Phase IV Construction Services (Paving) project subject to the FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total supplement cost is \$53,743.98.

These changes were incurred as the result of the changes in Airline schedules that then resulted in a longer overall contract time and changes in the contractor's work schedule which included work in two 10-hour shifts, 6 days per week. In addition, the work being suspended and restarted the following spring resulted in the original sub-contractor for pavement testing no longer being able to complete the required testing. On short notice, another firm was hired at an additional cost.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

ENGINEERING REPORT - Cont'd...

MOTION: Request the Airport Board approve Supplement No. 4.
MOVED BY: County Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

**2. Taxiway B Extension (Runway 22 End),
Phase IV Construction (Lighting)**

Recommend the Airport Board approve Supplement No. 4 B-1 Agreement between the Wilke-Barre/Scranton International Airport and CDI-L.R. Kimball, Inc. for additional construction monitoring services for the Taxiway B Extension (Runway 22 End), Phase IV Construction Services (Lighting) project subject to the FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total supplement cost is \$7,171.48.

These changes were incurred as the result of the changes in Airline schedules that then resulted in a longer overall contract time and the changes in the Runway End Identifier Lights (REILs) installation requested by the FAA. In addition the FAA inspector, who would normally have provided some portion of the construction monitoring for the installation of the REILs was off-site for more than a month requiring the consultant to provide that service.

MOTION: Request the Airport Board approve Supplement No. 4.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

B. 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

Final Close-Out Supplements for Construction Monitoring have been approved today for the Paving and Lighting Contracts. We anticipate final billing on the project next month.

Grant closeout on the entire project continues.

Current Project Costs are approximately \$15.2 M
Project payments to date represent approximately 99.46% 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.
Building Demolition: Smart Recycling, Inc.
Site Restoration: TSE, Inc.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

ENGINEERING REPORT - Cont'd...

NO CHANGE in status to report, work continues to be suspended due to weather.

Current Project Costs are approximately \$2,205,811
Project payments to date represent approximately 49.20% of total
Funding: State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services: Desman Associates
Construction: Krishna Construction, Inc.
Construction Monitoring: Desman Associates

NO CHANGE in status to report, work continues to be suspended due to weather.

Current Project Costs are approximately \$750,000
Project payments to date represent approximately 15.60% of total
Funding: State Capital Grant, Airport Funds

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant: McFarland-Johnson, Inc.

We continue to work with the consultant on the final draft and incorporating our final comments.

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 86.21% 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, Ltd.
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.

Work on the project is well underway. To date the demolition of the business center and game room is complete and the construction of the checkpoint walls is approximately 70% complete. Contractors are working on the installation of the ceiling and the relocation of light fixtures and speakers. Work on flooring and continued work with electrical and fire protection is expected in the coming weeks. Coordination with the TSA continues as we move through this process.

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

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

ITEM 8

AIRPORT ACTIVITY REPORT:

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

DISCUSSION: Mr. Beardsley congratulated Commissioner O'Malley on becoming Chairman of the Airport Board once again, and thanked Councilman McGinley for his leadership over the past year. He looks forward to working with everyone once again in 2018.

DISCUSSION: Mr. Beardsley also introduced the newest member to the Airport Board, Councilwoman Jane Walsh Waitkus from Luzerne County. Mrs. Waitkus thanked everyone for the warm welcome and looks forward to working with everyone on the Airport Board.

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

The year of 2017 has been a very successful year for increases in passenger boardings at AVP, and the month of December was no different. Passenger boardings for December 2017 had an increase of 12%, with 20,680 passengers going through AVP to get to their destinations - a new record for the month of December. Additionally, for the calendar year 2017, AVP increased passenger boardings by 15% over calendar year 2016.

Seat availability also rose 9%. United Airlines and American Airlines showed the largest increases at 36% and 10% respectively.

Airline load factors continue to remain strong at 86% among all airlines. Delta Air Lines and American Airlines led the way with a 93% and 90% load factor, respectively. For calendar year 2017, AVP had an 89.8% load factor.

General Aviation saw an increase of 17% of aircraft operations or 135 more GA flights coming into AVP. For the calendar year 2017, General Aviation saw an increase of 3% or 384 additional GA flights for AVP.

Mr. Beardsley announced record passenger traffic in 2017. Nearly 532,000 passengers flew in and out of AVP, breaking the old record of 491,416 set in 1990. The Airport also had 10 record high months in 2017.

Additionally, Mr. Beardsley displayed a graph showing the passengers that are coming from New York State to use our airport. In 2017, AVP had 30,072 overnight vehicles parking at AVP. That number in 2015 was 13,192, more than doubling our growth.

DISCUSSION: Mr. Beardsley announced the expansion of air service from American Airlines to Charlotte-Douglas International Airport, Philadelphia International Airport, and Chicago O'Hare International Airport.

American will add a 4th daily flight to both Charlotte and Philadelphia effective April 4, 2018. The Charlotte service will be operated with 76-seat Canadair Regional Jet 900 aircraft. The Philadelphia service will be with 50-seat Embraer Regional Jet 145 aircraft.

Additionally, American Airlines will begin to offer twice daily service between AVP and Chicago O'Hare beginning June 7, 2018. This service will also be operated with the 50-seat Embraer Regional Jet 145 aircraft.

Commissioner O'Malley expressed thanks to American Airlines for this opportunity and the AVP staff for their continued hard work in securing this additional service.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 25, 2018**

AIRPORT ACTIVITY REPORT - Cont'd...

Councilman McGinley acknowledged the confidence American Airlines has in our Airport with this additional service. He thanked the staff for the record breaking year in 2017 and his anticipation of another great year in 2018.

ITEM 9

ADJOURNMENT:

(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.

Commissioner Patrick O'Malley

Councilman Tim McGinley

Unanimous

The meeting was adjourned at 11:17 A.M.