

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 22, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 22, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:33 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Councilman Timothy McGinley
Councilwoman Jane Walsh Waitkus
County Manager David Pedri

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
Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller

ABSENT: Commissioner Laureen Cummings
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 1:
PUBLIC COMMENTS: None.
(Patrick O'Malley, Chairman)

ITEM 2:
APPROVAL OF MINUTES:
(Patrick O'Malley, Chairman)

MOTION: To accept and approve the minutes of the January 25, 2018 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous.

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

DISCUSSION: Mr. Beardsley gave the Board a summary of the Airlines' Performance for the month of January 2018.

Passenger boardings for January 2018, when compared to January 2017 were down slightly by 1.5%. Although American and United had a 16% increase in boardings for the month of January, Allegiant's departure from AVP factored into the decreased percentages. Additionally, Mother Nature contributed to the decrease, as 22 flights were cancelled due to weather.

Mr. Beardsley noted that although the Airport showed a slight decrease of 1.5% as compared to 2017, January 2018 was the second highest January enplanements on record, totaling 18,542 passengers.

Seat availability was down 4%. Mr. Beardsley explained that although Allegiant had an 85% decrease because of its departure from AVP, the other airlines (American, Delta, and United) offset that decrease by increasing seat availability. Again, the 22 cancelled flights in January, which resulted in a 5.7% loss of seats, also had a negative impact on the total.

Airline load factors continue to remain strong at 88% among all airlines. General Aviation saw an increase of 36% of aircraft operations or 229 more GA flights coming into AVP.

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AIRPORT ACTIVITY REPORT – Cont’d...

Mr. Beardsley explained that although the airport will be going through a “settling period” during the first quarter because of the departure of Allegiant, he expects strong numbers as the year goes on with the increased service from American Airlines. Additionally, the Airport is working aggressively to bring new service to AVP.

DISCUSSION:

Mr. Beardsley updated the Board on the new non-stop service to Pittsburgh. The flights are now available to be booked online at RegionalSky.com. Flights will operate Monday through Friday departing AVP at 7:00 AM, arriving Pittsburgh at 8:30 AM, and also at 2:30 PM from AVP, arriving PIT at 4:00 PM. Return schedules from Pittsburgh will depart at 12:30 PM, arrive AVP at 2:00 PM, as well as 4:30 PM, arriving AVP at 6:00 PM.

Mr. Beardsley reported that fares will range between \$350 and \$400 roundtrip; however Regional Sky will be offering introductory fares using a promotional code for a discounted fare.

ITEM 4

CONTRACTS, AGREEMENTS, and AUTHORIZATIONS:

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

A. Lyft

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Lyft, Inc., 185 Berry St., Suite 5000, San Francisco, CA 94107, to operate a transportation network business at the Airport for a period of one (1) year, with a one (1) year automatic renewal, unless a Party sends a written notice of termination to the other Party at least thirty (30) days prior to the end of the then current term. The Airport will receive a Two Dollar (\$2.00) per trip fee which will be reported and paid monthly.

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

To approve the contract between the Airport and Lyft.
Councilman Tim McGinley
County Manager David Pedri
Unanimous.

B. Uber

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Rasier-PA, LLC, an indirect and wholly-owned subsidiary of Uber Technologies, Inc., and a limited liability company, 1455 Market St., San Francisco, CA 94103, to operate a transportation network business at the Airport for a period of one (1) year, with a one (1) year automatic renewal, unless a Party sends a written notice of termination to the other Party at least thirty (30) days prior to the end of the then current term. The Airport will receive a Two Dollar (\$2.00) per trip fee which will be reported and paid monthly.

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

To approve the contract.
Councilman Tim McGinley
County Manager David Pedri
Unanimous.

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CONTRACTS, AGREEMENTS, and AUTHORIZATIONS - Cont'd...

C. RFQ for Marketing Consultant

Recommend the Airport Board approve the solicitation of a Request for Qualifications (RFQ) for a Marketing Consultant.

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

**ITEM 5
PERSONNEL.**

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

A. Recommend a change of position for Jody Sibio, 208 E. Grove St., Dunmore, PA 18512, from the position of Custodian to Maintenance, effective February 26, 2018.

MOTION: To approve the appointment.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

B. Recommend a change of position for Simon Wrubel, 424 E. Field St., Nanticoke, PA 18634, from the position of Maintenance to Lead Fireman, effective April 1, 2018.

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

DISCUSSION: **C.** Mr. Beardsley and the Airport Board recognized and thanked Mechanic Michael "Mikey" Sobolewski on his 30th Anniversary of employment at AVP.

ITEM 6

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

DISCUSSION: **A. Financial Report**

As noted on the attached profit/loss statements, for the month of January 2018, Airport Operations had a loss totaling **\$52,151.00** compared to a net loss of **\$36,659.00** in January 2017, which is a difference of **\$15,493.00**.

Invoices received since the last meeting for supplies and services totaling **\$724,134.55** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$401,973.64**.

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:

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AIRPORT FINANCIAL REPORT - Cont'd...

Demolish Old Terminal Building
ACP 13-02

Borton Lawson \$ 16,657.93
Invoice #2014-0787-004-0000006, dated January 15, 2018, for Inspection.

Relocate TSA Checkpoint
ACP 15-03

D&M Construction \$ 167,180.97
Application #1, dated January 29, 2018, for Construction.

Everon Electrical \$ 60,424.65
Application #1, dated January 31, 2018, for Construction.

Scranton Electric & Heating \$ 2,340.00
Application #2, dated January 31, 2018, for Construction.

Scranton Electric & Heating \$ 1,084.00
Application #1, dated November 30, 2017, for Construction.

Scranton Electric & Heating \$ 1,043.00
Application #2, dated January 31, 2018, for Construction.

Scranton Electric & Heating \$ 460.00
Application #1, dated November 30, 2017, for Construction.

Rehabilitate Taxiway B & D (West)
ACP 16-01

McFarland Johnson \$152,783.09
Invoice #2, dated February 2, 2018, for Inspection.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown #2018/1 (Check #1075).

Rehabilitate Taxiways B & D
Project #12-007

McFarland Johnson \$ 7,639.15 CIP 19616-01

Demolish Old Terminal
Project #09-015

Borton Lawson \$8,328.97 CIP 19613-02

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.

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ITEM 7

ENGINEERING REPORT:

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

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. We continue work on final grant close out.

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.

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 54.22% 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 31.05% 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

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ENGINEERING REPORT - Cont'd...

**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 continues. The rolls up doors on either end of the new checkpoint have been installed and the checkpoint area will be fully enclosed with the installation of the glass storefront walls this week. Work has been completed on the terrazzo floor placement and the Venetian Plaster work will be completed in the next few weeks. Lighting is near 100 percent completion, while work continues on security card access reader and camera installation. Sprinkler head relocation for the fire suppression system is 50 percent complete and will be fully completed in the coming weeks. The limited work on mechanical HVAC duct relocation will also begin next week and is expected to be complete within two 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 31.48% 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.

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

Current Project Costs are approximately \$10,057,867
Project payments to date represent approximately 20.23% of total
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

**ITEM 8
ADJOURNMENT:
(Chairman)**

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Tim McGinley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous

The meeting was adjourned at 11:03 A.M.