

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 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
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne County Deputy Controller

ABSENT: Commissioner Laureen Cummings

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 February 22, 2018 Bi-County Airport Board Meeting minutes.
MOVED BY: County Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

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

DISCUSSION: Mr. Beardsley spoke briefly about the impact of the snowy winter of 2018. The Airport's Snow Crew were recognized for the great job they did during ice and snow storm during the month of February, as well as admin staff informing passengers and public of conditions. A collage of pictures was presented.

Passenger boardings for the month of February 2018, when compared to February 2017 were down 11.8%. United Airlines was up 13.4%, American Airlines and Delta were down 2.8% and 5.9%, respectively.

Seat availability was down 13%. United Airlines however showed a 27% increase; Delta and American had a 5.8% and 7.3% decrease.

There were 24 cancelled departures during the month of February which was a significant factor in these decreases.

Even though passenger boarding and seat availability were down on averages, airline load factors were still extremely strong in the month of February with an 88% average among the airlines.

General Aviation struggled with the winter weather as well with a decrease of 21% in aircraft operations or 205 less GA flights coming into AVP.

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AIRPORT ACTIVITY REPORT – Cont’d...

DISCUSSION: Mr. Beardsley updated the Board on training items that took place recently at AVP. All Airport employees and tenant employees were invited to participate in an Active Shooter response as well as a Stop the Bleed seminar. Both sessions gave our staffs strategies and techniques to use in emergency situations that can help save lives. The classes were very informative to all our personnel and were well attended.

DISCUSSION: Mr. Beardsley explained AVP’s newest customer experience: “The Wishing Tree at AVP”. The Tree is located at the top of the escalators, immediately before the security check-point. The Wishing Tree is a place where people bare their souls and reveal their wishes on pieces of paper hung from its’ branches. The response has been so positive that we are going to be adding a second tree in the near future.

DISCUSSION: Mr. Beardsley reminded everyone the new non-stop Pittsburgh service will commence on April 23rd.

ITEM 4

CONTRACTS, AGREEMENTS, and AUTHORIZATIONS:

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

A. Car Rental Concessions

1. Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Avis Budget Group LLC, 2 Sylvan Way, Parsippany, NJ 07054 to conduct and operate a passenger automobile rental concession at the Airport for a period of five (5) years, effective April 1, 2018, and terminating March 31, 2023.
2. Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Hertz Corporation, 8501 Williams Rd., Estero FL 33928 to conduct and operate a passenger automobile rental concession at the Airport for a period of five (5) years, effective April 1, 2018, and terminating March 31, 2023.
3. Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and National/Enterprise, 2625 Market Place, Harrisburg, PA 17110 to conduct and operate a passenger automobile rental concession at the Airport for a period of five (5) years, effective April 1, 2018, and terminating March 31, 2023.

MOTION: To approve the three (3) contracts.
MOVED BY: Councilman Tim McGinley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous.

B. Ground Transportation

Recommend the Airport Board approve the solicitation of a Request for Proposals (RFP) for the Ground Transportation Services.

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

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

C. Air Cargo Consultant Award

On January 28, 2018, the Airport issued a Request for Qualifications (RFQ) for Cargo Consultant Services. Submittals were due on February 28, 2018. Two (2) firms provided responses to the RFQ:

Landrum & Brown, Inc., Cincinnati, OH
IMS WORLDWIDE INC. 309 Henrietta St. Webster, TX

After reviewing the two (2) responses to the Requests for Qualification issued, Landrum & Brown Inc. was ranked as the best firm to perform the assessment at AVP. While the others have personnel that are well versed in the cargo field, they do not possess the level of airport expertise that Landrum & Brown, Inc. has to offer. In addition, Landrum & Brown has worked in partnership with other airports of similar size to AVP.

Associate Vice-President, Michael Weber, of Landrum & Brown made a presentation to the Board on how they will develop a comprehensive air cargo feasibility study and create plans of action. The plan will include:

- A. Study Background and Overview
- B. Profile of Existing Conditions
- C. Identification of Trends and Future Demands
- D. Inventory of Existing Facilities and Define Infrastructure needed to support Development
- E. Benchmarking
- F. Feasibility Assessment and Recommendations

MOTION: Commissioner O'Malley asked for a motion to award the Air Cargo Feasibility Consultant contract to Landrum & Brown, Inc.

MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 5
AIRPORT FINANCIAL REPORT:
(Gary Borthwick, Assistant Airport Director)

DISCUSSION: A. **Financial Report**
Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of February 2018, Airport Operations had a net income totaling **\$147.00** compared to a net loss of **\$31,459.00** in February 2017, which is a difference of **\$31,606.00**. Year to date, our net loss through February 2018 is **\$52,010.00** compared to a net loss of **\$68,108.00** through February 2017 which is a difference of **\$16,099.00**.

Invoices received since the last meeting for supplies and services totaling **\$816,238.40** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$511,410.30**.

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AIRPORT FINANCIAL REPORT - Cont'd...

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:

Taxiway B Extension
ACP 11-01

L.R. Kimball \$ 38,415.61
Invoice #1709920250, dated October 16, 2017, for Inspection.

L.R. Kimball \$ 2,468.30
Invoice #1802920119, dated February 22, 2018, for Inspection.

L.R. Kimball \$99,808.37
Invoice #1802920117, dated February 22, 2018, for Inspection.

Demolish Old Terminal Building
ACP 13-02

Borton Lawson \$ 1038.38
Invoice #2014-0787-004-0000017, dated February 19, 2018, for Inspection.

Master Plan Update
ACP 15-02

McFarland Johnson \$17,797.92
Invoice #16, dated February 16, 2018, for Planning.

Relocate TSA Checkpoint
ACP 15-03

Tyco \$ 4,642.48
Invoice #41131034, dated February 15, 2018, for Construction.

Everon Electrical \$80,858.70
Application #2, dated February 28, 2018, for Construction.

Scranton Electric \$ 1,292.00
& Heating
Application #3, dated February 28, 2018, for Construction.

D&M Construction \$242,361.98
Application #2, dated February 27, 2018, for Construction.

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

L.R. Kimball \$ 22,069.01
Invoice #1802920118, dated February 22, 2018, for Design.

Wildlife Assessment Survey
ACP 17-06

USDA \$ 677.55
Invoice #3002665803, dated March 1, 2018, for Wildlife Assessment Survey.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/2 (Check #1076).

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AIRPORT FINANCIAL REPORT - Cont'd...

**Taxiway B Extension
Project #11-01**

| | | |
|--------------|-------------|--------------|
| L.R. Kimball | \$ 123.42 | CIP 19611-01 |
| L.R. Kimball | \$ 1,920.78 | CIP 19611-01 |
| L.R. Kimball | \$4,990.42 | CIP 19611-01 |

**Wildlife Assessment Survey
Project #12-008**

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|------|-----------|--------------|
| USDA | \$ 677.55 | CIP 19617-06 |
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**Master Plan Update
Project #12-003**

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|-------------------|-----------|--------------|
| McFarland Johnson | \$ 889.90 | CIP 19615-02 |
|-------------------|-----------|--------------|

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

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|--------------|------------|--------------|
| L.R. Kimball | \$1,103.45 | CIP 1,103.45 |
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**Demolish Old Terminal
Project #09-015**

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|---------------|-----------|--------------|
| Borton Lawson | \$ 509.19 | 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: Councilwoman Jane Walsh-Waitkus
VOTE: Unanimous.

ITEM 6

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.

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ENGINEERING REPORT - Cont'd...

Site Restoration: TSE, Inc.

NO CHANGE in status to report, work continues to be suspended due to weather. We have resumed project meetings and anticipate construction restart in April.

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: Krisha 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.

NO CHANGE in status.

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 is finishing up on the installation of cameras, card readers, and data lines for the checkpoint this week and next. The TSA equipment is scheduled to be relocated on Monday evening, April 2nd and will be complete to screen passengers in the new location on Tuesday morning, April 3rd.

Work still remains to complete and activate the co-located exit lane and to remove the old checkpoint infrastructure.

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.

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ENGINEERING REPORT - Cont'd...

**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 on construction to report, work continues to be suspended due to weather. We have resumed project meetings and anticipate construction restart at the beginning of April.

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 7
ADJOURNMENT:
(Chairman)

| | |
|---------------------|---|
| MOTION: | It is recommended to adjourn the meeting. |
| MOVED BY: | Councilman Tim McGinley |
| SECONDED BY: | Councilwoman Jane Walsh-Waitkus |
| VOTE: | Unanimous |

The meeting was adjourned at 11:10 A.M.