

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 26, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:32 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Commissioner Laureen Cummings
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
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor

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 March 22, 2018 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous.

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

DISCUSSION: Mr. Beardsley reported passenger boardings for the month of March 2018, when compared to March 2017 showed a decrease of 14.4%, although two airlines, Delta and United showed increased boardings of 3% and 2.1% respectively. American Airlines showed a decrease of 6.7% and Allegiant Airlines, who was in our market last March, no longer services AVP.

Seat availability was down 10.3%. Once again United Airlines and Delta showed increased seat availability of 30% and 7% respectively. American showed a slight decrease of 6%. Mr. Beardsley also noted that March 2018 had 31 cancellations due to Mother Nature.

Airline load factors remain very strong at an 84% average among the airlines. American Airlines showed an 89.2% load factor and Delta at 85.8%.

General Aviation flights showed a 2% increase in aircraft operations or 17 more GA flights coming into AVP.

DISCUSSION: Mr. Beardsley reported to the Board that the staff continues to work with the airlines to be sure additional service is available to fill the Allegiant departure void.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

AIRPORT ACTIVITY REPORT - Cont'd...

American Airlines added a fourth round trip flight between AVP and Charlotte; United brought back its morning 50 passenger regional jet between AVP and Chicago O'Hare on April 10th ; Delta added another flight to Detroit Metro Airport, its third flight from AVP, on a 50 seat regional jet on April 4th ; and American added yet another round trip flight between AVP and Philadelphia.

On April 23rd, Regional Sky began non-stop service to Pittsburgh. Their flights will operate Monday through Friday, twice daily.

Finally, on June 7th, American Airlines will begin their twice daily non-stop service to Chicago O'Hare.

ITEM 4

BIDS, AUTHORIZATIONS, CONTRACTS:

(Carl R. Beardsley, Jr., Executive Director, Steve Mykulyn, P.E., Director of Engineering)

A. Request for Qualifications (RFQ)

Recommend the Airport Board authorize the Wilkes/Barre-Scranton International Airport to accept qualifications from companies or organizations interested in assisting the Airport in developing and managing energy services contracts, inclusive of related capital improvements, under the framework of an Energy Performance Contract following the guidelines of the state of Pennsylvania's Guaranteed Energy Savings Act, 62 Pa. C.S. §3751-3758 and applicable Laws.

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

To authorize the RFQ.
Council Manager David Pedri
Councilwoman Jane Walsh Waitkus
Unanimous.

B. Contract Supplement

Request the Airport Board approve the supplement to McFarland-Johnson's contract for Update Master Plan.

This supplement increases the original contract \$25,600.00 from \$899,234.00 to \$924,834.00.

During the process, it was determined that additional survey work is required to identify parcels for non-aviation use and to more fully and accurately complete Exhibit A.

We recommend the Board approve this supplement.

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

To approve the supplement.
Councilman Tim McGinley
Councilwoman Jane Walsh Waitkus
Unanimous.

C. BID

Recommend the Airport Board approve the solicitation of bids to update Airfield Lighting Computers and Ditracs (ACP 17-08).

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

To approve the solicitation of bids.
Councilwoman Jane Walsh Waitkus
Council Manager David Pedri
Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

BIDS, AUTHORIZATIONS, CONTRACTS - Cont'd...

D. Request for Qualifications (RFQ)

1. Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for Engineering Design Services for (ACP 17-14) Rehabilitation of Taxiway D (East) Project.

MOTION: To authorize the solicitation of RFQ.
MOVED BY: Commissioner Laureen Cummings
SECONDED BY: Council Manager David Pedri
VOTE: Unanimous.

2. Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for Engineering Design Services for (ACP 18-03) Extend Taxiway B (RWY 4 Approach End).

MOTION: To authorize the solicitation.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
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 March 2018, Airport Operations had a net income totaling **\$34,763.00** compared to a net loss of **\$35,490.00** in March 2017, which is a difference of **\$70,253.00**. Year to date, our net loss through March 2018 is **\$17,239.00** compared to a net loss of **\$103,592.00** through March 2017 which is a difference of **\$86,354.00**.

Invoices received since the last meeting for supplies and services totaling **\$552,818.40** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$237,364.35**

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 Building
ACP 13-02**

Borton Lawson \$ 1539.89
Invoice #2014-0787-004-0000008, dated March 12, 2018, for Inspection.

**Wildlife Assessment Survey
ACP 17-06**

USDA \$ 1198.15
Invoice #3002694228, dated April 2, 2018, for Wildlife Assessment Survey.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

AIRPORT FINANCIAL REPORT - Cont'd...

**Update Airfield Lighting Computers & Digitracs
ACP 17-08**

Eaton \$ 3,101.76
Invoice #932658571, dated April 10, 2018, for Digitracs Board.

**Relocate TSA Checkpoint
ACP 15-03**

Keystone Automatic Door \$ 4,642.48
Invoice #340091408, dated March 30, 2018, for Construction.

Fennick McCredie Architecture \$34,216.12
Invoice #1124-6, dated March 2, 2018, for Inspection.

Fennick McCredie Architecture \$ 6,951.95
Invoice #1124-5, dated January 31, 2018, for Inspection.

Fennick McCredie Architecture \$27,394.86
Invoice #1124-4, December 31, 2017, for Inspection.

Scranton Electric Heating \$ 10,171.00
& Cooling Services
Application #4, dated March 31, 2018, for Fire Suppression & Plumbing.

Scranton Electric Heating \$ 10,134.00
& Cooling Services
Application #3, dated February 28, 2018, for Fire Suppression & Plumbing.

Everon Electrical \$ 43,612.65
Application #3, dated March 31, 2018, for Electrical.

Scranton Electric Heating \$ 2,681.00
& Cooling Services
Application #4, dated March 31, 2018, for Mechanical.

D&M Construction \$62,700.23
Application #3, dated April 10, 2018, for Construction.

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

Eaton \$ 89.95
Invoice #932403367, dated March 14, 2018, for Transformer.

**Acquire Airport Maintenance Equipment
ACP 17-13**

Lehigh Construction Sales \$ 5,397.29
Invoice #0073306, dated April 5, 2018, for Equipment.

Sherwin Williams \$ 13,647.50
Invoice #3730-3, dated April 5, 2018, for Equipment.

Sherwin Williams \$ 13,033.00
Invoice #3731-1, dated April 5, 2018, for Equipment.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/3 (Check #1077).

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

ENGINEERING REPORT - Cont'd...

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant: McFarland-Johnson, Inc.

We finishing up gathering information for future projects being added to the plan and the consultant is working on completing additional survey work that was needed for the project documents.

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.

TSA Checkpoint Equipment was relocated at the beginning of the month. Demolition and restorations in the old checkpoint area began immediately thereafter. Work on the General Construction, Mechanical and Fire Suppression Contracts is substantially complete and punch-lists are being completed and reviewed ahead of final inspections. Work remains on the Electrical Contract to complete the passenger exit lane (e-lane) security system. This work is being scheduled and is expected to be completed in the next 2-3 weeks.

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.

The contract has restarted work on the project. Work continues to progress down Taxiway B with milling and pavement reconstruction and repairs. Signing and lighting work along with stormwater system work in underway as well. Work on paving is expected to resume next week in previously prepared areas.

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

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 26, 2018**

ITEM 7

OTHER MATTERS:

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

A. Uber and Lyft

Mr. Beardsley reported that Uber and Lyft had 856 pick-ups at AVP during the month of March, which equated to \$1,712.00 in new airport revenue. This count was much higher than anticipated, and Mr. Beardsley expects the numbers to continue to rise.

B. Airport Experience

Mr. Beardsley reported that feedback on the TSA Checkpoint relocation has been very positive. Passengers are happy to be able to get through security in a timely manner, and then enjoy a coffee at Dunkin Donuts or a sandwich at Lucky's Bar and Grill.

Mr. Beardsley also reported that Metz Corporation is working on a program where people (who may be waiting for passengers to arrive, or seeing family members depart) will be able to order from a tablet at the Information Desk, and then Metz employees will deliver their order.

C. Air Service

Jim Gallagher, President of Regional Sky reported 100% on time performance to Pittsburgh this week. Mr. Gallagher stated that the company was contacted by a local casino to contract for forty (40) seats a month to shuttle round trip to Pittsburgh. Additionally, the Pittsburgh Penguins hockey team is also interested in utilizing the service. There were eighteen (18) passengers that used this new service in the first week.

D. Retirement

Mr. Beardsley recognized Lead Fireman Jim Butler who is retiring after eleven (11) years of service at AVP. He presented him with an "Outstanding Service Award" for his service and dedication.

Mr. O'Malley and Mr. McGinley, on behalf of the Board, also thanked and congratulated Mr. Butler for his service and wished him and his wife all the best in his retirement.

Fireman Butler thanked Mr. Beardsley, the AVP Board, Safety Director George Bieber, Administration, and AVP Operations for their leadership and friendship.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.

Councilman Tim McGinley

Councilwoman Jane Walsh-Waitkus

Unanimous

The meeting was adjourned at 11:23 A.M.