

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
MAY 23, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Wednesday, May 23, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 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 April 26, 2018 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jan Walsh Waitkus  
**VOTE:** Unanimous.

**ITEM 3:**  
**SERVICE REPORT:**  
*(Pat Cinfici, President, Boscov's Travel)*

**DISCUSSION:** Mr. Beardsley introduced the President of Boscov's Travel, Pat Cinfici, to give an overview of the services Boscov's Travel provides here at AVP.

Mrs. Cinfici gave the Board a synopsis of Boscov's Travel history which started 44 years ago with an office of 3 in Reading, PA. Today, they have 18 locations in 5 states.

One of their mainstays of their business has been their Orlando Charter. Wilkes-Barre/Scranton International Airport has thrived as their business partner. In 2019, there are 15 non-stop charters scheduled to Orlando International Airport, using a 143- passenger 737 jet operated by Southwest Airlines. Boscov's Travel Management Company is the only company on the east coast to offer this type of charter service.

Mrs. Cinfici thanked Mr. Beardsley and the entire airport for their outstanding partnership and service they have with Boscov's.

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**ITEM 4**

**AIRPORT ACTIVITY REPORT:**

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

**DISCUSSION:** Mr. Beardsley reported the passenger boardings are on the rise from the long winter of 2018. In May, we saw a 10% reversal from the previous month.

For the month of April 2018, we had 21,826 passengers travel through our airport, making it the second highest enplanements on record.

Seat availability was up 33.7%. United Airlines led the way, with an increase of 48%; American 14.4%; and Delta 3.7%.

With the addition of seats coming from extra service to Charlotte and Philadelphia, we saw a softening of our load factor, falling to an 80.2% average. Air traffic cancellations from the Newark airport also played a part in the slightly lower average.

General Aviation saw a decrease of 22% in aircraft operations or 207 less GA flights coming into AVP. Even though there was a decrease in operations, we saw an increase in revenue of \$14,500.00 attributed to military deployment charters.

**DISCUSSION:** Mr. Beardsley also conveyed the new American Airlines schedules to Chicago O'Hare Airport. Flight schedules are very business-travel oriented with an 8:00 AM morning departure and 3:17 PM afternoon departure. Flights returning from Chicago arrive at 2:47 PM and 9:11 PM. This service begins on June 7, 2018 and will give us 100 new seats daily in our market.

**DISCUSSION:** United's new Washington Dulles schedule was also unveiled. The business friendly departures are scheduled for 6:00 AM and 2:10 PM, with returns from Dulles at 1:35 PM and 6:10 PM. This service begins October 4, 2018 and flights will be operated on two 50 passenger regional jets. Response from the business community has been overwhelmingly positive.

**DISCUSSION:** Mr. Beardsley also reported that United has also added a third non-stop flight to Chicago O'Hare. This early morning 5:30 AM departure can connect to a flight going to the west coast, allowing the business travelers to do a full day of meetings. They should have ample time to return to AVP on a 12:08 AM arrival.

**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 April 2018, Airport Operations had a net income totaling \$116,592.00 compared to a net income of \$32,375.00 in April 2017, which is a difference of \$84,217.00. Year to date, our net income through April 2018 is \$99,355.00 compared to a net loss of \$71,216.00 through April 2017 which is a difference of \$170,572.00.

Invoices received since the last meeting for supplies and services totaling \$1,017,916.51 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$671,116.99.

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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:

**Demolish Old Terminal Building  
ACP 13-02**

Borton Lawson                                \$ 18,759.10  
Invoice #2014-0787-004-0000009, dated April 18, 2018, for Inspection.

TSE Inc.    \$ 47,801.00  
Application #4, dated April 25, 2018, for Construction.

**Wildlife Assessment Survey  
ACP 17-06**

USDA    \$ 2,556.13  
Invoice #3002732271, dated May 1, 2018, for Survey.

USDA    \$ 1,198.15  
Invoice #3002694228, dated April 2, 2018, for Survey.

**Master Plan Update  
ACP 15-02**

McFarland Johnson                            \$ 17,271.94  
Invoice #17, dated April 27, 2018, for Planning.

**Relocate TSA Checkpoint  
ACP 15-03**

Everon Electrical                                \$ 23,572.00  
Application #4, dated April 30, 2018, for Electrical.

Scranton Electric                                \$ 2,740.00  
& Heating  
Application #5, dated April 30, 2018, for Fire Suppression & Plumbing.

Scranton Electric                                \$ 1,661.00  
& Heating  
Application #5, dated April 30, 2018, for Mechanical.

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

McFarland Johnson                            \$50,320.29  
Invoice #3, dated April 19, 2018, for Inspection.

New Enterprise Stone                           \$451,117.09  
& Lime Co., Inc.  
Application #3, dated May 1, 2018, for Construction.

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**AIRPORT FINANCIAL REPORT - Cont'd...**

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

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

SEI                                   \$ 43,818.00  
Invoice #15033245, dated April 27, 2018, for 3 Ton Roller.

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/4 (Check #1078).

**PFC Program Audit**  
**Project #**

Rainey & Rainey                   \$31,000.00                   CIP 19618-10

**Upgrade Background Security Equipment**  
**Project #**

WOVO                               \$ 6,549.00                   CIP 19618-02  
TYCO                               \$ 8,591.87                   CIP 19618-02

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

USDA                               \$ 2,556.13                   CIP 19617-06  
USDA                               \$ 1,198.15                   CIP 19617-06

**Master Plan Update**  
**Project #12-003**

McFarland Johnson               \$ 863.06                   CIP 19615-02

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

McFarland Johnson               \$ 2,516.01                   CIP 19616-01  
New Enterprise Stone           \$22,555.85                   CIP 19616-01  
& Lime Co., Inc.

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

Borton Lawson                   \$ 9,379.55                   CIP 19613-02  
TSE Inc.                           \$23,900.50                   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 6**

**ENGINEERING REPORT:**

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

**Projects**

**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.

Work is nearly complete on concrete curbs and sidewalks. It is anticipated that work will be completed on sub-base placement and that airside paving will begin when weather permits. Work continues on the foundations for the jet blast fence.

Current Project Costs are approximately \$2,205,811  
Project payments to date represent approximately 57.35% 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, as we are holding work to assure we can accommodate parking demand.

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 as work continues on the additional survey.

Current Project Costs are approximately \$902,000.  
Project payments to date represent approximately 87.61% 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.

The TSA Checkpoint Equipment has been relocated and the passenger exit lane (e-lane) security system has been completed as well. We are working on final punch lists and project close-out.

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**ENGINEERING REPORT - Cont'd...**

Current Project Costs are approximately \$1,121,000.  
Project payments to date represent approximately 80.75% 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 continues on the project with drainage, milling, and paving. While we continue to work to complete areas already under rehabilitation, we have moved work into the midfield phase on the project, during which extended night-time closures were arranged with the airlines. Rainy weather has made continued progression on paving difficult, but we continue to work on other site work in anticipation of better days.

Current Project Costs are approximately \$10,057,867  
Project payments to date represent approximately 24.93% of total  
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

**ITEM 7**

**OTHER MATTERS:**

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

**DISCUSSION:**

Mr. Beardsley explained that one of the primary goals of he and his staff has been community outreach. During the months of April and May, he and his staff participated in several events:

- "Career Day" at Pittston Area High School where students from 12 area high schools participated and asked questions about job opportunities for their future.
- AAAE Conference for Industry Association training focusing on what's happening in the aviation industry and what to expect in future trends.
- Legislative Advocacy Day in Harrisburg focusing on the Real ID program and promoting community awareness.
- AVP Tour season is in full swing with over 300 students and chaperones visiting here thus far.
- Participation in the Armed Forces Day Parade in Scranton.

**ITEM 8**

**ADJOURNMENT:**

*(Chairman)*

**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 11:01 A.M.