

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 26, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:39 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Commissioner Laureen Cummings
Councilman Timothy McGinley
County Manager David Pedri

ALSO PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Attorney Michael Butera, Luzerne County Solicitor
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Councilwoman Jane Walsh Waitkus
Attorney Don Frederickson, Lackawanna County Solicitor
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne 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 May 23, 2018 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

ITEM 3:
SERVICE REPORT:
(John Bartorillo, MLB Advertising)

DISCUSSION: John Bartorillo, partner in MLB Advertising, AVP's Marketing Consultant gave a brief presentation on the marketing initiatives we will be working on.

Mr. Bartorillo discussed the upcoming "Park & Fly" rewards program which will be unveiled to our customers; banners have been placed around the terminal with valuable information for customers; buses have been wrapped promoting new American service to Chicago; and TV spots used for various message promoting service from AVP.

ITEM 4
AIRPORT ACTIVITY REPORT:
(Carl R. Beardsley, Jr., Executive Director)

DISCUSSION: June 2018 showed many positive signs; June 2018 was second highest enplanement on record, with only June 2017 being higher. Also, comparing the last five (5) years of 2014 through 2018 and averaging them, we had a 10% increase to enplanements.

Mr. Beardsley also reported that both the new American service to Chicago, and the existing United service to Chicago are seeing 85 and 83 percent load factors, respectively.

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AIRPORT ACTIVITY REPORT – Cont’d...

New York license plate data is up 10% from our June 2017 date. Also, worthy of noting is the local parking frequency has grown 12% compared to last year.

ITEM 5

AWARDS and PERSONNEL

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

A. Information Technology Policy

Request the Airport Board approve an Acceptable Use of Information Technology Resource Policy. This policy provides for access to information technology (IT) resources and communication networks within a culture of openness, trust, and integrity. Additionally, the Wilkes-Barre/Scranton International Airport is committed to protecting itself and its staff from unethical, illegal, or damaging actions by individuals using these systems.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

To authorize the policy.
Councilman Tim McGinley
County Manager David Pedri
Unanimous

B. Personnel

Recommend a change of position for Todd Kuna, 418 Wyoming Ave., Dupont, PA 18641, from the position of Maintenance to Lead Fireman, effective September 2, 2018.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

To approve the personnel change of position.
Councilman Tim McGinley
Commissioner Laureen Cummings
Unanimous.

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

DISCUSSION:

A. Financial Report

(1) Revenue – Expense Report.

As noted on the attached profit/loss statements, for the month of June 2018, Airport Operations had a net income totaling \$100,850.00 compared to a net income of \$109,951.00 in June 2017, which is a difference of \$9,101.00. Year to date, our net income through June 2018 is \$312,811.00 compared to a net loss of \$47,081.00 through June 2017 which is a difference of \$265,730.00.

Invoices received since the last meeting for supplies and services totaling \$2,536,425.95 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$2,228,593.17.

(2) 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

TSE Inc. \$ 161,213.57
Application #6, dated July 16, 2018, for Construction.

Security Cameras & Card Readers
ACP 14-01

Johnson Controls \$6,464.87
Invoice #41170907, dated June 25, 2018, for Access Control Material.

Parking Garage Maintenance
ACP 14-03

Desman Associates \$17,451.91
Invoice #17-146, dated July 31, 2017, for Design.

Upgrade Electronic Exit Lane Systems
ACP 14-04

Check Video \$43,527.00
Invoice #PJIN004147, dated June 27, 2018, for System Commissioning.

Relocate TSA Checkpoint
ACP 15-03

Scranton Electric
Heating & Cooling \$ 2,941.00
Application #6, dated July 16, 2018, for Fire Suppression & Plumbing.

Scranton Electric
Heating & Cooling \$ 793.00
Application #6, dated July 16, 2018, for Mechanical.

D&M Construction \$62,843.70
Application #6, dated June 20, 2018 for Construction.

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

New Enterprise Stone
& Lime Co., Inc. \$1,930,695.30
Application #4, dated July 16, 2018, for Construction.

Wildlife Assessment Survey
ACP 17-06

USDA \$2,662.82
Invoice #3002813556, dated July 6, 2018, for Survey.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/6 (Check #1080).

Demolish Old Terminal
Project #09-015

TSE, Inc. \$ 80,606.79 CIP 19613-02

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AIRPORT FINANCIAL REPORT - Cont'd...

**Security Cameras & Card Readers
Project #09-011**

Johnson Controls	\$6,464.87	CIP 19614-01
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**Upgrade E Lane
Project #12-005**

Check Video	\$43,527.00	CIP 19614-04
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**Wildlife Assessment Survey
Project #12-008**

USDA	\$ 2,662.82	CIP 19617-06
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**Rehab Taxiways B & D
Project #12-007**

New Enterprise Lime & Stone Co., Inc.	\$ 96,534.77	CIP 19616-01
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MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.

MOVED BY: County Manager David Pedri

SECONDED BY: Commissioner Jerry Notarianni

VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

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

A. Change Order - Terminal Demolition Phase 3, Site Restoration

Recommend the Airport Board ratify the approval of Change Order #1, increasing our contract with TSE, Inc., \$207,588.40 from \$1,093,111.75 to \$1,300,700.15.

This change order covers the additional costs incurred as follows:

Increases in the contract scope at the request of the Airport including; removal of additional asphalt paving to provide for better transitions between new areas and existing pavements and to accommodate the installation of new concrete pavements in the Ground Service Equipment (GSE) parking area and the change of asphalt pavement in the GSE parking areas to concrete pavement to eliminate future problems with rutting.

Additional increases in the contract scope to accommodate unforeseen field conditions or additional work required but not covered by the original bidding, these include: Removal of additional duct bank encountered; Installation of additional storm water piping, installation of an additional inlet and relocation of an inlet to accommodate changes in the blast fence foundation design; Relocation of security fence to accommodate drainage work; changes in the blast fence foundation to accommodate existing field conditions; and additional topsoil required in lawn areas.

We request that the Board ratify the approval of this change order.

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ENGINEERING REPORT - Cont'd...

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

B. Award

Upgrade Airfield Lighting

Bids for the "Upgrade Airfield Lighting Computers and Controls" project were opened on Thursday, July 19, 2018 at 2:00 P.M. in the Airport Board Room by Airport Administration and Luzerne County Controller Michelle Bednar and Luzerne County Deputy Controller Mark Majikes. Two (2) bid packages were received and are tabulated below:

Everon Electrical	\$59,908.00
Walsh Electrical, Inc.	\$55,000.00

Our consultant for the project, Borton-Lawson, tabulated and reviewed the bids and has recommended award to the low bidder, Walsh Electrical, Inc., 927 N. State St., Clarks Summit, PA. This project is being funded through our Passenger Facility Charge Program. Recommend the Board approve the award of this bid.

MOTION: To approve the award of this bid.
MOVED BY: County Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

C. Contracts

1. Taxiway B Extension (Runway 4 Approach End)

a. Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and McFarland-Johnson, Inc., Binghamton, NY for Taxiway B Extension (Runway 4 Approach End), Phase I, Environmental and Preliminary Engineering Design, subject to FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% Local share covered by our PFC collections. Total contract cost for this phase is \$457,748.00. This fee is supported by an Independent Fee Estimate.

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

DISCUSSION: Mr. Pedri asked Mr. Mykulyn to show where, on the visually displayed map, the extension is located.

Mr. McGinley asked Mr. Mykulyn how the fee estimate is supported. Mr. Mykulyn reported that first a work scope for the project is negotiated with the selected consultant. Then the Airport hires a separate consultant, not associated with the project, to complete and Independent Fee Estimate (IFE) based on reasonable time and fees associated with that work scope. At the same time the selected consultant is preparing their Fee Proposal.

Mr. McGinley asked what would happen if the proposal came in higher than the IFE estimate. Mr. Mykulyn said the airport would go to preferred consultant and

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ENGINEERING REPORT - Cont'd...

express that their fee was excessive and ask them to adjust their fee schedule and/or give an explanation of why there would be a discrepancy.

VOTE: Unanimous.

- b. Recommend the Airport Board approve the attached Non-Federal Preliminary Design Reimbursable Agreement between the Department of Transportation – Federal Aviation Administration and Luzerne and Lackawanna Counties, Wilkes-Barre/Scranton International Airport, subject to solicitor's concurrence and the award and acceptance of a Federal Aviation Administration Grant. The purpose of this Agreement is to provide preliminary engineering design services related to NAVAIDs relocation that may be required for the Airport's Taxiway B Extension (Runway 4 Approach End) Project. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% Local share covered by our PFC collections. Amount under this agreement is not to exceed \$48,010.28 for this phase.

MOTION: To approve the agreement.
MOVED BY: Commissioner Laureen Cummings
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

2. Taxiway D (East)

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and C&S Companies, Inc., Syracuse, NY for Taxiway D (East) Rehabilitation, Phase I, Design, subject to FAA, Pennsylvania Department of Transportation – Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% Local share covered by our PFC collections. Total contract cost \$379,500.00. This amount is supported by an Independent Fee Estimate.

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

3. Upgrade Airfield Lighting Computers and Controls

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Walsh Electrical, Inc., Clarks-Summit, PA for the "Upgrade Airfield Lighting Computers and Controls" project subject to solicitor's concurrence in the amount of \$55,000.00. The costs of this project are being funded through our PFC collections.

MOTION: To approve the contract.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

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D. 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.

The blast fence components were delivered this week and we expect that the erection of the fence will begin on Monday and be completed before the end of the week. Work remains on the chain-link fence and electrical.

Current Project Costs are approximately \$2,413,400.00
Project payments to date represent approximately 75.89% 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
Work on the parking garage maintenance repairs is underway and progressing well. It is anticipated that construction will run into October to completion. Operations and Security Staff continue to work with the Contractor on closing off parking spaces for the work to progress.

Current Project Costs are approximately \$750,000.00
Project payments to date represent approximately 33.38% 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 are working on completing estimates for additional projects to include in the Master Plan schedule and financing.

Current Project Costs are approximately \$927,688.00.
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.

Final payments have been made to each of the Contractors and we will be closing out the contract with the Consultant in the coming weeks.

Current Project Costs are approximately \$1,194,821.00.
Project payments to date represent approximately 98.10% of total.
Funding: State Capital Grant, Airport Capital Funds.

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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 taxiway lighting, milling, drainage, grading and sub-base placement in the mid-field work area. Rock excavation and weather have slowed progress through this phase. We are working with the Contractor to move forward with the schedule and reopen areas closed to traffic so that we can proceed into the next phase of work.

Current Project Costs are approximately \$10,057,867.00

Project payments to date represent approximately 45.70% of total

Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ACP 17-08

Upgrade Airfield Lighting Computers and Controls

Design Services - Borton-Lawson Engineering

Bids for the project were received and reviewed. Award recommendation has been made at today's meeting and we will work to set up pre-construction meetings with the Contractor and begin the process of submitting and reviewing shop drawings.

Current Project Costs are approximately \$64,900.00

Project payment to date represents approximately 11.70% of total

Funding - Airport Generated PFC Funds

ITEM 7

OTHER MATTERS:

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

DISCUSSION:

Mr. Beardsley informed the Board that one of our car rental tenants, Hertz Corporation, is expanding their service and are now also offering their sister company, Dollar Car Rental at AVP. This brings the number of car rental companies offered at AVP to six (6): Avis, Budget, Dollar, Enterprise, Hertz, and National.

DISCUSSION:

Mr. Beardsley also introduced Marywood University student Elal Alhowsawi. Elal, who is an Aviation Management student at Marywood, will be interning at AVP through October.

ITEM 8

ADJOURNMENT:

(Chairman)

MOTION:

It is recommended to adjourn the meeting.

MOVED BY:

Commissioner Laureen Cummings

SECONDED BY:

Councilman Tim McGinley

VOTE:

Unanimous

The meeting was adjourned at 11:19 A.M.