

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 27, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 27, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 1:00 PM 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
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Attorney Michael Butera, Luzerne County Solicitor
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 August 23, 2018, Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous.

ITEM 3:
AIRPORT PARTNER PRESENTATION PROGRAM:
(Kristyne Smith, Public Affairs Officer, Tobyhanna Army Depot)

Kristyne Smith discussed current events and job opportunities available at Tobyhanna Army Depot. They have had two (2) recent job fairs where they hired 200 new employees. In their next fiscal year, they expect to add another 200 positions in conjunction with new contracts awarded with Lockheed Martin.

A short video of the Depot's activities was also shown. Ms. Smith reported that approximately 1,200 roundtrip tickets were purchased utilizing Wilkes-Barre/Scranton International Airport as their departure point. That number is expected to increase in the new fiscal year.

Their top destinations are: El Paso, Texas; Huntsville, Alabama; Colorado Springs, Colorado; Nashville, Tennessee; Fayetteville, North Carolina; and various locations in Florida.

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

DISCUSSION: Mr. Beardsley reported that passenger boardings for the month of August 2018 as compared to August 2017 have increased by 6.8%. August of 2018 was the 2nd highest monthly enplanements on record, exceeding 25,000 passengers.

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AIRPORT ACTIVITY REPORT – Cont’d...

Additionally August 2018 produced the highest monthly total passengers, enplanements plus deplanements, on record.

Seat availability increased by 12%, mainly due to American’s new Chicago service. Load factors are staying at a respectable 88.2% average, with Delta showing 92%, American 91% and United 76%. Although United’s Chicago service is at a 90% load factor, their service to Newark dipped to 61.6% which is why the average is lower than anticipated due to weather issues in the New York area, resulting in cancellations. The Newark service will be replaced with Washington Dulles service, and numbers are expected to rise considerably.

DISCUSSION: Mr. Pedri stopped Mr. Beardsley’s presentation to congratulate him and his staff for this huge accomplishment in having the highest monthly total passengers on record.

Mr. Beardsley continued the discussion of looking at AVP’s averages of the year 2018 as compared to the average of the previous five (5) years, 2014 through 2018. August 2018 produced approximately 25,000 passengers and the average of August 2014-2018 was approximately 20,686, giving us an 18% increase in total passengers.

DISCUSSION: Mr. Beardsley discussed our New York parkers’ numbers as well. We continue to see increases in the number of New York residents who are using AVP. He cited the advertising we are doing in the southern tier of New York and the positive impact it is having for AVP.

DISCUSSION: Uber and Lyft’s August 2018 pick-ups totaled 1,133. They are now averaging 32 daily monthly, and thus far, have not had an impact on our parking garage numbers.

**ITEM 5
AUTHORIZATIONS**

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

A. Solicitation of Bids

Recommend the Airport Board approve the solicitation of bids for the following items:

1. HVAC Maintenance & Repair Services
2. Window Cleaning

MOTION: To approve the recommendation.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous

B. Parking Concession Agreement

Recommend the Airport Board approve the Airport Auto Parking Concession and Lease Agreement – Supplemental Agreement #4 effective September 27, 2018 between SP Plus Corporation, previously known as Standard Parking and APCOA, and the Wilkes-Barre/Scranton International Airport. This Agreement approves the allowed renewal period from August 1, 2019 through July 31, 2021 and provides an additional term of four (4) years from August 1, 2021 through July 31, 2025.

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AUTHORIZATIONS - Cont'd...

Additionally, SP Plus Corporation agrees to purchase, install, and operate a parking and revenue control system. The remaining agreement fees, terms, and conditions remain the same.

In addition, the Airport shall reimburse SP Plus Corporation fifty (50%) percent of the cost of the system over a period of five (5) years.

MOTION: To approve the recommendation.
MOVED BY: County Manager David Pedri
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous

**ITEM 6
AIRPORT FINANCIAL REPORT:**
(Gary Borthwick, Assistant Airport Director)

DISCUSSION: Financial Report

(1) Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of August 2018, Airport Operations had a net income totaling **\$115,805.00** compared to a net income of **\$175,296.00** in August 2017, which is a difference of **\$59,491.00**. Year to date, our net income through August 2018 is **\$576,121.00** compared to a net income of **\$325,941.00** through August 2017 which is a difference of **\$250,180.00**.

Invoices received since the last meeting for supplies and services totaling **\$1,705,310.64** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,363,014.85**.

(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.

Demolish Old Terminal Building
ACP 13-02

TSE Inc. \$106,881.36
Application #9, dated September 17, 2018, for Construction.

Borton Lawson \$ 4,015.66
Invoice# 2014-0787-004-0000012, dated August 21, 2018, for Inspection.

Various Invoices \$21,874.18
Friedman Electric, TEAM, Oley for Construction.

Borton Lawson \$ 2,817.65
Invoice# 2014-0787-004-0000013, dated August 17, 2018, for Inspection.

Parking Garage Maintenance
ACP 14-03

Desman Design Management \$8,243.64
Invoice #18-202, dated July 31, 2018, for Inspection.

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AIRPORT FINANCIAL REPORT - Cont'd...

Desman Design Management \$7,752.84
Invoice #18-209, dated August 31, 2018, for Inspection.

Krishna Construction \$55,215.90
Application #5, dated September 17, 2018, for Construction.

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

New Enterprise Stone & Lime \$1,153,877.34
Application # 5, dated September 1, 2018, for Construction.

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

Borton-Lawson \$ 1,080.48
Invoice# 2018-3723-001-0000004, dated August 21, 2018, for Inspection.

ARC Document Solutions \$ 66.32
Invoice #61PAI9006594, dated August 22, 2018, for Copies/Binding.

**Wildlife Assessment Survey
ACP 17-06**

USDA \$1,189.48
Invoice# 3002845781, dated September 4, 2018, for Wildlife Hazard Survey.
The following PFC transfers are recommended for Airport Board approval. PFC
Drawdown #2018/7 (Check #1082).

DISCUSSION:

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

TSE	\$84,369.10	CIP 19613-02
TSE	\$53,440.68	CIP 19613-02

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

USDA	\$ 1,189.48	CIP 19617-06
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**Update Airfield Lighting Computers & Digitracs
Project #12-010**

Borton Lawson	\$1,080.48	CIP 19617-08
ARC Document Solutions	\$ 66.32	CIP 19617-08

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

New Enterprise Stone & Lime	\$57,693.87	CIP 19616-01
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MOTION:

Request the Airport Board approve the above transactions, payments, and transfers as indicated.

MOVED BY:

Councilman Tim McGinley

SECONDED BY:

Councilwoman Jane Walsh Waitkus

DISCUSSION:

Commissioner Cummings asked why the Board is continuing to see bills and invoices for the demolition of the old terminal project since the Terminal has been down for months.

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AIRPORT FINANCIAL REPORT - Cont'd...

Mr. Mykulyn explained that the project involved three (3) phases: environmental remediation, demolition and site restoration. "Demolition of Old Terminal" is a generic name which covers all phases of the project.

Commissioner Cummings suggested the name be changed since we are past the demolition part of the project to avoid confusion. Mr. Mykulyn explained that the Grant which is funding the project has been titled "Demolition of Old Terminal" and cannot be changed. Commissioner Cummings thanked Mr. Mykulyn for the explanation.

VOTE: Unanimous.

**ITEM 7
ENGINEERING REPORT:**
(Steve Mykulyn, P.E., Director of Engineering)

A. 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.

No real change in status to report. We continue to work on close out work with the contractor and will be completing remaining items on electrical and fencing with operations staff.

Current Project Costs are approximately \$2,413,400.00
Project payments to date represent approximately 88.14% 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 continue. It is anticipated that construction will run through October and into November 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 50.28% 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 reviewing the comments received back from the FAA review of the Airport Layout Plan (ALP) and will be submitting the remaining portions of the Master Plan in the coming month.

Current Project Costs are approximately \$927,688.00.
Project payments to date represent approximately 88.96% of total.
Funding: Federal AIP, State Aviation Grant, Airport Generated PFC 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 - New Enterprise Sand and Limestone (formerly Popple Construction)

Construction Monitoring - McFarland-Johnson, Inc.

Taxiway D (West) has been completed and Taxiway D along with Runway 10-28 have been reopened. Work continues on the project with taxiway lighting, signage, milling, drainage, and grading in the midfield work area. We continue to work with the Contractor to move forward with the schedule and reopen other 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 59.4% 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

We have had a pre-construction meeting with the Contractor and issued a Notice to Proceed on the project. Material submissions are being received and processed so that material and equipment can be ordered.

Current Project Costs are approximately \$64,900.00

Project payment to date represents approximately 14.3% of total

Funding - Airport Generated PFC Funds

ITEM 8

OTHER MATTERS:

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

DISCUSSION:

Mr. Beardsley reported that Southern Airways new service to Pittsburgh has exceeded their expectations. They are seeing solid growth without doing any major advertising besides the announcement of service. They have two (2) daily weekday flights, and one (1) daily weekend flight. We are seeing many business travelers utilizing this service.

DISCUSSION:

TSA Pre-check will be having enrollment opportunities here at AVP from October 1-5, 2018. Although all scheduled appointments are currently sold out, they will be taking walk-in appointments during this time period. Additional dates for December 2018 are being scheduled, and in 2019 there will be quarterly enrollment opportunities.

DISCUSSION:

Mr. Beardsley reported the Aviation Council of Pennsylvania's 38th annual conference was held at the Radisson Lackawanna Station Hotel from September 17-19, 2018. The Conference sold out the Radisson and Hilton hotels in downtown Scranton and was an amazing success. Topics and meetings on all aspects of Aviation, as well as ReallD were discussed. One of the high points of the Conference was a Steamtown train ride from the Radisson to a reception at the Trolley Museum.

DISCUSSION:

Mr. Beardsley introduced Mike Gallagher from Aviation Technologies who reported that the 3rd Annual Wings and Wheels was very successful. Mr. Gallagher reported that 1300 people came through the gates, 146 cars registered for the car show, activities for kids, and live music including Elvis impersonator Shawn Klush were added. Aircraft rides were very popular and is

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OTHER MATTERS - Cont'd...

hoping that final tabulation will give \$15,000.00 to the PA Wounded Warrior Project. He thanked the Airport staff and operations for their cooperation in making this venue a continued success.

DISCUSSION:

Holiday Inn Express Manager Rak Patel showed the Board the current \$1.7 million dollar renovation project currently in progress at the Holiday Inn Express. The lobby, front desk, and breakfast area are being updated with murals of various Northeast PA buildings displayed on walls. Additionally, all rooms will be renovated and will also feature artwork depicting Northeast PA.

- A. Recommend the Airport Board authorize an Estoppel and Recognition Agreement between the Wilkes-Barre/Scranton International Airport and Fidelity Bank.

DISCUSSION:

Mr. McGinley asked if the Solicitor reviewed the Contract to which Mr. Frederickson replied that he did review the Contract and everything was in order. Mr. Frederickson explained that an Estoppel Agreement is a verification for the bank listed that the Hotel's lease with the Airport is in place, their rent is paid up to date and not delinquent, and the Airport recognizes that the Hotel will have a lease on the property.

VOTE:

Unanimous

ITEM 9

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 1:54 PM.