

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 28, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 28, 2019 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:32 A.M. with Councilman Timothy McGinley 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
Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Commissioner Laureen Cummings

ITEM 1:

PUBLIC COMMENTS:

(Timothy McGinley, Chairman)

DISCUSSION: Dupont resident Lou Poshy addressed the Board with a request to unlock gates to Lidy Road for local residents. He suggested part of the road being given to Dupont Borough who would take care of paving, snow removal, etc.

Mr. McGinley thanked Mr. Poshy for his request and advised him that the Board would look into the request and get back to him with answers.

ITEM 2:

APPROVAL OF MINUTES:

(Timothy McGinley, Chairman)

MOTION: To accept and approve the minutes of the January 24, 2019, Bi-County Airport Board Meeting minutes.

MOVED BY: Councilwoman Jane Walsh Waitkus

SECONDED BY: Commissioner Patrick O'Malley

VOTE: Unanimous.

ITEM 3:

AIRPORT ACTIVITY REPORT/DIRECTOR'S REPORT

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

Mr. Beardsley reported that passenger boardings for the month of January 2019 as compared to January 2018 increased by 12.4%, making it the highest January monthly enplanements on record, with over 20,000 passengers. He specifically noted United Airlines' service to Chicago saw an amazing increase of 52.5%. This is the sixth consecutive month that AVP has had record monthly enplanements.

Seat availability increased by 19.0% and airline load factors are staying at a respectable 83.1% average for American, Delta and United.

American Airlines added additional Charlotte and Philadelphia flights in our market, thus giving AVP 4 daily departures, each, to these hub cities.

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**ITEM 4:
CONTRACTS**

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

A. Heating , Ventilation, and Air Conditioning (HVAC) System Maintenance

Bids were opened Friday, February 5, 2019, at 2:00 PM in the Airport's Conference Room by Airport Administration and Germaine Helcoski, Lackawanna County Deputy Controller, and Reggie Mariani, Lackawanna County Chief Internal Auditor. Airport received six (6) bids. One bidder was rejected for failing to meet the bid specifications. Bid tabulation is as follows:

Aircon Service Company	\$ 141,900.00
CP3 Energy Systems	\$300,583.00
H T Lyons, Inc.	\$ 114,660.00
Postler & Jaeckle	\$198,996.00
Scranton Electric Cooling & Heating Services	\$ 98,898.00

Recommend the Airport Board approve the Agreement between the Wilkes-Barre/Scranton International Airport and Scranton Electric Heating and Cooling Service, Inc., 800 Sanderson Street, Throop, PA 18512 for a three-year period that expires on February 28, 2023, at a cost of \$31,682.00 for the first year; \$32,949.00 for the second year; and \$34,267.00 for the third year for the maintenance of the Airport's HVAC systems.

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

To approve the award recommendation.
Commissioner Patrick O'Malley
Councilwoman Jane Walsh Waitkus
Unanimous

B. Window Cleaning Services

Bids for the Window Cleaning Services were opened Friday, February 5, 2019 at 1:30 P.M. in the Airport Conference Room by Airport Administration and Germaine Helcoski, Lackawanna County Deputy Controller, and Reggie Mariani, Lackawanna County Chief Internal Auditor. Two (2) bid proposals were received. Bid tabulation is as follows:

P.J.'s Window Cleaning	\$ 50,000.00
VIP Special Services LLC	\$564,000.00

It is recommended that the Airport Board award the Services to PJ's Window Cleaning Service, as the low bidder at a total bid price of \$50,000.00.

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

To approve the award recommendation.
Commissioner Patrick O'Malley
Councilwoman Jane Walsh Waitkus
Unanimous

**ITEM 5
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 January 2019, Airport Operations had a net loss totaling **\$68,444.00** compared to a net loss of **\$52,151.00** in January 2018, which is a difference of **\$16,292.00**.

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AIRPORT FINANCIAL REPORT – Cont'd...

Invoices received since the last meeting for supplies and services totaling **\$1,202,229.50** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$898,259.23.**

(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

American Computer \$ 3,975.00
Invoice #190129007, dated January 29, 2019, for Fiber Project.

Friedman Electric \$ 725.80
Invoice #S035289966.008, dated January 25, 2019, for Electrical Supplies.

Johnson Controls \$ 12,231.85
Invoice #41240430, dated January 31, 2019 for cameras for new parking lot.

Borton Lawson \$ 15,471.31
Invoice #2014-0787-0004-0000016, dated January 16, 2019 for Inspection.

Parking Garage Maintenance
ACP 14-03

Krishna Construction \$ 66,372.30
Application #7, dated February 11, 2019, for Construction.

Relocate TSA Checkpoint
ACP 15-03

Fennick McCredie \$ 3,732.60
Invoice #1124-8, dated December 31, 2018, for Inspection.

Update Airfield Lighting
ACP 17-06

Borton Lawson \$ 447.05
Invoice #2018-3723-001-0000007, dated January 16, 2019, for Inspection.

Wildlife Assessment Survey
ACP 17-06

USDA \$ 12,588.26
Invoice #3002988435, dated February 4, 2019, for Wildlife Assessment Survey.

Rehabilitate Taxiway D
ACP 17-14

C&S Companies \$ 54,417.75
Invoice #176673, dated January 17, 2019, for Engineering.

Extend Taxiway B
ACP 18-03

McFarland Johnson \$ 166,874.81
Invoice #1, dated January 17, 2019, for Design.

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AIRPORT FINANCIAL REPORT - Cont'd...

**Purchase Snow Removal Equipment
ACP 18-07**

M-B Companies, Inc. \$561,422.50
Invoice #233289, dated January 31, 2019 for Front Mounted Broom.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2019/1 (Check #1087).

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

Various Project Invoices \$ 848.11 CIP 19613-02

**Update Airfield Lighting
Project #12-010**

Borton Lawson \$ 447.05 CIP 19617-08

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

USDA \$ 12,588.26 CIP 19617-06

**Purchase Snow Removal Equipment
Project #13-003**

M-B Companies, Inc. \$561,422.50 CIP 19618-07

**Rehabilitate Taxiway D
Project #13-012**

C&S Companies \$ 2,720.89 CIP 19617-14

**Extend Taxiway B
McFarland Johnson** \$ 8,343.74 CIP 19618-03

Extend Taxiway B (RWY 4 Approach End)

Various Invoices \$ 43,209.00 CIP 19618-03

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

MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

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

A. Projects

ACP 14-03

Parking Garage Maintenance

Design Services: Desman Associates
Construction: Krisha Construction, Inc.
Construction Monitoring: Desman Associates

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ENGINEERING REPORT - Cont'd...

No major change in status to report as we continue to work on less weather dependent items. Other work, to complete the project, will resume in the Spring with some additional work added.

Current Project Costs are approximately \$750,000.00
Project payments to date represent approximately 75.09% 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 final changes and are anticipating completion of the approved plan late in March.

Current Project Costs are approximately \$927,688.00.
Project payments to date represent approximately 91.48% of total.
Funding: Federal AIP, State Aviation Grant, Airport Generated PFC Funds

ACP 16-01
Taxiways B & D (West) Rehabilitation
Design Services Consultant - CDI - L.R. Kimball.
Contractor - New Enterprise Sand and Limestone
Construction Monitoring - McFarland-Johnson, Inc.

This project has been shut down for the winter. We are working with the Contractor and the Consultant to determine when work will resume and the project schedules for completion. We are scheduled to meet with the Contractor this afternoon to review items for completion and schedule.

Current Project Costs are approximately \$10,293,576.00
Project payments to date represent approximately 69.24% 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

Contract is complete. New touch screen monitors for the tower cab and base building have been installed. We are waiting for a program driver installation next week that will complete the project.

Current Project Costs are approximately \$65,898.00
Project payment to date represents approximately 99.12% of total
Funding - Airport Generated PFC Funds

ACP 17-14
Taxiway D (East) Rehabilitation
Design Services - C&S Engineering

We met last week to review preliminary design work and to finalize our project approach and scope. Design work continues along with the preparation of contract documents. We anticipate bidding the project in the spring and construction of the project in late summer.

Current Project Costs are approximately \$384,529.00
Project payments to date represent approximately 20.92% of total
Funding - State Capital Fund Grant, Airport Generated PFC Funds

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ENGINEERING REPORT - Cont'd...

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services - McFarland-Johnson, Inc.

We met with the Consultant last week on this project to review site geology findings and to discuss project alternatives, our project approach and project scope. Design work and work on the Environmental Assessment continues. We are working to have the environmental report submitted by the end of April.

Current Project Costs are approximately \$510,788.00
Project payments to date represent approximately 43.48% of total
Funding - State Capital Fund Grant, Airport Generated PFC Funds

ITEM 8

OTHER MATTERS:

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

A. New Equipment.

Mr. Beardsley showed the Board a new broom truck recently added to our snow removal vehicle fleet. This piece of equipment is really valuable to our snow removal efforts. He also introduced AVP Superintendent Pete Payavis and Assistant Superintendent Tom Bonin and thanked them for their hard work and coordination with the Staff.

B. Routes Americas Conference

Mr. Beardsley recently attended this air service conference in Quebec, Canada. This gave us the opportunity to meet with new carriers and plead our case for new service to AVP.

C. Community Outreach

- Mountain Top Rotary Club
- Greater Pittston Chamber of Commerce Breakfast
- Commonwealth of PA Transportation Policy Hearing

At all these events, we are pushing for people to get their REAL ID license so that everyone is prepared in October 2020.

D. Active Shooter Training

Staff and tenants participated in this recent training event conducted by the Pennsylvania State Police.

E. Operations Thanks

Mr. Beardsley read a letter he received from our local Piedmont/American Airlines manager Joe Galushka. Mr. Galushka thanked our Operations staffs who continue to assist airlines during snow storms this winter.

DISCUSSION:

Mr. Beardsley informed the Board about a recent diversion that we had at AVP from Toronto. The plane, which encountered engine problems, was directed to land here at AVP. The plane landed safely, without any issues. The 70 passengers deplaned and waited in our terminal until another plane was sent for completion of their trip. Mr. Beardsley thanked the entire Operations Staff, Safety department and response teams for their efforts.

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ITEM 9

ADJOURNMENT:

(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous

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