

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 29, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 29, 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
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
Mark Majikes, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Attorney Michael Butera, Luzerne County Solicitor
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 October 25, 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 that passenger boardings for the month of October 2018 as compared to October 2017 have increased by 2.3% making it the highest October monthly enplanements on record, with over 25,000 passengers.

Seat availability increased by 4.6%. Mr. Beardsley noted that both seat availability and boarding increases were without Allegiant Air, and we can now say that we have overcome those deficits from when Allegiant left our market earlier this year. Load factors are staying at a respectable 88% average, with American showing 91%, United 87%, and Delta 84%.

General Aviation flights experienced a 24% decrease, which amounts to 339 less GA flights. The decrease can be attributed to weather. We do anticipate the GA numbers to increase, however, once Marywood University's students start utilizing the flight school.

DISCUSSION: Mr. Beardsley again reviewed the comparison between enplanements during October 2018 versus the average of Octobers 2013 through 2017. This October, 25,604 passengers used AVP, versus a 21,255 passenger average for the previous five (5) years. This is an increase of 13.5%, which represents significant growth.

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AIRPORT ACTIVITY REPORT - Cont'd...

Mr. Beardsley reported United's new service to Washington Dulles Airport has been very successful thus far. With one (1) month of service in the books, the Dulles service had an 86% load factor. United and American Airlines are both seeing incredibly strong load factors with their Chicago O'Hare service. United showed an 88% load factor in October and American revealed a 94% load factor. The new Pittsburgh service on Southern Airways, which is still in the development stage, is currently at a 30% load factor. Delta's service to Atlanta is both performing at an 84% load factor, while American Airlines is operating at a very impressive 91.8% on all its flights.

DISCUSSION: Mr. Beardsley informed the Board that NY overnight vehicle parking for October 2018 was even with October 2017, which tells us that NY residents continue to use AVP.

DISCUSSION: Mr. Beardsley reported that Uber and Lyft services had a total of 1,162 pick-ups during the month of October, averaging 33 rides per day. Although these services are new to AVP, we're not seeing a decrease in passengers using our parking lots.

DISCUSSION: Mr. Beardsley discussed the Quick Turn Around Facility, or QTA, a vehicle prep and maintenance facility which we hope to have on-site here at AVP. As part of this project, the Verizon Building will be torn down and canopies will be installed to the sidewalk area which will keep customers protected from weather elements.

Chris Tigue from Conrac Solutions gave the Board an overview of this project. Conrac Solutions works with car rental companies across the country to develop QTA's similar to the one proposed here at AVP. These facilities are typically funded by a Customer Facility Charge (CFC): an amount charged to rental car customers per transaction.

Mr. Beardsley asked the Board for approval to adjust the Customer Facility Charge as detailed in their packet's summary.

MOTION: To approve to adjust the Customer Facility Charges at AVP.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 4

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 October 2018, Airport Operations had a net income totaling **\$76,136.00** compared to a net income of **\$97,461.00** in October 2017, which is a difference of **\$21,324.00**. Year to date, our net income through October 2018 is **\$606,050.00** compared to a net income of **\$402,786.00** through October 2017 which is a difference of **\$203,265.00**.

Invoices received since the last meeting for supplies and services totaling **\$997,363.20** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$617,639.94**.

(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

Smart Recycling \$21,718.90
Application #6, dated October 30, 2018, for Construction.

Friedman Electric \$ 202.08
Invoice #S034467461.001, dated October 26, 2018, for Electrical Supplies.

Friedman Electric \$ 57.93
Invoice #S034040701.001, dated October 26, 2018, for Electrical Supplies.

Parking Garage Maintenance
ACP 14-03

Krishna Construction \$111,666.60
Application #6, dated November 16, 2018, for Construction.

Midatlantic Engineering \$ 724.00
Invoice #18-10111, dated October 27, 2018, for Engineering.

Rehab Taxiways B & D
ACP 16-01

McFarland Johnson \$103,592.36
Invoice #7, dated November 16, 2018, for Inspection.

Eaton \$ 2,957.00
Invoice #934652839, dated October 19, 2018, for LED Sign & Transformer.

Eaton \$ 1,985.00
Invoice #934652840, dated October 19, 2018, for LED Sign.

New Enterprise Stone \$370,347.70
Application #6, dated November 1, 2018, for Construction.

Wildlife Assessment Survey
ACP 17-06

USDA \$1,630.69
Invoice# 3002908738, dated November 1, 2018, for Survey.

Rehabilitate Taxiway D
ACP 17-14

C&S Companies \$2,757.68
Invoice# 174897, dated October 19, 2018, for Engineering.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/9 (Check #1084).

Rehab Taxiways B & D
Project #12-007

New Enterprise Stone	\$18,517.39	CIP 19616-01
McFarland Johnson	\$ 5,179.62	CIP 19616-01

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AIRPORT FINANCIAL REPORT – Cont'd...

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

USDA \$ 1,630.69 CIP 19617-06

**Rehabilitate Taxiway D (East)
Project #13-012**

C&S Companies \$ 137.88 CIP 19617-14

MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: County Manager David Pedri
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 5

ENGINEERING REPORT:

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

**A. Change Order
Terminal Building Demolition –
Contract 2, Building Demolition**

Terminal Building Demolition – Contract 2, Building Demolition

Recommend the Airport Board approve Change Order #1 (final), decreasing our contract with Smart Recycling, Inc., \$9,031.00 from \$264,200.00 to \$255,169.00, subject to PennDOT and solicitor's concurrence.

This change order covers costs incurred and contract items removed as follows:

- Installation of a 15” HDPE Storm Pipe was removed from the contract at a Lump Sum Price of \$2500.00.
- Installation of a Flared End Section was removed from the contract at a lump sum price of \$351.00.
- Installation of a Rock Construction Entrance was removed from the contract at a lump sum price of \$1,960.00
- Due to building damage on 9/14/2017, involving the impact on the building by construction/demolition equipment. The cost of repairs is removed from the contract value at a price of \$4,220.00.

We request that the Board approve this final deduct change order on the Building Demolition Contract.

MOTION: Request the Airport Board approve the change order.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous

**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.

We have executed a final close-out change order and made final payment to the Building Demolition Contractor at today's meeting.

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ENGINEERING REPORT – Cont’d...

We have completed work on the area lighting and the parking area marking. Operations staff continues to work on completing the last remaining parking control, electrical and fencing items.

Current Project Costs are approximately \$2,413,400.00
Project payments to date represent approximately 96.38% 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 are closing out for this construction season. As we discussed at last month’s meeting, we are working on a change order to expand the scope of the project to include repairs to the garage’s fire suppression system and applying a membrane seal to the entire roof level and the ramp leading from the roof level to the 3rd floor. Once final pricing has been secured, we will present the change order and seek the additional State funding. While some less weather dependent work will continue through winter, the project will shut down and we anticipate that all the remaining work will completed next year.

Current Project Costs are approximately \$750,000.00
Project payments to date represent approximately 65.17% 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.

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

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.

With winter weather, we are working on completing work to close the project areas for the season and return to work next spring. Work remains to complete in Phase 6, which is our mid-field portion, and in Phase 2 which eliminates connections to a previously decommissioned runway and taxiway on the Eastern side of the field. Phase 4, which is currently the southern-most portion of Taxiway B, has not been started and will be completed next year after the remaining work on phases 2 & 6 are completed.

Current Project Costs are approximately \$10,057,867.00
Project payments to date represent approximately 66.32% of total.
Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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ENGINEERING REPORT - Cont'd...

ACP 17-08

Upgrade Airfield Lighting Computers and Controls

Design Services - Borton-Lawson Engineering

Work on the project has been completed and we are working to schedule a final inspection on the project.

Current Project Costs are approximately \$65,898.00
Project payment to date represents approximately 15.17% of total
Funding - Airport Generated PFC Funds

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services - C&S Engineering

We conducted pre-design meeting at the end of August with the Consultant and the FAA. Work on information gathering and survey and testing is well underway. It is anticipated that design will be completed for bidding in the Spring and that the project will be constructed in the 2019 construction season, pending funding.

Current Project Costs are approximately \$384,529
Project payments to date represent approximately 2.31% of total
Funding - State Capital Fund Grant, Airport Generated PFC Funds

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services - McFarland-Johnson, Inc.

We conducted pre-design meeting at the end of August with the Consultant and the FAA. Work on information gathering and survey and testing is well underway on this project as well. The work product of this phase of this project will be an Environmental Assessment that will approve a design alternate allowing us to then complete the final design for the project.

Current Project Costs are approximately \$510,788.00
Project payments to date represent approximately 10.38% of total
Funding - State Capital Fund Grant, Airport Generated PFC Funds

ITEM 6

OTHER MATTERS:

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

DISCUSSION: Mr. Beardsley announced there will be a Real ID Pop-Up Event here at the Airport on Thursday, December 13th; and Thursday, January 17th from 5:00-8:00 PM. During these events people will have the opportunity to bring the documents needed to obtain a REAL ID driver's license. The PA Department of Motor Vehicles (DMV) representative will collect this information so that when REAL ID licenses become available in March 2019, they will be able to process your application immediately. Mr. Beardsley reported that 203 people attended the November Pop-Up Event here at AVP.

DISCUSSION: Mr. Beardsley also stated there will be another TSA Pre-Check application event here at AVP from December 17 through December 21st. Our last TSA Pre-Check event completely sold out earlier this month.

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OTHER MATTERS - Cont'd...

DISCUSSION: County Manager Pedri recognized Mr. Beardsley on his re-appointment as President of the Aviation Council of Pennsylvania, as well as his recent appointment to the Governor's Aviation Advisory Committee. Mr. Pedri thanked Mr. Beardsley for his leadership and service.

ITEM 7

ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Tim McGinley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous

The meeting was adjourned at 11:21 A.M.