

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
MARCH 21, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 21, 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
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
Attorney Michael Butera, Luzerne County Solicitor
Mark Majikes, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller

ITEM 1:

PUBLIC COMMENTS:

(Timothy McGinley, Chairman)

None.

ITEM 2:

APPROVAL OF MINUTES:

(Timothy McGinley, Chairman)

MOTION: To accept and approve the minutes of the February 28, 2019, Bi-County Airport Board Meeting minutes.

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

ITEM 3:

AGREEMENTS

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

A. Quick Turn Around (QTA)

Recommend the Airport Board approve the agreement for exclusive option to lease land and develop a quick turn-around facility effective April 1, 2019. Said lease to be for the term of twenty-five (25) years from the date the QTA is first put into operational use and fair market rent and other financial considerations.

MOTION: To accept the option for a lease agreement as presented.

MOVED BY: Councilwoman Jane Walsh Waitkus
SECONDED BY: Commissioner Jerry Notarianni

DISCUSSION: Commissioner O'Malley asked Mr. Beardsley to confirm this agreement is an exploration of development. Mr. Beardsley did and added that this is purely the next step in the project before doing a feasibility study for development. Atty. Frederickson also confirmed that this is an "option" agreement that will hold the land for them in order to do the feasibility study and then present a proposal to the board.

VOTE: Unanimous

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AGREEMENTS – Cont'd...

B. Cell Tower

Pending solicitors' approval, AVP staff recommends the Airport Board approve First Amendment to the Land Lease Agreement with Northeast Pennsylvania SMSA LP, d/b/a Verizon Wireless, a thirty (30) year extension on to their current lease which has ten (10) years remaining. The new term will commence April 1, 2019 and last until March 31, 2060. The rental rate during this term will begin at \$1,975.00 per month with an escalation of 2% per year, beginning July 1, 2020 through the balance of the lease. Additionally there will be a \$5000.00 one-time payment along with a 15% revenue share for additional collocators that may be added during the term.

MOTION: To approve the lease agreement extension.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous

**ITEM 4:
DIRECTOR'S REPORT**

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

INTRODUCTION: Mr. Beardsley introduced Dan Markind and Lauren Schwimmer attorneys at Flaster Greenberg P.C. Dan and Lauren do aviation legal work for AVP. Their expertise in regulations and real estate as it relates to airports is invaluable. They work closely with Atty. Don Frederickson.

DISCUSSION: Mr. Beardsley reported that passenger boardings for the month of February 2019 as compared to February 2018 increased by 20.4% United Airlines showed a significant increase of 47%. February 2019 was the second highest enplanements on record at AVP.

Seat availability increased by 25.0% and airline load factors are staying at a respectable 85% average for American, Delta and United.

General Aviation flights are up by 12%, which is an additional 94 take-off/landings, noting the Flight School's impact on these additional flights.

Mr. Beardsley reported the addition of more flights at AVP. Delta Airlines has added an additional Detroit flight, as well as bringing in a larger aircraft to service the busy 6:00 AM flight. United, similarly, added an additional flight to Chicago to the AVP schedule.

DISCUSSION: Mr. Beardsley discussed the parking crunch AVP is currently experiencing with the addition of these flights. The garage holds 673 vehicles and the surface lot adjacent to the garage, holds 450 vehicles. When those lots are full, our Operations and Security departments, as well as digital signage, will direct customers to our overflow Lot B, which can handle an additional 143 vehicles. With the completion of our Master Plan project, one of the main focuses will be how we address the parking issue over time, especially if we are able to bring new air service to our market.

Mr. O'Malley asked if the current parking garage is capable of adding a floor or two. AVP's Director of Engineering Steve Mykulyn responded that is something that could be looked into; however, he does not believe the structure can hold additional floors. The original design capped the height of the garage due to the fact that additional floors would obstruct the view of the terminal. In the design process, the original design, especially the columns, would have had to address the addition of adding additional floors.

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ENGINEERING REPORT - Cont'd...

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 92.26% 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 anticipate that weather and temperatures will permit the work on the project to resume next month. Schedules from the Contractor indicate roughly 40 more days in construction to substantial completion.

Current Project Costs are approximately \$10,293,576.00
Project payments to date represent approximately 70.26% of total.
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services - C&S Engineering

Design work continues along with the preparation of contract documents. Meetings to coordinate our submissions to the Luzerne Conservation District and DEP were held last week. 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 24.74% 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.

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

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ITEM 7

OTHER MATTERS:

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

A. Community Outreach

DISCUSSION: Mr. Beardsley unveiled the new College Banner Display in our Baggage Claim Area. The partnership AVP has with our area colleges and universities is important to us and this display demonstrates our recognition of that partnership. He also thanked AVP Staff members Eric McKitish and Tia Toney for their effort in this program.

DISCUSSION: Mr. Beardsley also informed Board Members of our "Wishing Tree" program at AVP. We have dedicated lighted "Wishing Trees" throughout the Terminal Building. Passengers and Guest are encouraged to leave their special wishes on the tree. The program has been extremely popular with the entire AVP community. He once again thanked staff members, Eve Hennigan, Eric McKitish and Dana Monahan for all their hard work to this successful project.

B. TSA Pre-Check

The next TSA Pre-Check event here at AVP will be the week of June 3-7, 2019. More details and times will follow.

C. REAL ID

Mr. Beardsley again asked everyone to spread the word on getting Real ID compliant before the October 2020 deadline.

ITEM 8

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 11:05 AM.