

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 23, 2020 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Debi Domenick
Commissioner Chris Chermak
Councilman Timothy McGinley
Councilwoman Lee Ann McDermott
County Manager David Pedri

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

ITEM 1
AIRPORT BOARD REORGANIZATION:
(Timothy McGinley, Chairman)

DISCUSSION: Mr. McGinley thanked everyone for a great year in 2019, and looks forward to continuing 2020 with the same energy and enthusiasm. He also thanked past Board Members for their service and dedication to the AVP Board. Mr. McGinley introduced and welcomed the three new AVP Board Members: Lee Ann McDermott (Luzerne County Councilwoman), Debi Domenick (Lackawanna County Commissioner), and Chris Chermak (Lackawanna County Commissioner).

MOTION: Mr. McGinley motioned for a nomination for the AVP Airport Board Chair. Commissioner Notarianni nominated Commissioner Debi Dominick.

MOVED: Commissioner Jerry Notarianni

SECONDED: County Manager David Pedri

VOTE: Unanimous

MOTION: Ms. Domenick motioned for a nomination for Vice-Chair for the AVP Airport Bi-County Board. Manager Pedri nominated Tim McGinley.

MOVED: County Manager David Pedri

SECONDED: Commissioner Jerry Notarianni

VOTE: Unanimous

ITEM 2
PUBLIC COMMENTS:
(Debi Domenick, Chairwoman)

Dupont resident Lou Posly addressed the Board regarding the petition presented from residents about opening the gate on Lidy Road. Airport Engineer Steve Mykulyn responded to Mr. Posly's request. AVP Officials recently met with Dupont Borough Council President to discuss the issue. They are reviewing the issue and have had several motions regarding the issue, all of which have been tabled. At this time, Dupont Borough is not requesting the Airport to provide this access. There are provisions for

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

PUBLIC COMMENTS – Cont’d...

emergency vehicles for Lidy Road in the event of an emergency. Borough officials have been provided keys for the locked gates. The road that Mr. Posly is requesting to be opened would require numerous improvements, all of which Dupont Borough is not acceptable to. It is the Airport's understanding that this matter is in the hands of Dupont Borough and until the Borough makes this request the issue is closed.

ITEM 3

APPROVAL OF MINUTES:

(Debi Domenick, Chairwoman)

MOTION: To accept and approve the minutes of the December 19, 2019, Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 4

PRESENTATION:

Mr. Beardsley introduced Attorney Dan Markind, who works with AVP on all legal matters regarding Aviation, FAA and Real Estate. Atty. Markind thanked the Board for allowing him to attend the meeting. He has been a lawyer for 36 years, and commended the AVP Board for the cooperation it demonstrates with matters concerning the two counties, as well as Executive Director Beardsley and Solicitors Frederickson and Butera.

Mr. Beardsley introduced Chris Teich, Project Manager from Conrac Solutions and asked him to give the Board an update on the Quick Turn Around (QTA) Facility project.

Conrac Solutions works with rental car companies, Airport Administrations, and local engineering firms to develop and design more efficient and convenient facilities that will work best for the Airport and customers' needs. The AVP facility will include two (2) automated car washes, one (1) seasonal hand wash, shared fuel island with dispensers in six (6) positions and office space for the three (3) car rental (brand) companies.

AVP's proposed QTA site will be where the old "Verizon Building" and current AVIS facilities now stand on Navy Way Road. The fenced and secure site will hold 250 cars, as well as a storage facility that will hold an additional 75 vehicles. A walkway and windscreen enhancement will also be added to the current car rental return area.

The proposed schedule of events is to get financial approval by the end of June, demolition starting this Fall with completion date Fall 2021. The project cost is \$7.7 million and will be financed through Customer Facility Charges (CFC), which are collected by the rental car companies from the rental customers.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020

ITEM 5

DIRECTOR'S REPORT:

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

Executive Director Carl Beardsley reported passenger boardings saw a 6.1% increase in December 2019 when compared to December 2018. American Airlines had a 24% increase, attributed to its additional flights to Chicago. For calendar year 2019 compared to 2018, we saw a 12.2% increase in boardings. Mr. Beardsley announced that these increases have made December 2019 the highest December enplanements in the history of AVP record keeping: 23,446 departing passengers. Seat availability is also up 4.1%, giving AVP an overall load factor average for the month of December 2019 of 84%. Also, General Aviation flights for the month of December 2019 showed an 8.9% increase, or 75 additional flights over the same time period in 2018.

In summation, Mr. Beardsley announced that 2019 saw the highest enplanements (departures) on record: 296,632. Also, 2019 saw the highest total passengers (combined enplanements and deplanements) on record: 590,044. He thanked the AVP staff, tenants and board members for its ongoing dedication, as well as the business and leisure community for choosing AVP.

ITEM 6

AIRPORT FINANCIAL REPORT

(Gary Borthwick, Assistant Airport Director)

A. Financial Report.

(1) Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of December 2019, Airport Operations had a net income totaling \$144,808.00 compared to a net income of \$63,076.00 in December 2018, which is a difference of \$81,733.00. Year to date had a net income of \$1,663,585.00 compared to a net income in 2018 of \$920,324.00 which is a difference of \$743,261.00.

Invoices received since the last meeting for supplies and services totaling **\$346,454.29** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$76,705.19**.

(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.

Wildlife Assessment Survey
ACP 17-06

USDA \$ 341.25
Invoice# 3003339290, dated 1/02/2020, for survey.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

FINANCIAL REPORT – Cont'd...

Rehabilitate Taxiway D
ACP 17-14

C & S Companies \$33,636.27
Invoice # 183714, dated 12/12/2019, for Design.

Extend Taxiway B (Rwy 4 Approach End)

McFarland Johnson \$42,727.97
Invoice #3, dated 01/03/2020, for Design.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2019/12 (Check #1097)

Wildlife Assessment Survey
Project #12-008

USDA	\$ 341.25	CIP 19617-06
------	-----------	--------------

<u>Rehabilitate Taxiway D</u> <u>Project #13-012</u>	\$ 1,681.81	CIP 19617-14
---	-------------	--------------

<u>Extend Taxiway B</u> <u>Project #13-006</u>	\$2,136.40	CIP 19618-03
---	------------	--------------

MOTION:	Request the Airport approve the above transactions, payments and transfers as indicated.
MOVED BY:	County Manager David Pedri
SECONDED:	Councilwoman Lee Ann McDermott
VOTE:	Unanimous.

ITEM 7

ENGINEERING REPORT:

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

A. Contract - Taxiway D (East)

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and New Enterprise Stone and Lime Company, Laflin, PA for the Construction of our Taxiway D (East) Rehabilitation Project, 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 \$2,773,752.34.

MOTION:	Request the Airport approve the contract as recommended.
MOVED BY:	Commissioner Jerry Notarianni
SECONDED:	Councilman Tim McGinley
VOTE:	Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

ENGINEERING REPORT – Cont'd...

B. Projects

ACP 14-03

Parking Garage Maintenance

Design Services – Desman Associates

Construction – Krisha Construction, Inc.

Construction Monitoring – Desman Associates

We have received word that the additional funding for the project has been approved by the State. We will be contacting our Consultant and the Contractor to finalize the Change Order for the additional work (membrane seal coating for the roof level and replacement of the fire suppression system piping) and to schedule re-start dates.

Current Project Costs are approximately \$750,000

Project payments to date represent approximately 80.14% of total

Funding – State Capital Grant, Airport 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.

No Change in Status. We continue to work to complete project and grant closeout.

Current Project Costs are approximately \$10,593,388.

Project payments to date represent approximately 85.25% 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

Contractor – New Enterprise Sand and Limestone

Construction Monitoring – C&S Engineering

Contracts for Construction we submitted and approved with today's agenda. As we discussed previously, we anticipate a Spring 2020 start up for construction.

Current Project Costs are approximately \$3,540,481

Project payments to date represent approximately 8.87% of total

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

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

ENGINEERING REPORT – Cont'd...

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services – McFarland-Johnson, Inc.

We have been working on project phasing and budgeting to submit our funding plan to the FAA. In the meantime, work is progressing on the initial contracts for construction which will involve clearing a grubbing of areas for construction.

Current Project Costs are approximately \$1,984,017

Project payments to date represent approximately 20.82% of total Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, P.C.

Work continues to progress on the design of the pavement rehabilitation. We anticipate bidding in the early Spring.

Current Project Costs are approximately \$177,591

Project payments to date represent approximately 0% of total Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ITEM 8

OTHER MATTERS:

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

A. Employee Recognition

Mr. Beardsley recognized AVP's Financial Assistant, Tia Toney on her 15-year work anniversary here at AVP.

B. Resignation

Accept the resignation of George J. Bieber from the position of Director of Public Safety, effective January 31, 2020.

Mr. Beardsley expressed his thanks to George, who goes above and beyond on a daily basis. County Manager Pedri also expressed his thanks to George for the exemplary customer service he gave to everyone who came through our doors: whether it was the President of the United States or to the single mom struggling to get herself and her small children through check-in, George showed kindness, respect and consideration to all. Commissioner Notarianni announced that George will not be leaving us completely, as he will be assisting us with the upcoming Airshow 2020. Mr. McGinley thanked George for the multitude of jobs and duties he has covered as Public Safety Director at AVP, and wished him much success in his new endeavors.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 23, 2020**

Mr. Beardsley presented George with a Recognition Award for his service and dedication, on behalf of the Board and Staff.

MOTION:	To accept the resignation of George Bieber.
MOVED BY:	Councilman Tim McGinley, with regret
SECONDED:	Commissioner Jerry Notarianni
VOTE:	Unanimous.

ITEM 9

ADJOURNMENT:

(Debi Domenick, Chairwoman)

MOTION:	It is recommended to adjourn the meeting.
MOVED BY:	Councilman Tim McGinley
SECONDED:	Councilwoman Lee Ann McDermott
VOTE:	Unanimous.

The meeting was adjourned at 11:36 AM.