

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 23, 2020 via telecommunication devices. The meeting was called to order at 10:45 A.M. with Commissioner Debi Domenick 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
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Michelle Bednar, Luzerne County Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor
Germaine Helcoski, Lackawanna County Deputy Controller
Mark Majikes, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Debi Domenick, Chair)

NONE.

ITEM 2

APPROVAL OF THE MINUTES FROM FEBRUARY 27, 2020 BOARD MEETING:

(Debi Domenick, Chair)

MOTION: To accept and approve the minutes of the February 27, 2020, Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 3

DIRECTOR'S REPORT:

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

Executive Director Carl Beardsley reported passenger boardings for the month of February were up 6.1%, making the 20,862 enplanements the highest number enplanements for February on record.

In vast contrast, enplanements for the month of March were down 55.2% due to the Coronavirus Pandemic.

Load factors in February were 78.5%, and again in contrast, load factors in March were at 45.6%. due to the Coronavirus Pandemic.

Mr. Beardsley predicted the April numbers will decrease even more as it will reflect a full month of the COVID Pandemic challenge.

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DIRECTOR'S REPORT - Cont'd...

On a positive note, Mr. Beardsley reported our AVP Loyalty Program saw a slight increase during these months. There are currently 839 customers who have signed up for our program.

ITEM 4:

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 Quarter ending March 31, 2020, Airport Operations had a net income totaling \$142,270.00 compared to a net loss of \$(86,693.00) in 2019, which is a difference of \$228,963.00.

Invoices received since the last meeting for supplies and services for the months of February and March totaling **\$1,337,405.27** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$741,662.52**.

(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.

Electrical Switchgear Testing/Rehabilitation Study

ACP 19-05

Borton Lawson \$2,480.00
Invoice #2020-4639-001-0000001, dated 3/11/2020, for Engineering.

Master Plan Update
ACP 15-02

McFarland Johnson \$19,100.50
Invoice# 25, dated 2/20/2020, for planning.

QTA Facility for Car Rental
ACP 15-04

Conrac Solutions \$139,110.00
Invoice #AVP-P1.1-01, dated 1/31/2020, for contract negotiation and drafting.

Conrac Solutions \$238,978.13
Invoice #AVP-P1.2-01, dated 2/29/2020, for contract negotiation and drafting.

Conrac Solutions \$289,260.16
Invoice #AVP-P1.2-02, dated 3/31/2020, for contract negotiation and drafting.

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FINANCIAL REPORT – Cont'd...

Rehabilitate Taxiway D
ACP 17-14

C & S Companies \$ 1,678.80
Invoice # 185995, dated 3/30/2020, for Design.

Extend Taxiway B
ACP 18-03

McFarland Johnson \$51,054.93
Invoice #4, dated 03/18/2020, for Design.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/2&3 (Check #1099)

Master Plan Update
Project #12-003

McFarland Johnson \$19,100.50 CIP 19615-02

Rehabilitate Taxiway D
Project #13-012

C & S Companies \$ 83.94 CIP 19617-14

Extend Taxiway B
Project #13-006

McFarland Johnson \$2,552.75 CIP 19618-03

We request the Airport Board approve these transactions and payments.

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

MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Councilwoman Lee Ann McDermott

DISCUSSION: Mr. McGinley asked for clarification that all payments presented for payment do not include any associated with the Pandemic. Mr. Borthwick confirmed that the presented payments are not associated with the Pandemic.

VOTE: Unanimous.

ITEM 5

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

We are working with our Consultant to determine when the project will be able to restart when construction is allowed to resume in May. Work

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ENGINEERING REPORT – Cont'd...

remaining on the project includes; application of a waterproofing membrane on the roof level, completion of expansion and control joint repairs and installation of new fire suppression system piping.

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 work with the consultant and the contractor on closing out the project and the grant.

Current Project Costs are approximately \$10,593,388.
Project payments to date represent approximately 89.32% 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

Our Consultant for the project is receiving, reviewing and approving shop drawings and submittals as we await a schedule from the Contractor. We anticipate being able to issue a Notice to proceed in the next few weeks so that we can start construction around the middle of May. We are working with the Consultant to determine what guidelines will need to be followed when construction resumes.

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

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services – McFarland-Johnson, Inc.

We are limiting design work on the project as we await reassurance on funding through the CARES Act. This will allow us to continue our design efforts until reimbursement is available from our anticipated FY 2020 AIP Grant. We are working to complete the FAA AIP FY 2020 Grant that will fully fund the remaining design effort.

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

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ENGINEERING REPORT – Cont'd...

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, p.c.

We are currently reviewing 50% design drawings from the Consultant on the project.

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 6

AGREEMENTS:

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

A. Airlines Ratified Agreements

Recommend the Airport Board approve an adjustment to the airline rates and charges agreement between American Airlines, United Airlines and Delta Air Lines and the Bi-County Airport Board dba the Wilkes-Barre Scranton International Airport.

The world-wide outbreak of COVID – 19 has caused significant disruptions to domestic and international air travel of passenger operations. All commercial passenger airlines air carriers operating at AVP have experienced severe revenue shortfalls which have resulted in near term cash flow challenges for the airline.

After careful calculation the airport is recommending the airport has determined the best way to maintain financial health, cash flow, and maintaining air service at AVP, would be to institute a rates and charges adjustment agreement. The airport has offered this agreement to all air carriers at AVP in compliance with FAA grant assurances.

The terms of the agreement are found in the attached agreement.

MOTION:

MOVED BY:

SECONDED:

VOTE:

To approve the agreement as presented.

Commissioner Chris Chermak

Councilwoman Lee Ann McDermott

Unanimous.

ITEM 7

OTHER MATTERS:

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

A. AIRSHOW 2020

Mr. Beardsley announced the Wilkes-Barre/Scranton International Airport will cancel our Airshow scheduled for August 22-23, 2020. With so much uncertainty in the airline industry, and the unknowns about the Coronavirus, our Board believes that cancelling the Airshow in 2020 has the best interest of everyone involved. The coronavirus precautions are limiting our ability to do what it takes to plan for a major airshow and at

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OTHER MATTERS - Cont'd...

the same time re-establish our airport's business activities. The decision to cancel this airshow makes the most sense to all. Hopefully, in the near future we can stage another airshow in collaboration with our many community partners.

Mr. Beardsley thanked the Airport Board for its direction as we planned for the airshow and their help with attaining sponsorships. The sponsors and aviation exhibitors that were planning to participate are being notified of the cancellation.

B. PERSONNEL:

1. Recommend Airport Board approve the promotion of William Holeva, 1170 Breaker St., Dickson City, PA 18519 from the position of Maintenance to Supervisor effective May 1, 2020.

MOTION: To approve the appointment.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous

2. Recommend Airport Board approve the promotion of Brian Sukowaski, 367 E. Noble St., Nanticoke, PA from the position of Maintenance to Supervisor effective May 1, 2020.

MOTION: To approve the appointment.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

C. CARES GRANT

Mr. Beardsley announced the Airport submitted its application for the Federal CARES GRANT and was awarded a \$20 million dollar grant. This will be used in multiple ways: operation and maintenance costs (which include wages, utilities, marketing, etc.), future capital (revenue producing) improvements, and repairs that have been delayed because of costs. Our Administration will be working closely with the Board on management of grant. The grant has to be utilized in four (4) years.

D. IN MEMORIUM: DAVID TRESSLER

It is with great sadness that a member of TEAM AVP has passed away. David Tressler Sr. of Clarks Summit passed away peacefully at home on Thursday, April 16, 2020.

Dave, along with his wife Joyce, were two of the original AVP Ambassadors who volunteered their time here at the Airport for over 10 years.

While here at the Airport, David gave of his time, his talents and his life expertise, and was extremely dedicated to making AVP a better place for

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anyone who was passing through with his sincere kindness and generosity.

David leaves behind his loving and devoted wife of 62 years, Joyce, as well as two sons, one daughter and five grandchildren.

We ask now for a moment of silence in honor of David Tressler, and everything he did to make the Wilkes-Barre/Scranton International Airport and Northeastern Pennsylvania a better place.

DISCUSSION:

Commissioner Debi Domenick, on behalf of her Co-Commissioners in Lackawanna County, encouraged all residents to apply for a mail-in ballot for the June 2nd Primary Election. While there will be physical polling places available, because of COVID-19 residents are encouraged to participate via mail-in ballot by going to the county's website: www.lackawannacounty.org and click on the green button for "Mail-in Application" or call the Bureau of Elections at 570-963-6737 to request a mail-in ballot. The application deadline is May 26, 2020.

Luzerne County Manager David Pedri echoed Commissioner Domenick's suggestions and Luzerne County also supports Pennsylvania's initiative for this change in the election law. Manager Pedri also encouraged Luzerne County residents to take advantage of this new program and apply for a mail-in ballot.

ITEM 9

ADJOURNMENT:

(Debi Domenick, Chairwoman)

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

The meeting was adjourned at 11:10 A.M.