

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JUNE 25, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 25, 2020 via telecommunication devices. The meeting was called to order at 10:30 A.M. with Commissioner Debi Domenick presiding.

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

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

ABSENT: County Manager David Pedri
Michelle Bednar, Luzerne County Controller
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 MAY 28, 2020 BOARD MEETING:

(Debi Domenick, Chair)

MOTION: To accept and approve the minutes of the May 28, 2020, Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 3

AGREEMENTS, AUTHORIZATIONS, PERSONNEL

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

A. Airline Waiver Agreements

Recommend the Airport Board approve amending the Airline Use and Lease agreement with American Airlines, Delta Air Lines and United Airlines that includes incorporating the terms of the previously approved Term Sheets. The term sheets include abatement of monthly invoices.

The term sheets were approved at the last board meeting.

MOTION: To approve the airline agreements.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Tim McGinley
VOTE: Unanimous

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AGREEMENTS, AUTHORIZATIONS, PERSONNEL - Cont'd...

B. Geisinger Extension

Recommends the Airport Board approve the First Amendment to the Geisinger Lease Agreement between the Wilkes-Barre/Scranton International Airport.

The Airport and Geisinger entered into an agreement on June 18, 2015. The term of the Lease is set to expire on June 30, 2020 and Geisinger has expressed a desire to extend the term of the Lease on a month-to-month basis in the best interests of the Airport.

MOTION: To approve the Geisinger Extension as presented.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous

C. Authorization RFQ: Insurance

Request the Airport Board authorize a Request for Qualifications (RFQ) for an Airport Insurance Broker.

MOTION: To approve the airline agreements.
MOVED BY: Commissioner Chris Chermak
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

D. Personnel

Recommend Airport Board approve the appointment of Jared Whittaker, 58 W. Broad St., Nanticoke Avoca PA to the position of Custodian effective July 13, 2020.

MOTION: To approve the airline agreements.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Tim McGinley
VOTE: Unanimous

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 month of May 2020, Airport Operations had a loss totaling **\$390,232.00** compared to an income of **\$176,537.00** in May 2019, which is a difference of **\$566,769.00**. Year to date the Airport has a loss of **\$664,247.00** compared to an income in 2019 of **\$389,096.00**, which is a difference of **\$1,053,343.00**.

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FINANCIAL REPORT – Cont'd...

Mr. Borthwick reported the Airport has drawn and received **\$938,645.00** from the CARES Grant to offset these losses. Additional draws have been requested, but not yet approved or received.

Invoices received since the last meeting for supplies and services for the month of May totaling **\$384,590.98** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$179,178.92**.

(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.

QTA Facility for Car Rental
ACP 15-04

Conrac Solutions \$93,923.00
Invoice #AVP-P1.2-004, dated 5/31/2020, for design, construction and contingencies.

Rehabilitate Taxiway D
ACP 17-14

C & S Corporation \$7,736.21
Invoice #0187236, dated May 28, 2020, for Inspection.

C & S Companies \$3,863.42
Invoice #0186570, dated April 23, 2020, for Inspection.

Rehabilitate Terminal Drive
ACP 18-04

KBA Engineering \$73,656.29
Invoice #9010, dated June 3, 2020, for Design.

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

Master Plan Update
Project #13-005

KBA Engineering \$3,682.81 CIP 19618-04

Rehabilitate Taxiway D
Project #13-012

C&S Companies \$386.81 CIP 19617-14
C&S Companies \$193.17 CIP 19617-14

We request the Airport Board approve these transactions and payments.

MOTION:

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

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FINANCIAL REPORT – Cont'd...

MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 5

SANITIZATION AND CLEANLINESS PRESENTATION

(Chris Kopec, McFarland Johnson and Jonathan McCredie, Fennett McCredie)

Mr. Beardsley introduced guest speakers Chris Kopec and Jonathan McCredie who updated the Board with information on new cleaning and sanitization technology.

Mr. Kopec and Mr. McCredie recently toured AVP and offered Team AVP strategies and effective mitigation practices being used in airports across the country.

ITEM 6

OTHER MATTERS

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

A. NASCAR Returns to Pocono

Mr. Beardsley reminded the Board that NASCAR returns to the Pocono Raceway this weekend. Traditionally, this is a busy weekend here at AVP, and this year, is no different. We are expecting 7 corporate jets to shuttle in race crews and over 180 car rentals to the crews.

B. Employee Recognition

Mr. Beardsley recognized five (5) Team AVP employees on their milestone work anniversaries. These employees have made AVP the Airport it is today, handling so many challenges and blossoming from them.

Matt Gwat: 30 Year Work Anniversary
Bill Holeva: 25 Year Work Anniversary
Brian Sukowaski: 25 Year Work Anniversary
Gary Borthwick: 15 Year Work Anniversary
Steve Mykulyn: 10 Year Work Anniversary

ITEM 7

Engineering Report

(Stephen 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...

Work has resumed on the parking garage. We expect that the Contractor will be completed with work on the roof level this week and will be moving to complete repairs on the lower levels next week. The contractor is proceeding with work under the COVID Safety measures for construction provided by the PA Department of Labor and Industry. Work remaining on the project includes; application of a waterproofing membrane in the wash areas on all remaining levels, 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

We anticipate that the work on the project will begin in the first full week in July and are awaiting the schedule from the Contractor. We continue to work on coordination with the Air Traffic Control Tower, our tenants, and the Conservation District on all necessary notifications. PA Department of Labor and Industry COVID safety measures for construction will be required for work on this project.

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.

Design work on this project continues in anticipation of bidding the first phase of construction late this summer. Project Geo-technical borings were recently completed for the NAVAID fill and ATCT Access road areas. We have completed and submitted the FAA AIP FY 2020 Grant application that will fully fund the remaining design effort.

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ENGINEERING REPORT – Cont'd...

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.

We continue to work with the consultant on the design of this rehabilitation and entryway enhancement 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 8

DIRECTOR'S REPORT:

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

Executive Director Carl Beardsley reported a summary of passenger boardings, seat availability and load factors for May 2020. He reminded the Board, May of 2019 had record breaking numbers in all categories and was the second highest month for enplanements on record. Unfortunately, due to COVID-19, boardings are down across the board, not only for AVP, but for airports across the world.

Passenger boardings are down 86.9%, seat availability is down 73.9%, and airline load factors, just one year ago at an 85-95%, are now down to 43.1%.

On a positive note, Mr. Beardsley noted the Airport saw an increase in airport traffic over the past several weeks. In the last four weeks, we have seen a steady increase in passenger enplanements, growing from 1,239 passengers in the week of May 25-31 to 1,563 passengers in the week of June 15-21.

Additionally, parking has seen a steady increase in customer parking. In the week of April 13-19, SP Plus reported 380 parking nights, and steadily increasing weekly to the current 1,384 parking nights.

Mr. Beardsley reported that a letter was sent to our customers, both business and leisure, encouraging them to use AVP when they are ready.

Also, an Air Service, Marketing & PR Committee has been created to increase ridership, make our customers feel comfortable when they come back to AVP, while using our competitive advantages whenever possible.

A survey to our business customers was distributed as well so that we can share this information with the airlines that serve AVP.

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DIRECTOR'S REPORT - Cont'd...

DISCUSSION: Mr. McGinley requested the Sanitation Presentation be forwarded to the Board members for further review. Mr. Beardsley acknowledged it would be sent to them.

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 11:15 A.M.