

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 23, 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 JUNE 25, 2020 BOARD MEETING:**

*(Debi Domenick, Chair)*

**MOTION:** To accept and approve the minutes of the June 25, 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 a summary of passenger boardings, seat availability and load factors for June 2020.

Passenger boardings are again, down 78.8% as compared to June 2019, due to the COVID-19 Pandemic. Outbound seat availability is also down 72.9%, and airline load factors have climbed to an encouraging 66.5%, considering the current situation and restrictions in place. General Aviation flights are also showing a 1.9% decrease in activity.

Mr. Beardsley reported that Airlines are still running on a decreased schedule with a reduction in flights to domestic hot spots as well as international destinations which require 14-day mandatory quarantine upon arrival.

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

**ITEM 4**

**AUTHORIZATIONS:**

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

**A. Consultant**

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) and Experience from Firms or Groups interested in performing Engineering/Design, Bid, and Construction Phase Service for General Aviation Hangar & Office Space Project.

**MOTION:** Request the Airport Board approve the authorizations to advertise.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**B. Marketing and Communications**

Request the Airport Board approve the solicitation of a Request for Qualifications (RFQ) for a Marketing and Communications Consultant.

**MOTION:** Request the Airport Board approve the authorizations to advertise.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak

**QUESTION:** Mr. McGinley asked who the current Marketing Consultant is; Mr. Beardsley informed the Board members that MLB Advertising is the current Marketing Consultant and the PR Consultant is Schoen Communications.

**VOTE:** Unanimous.

**C. Auditing Services**

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) from qualified certified public accounting firms to perform the annual audit of financial statements of AVP for fiscal years December 31, 2020 through December 31, 2023.

**MOTION:** Request the Airport Board approve the authorizations to advertise.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**ITEM 5**

**AIRPORT FINANCIAL REPORT:**

*(Gary Borthwick, Assistant Airport Director)*

**A. Financial Report.**

(1) Revenue – Expense Report.

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

**FINANCIAL REPORT – Cont'd...**

As noted on the attached profit/loss statements, for the month of June 2020, Airport Operations had a loss totaling **\$381,663.00** compared to an income of **\$237,540.00** in June 2019, which is a difference of **\$619,203.00**. Year to date the Airport has a loss of **\$1,043,893.00** compared to an income in 2019 of **\$626,634.00**, which is a difference of **\$1,670,527.00**.

Invoices received since the last meeting for supplies and services for the month of June totaling **\$490,252.38** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$271,077.03**.

(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.

**Parking Garage Maintenance**  
**ACP 14-03**

Krishna Construction                      \$228,131.10  
Application #10, dated 7/9/2020, for Construction.

**QTA Facility for Car Rental**  
**ACP 15-04**

AVP Conrac LLC                              \$36,308.00  
Invoice #AVP-P1.2-005, dated June 30, 2020, for Design, Construction and Contingencies.

**Rehabilitate Taxiway D**  
**ACP 17-14**

C & S Companies                              \$4,970.12  
Invoice #0187830, dated June 22, 2020, for Inspection.

**Electrical Switchgear Testing Study**  
**ACP 19-05**

Borton Lawson                              \$1,667.81  
Invoice #2020-4639-001-000002, dated July 1, 2020 for Engineering.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/6 (Check #1102)

**Rehabilitate Taxiway D**  
**Project #13-012**

C&S Companies                              \$248.51                      CIP 19617-14

We have received a total of \$1,175,371.13 in reimbursements from the CARES Grant. We have submitted for an additional \$661,418.24. The balance of the grant after total reimbursement will be \$18,212,105.22.

We request the Airport Board approve these transactions and payments.

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

**FINANCIAL REPORT – Cont'd...**

**MOTION:** Request the Airport Board approve the above transactions, payments, and transfers as indicated.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 6**

**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

Work on the parking garage is nearing completion. The Contractor is now complete with work on the roof level waterproofing membrane. It is expected that the remaining work with the water proofing membrane in other areas of the garage will be completed this week. Work on the fire protection piping is also nearly completed and we expect that the system will be certified and back in operation in the next two weeks. All other remaining work is also expected to be completed in the next two weeks. The contractor is proceeding with work under the COVID Safety measures for construction provided by the PA Department of Labor and Industry.

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

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

**ENGINEERING REPORT – Cont'd...**

Work on the rehabilitation began the week of July 6<sup>th</sup>. Work is proceeding with storm water drainage, edge lighting and signs and with pavement milling and shoulder grading. Work on the project is on schedule at this time. A mine void was encountered in the excavation for drainage and we are working with the consultant and their geotechnical engineer to determine the best remediation of the issue. We have contacted both the FAA and PDOT-BOA to let them know that we may require additional funding. Work on the project is currently working (2) 12-hour shifts daily. We continue to require the contractor to assure that COVID related safety measures for construction are being implemented.

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. Grant Award acceptance emails were circulated last week for the remaining funds to complete the design effort. As part of the CARES Act funding, Federal funds under this grant will support 100% of the project, no State or Local funds will be required.

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.

**DISCUSSION:** Mr. McGinley asked for further information on the severity of the discovered mine void. Mr. Mykulyn replied it was quite limited, close to the surface. It didn't show up on any mine mapping and that information was checked twice as a precaution. It does not appear to be a major vein or shaft. Excavation was completed in the area adjacent to the void.

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

**ITEM 7**  
**OTHER MATTERS:**

**A. Personnel**

1. Recommend the Airport Board accept the resignation of Gary Vogue, Pittston PA 18641 as Director of Public Safety.

**MOTION:** Request the Airport Board accept the resignation.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

2. Recommend the Airport Board approve the appointment of George J. Bieber, Moosic PA 18507 as Interim Acting Public Safety Director effective immediately.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous.

3. Recommend the Airport Board approve the appointment of Thomas Swinick, Dunmore PA 18512 to the position of Custodian, effective August 10, 2020.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

4. Recommend the Airport Board approve the appointment of Kirk Harry, Dunmore PA 18512 to the position of Custodian, effective August 10, 2020.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**ITEM 8**  
**ADJOURNMENT:**  
***(Debi Domenick, Chairwoman)***

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

The meeting was adjourned at 10:54 A.M.