

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 27, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 27, 2020 via telecommunication devices. The meeting was called to order at 10:37 A.M. with Commissioner Debi Domenick presiding.

**PRESENT:** Commissioner Debi Domenick  
Commissioner Jerry Notarianni  
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

**ABSENT:** 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 COMMENTS:**

*(Debi Domenick, Chair)*

NONE.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM JULY 23, 2020 BOARD MEETING:**

*(Debi Domenick, Chair)*

**MOTION:** To accept and approve the minutes of the July 23, 2020, Bi-County Airport Board Meeting minutes.

**MOVED BY:** Councilman Tim McGinley

**SECONDED:** Commissioner Jerry Notarianni

**VOTE:** Unanimous.

**ITEM 3**

**PRESENTATION:**

*(Rick Sell, Metz Corporation)*

Rick Sell from Metz Corporation updated the Board on our Food, Beverage, and Retail Concession at AVP.

**ITEM 4**

**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 July 2020.

Passenger boardings are again, down 74.9% as compared to July 2019, due to the COVID-19 Pandemic. Outbound seat availability is also down 72.2%. Airline load factors are showing some positive upscale movement, climbing to an encouraging 78.6%, considering the current situation and

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**DIRECTOR'S REPORT – Cont'd...**

restrictions in place. General Aviation flights are also showing a 26.9% decrease in activity, or 344 less flights during this period.

Viewing a week to week enplanement graph shows a gradual, continual increase of passenger enplanements: a positive statistic. Additionally, our parking statistics are also showing a continual weekly increase.

**ITEM 5**

**AGREEMENTS:**

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

**A. Geisinger Amendment**

Recommends the Airport Board approve the Second 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 expired on June 30, 2020 and Geisinger has expressed a desire to extend the term of the Lease until June 30, 2023.

<b>MOTION:</b>	Request the Airport Board approve the Amendment as presented.
<b>MOVED BY:</b>	Commissioner Chris Chermak
<b>SECONDED BY:</b>	Councilwoman Lee Ann McDermott
<b>VOTE:</b>	Unanimous.

**B. ATI Amendment**

Recommend the Airport Board approve amending the Lease agreement with Aviation Technologies, Inc. that would include a three (3) month deferral which would be paid back in entirety by June 30, 2021.

<b>MOTION:</b>	Request the Airport Board approve the authorizations to advertise.
<b>MOVED BY:</b>	Councilwoman Lee Ann McDermott
<b>SECONDED BY:</b>	Commissioner Chris Chermak
<b>VOTE:</b>	Unanimous.

<b>DISCUSSION:</b>	Mr. McGinley voiced concerns that the economy and air service may not return to better times by January 2021, and recommended that the pay back be extended to twelve (12) months.
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<b>MOTION:</b>	Councilman Tim McGinley
<b>SECONDED BY:</b>	County Manager David Pedri
<b>VOTE:</b>	Unanimous.

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**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 July 2020, Airport Operations had a loss totaling **\$341,106.00** compared to an income of **\$256,300.00** in July 2019, which is a difference of **\$597,408.00**. Year to date the Airport has a loss of **\$1,456,664.00** compared to an income in 2019 of **\$799,597.00**, which is a difference of **\$2,256,261.00**.

Invoices received since the last meeting for supplies and services for the month of July totaling **\$1,449,865.83** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,218,939.84**.

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

Desman \$ 8,042.70  
Invoice #20-221, dated June 30, 2020, for Inspection.

**Rehabilitate Taxiways B&D**  
**ACP 06-01**

McFarland Johnson \$187,834.91  
Invoice #11F, dated April 3, 2020, for Inspection.

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

C & S Companies \$27,934.71  
Invoice #0188560, dated July 27, 2020, for Inspection.

New Enterprise \$779,900.21  
Application #1, dated August 7, 2020, for Construction.

**Extend Taxiway B**  
**ACP 18-03**

FAA \$215,227.31  
Invoice #3544, dated August 11, 2020 for Reimbursable Agreement.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/7 (Check #1103)

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

C&S Companies	\$ 1,396.74	CIP 19617-14
New Enterprise	\$38,995.01	CIP 19617-14

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**FINANCIAL REPORT – Cont'd...**

**Rehabilitate Taxiways B&D (West)  
Project #12-0087**

McFarland Johnson                      \$ 9,391.74              CIP 19616-01

With regard to the CARES grant, Mr. Borthwick reported we have received \$1,836,789.37 for reimbursements. We have applied for an additional \$576,605.00 which will leave \$17,630,778.00 left on the grant.

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 Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 7**

**ENGINEERING REPORT:**

*(Stephen Mykulyn, P.E., Director of Engineering)*

**A. Ratifications**

**ACP 18-03, Taxiway B Extension (Runway 4 Approach End)**

Recommend the Airport Board ratify the attached Non-Federal Reimbursable Agreement between the Department of Transportation – Federal Aviation Administration and Luzerne and Lackawanna Counties, Wilkes-Barre/Scranton International Airport, for FAA Design Engineering and Equipment Procurement to Relocate the Runway 22 Localizer at Wilkes-Barre/Scranton International Airport (AVP), Avoca, PA.

The purpose of this Agreement is to provide FAA design engineering services to relocate the Runway 22 offset Localizer and procure necessary equipment. The Localizer relocation is required as part of the Airport's project to extend Taxiway Bravo to the south making it a full-length parallel taxiway for Runway 4/22. The full-length parallel taxiway will be a safety improvement that will eliminate the current procedure of using the runway for back-taxiing, thereby reducing the risk of runway incursions. In order to minimize outage of the affected Runway 22 Instrument Landing System, the Airport requested that this design and procurement effort be based on an in-service relocation involving completion and commissioning of a new Localizer facility prior to shutting down and removing the existing facility. The FAA will procure the shelter & equipment required towards commissioning the new facility prior to dismantling the existing facility. FAA construction/installation support and flight check will be addressed under a subsequent reimbursable agreement.

The Airport has already been awarded and accepted a Federal grant for this portion of the project. This FAA grant covers 100% of the agreement costs. The agreement amount, not to exceed \$215,227.31 for this phase.

**MOTION:** Request the Airport Board approve the ratification as indicated.

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**ENGINEERING REPORT – Cont'd...**

**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**B. Projects**

**ACP 14-03**

**Parking Garage Maintenance**

Design Services – Desman Associates  
Construction – Krisha Construction, Inc.  
Construction Monitoring – Desman Associates

Work on the project is substantially complete. The Contractor is scheduled to be on site starting next week to complete punch list items. 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 \$750,000.00  
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 \$10,593,388.00  
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

Work on the rehabilitation continues and is approximately 65% complete. It is anticipated that work will be completed in late September. The mine void encountered required minimal remediation and has been repaired. Drainage work on the project has been completed and electrical and paving work continue. We continue to require the contractor to assure that COVID related safety measures for construction are being implemented.

Current Project Costs are approximately \$3,540,481.00  
Project payments to date represent approximately 8.87% of total.  
Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds.

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**ENGINEERING REPORT – Cont'd...**

**ACP 18-03**

**Taxiway B Extension (Runway 4 Approach End)**

Design Services – McFarland-Johnson, Inc.

Work on project design continues with a 60 % Design Review anticipated in September. It was recently determined that we did not have the Indiana Bat species present and we could therefore complete the clearing and grubbing at any time. We made the decision to move the clearing and grubbing work into the next phase of the project which is slated to be bid in the Spring. This will eliminate a separate bid and better align with the FAA Grant Funding cycle.

Current Project Costs are approximately \$1,984,017.00

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 are scheduled to meet with our Consultant next week to review plans and schedule completion of the bidding documents and bidding dates for the project.

Current Project Costs are approximately \$177,591.00

Project payments to date represent approximately 0% of total.

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

**ITEM 8**

**OTHER MATTERS:**

None.

**ITEM 9**

**ADJOURNMENT:**

***(Debi Domenick, Chairwoman)***

**MOTION:** It is recommended to adjourn the meeting.

**MOVED BY:** Councilman Tim McGinley

**SECONDED:** Commissioner Chris Chermak

**VOTE:** Unanimous.

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