

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 24, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 24, 2020 via telecommunication devices. The meeting was called to order at 10:35 A.M. with Councilman Timothy McGinley presiding.

PRESENT: 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: Commissioner Debi Domenick
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:

(Timothy McGinley, Vice-Chair)

NONE.

ITEM 2

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

(Timothy McGinley, Vice-Chair)

MOTION: To accept and approve the minutes of the August 27, 2020, Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jerry Notarianni

SECONDED: Commissioner Chris Chermak

VOTE: Unanimous.

ITEM 3

PRESENTATION:

(Jerry Splitt & Red Lines, Geisinger Life Flight)

Jerry Splitt (Program Director) & Red Lines from Geisinger Life Flight updated the Board on their 20-year relationship 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 August 2020.

Passenger boardings are again, down 72.69% as compared to (record breaking) August 2019, due to the COVID-19 Pandemic.

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DIRECTOR'S REPORT – Cont'd...

Mr. Beardsley noted Delta provided service to Atlanta and Delta during August 2019, as well as United's Washington Dulles service. The Pandemic has halted service to these cities.

Outbound seat availability is also down 67.7%. Although airline load factors dropped to an overall average of 74.0%, AVP is seeing a higher percentage than most airports around the country who are seeing an average of only 40-60% load factors. General Aviation flights are showed a 0.9% increase in activity, or 10 more flights during this period last year.

ITEM 5

AGREEMENTS, AUTHORIZATIONS, CONTRACTS:

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

A. Bid Authorization

Request the Airport Board approve the solicitation of bids for Airport Vehicle Unleaded Fuel and Diesel Vendor.

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

B. Bid Award: Elevator/Escalator Maintenance Contract

Bids for the Wilkes-Barre/Scranton International Airport Elevator/Escalator Maintenance Contract were opened on Friday, September 4, 2020 at 2:00 P.M. in the Airport Board Room by Airport Administration and Lackawanna County Deputy Controller Germaine Helcoski. One (1) bid package was received. A bid was received via email, and not opened. Recommend the Airport Board accept the bid by ThyssenKrupp Elevator Corporation, Allentown, PA., in the amount of \$159,753.00 (total 3-year base bid), subject to final administrative review and solicitor's concurrence.

MOTION:	Request the Airport Board approve the authorizations to advertise.
MOVED BY:	Councilwoman Lee Ann McDermott
SECONDED BY:	County Manager David Pedri

DISCUSSION:	Mr. McGinley questioned if it was permissible to accept the bid since only one (1) bid was received. Lackawanna County Solicitor Don Frederickson answered, and Luzerne County Solicitor Mike Butera concurred that it was acceptable.
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Mr. McGinley went on to question what the cost was to the previous pricing. Assistant Airport Director Gary Borthwick answered that the current contract held by Kone Elevator/Escalator totaled \$104,000 for the previous three (3) year's services, approximately a 30% increase. Mr. Borthwick also reported that in the previous bid submittal in 2017, the companies that submitted bids all came in around the current bid amount, and appeared that Kone under-bid. Kone did not submit a bid for the current 2020 bid.

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AGREEMENTS, AUTHORIZATIONS, CONTRACTS – Cont'd...

Solicitor Don Frederickson advised the Board that if they are not happy with the bid, they can reject the bid and re-bid, however a future re-bid would now know what the submitted low bid was. Mr. Borthwick also noted the current contract expires October 31, 2020. Councilwoman McDermott asked how long it would take to re-bid; Attorney Frederickson advised at least one (1) month.

VOTE: **YES:** County Manager David Pedri; Commissioners Jerry Notarianni and Chris Chermak; Councilwoman Lee Ann McDermott
NO: Councilman Tim McGinley

C. Tenant Ratified Agreements: Airport Hotel

Recommend the Airport Board approve a temporary adjustment to the lease between Jaao Santoshi, LLC. (who operates the Best Western Plus) 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 air travel and tenant operations. After careful calculation, the airport is recommending the best way to maintain financial health and cash flow, while maintaining air service at AVP, would be to institute a rates and charges adjustment agreement. The airport has offered this agreement to Jaao Santoshi, LLC. at AVP to support our tenants during this Pandemic.

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

MOTION: To approve the terms of the agreement.
MOVED BY: Commissioner Chris Chermak
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

D. Tenant Ratified Agreements: Airport Restaurant

Recommend the Airport Board approve a temporary adjustment to the lease between Topsy Turtle Airport Pub, Inc. 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 air travel and tenant operations. After careful calculation, the airport is recommending the best way to maintain financial health and cash flow, while maintaining air service at AVP, would be to institute a rates and charges adjustment agreement. The airport has offered this agreement Topsy Turtle Airport Pub, Inc. at AVP to support our tenants during this Pandemic.

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

MOTION: Request the Airport Board approve the Agreement as presented.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Chris Chermak
VOTE: 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 August 2020, Airport Operations had a loss totaling **\$391,790.00** compared to an income of **\$191,097.00** in August 2019, which is a difference of **\$582,887.00**. Year to date the Airport has a loss of **\$1,778,793.00** compared to an income in 2019 of **\$1,074,030.00**, which is a difference of **\$2,852,823.00**.

Invoices received since the last meeting for supplies and services for the month of August totaling **\$1,349,967.04** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,114,051.53**.

Parking Garage Maintenance
ACP 14-03

Krishna Construction \$147,215.80
Application #11, dated July 31, 2020, for Construction.

Rehabilitate Taxiway D East
ACP 17-14

C & S Companies \$75,584.51
Invoice #0189126, dated August 26, 2020, for Inspection.

New Enterprise \$891,251.22
Application #2, dated September 3, 2020, for Construction.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/8 (Check #1104)

Rehabilitate Taxiway D
Project #13-012

C&S Companies	\$ 3,779.23	CIP 19617-14
New Enterprise	\$44,562.56	CIP 19617-14

With regard to the CARES grant, Mr. Borthwick reported we have received \$2,413,222.00 for reimbursements, with leaves \$17,630,778.00 left on the grant.

We request the Airport Board approve these transactions and payments.

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FINANCIAL REPORT – Cont'd...

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
VOTE: Unanimous.

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

Work on the project is substantially complete. The Engineer was on site last week to review work and found that not all punch list items had been completed. The Contractor has scheduled to be on site starting next week to complete remaining 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 \$1,083,614.00.
Project payments to date represent approximately 93.22% 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 with the Contractor to negotiate closeout of the project and the grant.

Current Project Costs are approximately \$10,593,388.00.
Project payments to date represent approximately 90.22% 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 95% complete. Paving, topsoil and seeding work are being completed this week. Punch lists are being prepared and final inspections scheduled. The project work will be suspended for 30 days in order to allow the pavement to cure, after which the pavement markings can be applied and the project

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ENGINEERING REPORT – Cont'd...

completed. We continue to require the contractor to assure that COVID related safety measures for construction are being implemented.

Current Project Costs are approximately \$3,547,327.00.
Project payments to date represent approximately 60.36% 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.

Work on project design continues. We anticipate that we will be bidding the first phase of the project in the early Spring of next year and looking to secure a grant and begin construction in the Summer. This first phase will construct a new access road for the Air Traffic Control Tower, as the existing access road will be utilized as a haul route for the Taxiway fill. The project will also prepare the site where the navigational aids (impacted by the taxiway extension) which will be relocated.

Current Project Costs are approximately \$2,199,244.00.
Project payments to date represent approximately 32.61% 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 recently met with the Consultant to review progress on the project. We will be scheduling bidding of the project in the early part of next year and look to start construction at the beginning of the construction season.

Current Project Costs are approximately \$183,362.00.
Project payments to date represent approximately 41.26% of total.
Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds.

**ITEM 8
OTHER MATTERS:**

A. Small Aircraft Incident

Mr. Beardsley briefly spoke about the recent aircraft incident which occurred near the Airport in Moosic, PA. A small single engine aircraft was experiencing engine difficulties. The pilot tried landing at the airport, but was unable, and successfully landed in Moosic. The pilot and passenger had minor injuries.

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OTHER MATTERS - Cont'd...

Mr. Beardsley praised the pilot: the roadway in which he landed was very narrow, and it took a highly skilled pilot to land the aircraft without fatalities. Also, Mr. Beardsley thanked the Moosic Fire Department for their accident response as well as our Airport Team who kept everyone informed during this time.

B. Employee Recognition

Mr. Beardsley recognized Airport employee Gene Orzello on his 15 Year Work Anniversary here at AVP.

C. Terminal Improvements

Mr. Beardsley updated the Board with pictures of updated cleaning and disinfected procedures in place at AVP: touchless hand sanitizing stations, and Victory sprayers (used overnight throughout the terminal) have recently been added to our cleaning protocols. Also shown were landscaping upgrades recently completed by our Operations Team, as well as AVP's version of "Project Runway" in the tunnel connecting our garage to terminal, which will be completed in October.

ITEM 9

ADJOURNMENT:

(Debi Domenick, Chairwoman)

MOTION:	It is recommended to adjourn the meeting.
MOVED BY:	Councilwoman Lee Ann McDermott
SECONDED:	Commissioner Chris Chermak
VOTE:	Unanimous.

The meeting was adjourned at 11:17 A.M.