

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 22, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 22, 2020 via telecommunication devices. The meeting was called to order at 10:32 A.M. with Commissioner Debi Domenick presiding.

PRESENT: Commissioner Debi Domenick
Commissioner Jerry Notarianni
Commissioner Chris Chermak
Councilman Timothy McGinley
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: Councilwoman Lee Ann McDermott
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 SEPTEMBER 24, 2020 and
OCTOBER 6, 2020 BOARD MEETINGS:**

(Debi Domenick, Chair)

MOTION: To accept and approve the minutes of the September 24, 2020 and October 6, 2020 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy 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 September 2020.

Passenger boardings are again, down 68.7% as compared to September 2019, due to the COVID-19 Pandemic. We are (slowly) seeing increases in monthly enplanements. When we look at week-to-week passenger boardings we are seeing slight increases, similar to what the aviation industry is seeing nationwide.

General Aviation is seeing an increase in service. Last month they saw 1,176 operations, or a 5.3% increase when compared to September 2019. Financially, general aviation revenues increased by \$6,259.00 or a 32% increase.

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ITEM 4

AGREEMENTS, AUTHORIZATIONS, CONTRACTS:

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

A. Auditing Services

Qualifications for auditing services, to include the Airport Audit, Federal Program Audit and Passenger Facility Charge (PFC) Audit were submitted by six (6) firms and opened by Airport Management. After a review of qualifications, pricings, and interviews conducted by Airport Administration of three selected firms, it is recommended the Airport Board accept the four-year proposal for auditing services between Kohanski & Company, PC (offices in Moosic and Kingston, PA) and the Wilkes-Barre/Scranton International Airport.

<u>Audit Year</u>	<u>Fee</u>
2020	\$ 15,400
2021	\$ 15,700
2022	\$ 16,550
2023	\$ 16,850
Total 4 Year:	\$64,500

MOTION:	To approve the Recommendation for Auditing Service as presented.
MOVED BY:	Councilman Timothy McGinley
SECONDED BY:	County Manager David Pedri
VOTE:	Unanimous.

B. Marketing

Recommend the Airport Board approve the Marketing Services Agreement between the Wilkes-Barre/Scranton International Airport and Condron Media/Sweda Advertising, Clarks Green, PA., effective November 1, 2020, subject to solicitor's concurrence. The term of this agreement is November 1, 2020 through and including October 31, 2022. Thereafter, this agreement may be renewed for two separate and distinct one (1) year renewals under the same terms and conditions at the Airport's options. The Contractor shall provide services as outlined in the Proposal (Exhibit A) and the specifications (Exhibit B). The Airport agrees to pay the Contractor an amount not to exceed \$200,000.00 annually for the services described in Exhibit A, including the purchase of advertising media time and space.

MOTION:	To approve the Agreement as presented.
MOVED BY:	Commissioner Jerry Notarianni
SECONDED BY:	County Manager David Pedri
VOTE:	Unanimous

C. Communications/Public Relations

Recommend the Airport Board approve the Communications/Public Relations Services Agreement between the Wilkes-Barre/Scranton International Airport and Schoen Comm, Scranton PA, effective November 1, 2020, subject to solicitor's concurrence. The term of this

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

agreement is November 1, 2020 through and including October 31, 2022. Thereafter, this agreement may be renewed for two (2) separate and distinct one (1) year renewals under the same terms and conditions at the Airport's options. The Contractor shall provide services as outlined in the Proposal (Exhibit A) and the specifications (Exhibit B). The Airport agrees to pay the Contractor an amount not to exceed \$36,000.00 per year for the services described in Exhibit A.

MOTION: To approve the agreement as presented.
MOVED BY: County Manager David Pedri
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

D. Supplemental Agreement to Airport Advertising Concession Agreement

Recommend the Airport Board approve a supplemental agreement to the agreement between In-Ter-Space Services, Inc. d/b/a Clear Channel Airports and the Bi-County Airport Board d/b/a the Wilkes-Barre/Scranton International Airport.

The world-wide outbreak of COVID-19 has caused significant disruptions to air travel, airport concessionaires 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 this supplemental agreement with our Airport Advertising Concessionaire. The Airport has offered this agreement to In-Ter-Space Services, Inc. at AVP to support our concessionaires during this Pandemic.

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

MOTION: To approve the Agreement as presented.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

E. Agreement: ThyssenKrupp Elevator

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and ThyssenKrupp Elevator Corporation (low bidder), Allentown, PA for maintenance (labor, services, and materials). This is a three (3) year agreement.

MOTION: To approve the Agreement as presented.
MOVED BY: Councilman Timothy McGinley
SECONDED BY: County Manager David Pedri
VOTE: Unanimous.

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ITEM 5

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report.

As noted on the attached profit/loss statements, for the month of September 2020, Airport Operations had a loss totaling **\$353,039.00** compared to an income of **\$207,944.00** in September 2019, which is a difference of **\$560,983.00**. Year to date the Airport has a loss of **\$2,131,824.00** compared to an income in 2019 of **\$1,281,979.00**, which is a difference of **\$3,413,803.00**.

Invoices received since the last meeting for supplies and services for the month of September totaling **\$344,950.98** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$51,142.39**.

(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.

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

C & S Companies \$51,142.39
Invoice #0189781, dated September 29, 2020, for Inspection.
The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/9 (Check #1105)

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

C&S Companies \$2,557.12 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.
MOVED BY:	County Manager David Pedri
SECONDED BY:	Commissioner Jerry Notarianni
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 - Krishna Construction, Inc.
Construction Monitoring - Desman Associates

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ENGINEERING REPORT – Cont'd...

Work continues on the project 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 \$10,695,820.00.
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 punch list items continues. Final pavement grades and contractor performance are being evaluated. Pavement marking work is being scheduled as we are nearing the end of the 30-day cure period for the pavement. 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) will be relocated. We are working to schedule a design review meeting in the coming weeks with the administrative staff, the Air Traffic Control staff and our FAA project Manager.

Current Project Costs are approximately \$2,199,244.00.

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ENGINEERING REPORT – Cont'd...

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.

Work continues on the design documents. 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 7

OTHER MATTERS:

A. Personnel

Recommend the Airport Board approve the appointment of Ryan Meranti, Hughestown PA to the position of Custodian, pending confirmation of clearances.

**MOTION:
MOVED BY:
SECONDED BY:
VOTE:**

To approve the Appointment.
Councilman Timothy McGinley
Commissioner Jerry Notarianni
Unanimous

B. Employee Recognition

Mr. Beardsley recognized Airport employee Rosemary Yanchulis on her 10 Year Work Anniversary here at AVP.

C. AVP “Project Runway”

Mr. Beardsley gave the Board a picture update on AVP’s version of “Project Runway” in the tunnel connecting our garage to terminal. Runway painting is completed, with lighting to follow. Our Operations Team is doing an outstanding job and they hope to complete the project in the next month.

D. Meditation Room

Mr. Beardsley also showed pictures to the Board with an additional project: Updates to our Meditation Room, located on the second level.

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OTHER MATTERS - Cont'd...

E. Hangar Update

Mr. Beardsley reported materials are beginning to be delivered for the new hangar site and permits and zoning plans are being completed.

F. CARES Grant

Mr. Borthwick reported the Airport has used \$3,175,603.00 of grant money for reimbursements, leaving \$16,868,397.00.

Also, PFC Collections have gone down in the past several months by approximately 50%. We are slowly seeing an increase in fees, which we will be able to use toward project costs.

G. Budget

Mr. Borthwick reported he has a draft of the 2021 Budget and hopes to have that draft to everyone before the November meeting.

ITEM 8

ADJOURNMENT:

(Debi Domenick, Chairwoman)

MOTION:	It is recommended to adjourn the meeting.
MOVED BY:	County Manager David Pedri
SECONDED:	Commissioner Jerry Notarianni
VOTE:	Unanimous.

The meeting was adjourned at 10:58 A.M.