

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 19, 2020 via telecommunication devices. The meeting was called to order at 10:31 A.M. with Councilman Tim McGinley 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
Michelle Bednar, Luzerne County Controller

ABSENT: 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 OCTOBER 22, 2020 BOARD MEETING:

(Timothy McGinley, Vice-Chair)

MOTION: To accept and approve the minutes of the October 22, 2020 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jerry Notarianni

SECONDED: Commissioner Chris Chermak

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 October 2020.

Passenger boardings are again, down an average of 62.8% as compared to October 2019, due to the COVID-19 Pandemic. We are seeing positive numbers in our load factors: a very respectable 72.9% average overall.

General Aviation is seeing an increase in service. Last month they saw a 7.2% increase when compared to October 2019, or an additional 80 flights.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

ITEM 4

AGREEMENTS, AUTHORIZATIONS, CONTRACTS:

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

A. RFQ Award: Insurance Brokerage Services

Six (6) submittals for the Insurance Brokerage Services Request for Qualifications (RFQ) were received on October 2, 2020. Following receipt, each submittal received was reviewed for compliance with the RFQ. Following the initial review, three (3) respondents were invited to be interviewed on October 29, 2020, however only one (1) accepted the interview: Joyce Insurance Group.

Airport Administration determined that the Joyce Insurance Group's, qualifications met the expectations of the Airport. The Airport agrees to pay \$12,500 for 2021 and \$15,000 for years 2022 and 2023. In addition to the annual fee, Joyce will receive 10% on any savings that they provide from Client's current Insurance premiums, year over year. The agreement includes two (2) one-year options extensions by mutual agreement of both airport and Joyce.

The Airport recommends award of the Insurance Brokerage Services contract to Joyce Insurance Group.

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

To approve the Recommendation as presented.
Councilwoman Lee Ann McDermott
Commissioner Jerry Notarianni
Unanimous.

B. Bid Award: Vehicle Fuel

Bids for the Vehicle Fuels solicitation were opened on October 30, 2020, at 1:30PM in the Airport Conference Room by Luzerne County Assistant Controller Mark Majikes and Airport Staff. Two (2) bids were received.

Recommend the Airport Board approve the award of the Vehicle Fuels bid to the low bidder, Talley Petroleum Enterprises, Inc., Grantville, PA 17028, at the rate of \$1.5025 for unleaded fuel and \$1.4445 for Diesel Fuel, in accordance with their bid prices.

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

To award the Bid to Talley Petroleum.
Councilwoman Lee Ann McDermott
Commissioner Chris Chermak
Unanimous

C. Airlines Ratified Agreements

Recommend the Airport Board approve an adjustment to the airline rates and charges agreement between American Airlines, Delta Air Lines and United Airlines 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 domestic and international air travel of passenger operations. All commercial passenger airlines air carriers operating at AVP have experienced severe in revenue which have resulted in near term cash flow challenges for the airline.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

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

After careful calculation the airport is recommending the airport has determined the best way to maintain financial health, cash flow, and maintaining air service at AVP, would be to institute a rates and charges adjustment agreement. The airport has offered this agreement to all air carriers at AVP in compliance with FAA grant assurances.

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

MOTION: To approve the agreement as presented.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

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 October 2020, Airport Operations had a loss totaling **\$362,847** compared to an income of **\$127,904** in October 2019, which is a difference of **\$490,751**. Year to date the Airport has a loss of **\$2,313,377** compared to an income in 2019 of **\$1,409,968**, which is a difference of **\$3,723,545**.

Invoices received since the last meeting for supplies and services for the month of September totaling **\$307,859.52** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$71,234.94**.

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

Desman Associates \$ 7,500.00
Invoice 20-21, dated November 12, 2020, for Inspection.

Rehabilitate Taxiway D East
ACP 17-14

C & S Companies \$63,734.94
Invoice #0190490, dated November 2, 2020, for Inspection.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/10 (Check #1106)

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

FINANCIAL REPORT – Cont'd...

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

C&S Companies \$3,186.75 CIP 19617-14

We request the Airport Board approve these transactions and payments.

CARES Grant.

Mr. Borthwick reported the airport has received \$3,175,603 in reimbursements and have applied for an additional draw in the amount of \$415,116.00. Balance of the grant totals \$16,453,281.00.

MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Chris Chermak
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

No change in status. Contractor has completed all punch list work with the exception of placement of bearing pads on the load transfer devices at the expansion joint repairs. These final repairs are scheduled for December. 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
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

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

ENGINEERING REPORT – Cont'd...

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. Pavement repairs are underway this week along with Pavement markings. 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. A 75% design review meeting is being schedule for the beginning of December.

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.

Work continues on the design documents. We are working of addressing ADA accessibility standards along the terminal entrance and the addition of electronic signs into 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.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2020**

ITEM 7
OTHER MATTERS:

A. Employee Recognition

Mr. Beardsley recognized Airport employee Frank DeMarco on his 10-Year Work Anniversary here at AVP.

B. Personnel

Recommend the Airport Board approve the appointment of Denise Price, Moosic PA to the position of Interim Public Safety Director effective November 19, 2020.

MOTION: To approve the Appointment.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: County Manager David Pedri
VOTE: Unanimous

C. United Service

Mr. Beardsley announced United Airlines will reinstate their non-stop Dulles service beginning December 17, 2020 with two (2) flights daily to Washington Dulles Airport. Service will be operated on 50 passenger regional jets.

D. Boscov's Charters

Mr. Beardsley also announced Boscov's Orlando Charter 2021 schedule. These non-stop flights are operated by Southwest Airlines 737 aircraft, which holds 143 passengers. Charter service begins March 7, 2021 and will run on select dates throughout the year.

ITEM 8
ADJOURNMENT:
(Timothy McGinley, Vice-Chair)

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

The meeting was adjourned at 10:55 A.M.