

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 17, 2020 via telecommunication devices. The meeting was called to order at 10:31 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
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:

(Debi Domenick, Esq., Chair)

NONE.

ITEM 2

APPROVAL OF THE MINUTES FROM NOVEMBER 19, 2020 BOARD MEETING:

(Debi Domenick, Esq., Chair)

MOTION: To accept and approve the minutes of the November 19, 2020 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Tim McGinley

SECONDED: Commissioner Jerry Notarianni

VOTE: Unanimous.

ITEM 3

PRESENTATION:

(Dr. Katie Leonard, President - Johnson College)

A. Johnson College President Dr. Katie Leonard

Dr. Leonard gave a history of the College, and their strong relationships with local industries. The College currently has 500 students enrolled in 15-2-year degrees, 3 academic certificates and customized training for local industries.

Johnson College has partnered with AVP in the past, bringing Aviation Day to the Airport, raising awareness to the various careers in the industry. The next venture with AVP will be the 2-year associated degree Aviation Technology Program.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

PRESENTATION – Cont'd...

B. Letter of Support
(Carl R. Beardsley, Jr., Executive Director)

Mr. Beardsley asked the Board to approve a Letter of Support, declaring AVP as a willing participant and supporter of the new Aviation Technology Program. This letter will be included in Johnson College's application process with the FAA.

MOTION: To approve the Letter of Support with Johnson College
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

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 November 2020.

Passenger boardings are again, down an average of 67.1% as compared to November 2019, due to the COVID-19 Pandemic. We are seeing positive numbers in our load factors: a very respectable 76.7% average overall.

General Aviation also saw a decrease in service. Last month they saw a 7.0% decrease when compared to November 2019, 94 fewer flights.

Mr. Beardsley also announced that United Airlines has re-instated their non-stop Dulles service with two (2) daily departures per day via a 50-passenger regional jet.

ITEM 5

AGREEMENTS and AUTHORIZATIONS:
(Carl R. Beardsley, Jr., Executive Director)

A. Hertz Ratified Agreement

The Hertz Corporation filed for protection under chapter 11. Hertz Corporation and their sister companies have provided car rental service at AVP for many years.

Hertz Corporation requesting that the Airport consent to extend the current Rejection/Assumption Deadline by five (5) months, to May 21, 2021. Hertz Corporation believes that such an extension will be beneficial for the Airport for three reasons. First, Hertz Corporation will continue to fulfill their obligations under the agreement while they explore the potential franchise opportunity. Second, if Hertz Corporation are successful and Hertz Corporation assume and assign the agreement to the franchisee, the Airport will receive prompt payment of prepetition amounts owed. Third, in the event of successful assignment to a franchisee, the Authority will also receive revenue from the continued operation of Hertz Corporation and Dollar. On the other hand, if the

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

AGREEMENTS and AUTHORIZATIONS – Cont'd...

Authority will not consent to the extension, Hertz Corporation intend to reject their agreements with the Airport and the Airport will receive only a general unsecured claim against the Debtors' estates.

The Airport asks that the Airport Board ratify the related agreement.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To approve the ratified agreement as presented.
Councilman Tim McGinley
Commissioner Jerry Notarianni
Unanimous.

B. Amendment to Airport Rental Car Concession Agreement

Recommend the Airport Board approve an adjustment to the car rental rates and charges agreement between Avis Budget Car Rental, LLC., Hertz Corporation and Penrac, LLC 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 passenger operations. All tenants operating at AVP have experienced severe revenue decreases which have resulted in cash flow challenges.

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

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

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To approve the adjustments.
Council Manager David Pedri
Commissioner Chris Chermak
Unanimous

ITEM 6

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report.

As noted on the attached profit/loss statements, for the month of November 2020, Airport Operations had a loss totaling **\$283,998** compared to an income of **\$108,781** in November 2019, which is a difference of **\$392,779**. Year to date the Airport has a loss of **\$2,597,575** compared to an income in 2019 of **\$1,518,773**, which is a difference of **\$4,116,348**.

Invoices received since the last meeting for supplies and services for the month of November totaling **\$1,089,528.18** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$845,560.26**.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

FINANCIAL REPORT – Cont'd...

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 \$60,238.53
Invoice #0190865, dated November 17, 2020, for Inspection.

**Extend Taxiway B (Rwy 4 Approach)
ACP 18-03**

McFarland Johnson \$ 3,776.59
Invoice #5R, dated December 10, 2020, for Design.

McFarland Johnson \$487,319.30
Invoice #5AR, dated December 10, 2020, for Design.

New Enterprise \$294,225.84
Application #3, dated October 9, 2020, for Construction.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2020/11 (Check #1107)

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

C&S Companies	\$3,011.93	CIP 19617-14
New Enterprise	\$14,711.29	CIP 19617-14

**Extend Taxiway B (Rwy 4 Approach)
Project #13-006**

McFarland Johnson	\$ 188.83	CIP 19618-03
-------------------	-----------	--------------

CARES Grant.

Mr. Borthwick reported the airport has received \$3,590,719 in reimbursements and have applied for an additional draw in the amount of \$440,260.29. Balance of the grant totals \$16,013,020.00.

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:	Commissioner Jerry Notarianni
VOTE:	Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

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

All work has been completed and a final inspection is scheduled for next Tuesday.

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

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services – C&S Engineering
Contractor – New Enterprise Sand and Limestone
Construction Monitoring – C&S Engineering

Pavement repairs and pavement markings have been completed. Some punch list items remain that are weather- dependent and will be completed in the Spring. 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. Our 75% design review meeting was held last week. A 90% review meeting will be scheduled in January. We anticipate that we will be bidding the first phase of the project in the early

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 17, 2020**

ENGINEERING REPORT – Cont'd...

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.

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 and we anticipate another design review meeting in January. 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. ATI Hangar Update

Mr. Beardsley updated the Board with the Aircraft Hangar progress being done next to the State Police Hangar. The Hangar is being built by Aviation Technologies.

ITEM 9
ADJOURNMENT:
(Timothy McGinley, Vice-Chair)

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

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