

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 28, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 28, 2021 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
AIRPORT BOARD REORGANIZATION:

MOTION: County Manager David Pedri nominated Councilman Tim McGinley for the AVP Airport Board Chair.

SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

MOTION: Ms. Domenick nominated Commissioner Chris Chermak as Vice-Chair for the AVP Airport Bi-County Board.

SECONDED: County Manager David Pedri
VOTE: Unanimous

ITEM 2
PUBLIC COMMENTS:
(Tim McGinley, Chair)

NONE.

ITEM 3
APPROVAL OF THE MINUTES FROM December 17, 2020 BOARD MEETING:
(Tim McGinley, Chair)

MOTION: To accept and approve the minutes of the December 17, 2020 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jerry Notarianni
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous.

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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 the year 2020.

Enplanements for the year totaled 110,834 which is one-third of the record setting 2019 numbers. Although seat availability has decreased, we saw positive load factors in 2020: a very respectable 65% average.

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 December 2020, Airport Operations had a net loss totaling **\$301,503** compared to a net income of **\$144,806** in December 2019, which is a difference of **\$446,311**. Year to date, Airport Operations had a net loss of **\$2,898,870** compared to a net income in 2019 of **\$1,794,443** which is a difference of **\$4,607,327**.

Invoices received since the last meeting for supplies and services totaling **\$654,364.16** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$365,556.43**.

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

Beach Lake Sprinkler \$1,170.00

Invoice #1052-F057428, dated October 12, 2020, for replacement of faulty air actuator.

Desman Associates \$7,776.83

Invoice #20-343, dated December 31, 2020, for inspection.

Master Plan Update
ACP 15-02

McFarland Johnson \$ 795.34

Invoice #28F (FINAL), dated December 10, 2020, for Planning.

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AIRPORT FINANCIAL REPORT - Cont'd...

Rehabilitate Taxiway D East
ACP 17-14

New Enterprise Stone &
Lime Company, Inc. \$196,329.94
Application #4, dated November 10, 2020, for Construction.

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

McFarland Johnson \$145,008.32
Invoice #6A, dated December 29, 2020, for Design.

Electrical Switchgear Testing
Project #19-05

Hayden Power Group\$14,476.00
Invoice #6A, dated September 25, 2020, for Troubleshooting &
Programming Generator Controller

The following PFC transfers are recommended for Airport Board
Approval. PFC Drawdown #2020/11 (Check #1108)

Rehabilitate Taxiway D
Project #13-012

New Enterprise \$9,816.50 CIP 19617-14

Master Plan Update
Project #12-003

McFarland Johnson \$ 795.35 CIP 19615-02

CARES Grant.

Mr. Borthwick reported the airport has received \$4,051,658 in
reimbursements and have applied for an additional draw in the amount
of \$430,840.00. Balance of the grant totals \$15,561,502.00.

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 Jerry Notarianni
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

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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

All work has been completed, inspected and accepted. We are working on project and grant close-outs.

Current Project Costs are approximately \$1,083,614.00.
Project payments to date represent approximately 94.63% 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, Contractor and FAA to negotiate closeout for project and 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 this project is substantially complete, and work on most punch list items are complete as well. Work on weather-related items will be completed when weather permits. In the interim, we are working on contract documentation.

Current Project Costs are approximately \$3,547,327.00.
Project payments to date represent approximately 79.13% 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.

We are at 90% submission of drawings and specifications. We expect they will be delivered early next week for our review. We anticipate bidding project in March.

Current Project Costs are approximately \$2,199,244.00.
Project payments to date represent approximately 34.43% 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 remain on track for spring bidding.

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. Employee Appreciation: Patrick McGowen

Airport Maintenance employee Patrick McGowen was recognized for his 20-year anniversary with AVP.

B. Supplemental Agreement

Recommend the Airport Board approve a supplemental agreement to the agreement between Topsy Turtle 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, would be to institute this supplemental agreement with Topsy Turtle. With board authorization, the Airport will offer this agreement to support our concessionaires during this Pandemic. With this amendment, Topsy Turtle will renew the is agreement by two (2) years starting April 1, 2021 and continuing through March 30. 2023. Furthermore, a 90 day out clause will be included in this agreement.

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

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OTHER MATTERS - Cont'd...

MOTION: Request the Airport Board approve the supplemental agreement.
MOVED BY: Councilwoman LeeAnn McDermott
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous

C. Budget

Recommend the Airport Board approve the 2021 Budget as previously presented.

MOTION: Request the Airport Board approve the 2021 Budget.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

Finally, Mr. Beardsley thanked Commission Domenick for her service as Chair in 2020, as well as all the Board Members for their continued support.

Mr. McGinley thanked the Executive Staff and Operational Staff for all their great work and sacrifices in 2020.

ITEM 8

ADJOURNMENT:
(Tim McGinley, Chair)

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

The meeting was adjourned at 11:05 AM.