

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 25, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 25, 2021 via telecommunication devices. The meeting was called to order at 10:32 A.M. with Councilman Timothy McGinley presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Debi Domenick
Commissioner Jerry Notarianni
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

After opening the meeting with the Pledge of Allegiance, Mr. Beardsley announced an addition to the agenda. A personnel issue regarding the Public Safety Director position will be added to **#7 OTHER MATTERS** in the Agenda. The public is welcome to comment on this item until it is addressed.

ITEM 1

PUBLIC COMMENTS:

(Tim McGinley, Chair)

NONE.

ITEM 2

APPROVAL OF THE MINUTES FROM JANUARY 28, 2021 BOARD MEETING:

(Tim McGinley, Chair)

MOTION: To accept and approve the minutes of the January 28, 2021 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 January 2021.

Enplanements in January were down 68.3% as compared to January 2020, a record-breaking month at AVP. Although seat availability has decreased, load factors averaged 62.6% in January. American Airlines saw an impressive 70% load factor in January.

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PRESENTATION:

(Dr. Sheeva Rajaei, Rapicare)

Dr. Sheeva Rajaei, a cardiologist, CEO and CMO of Rapicare. Dr. Rajaei presented the Board with information on her company: A medical startup with the vision to slow the spread of Covid-19 by providing expedited testing. The Board thanked Dr. Rajaei for her Power Point presentation and discussed putting a Request for Qualification (RFQ) out publicly in order to add this service to AVP.

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 January 2021, Airport Operations had a net loss totaling **\$370,837** compared to a net income of **\$58,525** in January 2020, which is a difference of **\$429,362.**

Invoices received since the last meeting for supplies and services totaling **\$459,782.55** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$171,566.68.**

(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.

Parking Garage Maintenance
ACP 14-03

Krishna Construction \$57,656.65
Application #12, dated January 2, 2021, for construction.

Master Plan Update
ACP 15-02

McFarland Johnson \$ 431.60
Invoice #27, dated August 27, 2020, for planning.

Rehabilitate Taxiway D East
ACP 17-14

C&S \$13,756.81
Invoice #0191635, dated December 23, 2020, for Inspection.

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

McFarland Johnson \$99,721.62
Invoice #7A, dated February 12, 2021, for Design.

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AIRPORT FINANCIAL REPORT - Cont'd...

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/1 (Check #1109)

Acquire Aircraft Rescue and Fire Fighting Vehicle

Bonner Chevrolet \$37,414.00 CIP 19613-04

Rehabilitate Taxiway D Project #13-012

C & S \$687.84 CIP 19617-14

Master Plan Update Project #12-003

McFarland Johnson \$ 431.60 CIP 19615-02

CARES Grant.

Mr. Borthwick reported the airport has received \$4,482,498 in reimbursements and have applied for an additional draw in the amount of \$597,588. Balance of the grant totals \$14,963,913.

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 Debi Domenick
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

(Stephen Mykulyn, P.E., Director of Engineering)

A. Change Order No. 2 (Final) - Parking Garage Rehabilitation (ACP 14-03)

Recommend the Airport Board Approve Change Order #2 (Final) increasing our Contract with Krisha Construction, Inc., \$3,769.00 from \$935,614.00 to \$939,383.00, subject to PennDOT-BOA and solicitor's concurrence.

This change order adjusts the final quantities on the project to the as-builts quantities from the field and adds work repairing concrete and placing a waterproofing membrane over a mechanical room near the terminal tunnel. (Work not in the original contract scope.)

We request that the Board approve this change order.

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ENGINEERING REPORT - Cont'd...

MOTION: Request the Airport Board approve the change order as presented.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Debi Domenick
VOTE: Unanimous

B. Wetland Mitigation Credit Purchase Authorization - Taxiway B Extension, Runway 4 Approach End

The existing access road to the Air Traffic Control Tower (ATCT) will be impacted by the construction of fills required for the extension of Taxiway B to the Runway 4 threshold. As such a new access road will be constructed for ATCT access. The location and construction of this new road will impact existing wetlands on Airport property. It has been determined through an environmental finding that the impact to these wetlands can be mitigated through replacement of the wetlands off-site. Wetland mitigation credits may be purchased to achieve this replacement goal.

The environmental finding determined that 0.31 acres of wetland will require mitigation due to this portion of the project. These credits are available from Evergreen Environmental, LLC in the Hop Bottom Creek Mitigation Bank. The cost for these mitigation credits is \$119,350.00 and will be eligible for reimbursement funding from the FAA, State and through our PFC collections.

Request the Board approve the purchase of these mitigation credits.

MOTION: Request the Airport Board approve the purchase of mitigation credits as presented.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous

C. Projects:

ACP 14-03

Parking Garage Maintenance

Design Services - Desman Associates
Construction - Krishna Construction, Inc.
Construction Monitoring - Desman Associates

With the execution of the final close-out change order this contract is closed and the grant closeout will be completed and submitted in the coming week.

Current Project Costs are approximately \$1,087,383.00.
Project payments to date represent approximately 99.60% of total.
Funding - State Capital Grant, Airport Funds

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ENGINEERING REPORT – Cont’d...

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 to report. 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

No change in status. As we wait for favorable weather to complete the final punch-list items, the consultant continues to work with the contractor on getting paperwork in order for closeout.

Current Project Costs are approximately \$3,547,327.00.
Project payments to date represent approximately 79.52% 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.

We are working on final coordination for contract documents and expect to have 100% documents for review on March 5th. Bidding documents will be available, March 18th and Bid Opening is planned for April 15th, Board Approval will be requested at the April 22nd meeting and Grant Application will be made by May 3rd.

Current Project Costs are approximately \$2,199,244.00.
Project payments to date represent approximately 65.90% of total.
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

Mr. Mykulyn asked for an approval for an authorization to solicit bids this project.

MOTION:	Request the Airport Board authorize the solicitation of bids for this project as presented.
MOVED BY:	Commissioner Jerry Notarianni
SECONDED BY:	Commissioner Chris Chermak
VOTE:	Unanimous

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ENGINEERING REPORT – Cont’d...

ACP 18-04
Rehabilitate Access Road (Terminal Drive)
Design Services – KBA Engineering, p.c.

Work with the contract documents continues 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. Authorization to apply for Federal Grant Funding (CRRSA-ACRGP)

Request the Board authorize Airport Administrative Staff to apply for additional Federal Grant Funding to reimburse costs associated with the COVID-19 public health crisis.

As announced by the Secretary of Transportation on February 12, 2021, our airport is eligible for funds under the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260) (CRRSA). These funds will assist airport sponsors to address the COVID-19 public health emergency. The FAA will distribute these grants under the new Airport Coronavirus Response Grant Program (ACRGP).

CRRSA includes different types of funding with different restrictions on use. Our airport is eligible to receive the following funding types:

General: Funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. While this funding is similar to the CARES funding, it is more limited in scope.

Concessions: Funding to provide relief from rent and minimum annual guarantees to on-airport car rental, on-airport parking, and in-terminal concessions. By accepting these funds, you are committing to relieving rent and minimum annual guarantees, proportionally, for the entirety of your ACRGP concessions' grant amount. You may retain up to 2% of this amount for administrative fees.

Request the Board authorize application under both funding types.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

Request the Airport Board authorize the application.
Commissioner Chris Chermak
Commissioner Jerry Notarianni
Unanimous

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OTHER MATTERS - Cont'd...

B. Bitcoin Agreement

Recommend the Airport Board approve an agreement between Hugo Amusements, Inc. and The Wilkes-Barre/Scranton International Airport to install a bitcoin machine. This is a three (3) year agreement with a \$450.00 minimum payment or 1.5% of gross volume purchased whichever is higher --- paid quarterly. Minimum revenue on a yearly basis will be \$1,800.

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

At 11:03 A.M., Mr. McGinley asked for a five (5) minute recess. The Board reconvened at 11:08 A.M. As there were no public comments with regard to the remaining agenda item, Mr. McGinley asked Mr. Beardsley to proceed with the final agenda item.

C. Personnel

Recommend the Airport Board approve the appointment of Floyd Bowen of Forty Fort, PA to the position of Public Safety Director, pending confirmation of clearances.

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

Mr. Beardsley thanked Denise Price for stepping up and doing a fantastic time as the Interim Public Safety Director. Mr. Beardsley also thanked the entire staff for their efforts during a very snowy February.

ITEM 8

ADJOURNMENT:
(Tim McGinley, Chair)

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

The meeting was adjourned at 11:11 AM