

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 25, 2021 via telecommunication devices. The meeting was called to order at 10:31 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Debi Domenick
Commissioner Jerry Notarianni
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
Attorney Frank Ruggiero, Lackawanna County Solicitor
Michelle Bednar, Luzerne County Controller

ABSENT: Councilman Timothy McGinley
Reggie Mariani, Lackawanna County Chief Internal Auditor
Germaine Helcoski, Lackawanna County Deputy Controller
Mark Majikes, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENTS:

(Chris Chermak, Vice-Chair)

NONE.

ITEM 2

APPROVAL OF THE MINUTES FROM FEBRUARY 25, 2021 BOARD MEETING:

(Chris Chermak, Vice-Chair)

MOTION: To accept and approve the minutes of the February 25, 2021 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous.

ITEM 3

FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report.

As noted on the attached profit/loss statements, for the month of February 2021, Airport Operations had a net loss totaling **\$344,441** compared to a net income of **\$110,687** in February 2020, which is a difference of **\$455,325**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$715,565**, as compared to an income of **\$169,215** in 2020, which is a difference of **\$884,780**.

Invoices received since the last meeting for supplies and services totaling **\$911,205** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$585,287.36**.

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FINANCIAL REPORT - Cont'd...

MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: Commissioner Debi Domenick
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 4

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 #3 (Final) decreasing our Contract with New Enterprise Stone & Lime Company, Inc., \$625,377.37 from \$8,271,160.29 to \$7,645,782.92, subject to FAA, PennDOT-BOA and solicitor's concurrence.

This change order adjusts the final quantities on the project to the as-built quantities from the field and reduces the Contractor's payment due to the assessment of liquidated damages for project delays.

We request that the Board approve this final closeout change order.

MOTION: Request the Airport Board approve the change order as presented.
MOVED BY: Commissioner Debi Domenick
SECONDED BY: County Manager David Pedri
VOTE: Unanimous

B. Projects:

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.

With the approval of the Final Close-out Change Order and Final Contractor Application for Payment earlier, this project is contractually closed. Grant closeout is expected to be completed in the next two weeks.

Current Project Costs are approximately \$10,695,820.

Project payments to date represent approximately 90.22% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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OTHER MATTERS - 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

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

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.

Bidding documents were completed last week for the Initial Construction Phase of the Project. This phase will construct the new Air Traffic Control Tower Access Road and provide for the site preparation of the relocated Localizer and its associated Critical Area. Advertisement for bids began last Thursday. A Pre-Bid Conference for the Project is scheduled today at 2:00pm. Bid Opening is scheduled 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

Project payments to date represent approximately 65.90% 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 with the contract documents continues and we remain on track for Spring bidding.

Current Project Costs are approximately \$183,362

Project payments to date represent approximately 41.26% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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ITEM 5

REQUEST FOR QUALIFICATIONS

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

Request the Airport Board approve a solicitation of an RFQ for an Air Cargo Study Update.

MOTION: Request the Airport Board approve the solicitation.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Debi Domenick

QUESTION: Mr. Pedri asked about this process as he believe the Board has already started this. Mr. Beardsley replied that the prior study was completed in 2018 and many factors have changed especially over the last year.

VOTE: Unanimous

ITEM 6

PRESENTATION - GREATER PITTSSTON CHAMBER OF COMMERCE:

*(Michelle Mikitish, Executive Vice-President,
Brandi Bartush, Administrator/Events Coordinator)*

Mrs. Mikitish and Mrs. Bartush gave an overview of the upcoming 100th Anniversary Celebration of the Pittston Chamber which will take place in the ATI Hangar on April 17, 2021.

ITEM 7

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 February 2021.

Although enplanements and seat availability were down 66.5% and 65.3% respectively in February, airline load factors are holding at a very impressive 74.7% average. Mr. Beardsley also showed several visual slides showing the dramatic increase in parking areas.

Mr. Beardsley also reported on the recent blood drive at AVP. Airport employees and area residents participated, and he is happy to report AVP surpassed 147% of our goal, and helped 66 patients.

The Airport Board was also updated on the new ATI Hangar, which is right on schedule for a July completion.

Mr. Beardsley reminded everyone that REAL ID goes into effect on October 1, 2021. Passengers will not be able to board an aircraft for a domestic flight or enter federal buildings without a REAL ID or U.S. Passport.

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DIRECTOR'S REPORT - Cont'd...

Finally, as part of our Community Outreach program, Mr. Beardsley recently participated in the NEIU-19 Logistics & Transportation Presentation. Kane Logistics also participated in the presentation. In addition, Mr. Beardsley showed Kane's safety travel care pack they are now distributing to all employees for their air travel.

ITEM 8

OTHER MATTERS:

(Gary Borthwick, Assistant Airport Director)

Mr. Borthwick reported AVP had 25 inquiries on the recent published RFQ for COVID Testing at AVP, and 10 submittals. Our administration staff will narrow the results to 3 or 4 companies, schedule interviews with them, and have a recommendation at the April Board Meeting.

ITEM 9

ADJOURNMENT:

(Chris Chermak, Vice-Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: County Manager David Pedri
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 10:56 AM.