

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
APRIL 22, 2021

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 22, 2021 via telecommunication devices. The meeting was called to order at 10:31 A.M. with Councilman Tim McGinley presiding.

**PRESENT:** Commissioner Chris Chermak  
Commissioner Debi Domenick  
Commissioner Jerry Notarianni  
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:**

*(Tim McGinley, Chair)*

NONE.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM MARCH 25, 2021 BOARD MEETING:**

*(Tim McGinley, Chair)*

**MOTION:** To accept and approve the minutes of the March 25, 2021 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Commissioner Debi Domenick  
**SECONDED:** Commissioner Jerry Notarianni  
**VOTE:** 5-Yes: Commissioners Chermak, Domenick, Notarianni, Councilwoman McDermott, County Manager Pedri; 1-Abstention: Councilman McGinley (as he was not present).

**ITEM 3**

**FINANCIAL REPORT:**

*(Gary Borthwick, Assistant Airport Director)*

**A. Financial Report.**

As noted on the attached profit/loss statements, for the month of March 2021, Airport Operations had a net loss totaling **\$303,719** compared to a net loss of **\$26,952** in March 2020, which is a difference of **\$276,767**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$1,019,273**, as compared to an income of **\$142,270** in 2020, which is a difference of **\$1,161,543**.

Invoices received since the last meeting for supplies and services totaling **\$311,535.95** are presented on the attached sheets for review and approval of the Board.

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**FINANCIAL REPORT - Cont'd...**

**CARES Grant.**

Mr. Borthwick reported the airport has received **\$5,423,841** in reimbursements and have applied for an additional draw in the amount of **\$300,498**. Balance of the grant totals **\$14,319,661**.

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:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**ITEM 4**

**ENGINEERING REPORT**

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

**A. Bid Award**

**ACP 18-03 Taxiway B Extension Phase II - Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road**

Bids for Construction of the "Taxiway B Extension Phase II - Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road" Project were opened on Thursday, April 15, 2021 at 2:00 P.M. in the Airport Board Room by Administration and Lackawanna County Deputy Controller, Germaine Helcoski. A total of five bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, McFarland Johnson, Inc., provided a recommendation as to award. MJ recommended award of the Contract in the amount of \$4,600,765.00 to the low bidder, JBS Dirt, Inc., (see attached). Bid tabulation is provided below:

BIDDER	BASE BID	ADD ALT 1	ADD ALT 2	TOTAL BID
JBS Dirt Inc.	\$2,125,930.00	\$994,500.00	\$1,480,335.00	\$4,600,765.00
Kruger Construction	\$2,867,271.00	\$1,061,415.00	\$2,101,447.20	\$6,030,133.20
Leeward Construction	\$3,133,083.00	\$1,472,045.00	\$2,532,705.00	\$7,137,833.00
James T. O'Hara	\$3,177,445.00	\$1,085,600.00	\$2,136,150.00	\$6,399,195.00
Linde Corporation	\$3,687,776.10	\$2,062,420.00	\$3,092,720.00	\$8,842,916.10

Recommend the Airport Board award the Construction Project to JBS Dirt, Inc., and authorize Airport Staff to prepare a contract for approval at a future board meeting, pending FAA, PennDOT - Bureau of Aviation and Solicitor's concurrence. This project is eligible for funding 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections.

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**ENGINEERING REPORT – Cont’d...**

**MOTION:** Request the Airport Board approve the bid award.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Debi Domenick

**DISCUSSION:** Commissioner Chermak noticed the low bid was drastically lower than the others, and asked if there should be any concern with that. Mr. Mykulyn answered that their bid was in line with the engineering estimate for the project and he did ask the Consultant to review their individual unit-cost items, and they are in line with the other bids. My. Mykulyn noted that in general, it appears the JBS made a concerted effort to get the award. Atty. Frederickson asked if they posted a required bid bond. My. Mykulyn answered that they did post a 5% Bid Bond. Mr. McGinley commented that it is the lowest bid and Steve has assured that it meets all the specifications. It surely appears that they want the work and they came through with a good bid number and we're fortunate to have that this time.

**VOTE:** Unanimous

**B. Contracts**

**ACP 18-03 Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road**

Recommend the Airport Board approve Supplement No. 2 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Construction Observation and Administration Services for the Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road project, subject to FAA, PennDOT – Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$524,958.00. This amount is supported by an Independent Fee Estimate.

**MOTION:** Request the Airport Board approve Supplement #2.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Commissioner Debi Domenick  
**VOTE:** Unanimous

**C. Authorization to Apply for Federal and State Grants**

**ACP 18-03 Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road**

Recommend the Airport Board authorize Airport Staff to make applications for grant funding for the "Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road" Project, Construction and Construction Observation and Administration Services Contracts as well as associated Administrative Costs. Grant funding will be sought as follows; 90 % FAA, 5% PennDOT – Bureau of Aviation, and 5% PFC.

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**ENGINEERING REPORT - Cont'd...**

**MOTION:** Request the Airport Board approve the authorization  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous

**D. Projects:**

**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 15<sup>th</sup>, Board Approval will be requested at the April 22<sup>nd</sup> meeting and Grant Application will be made by May 3<sup>rd</sup>.

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**

**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 March 2021.

Passenger boardings for the month of March were up 2.2%. Although it's not a huge number, it's a move in the right direction. American and United both shared in the increase with 37.1% and 20% increases, respectfully.

Although seat availability was down 39%, load factors are holding at a very impressive 77.2% average. General Aviation also saw a dramatic increase of operations to 75.4% as compared to March 2020.

Mr. McGinley noted the numbers are so much better given the fact that Delta is not currently flying from AVP. Those customers are clearly now using the American and United service and we are hopeful this positive trend continues.

**ITEM 6**

**OTHER MATTERS:**

**A. COVID TESTING**

Mr. Beardsley reported that the PA Department of Health has offered to deploy their COVID Testing Vendor, also known as AMI, to provide PCR Testing at AVP. This is a pilot testing site for one (1) month. AMI will provide AVP with a Certificate of Insurance to operate at AVP. Mr. Beardsley asked the Board to approve this recommendation.

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

Request the Airport Board approve the recommendation.  
County Manager David Pedri  
Commissioner Chris Chermak  
Unanimous

**B. GREATER PITTSTON'S CHAMBER 100<sup>th</sup> ANNIVERSARY CELEBRATION**

Mr. Beardsley reported the Greater Pittston Chamber of Commerce recently held their 100<sup>th</sup> Anniversary Gala at the Aviation Technologies' Hangar here at AVP. The event was very successful.

**C. WHEEL LIFE EXPERIENCES**

AVP will be hosting this family friendly event at AVP in July. Families are invited to come to the Airport and get up close and personal to air and ground vehicles used here at AVP. Proceeds will benefit the Pittston Township's Police Department's K-9 Unit.

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**OTHER MATTERS - Cont'd...**

**D. BITCOIN**

Mr. Beardsley noted a Bitcoin machine was recently added at AVP. Bitcoin is basically a computer file which is stored in a digital wallet app on a smartphone or computer. People can send Bitcoins to your digital wallet, or send Bitcoins to other people.

**E. HANGAR UPDATE**

Mr. Beardsley showed pictures of the progress being made at the new ATI Hangar, with hopes of being completed late spring or early summer.

**F. BLOOD DRIVE**

After a very successful (first) blood drive here at AVP in March, the Red Cross came to AVP and asked us to hold another drive on Thursday, May 6<sup>th</sup> from 12 - 5 PM.

**ITEM 7**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED:** Commissioner Debi Domenick  
**VOTE:** Unanimous.

The meeting was adjourned at 11:01 AM.