

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
MAY 27, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 27, 2021 via telecommunication devices. The meeting was called to order at 10:33 A.M. with Councilman Tim McGinley presiding.

PRESENT: Commissioner Chris Chermak
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: Commissioner Debi Domenick
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)

READ: Cameron Snipes from Binghamton, NY emailed: I have a quick question to the board. I am sending this email in regards to the newest airlines Breeze Airways. They have just announced some of their new routes and hubs being out of Tampa, and one out of Charleston. Is there a possibility we could get Breeze to fly out of AVP to Tampa? Or even Charleston?

READ: Jeremy Liptai from Scranton, PA emailed: I am a student at Marywood University enrolled in the Aviation Management program. I have been fascinated in the growth of this airport and have been coming down since I was young. My question is: how likely is it that we see a new passenger airline coming to AVP before year's end, one that maybe isn't Delta?

RESPONSE: Mr. Beardsley responded to both questions. AVP is highly motivated to secure either a new carrier to come to our market or an incumbent airline to expand their service at AVP. The airlines are starting to shake the pandemic is all their markets, so it's going to take some time to get new service. New airlines like Breeze have focused on larger airports right now; the smallest being Huntsville, AL. To answer the question, it is AVP's goal 100% to go after additional service. Although he couldn't give exact dates of when that might happen, Mr. Beardsley assured the audience that AVP is aggressively working on adding service.

Mr. McGinley added that AVP is always looking at adding air service.

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ITEM 2

APPROVAL OF THE MINUTES FROM APRIL 22, 2021 BOARD MEETING:

(Tim McGinley, Chair)

MOTION: To accept and approve the minutes of the April 22, 2021 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 3

FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report.

(1) Revenue - Expense Report .

As noted on the attached profit/loss statements, for the month of April 2021, Airport Operations had a net loss totaling **\$257,159** compared to a net loss of **\$416,287** in April 2020, which is a difference of **\$159,128**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$1,276,429**, as compared to an income of **\$274,015** in 2020, which is a difference of **\$1,002,414**.

Invoices received since the last meeting for supplies and services totaling **\$348,512.81** are presented on the attached sheets for review and approval of the Board.

(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.

Rehabilitate Taxiway D East
ACP 17-14

C&S \$5,304.29
Invoice #0193927, dated April 19, 2021, for Inspection.

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

C&S \$1,500.00
Invoice #0194269, dated May 4, 2021, for Independent Fee Estimate Services.

RW22 Development Review
ACP 21-02

McFarland Johnson \$4,344.00
Invoice #1, dated April 29, 2021, for Planning & Zoning.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/4

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ENGINEERING REPORT - Cont'd...

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)
Design Services - McFarland-Johnson, Inc.

As discussed at last month's meeting, bids were received and tentative award made to the low bidder. Application for the FAA AIP Grant has been made and we are awaiting the grant offer. In the interim, a contract for construction is being prepared.

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. We hope to have plans completed in the coming month and will then schedule 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

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 April 2021.

Passenger boardings for the month of April were up 798.3% (average). American Airlines saw an increase of 698.4% and United increased with 3857.6%. Although the boardings are not what we saw pre-pandemic, it's certainly very positive growth which we hope will continue.

Seat availability was increased by 26% overall and load factors for April 2021 were at a very impressive 89.8% average. General Aviation also saw a dramatic increase of operations: 575 more operations when compared to April 2020.

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ITEM 6

OTHER MATTERS:

A. Award

On May 14, 2021, the Airport issued a Request for Qualifications (RFQ) for Cargo Consultant Services. Three (3) firms provided responses to the RFQ:

- Michael Baker International
- IMS Worldwide, Inc.
- Informa

After a review of qualifications, interviews were conducted by Airport Administration, AVP Board Chair Tim McGinley, and Lackawanna College President Jill Murray of the three firms. Michael Baker International was ranked as the best firm to perform the assessment at AVP.

The scope of work is listed in your packets. Airport Administration recommends the Airport Board approve an agreement with Michael Baker International, terms attached.

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

Request the Airport Board approve the recommendation.
Councilwoman Lee Ann McDermott
Commissioner Jerry Notarianni
Unanimous

B. AUTHORIZATION

Recommend the Airport Board approve the solicitation of Request for Proposals (RFP) for Vending Machine Services.

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

Request the Airport Board approve the recommendation.
Commissioner Chris Chermak
Councilwoman Lee Ann McDermott
Unanimous

C. 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.

D. COVID TESTING

Mr. Borthwick gave the Board an update on the COVID Testing Site operating at AVP. Through May 21, 54 people have been tested. The PA Department of Health, who is operating the testing site, would like to continue this free service through the month of June.

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OTHER MATTERS - Cont'd...

E. WHEEL LIFE EXPERIENCES

Mr. Beardsley reminded everyone about AVP's event "Wheel Life Experience" which will take place Saturday, July 10th from 9AM to 2PM. This family friendly event will allow all children to get up close and personal with both air and ground vehicles at AVP.

F. CONTRACT

Mr. McGinley informed the audience that Mr. Beardsley's contract was expiring and the Board would like to extend his contract. The terms are similar to the last contract. The new contract is valid for three (3) years beginning July 1, 2021 at a salary of \$130,520.00 with two (2) potential extensions. Mr. Beardsley will also receive two (2) additional PTO days.

MOTION:	Request the Airport Board approve Mr. Beardsley's contract.
MOVED BY:	Commissioner Jerry Notarianni
SECONDED BY:	Councilwoman Lee Ann McDermott
VOTE:	Unanimous

ITEM 7

ADJOURNMENT:

(Tim McGinley, 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 10:59 AM.