

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JUNE 24, 2021

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 24, 2021 via telecommunication devices. The meeting was called to order at 10:30 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:** 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:** Carl R. Beardsley, Jr., Executive Director  
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 MAY 27, 2021 BOARD MEETING:**

*(Tim McGinley, Chair)*

**MOTION:** To accept and approve the minutes of the May 27, 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 May 2021, Airport Operations had a net loss totaling **\$215,826** compared to a net loss of **\$390,232** in May 2020, which is a difference of **\$174,406**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$1,492,264**, as compared to an income of **\$664,247** in 2020, which is a difference of **\$828,017**.

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

Invoices received since the last meeting for supplies and services totaling **\$244,446.42** are presented on the attached sheets for review and approval of the Board. These include **\$7,719.31** for major construction costs.

**Rehabilitate Taxiway D East**  
**ACP 17-14**

C&S \$3,069.31  
Invoice #0194679, dated May 24, 2021, for Inspection.

**Overfill Protection & Pump Replacement Aviation Fuel Farm**  
**ACP 21-03**

The Fourth River Company \$4,650.00  
Invoice #4312-001, dated June 7, 2021, for Pumping System Inspection.

**(2) CARES Grant.**

Mr. Borthwick reported the airport has received **\$5,934,766** in reimbursements and have applied for an additional draw in the amount of **\$194,325**. Balance of the grant totals **\$13,914,908**.

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**

**AGREEMENTS**

*(Gary Borthwick, Assistant Airport Director)*

**A. Contract Extension: ProDIGIQ**

Recommend the board approve an extension to the current agreement with Prodigiq for additional 5 years. The company provides the information on our flight information display system (FIDS) of monitors throughout the terminal and parking garage of airline departure and arrival times in real time and on our website real time airline tracker.

The extension includes an 8% increase in price which equates to a total \$4,896 over the 5 years.

**MOTION:** Request the Airport Board approve the contract extension.  
**MOVED BY:** County Manager David Pedri  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

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**AGREEMENTS - Cont'd...**

**B. Contract Extension: American Food & Vending**

Recommend the board approve a one-month extension to American food and vending contract expiring July 31, 2021 to August 31, 2021. Due to the inability to schedule interviews in a timely manner relative to the RFP for Vending we require this extension and will have a recommendation for board in the July board meeting.

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

**C. Airlines Ratified Agreements**

Recommend the Airport Board approve the next adjustment to the airline rates and charges agreement between American Airlines and United Airlines 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 domestic and international air travel of passenger operations. All commercial passenger airlines air carriers operating at AVP have experienced severe in revenue which have resulted in near term cash flow challenges for the airline.

After careful calculation the airport is recommending the airport has determined the best way to maintain financial health, cash flow, and maintaining air service at AVP, would be to institute an additional rates and charges adjustment agreement. The airport has offered this agreement to all air carriers at AVP in compliance with FAA grant assurances.

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

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

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**ITEM 5:**  
**ENGINEERING REPORT**

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

**A. Solicitation**

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) and Experience from Firms or Groups interested in performing Engineering/Design, Bid, and Construction Phase Service for the "Overfill Protection and Pump Replacement at Aviation Fuel Facility" Project.

**MOTION:** Request the Airport Board approve solicitation.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**B. Projects:**

**ACP 17-14**

**Taxiway D (East) Rehabilitation**

**Design Services - C&S Engineering**

**Contractor - New Enterprise Sand and Limestone**

**Construction Monitoring - C&S Engineering**

A field view was conducted with the Consultant and the Contractor on June 10th to review final quantities of the work for closeout. Punchlist items completed to date were also reviewed. Work on remaining punch list items continues and work continues between the Consultant and the Contractor on project closeout and paperwork.

Current Project Costs are approximately \$3,547,327  
Project payments to date represent approximately 80.05% 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.**

Bids have been received and tentative award made. Application for FAA funding has been made and is under review at the Airports District Office. As we wait for funding to be approved contracts for construction are being prepared. Storm water permits are expected to be approved next month.

At the same time the Consultant continues to work on design for the next phase of construction which will place the fill for the taxiway extension.

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**ENGINEERING REPORT – Cont’d...**

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 met with the  
Consultant on June 10th and have started regular review meetings with  
the consultant in order to finish out remaining coordination issues. We  
expect bidding documents will be ready in late July for advertisement.

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 6**

**DIRECTOR’S REPORT**

*(Gary Borthwick, Assistant Airport Director)*

Passenger enplanements for the month of May 2021 increased **309.5%**  
to **14,853** from **3,627** in the month of May 2020. When compared  
directly with the month of May 2020, the increase is mainly attributed  
to more people opting to fly as the country continues to re-open.

Seat availability has also increased to 95% overall; and load factors have  
doubled as compared to last year. General Aviation also increased 9%.  
We’re seeing great increases as compared to last year, and we believe,  
it should continue.

**ITEM 7**

**OTHER MATTERS**

*(Gary Borthwick, Assistant Airport Director)*

**A. COVID Testing Site**

The free COVID testing site, sponsored by the PA Department of Health,  
will be ending tomorrow, June 25<sup>th</sup>. We will receive data with regard to  
how many tests were performed; how many were travelers; how many  
positive/negatives, etc. Results should be available to report at our July  
meeting.

**B. Hangar Update**

Hangar construction at the ATI Hangar continues. Utility service to the  
building is nearly complete. It is expected, at this time, that the Hangar  
will be available for occupants in late July or August.

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

**C. Wheel Life Experiences**

Mr. Borthwick reminded everyone about AVP's event "Wheel Life Experiences" which will take place Saturday, July 10<sup>th</sup> 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.

**D. Personnel**

Recommend the Airport Board accept the resignation of Custodian Robert Petrini, of Jessup.

**MOTION:** To accept the resignation.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**E. Board Tribute**

Finally, Mr. Borthwick recognized and thanked Luzerne County Manager Dave Pedri for the past five years of service on the AVP Bi-County Airport Board. Today was Mr. Pedri's last AVP Board meeting, as he has taken a position in the private sector.

It has been a pleasure to work with Dave. He has always been available, accessible and cooperative to any and all matters concerning AVP.

**ITEM 8**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

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

The meeting was adjourned at 10:51 AM.