

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
April 24, 2025**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 24, 2025 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Matt McGloin presiding.

PRESENT: Council Member Lee Ann McDermott
County Manager Romilda Crocamo
Commissioner Chris Chermak
Commissioner Bill Gaughan
Council Member Greg Wolovich

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Stephen Mykulyn, Director of Engineering
BJ Teichman, Assistant Director
Eric McKitish, Director of Marketing / Air Service
Chris Dalessandro, Director of Finance
Michelle Aigeldinger, Director of Human Resources
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Walter Griffith, Jr., Luzerne County Controller
Thomas Sokola, Luzerne County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENT:

(Lee Ann McDermott, Chair)

None

ITEM 2

APPROVAL OF THE MINUTES FROM APRIL 24, 2025 BOARD MEETING:

(Lee Ann McDermott, Chair)

MOTION: To accept and approve the minutes of the April 24, 2025 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Chris Chermak
SECONDED: Councilmember Greg Wolovich
VOTE: Unanimous.

ITEM 3

AIRPORT FINANCIAL REPORT:

(Chris Dalessandro, Director of Finance)

A. Financial Report:

(1) Revenue – Expense Report

As noted on the attached profit/loss statements, for the month of February 2025, Airport Operations had profit totaling **\$135,640** compared to income of **\$5,571** in February 2024 which is a difference of **\$130,069**.

Year to date, our profit is **\$294,388** as compared to a loss in 2024 of **\$(267,577)** a difference of **\$561,965**.

Invoices received since the last meeting for supplies and services totaling **\$738,644.95** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$316,536.73**.

(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.

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MOTION: Request the Airport Board approve the above transactions and payments as indicated.
MOVED BY: Councilmember Greg Wolovich
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT

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

A. Request for Authorization to Bid

ACP 25-03 Remove Existing Festoon System and Wiring / Install New Pantograph System & Wiring, Boarding Bridge 5

Request the Airport Board authorize the advertisement for Bids for our "Remove Existing Festoon System and Wiring / Install New Pantograph System & Wiring, Boarding Bridge 5" Project.

MOTION: To accept and approve Authorization to Bid.
MOVED BY: Commissioner Bill Gaughan
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

B. Projects:

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services – McFarland-Johnson, Inc.

Construction Phase Services – McFarland-Johnson, Inc.

ATCT Access Road & Localizer Site Prep Contractor – JBS Dirt, Inc.

Taxiway B Extension Site Preparation Contractor – Leeward Construction, Inc.

Localizer Relocation Contractor – Joyce Electric, Inc.

Taxiway B Extension Paving and Lighting - Leeward Construction, Inc.

Construction Observation/Construction Administration Services – McFarland-Johnson, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction; no change in status, working with consultant on grant closeouts.

In the Taxiway B Extension Site Preparation; no change in status. Final work on contract is suspended for the Winter and is expected to resume in the beginning of May.

On the Localizer Relocation; no change in status, working with consultant on grant closeout.

On the Taxiway Paving and Lighting – Work continues on the coordination of submissions and approvals. Changes in the Construction Safety and Phasing Plan are being worked through and we anticipate having those issues resolved in the coming week and scheduling a preconstruction meeting thereafter. Work is expected to begin on the project in May.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

PEMB Procurement – Rise Construction

General Construction – D & M Construction

Construction Observation/Construction Administration Services – Borton-Lawson

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With nearly all of the punchlist items complete the contractor's submitted application for the release of the majority of the retainage was approved by the consultant. Work on contract and grant closeout is underway.

ACP 22-01

Terminal Expansion – COVID Mitigation
Design Services – McFarland-Johnson, Inc.

We have completed a project funding scenario that is acceptable to the FAA and will be looking to bid the project in the coming months. Current funding plans call for the use of Infrastructure Investment and Jobs Act (IIJA) - Airport Infrastructure Grant (AIG), Airport Improvement Program (AIP) Entitlement and Supplemental, and Passenger Facility Charge (PFC) Funds. We are submitting today for Community Project Funding with Congressman Bresnahan's Office and we have submitted for a Pennsylvania Department of Transportation Bureau of Aviation Airport Budget Grant and are hopeful that monies will be made available for the project and would be used to reduce our PFC component. We are also waiting on a Notice of Funding Opportunity (NOFO) on the Infrastructure Investment and Jobs Act (IIJA) - Airport Terminal Program (ATP) Grant Application dates to properly time bidding. We continue to review and apply for alternative funding sources and scenarios while planning bidding strategies.

ACP 22-02

HVAC System Replacement – Joseph M. McDade Terminal Building
Design Services – C&S Engineers
General & Mechanical Prime – Scranton Electric Heating and Cooling
Electrical Prime – Everon Electrical Contractors
Construction Observation/Construction Administration Services – C&S Engineers

Work is nearing completion on the duct cleaning and the new system wide controls. Punchlist items are being completed and we are working to schedule the final inspection with the FAA. Operations Staff Training on the new system components has taken place and we anticipate training on the monitoring and controls system in the next few weeks. We continue to meet bi-weekly to review progress, address schedule impacts on operations and resolve any issues that arise. Overall project completion is slated for May of 2025.

ITEM 5

PERSONNEL:

(Michelle Aigeldinger, Director of Human Resources)

A. Appointments:

1. Request the Airport Board appoint Anthony Constantine, Dunmore, PA to Maintenance 2, effective once confirmation of airport clearances and approved physical are received.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilmember Greg Wolovich
VOTE: Unanimous.

2. Request the Airport Board appoint Bryan Cadwalder, Old Forge, PA to Maintenance 2, effective once confirmation of airport clearances and approved physical are received.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Councilmember Greg Wolovich
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

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3. Request the Airport Board appoint Jonathan Crawn, Dupont, PA to Maintenance 2, effective once confirmation of airport clearances and approved physical are received.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Bill Gaughan
SECONDED BY: Councilmember Greg Wolovich
VOTE: Unanimous.

ITEM 6

DIRECTORS REPORT:

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

A. Passenger Activity:

As noted on the attached "Airport Quick Look" charts, passenger enplanements for the month of March 2025 increased 27.7% to 21,475 from 16,814 in the month of March 2024.

In March 2025, 3 departing flights were cancelled, 2 for weather and 1 for maintenance. This accounts for 130 (.5%) out of a total of 26,986 departure seats. Also, 5 arriving flights were cancelled, 4 for weather and 1 for maintenance.

B. General Aviation Operations:

For March 2025, General Aviation had 1270 operations (one take-off or one landing) which is a decrease of 4.9% from March 2024, General Aviation Operations.

General Aviation revenues increased \$212 or 2% to \$10,696.

ITEM 7

AUTHORIZATIONS / CONTRACTS:

(Carl R. Beardsley Jr., Executive Director)

A. Airport Use Agreement:

1. Recommend the Airport Board approve the Airport Use Agreement between the Wilkes-Barre/Scranton International Airport and Breeze Aviation Group effective April 1, 2025.

MOTION: Request the Airport Board approve the Airport Use Agreement.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilmember Greg Wolovich
VOTE: Unanimous.

B. Authorization to Bid:

1. Recommend the Airport Board authorize the advertisement for Bids for HVAC Maintenance Services.

MOTION: Request the Board approve the Authorization to Bid.
MOVED BY: Councilmember Greg Wolovich
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

ITEM 8

OTHER MATTERS

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

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A. REAL ID:

Reminder that the deadline for Real ID is May 7, 2025. To board domestic flights and access certain federal and DOD facilities, you will need to have a REAL ID or another acceptable form of identification.

ITEM 9

ADJOURNMENT:

(Lee Ann McDermott, Chair)

MOTION:	Chair, Lee Ann McDermott made a motion to adjourn the meeting.
MOVED BY:	Councilmember Greg Wolovich
SECONDED BY:	Commissioner Bill Gaughan
VOTE:	Unanimous.

The meeting was adjourned at 10:46 A.M.