

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
May 29, 2025**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 29, 2025 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Council Member Lee Ann McDermott 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
Chris Dalessandro, Director of Finance
Michelle Aigeldinger, Director of Human Resources
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Thomas Sokola, Luzerne County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Jr., Luzerne County Controller

ITEM 1

PUBLIC COMMENT:

(Lee Ann McDermott, Chair)

None

ITEM 2

APPROVAL OF THE MINUTES FROM MAY 29, 2025 BOARD MEETING:

(Lee Ann McDermott, Chair)

MOTION: To accept and approve the minutes of the May 29, 2025 Bi-County Airport Board Meeting minutes.
MOVED BY: County Manager Romilda Crocamo
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 April 2025, Airport Operations had an income totaling **\$177,003** compared to an income of **\$78,893** in April 2024 which is a difference of **\$98,110**.

Year to date, our profit is **\$419,740** as compared to a loss in 2024 of **\$188,683** a difference of **\$608,423**.

Invoices received since the last meeting for supplies and services totaling **\$901,866.83** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$413,650.80**.

(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. Change Orders:

ACP 22-02 Terminal Building – HVAC Replacement – Mechanical Contract

Change Order No. 3

Recommend the Airport Board Approve Change Order #3 decreasing our Mechanical Contract with Scranton Electric Heating and Cooling, \$370.05 from \$7,002,535.47 to \$7,002,165.42, subject to FAA, PDOT-BOA and solicitor's concurrences.

Due to contract award and project schedule, it was found that temporary boilers were not required. Resulting in a deduct. Revised cost proposals from sub-contractors on the Air Curtain Steel supports and Access Panels also resulted in a deduct. Total of deducts were \$33,643.80.

In addition, the contract was modified to add the following scope; Replace Corroded Piping at variable air volume (VAV) boxes, Added Boiler Flue Condensate Drains, and Additional Building Control Improvement Work. Total added was \$33,273.75.

We request that the Board approve this change order.

MOTION: To accept and approve Authorization to Bid.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Commissioner Bill Gaughan
VOTE: Unanimous.

Change Order No. 4

Recommend the Airport Board Approve Change Order #4 increasing our Mechanical Contract with Scranton Electric Heating and Cooling, \$31,361.14 from \$7,002,165.42 to \$7,033,526.56, subject to FAA, PDOT-BOA and solicitor's concurrences.

The contract was modified to add the following scope; Gas Piping at Roof Top Units 2 & 8, Additional Connections at Roof Top Units 4, 5 & 6, and Additional work at Roof Top Units 4, 5, & 6.

We request that the Board approve this change order.

MOTION: To accept and approve Authorization to Bid.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Commissioner Bill Gaughan
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.

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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.

On the Taxiway B Extension Site Preparation; no change in status. Work on the contract has resumed and is expected to be completed by the end of June.

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

On the Taxiway Paving and Lighting – Notice to Proceed on the work was issued and work began last week on the project. We have coordinated our schedule of Runway and Taxiway closures to facilitate the project with local Air Traffic Control and will closely watch progress on the project and its effects on that schedule. We meet weekly with the Contractor, the Consultant and the FAA to review progress.

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

No change in status. We are working on contract and grant closeout.

ACP 22-01

Terminal Expansion – COVID Mitigation

Design Services – McFarland-Johnson, Inc.

We are waiting on further word regarding applications which we have made on competitive funding grants. These have the potential to augment our current project funding scenario. 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.

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 on the project is substantially complete and we conducted a final inspection with the FAA on May 13th. Final punchlist items are being completed. Operations Staff Training on the new monitoring and controls system took place on May 15th. We are working with the consultant and the contractors on contract and grant closeouts.

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PERSONNEL:

(Michelle Aigeldinger, Director of Human Resources)

A. Resignation:

1. Request the Airport Board accept the resignation of Denise Price, Assistant Director of Public Safety, Taylor PA effective May 7, 2025.

MOTION: Request the Airport Board approve the resignation.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

B. Appointments:

1. Request the Airport Board appoint the following employees to the position of Maintenance 1 effective June 2, 2025.

- Pietro Cupelli, Covington Twp. PA
- Samuel Danaher, Duryea, PA
- Adam Kizer, Lake Ariel, PA
- Alysa Stone, Moscow, PA

MOTION: Request the Airport Board approve the mentioned appointments.
MOVED BY: Councilmember Greg Wolovich
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

2. Request the Airport Board approve the appointment of Kristen Barone, Dunmore, PA, to Assistant Director of Public Safety effective June 2, 2025.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Bill Gaughan
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 April 2025 increased 26.4% to 22,556 from 17,852 in the month of April 2024.

In April 2025, 4 departing flights were cancelled, 2 for weather and 2 for maintenance. This accounts for 211 (.8%) out of a total of 27,496 departure seats. Also, 3 arriving flights were cancelled, 1 for weather and 2 for maintenance.

B. General Aviation Operations:

For April 2025, General Aviation had 1300 operations (one take-off or one landing) which is a decrease of 8.3% from April 2024, General Aviation Operations.

General Aviation revenues decreased \$18,773.61 or 60% to \$12,465.85.

ITEM 7

AUTHORIZATIONS / CONTRACTS:

(Carl R. Beardsley Jr., Executive Director)

A. Window Cleaning Agreement

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1. Request the Airport Board approve the Agreement for Window Cleaning Services between Luzerne & Lackawanna Counties and PJ's Window Cleaning, Next Generation LLC effective June 1, 2025.

MOTION: Request the Airport Board approve the Window Cleaning Agreement.
MOVED BY: County Manager Romild Crocamo
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

B. Request for RFP:

1. Recommend the Airport Board authorize the advertisement for Solar Panel Development.

MOTION: Request the Board approve the RFP for Solar Panel Development.
MOVED BY: Councilmember Greg Wolovich
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 8

OTHER MATTERS

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

A. REAL ID:

The airport did well with the implementation of Real ID on May 7, 2025. Several airport employees assisted TSA with passenger activity to ensure that they were compliant prior to getting to the check point. AVP did very well with about 97% compliance with our passengers.

B. The Institute Indicators 2025:

AVP hosted the Institute Indicators 2025 event on May 20, 2025. There were approximately 160 in attendance. Mr. Beardsley thanked Dana Monahan for organizing the event and doing such a great job and how proud he is of his team for always stepping up. Romilda Crocamo stated that she attended this event as well and was truly impressed with the top-level security when entering the event.

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: County Manager Romilda Crocamo
VOTE: Unanimous.

The meeting was adjourned at 10:56 A.M.