



**Wilkes-Barre/Scranton
International Airport**
BI-COUNTY AIRPORT BOARD MEETING
August 29, 2024

Call to Order - 10:30 A.M. - PLEDGE
(Matt McGloin, Chair)

1. Public Comments
(Matt McGloin, Chair)

2. Reading of the Minutes of the July 25, 2024 Board Meeting
(Matt McGloin, Chair)

3. Financial Report
(Chris Dalessandro, Director of Finance)

4. Authorizations / Contracts
(Chris Dalessandro, Director of Finance)
 - A. Auditing Services
 - B. Marketing & Communications Servies
 - C. Fuel Services Vendor
 - D. Fidelity Resolution

5. Personnel
(Chris Dalessandro, Director of Finance)
 - A. Appointment
 - B. Resignation

6. Engineering Report
(Stephen Mykulyn, P.E., Director of Engineering)
 - A. Change Order
 - B. Projects

7. Director's Report
(Eric McKitish, Director or Marketing & Air Service)

8. Other Matters
(Eric McKitish, Director or Marketing & Air Service)

9. Adjournment
(Matt McGloin, Chair)



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1. Public Comments
(Matt McGloin, Chair)



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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 July 2024, Airport Operations had income totaling \$67,020 compared to a loss of \$2,248 in July 2023 which is a difference of \$69,268.

Year to date, our profit is \$23,643 as compared to a loss in July 2023 of \$609,789 a difference of \$633,432.

Invoices received since the last meeting for supplies and services totaling \$1,896,777.54 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$1,150,969.47.

(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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4. Authorizations / Contracts
(Chris Dalessandro, Director of Finance)

A. Audit Services

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) from qualified certified public accounting firms to perform the annual audit of financial statements of AVP for fiscal years December 31, 2024 through December 31, 2026.

B. Marketing and Communications Services

Request the Airport Board approve the solicitation of a Request for Qualifications (RFQ) for a Marketing and Communications Consultant.

C. Fuel Services Vendor

Request the Airport Board approve the solicitation of bids for Airport Vehicle Unleaded Fuel and Diesel Vendor.

D. Fidelity Resolution

Request the Airport Board approve the resolution between Fidelity Bank and Wilkes-Barre / Scranton International Airport.



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Personnel

(Chris Dalessandro, Director of Finance)

A. Appointment:

1. Request the Airport Board appoint William Aruscavage Jr., Pittston, PA to the position of ARFF Supervisor effective upon confirmation of airport clearances, which includes a physical.

B. Resignation:

1. Request the Airport Board accept the resignation of Brendan Tomeo of Wilkes-Barre, PA effective August 23, 2024.



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Engineering Report

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

A. Change Order:

1. ACP 20-04 New Hangar With Air & Ground Emergency Response - Pre-Engineered Metal Building Procurement

a. Change Order No. 2

Recommend the Airport Board Approve Change Order #2 increasing our Contract with Rise Construction Enterprises, \$10,504.07 from \$792,000.00 to \$802,504.07, subject to solicitor's concurrence.

This change order reflects the addition of soffit panels over the hangar door to the scope of the Hangar Building procurement. These panels were not part of the original bid but were necessary to close the building envelope.

We request that the Board approve this change order.

B. Projects:

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

ACP 22-01

Terminal Expansion - COVID Mitigation

ACP 22-02

HVAC System Replacement - Joseph M. McDade Terminal Building



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Director's Report

(Eric McKitish, Director of Marketing & Air Service)

A. Passenger Activity:

As noted on the attached "Airport Quick Look" charts, passenger enplanements for the month of July 2024 increased 32% to 20,706 from 15,686 in the month of July 2023.

In July 2024, 5 departing flights were cancelled, all for weather. This accounts for 517 (2.1%) out of a total of 24,691 departure seats. Also, 5 arriving flights were cancelled, all for weather.

B. General Aviation Operations:

For July 2024, General Aviation had 1,390 operations (one take-off or one landing) which is an increase of 21.7% from July 2023, General Aviation Operations.

General Aviation revenues increased \$6,778.74 or 30% to \$28,819.11.



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8. Other Matters
(Eric McKitish, Director of Marketing & Air Service)

A. Remembrance:

Ambassador Michael O'Brien.



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9. Adjournment
(Matt McGloin, Chair)