

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 10, 2022**

The re-scheduled January meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 10, 2022 via telecommunication devices. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Chris Chermak
Councilman Timothy McGinley
Interim County Manager Romilda Crocamo

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
Walter Griffith, Luzerne County Controller

ABSENT: Commissioner Debi Domenick
Councilwoman Lee Ann McDermott
Reggie Mariani, Lackawanna County Chief Internal Auditor
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 1
AIRPORT BOARD REORGANIZATION:

DISCUSSION: Mr. McGinley offered comments: He thanked and praised the entire Airport Staff everyone for working through many of the obstacles and issues that came up in the Pandemic.

MOTION: Commissioner Jerry Notarianni nominated Commissioner Chris Chermak for the AVP Airport Board Chair.

SECONDED: Interim County Manager Romilda Crocamo

ROLL CALL: Mr. Notarianni - YES
Ms. Crocamo - YES
Mr. McGinley - YES
Mr. Chermak - YES

Nomination for Vice-Chair was tabled until the February 24, 2022 meeting.

ITEM 2
PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: Lisa Lennox from Scranton, PA sent the following comment via email:

Hi. I wanted to ask if AVP will consider creating non-stop flights to Florida (Ft. Lauderdale or Miami). I was told that AVP used to offer direct flights in the past. I am a business owner in Scranton, PA and bounce back and forth. I have been flying to either Philadelphia or Newark and driving to Scranton. I rather continue to support my own area and would encourage your board to consider adding non-stop flights to Florida out of AVP.

DISCUSSION: Mr. Beardsley indicated that he would respond to Ms. Lennox's email.

COMMENT: Walter Griffith, Luzerne County Controller, asked if Mr. Beardsley could address the flights for the people that were brought into the airport; if

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PUBLIC COMMENTS – Cont’d...

we have any more coming in; for the immigration problem we had a month or two ago. If he would address that as well as the status of the Law Enforcement Officer Program that was turned over to the Attorney General. If we can get a report on that as well, that would be very helpful.

ITEM 3

APPROVAL OF THE MINUTES FROM DECEMBER 21, 2021 BOARD MEETING:

(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the December 21, 2021 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 4

AIRPORT 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 December 2021, Airport Operations had a net loss totaling **\$215,606** compared to a net loss of **\$302,838** in December 2020 which is a difference of **\$87,232**. Year to date, Airport Operations had a net loss of **\$2,899,626** compared to a net loss in 2020 of **\$2,990,588** which is a difference of **\$105,962**.

Invoices received since the last meeting for supplies and services totaling **\$443,286.17** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$44,444.79**.

(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 Companies \$ 1,398.57
Invoice# 0199488, dated January 3,2022, for Inspection.

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

McFarland Johnson \$35,241.34
Invoice #2, dated December 30, 2021, for Construction Observation/
Admin Services.

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FINANCIAL REPORT - Cont'd...

McFarland Johnson \$ 7,804.88
Invoice #15A, dated December 30, 2021, for Design.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/11

**Rehabilitate Taxiway D
Project #13-012**

C & S \$1,039.40 CIP 19617-14

CARES Grant.

The Airport has received **\$7,254,762** in reimbursements and has applied for an additional draw in the amount of **\$179,699**. Balance of the grant totals **\$12,609,540**.

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: Commissioner Jerry Notarianni
SECONDED BY: Interim County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 5

AGREEMENTS, AUTHORIZATIONS, AWARDS:
(Carl R. Beardsley, Jr., Executive Director)

A. Authorization: Fire Alarm System Panel

Request the Board approve the replacement of the Fire Alarm System Panel in the Terminal. The current Panel is over 16 years old and is obsolete as it relates to repair, parts are unavailable.

The cost through COSTARS is \$110,156.36. The purchase will be funded through CARES Grant as it falls under maintenance and repair.

MOTION: Request the Airport Board approve the replacement of the system.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Agreement: Topsy Turtle

In December of 2021, Topsy Turtle notified the Airport that it will be closing the restaurant. They indicated that their last day was going to be December 31, 2021. They further indicated to the Airport that the closure had to do with work force availability and was not a profitability matter. In other words, the issue causing the closure was not having sufficient workers to fill the positions needed to operate a restaurant of Topsy Turtle's scale.

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As a result, the Airport is aggressively pursuing a new restaurateur to replace Topsy Turtle. This is not the ideal time to be on a search for a replacement restaurant. Some experts in the restaurant leasing business have notified Airport management that restaurant developers are looking for a building in turnkey condition. Fortunately, the restaurant on the Airport is currently in turnkey condition and extremely clean.

As such, we are requesting that the Airport board approve the payment of \$60,000 for the equipment listed on the attached roster of restaurant equipment owned by Topsy Turtle.

MOTION: Request the Airport Board approve the payment.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

C. Agreement: Flippit

Recommend the Airport Board approve the attached Concession Agreement for Flippit, which is based on the term sheet approved at last meeting and Solicitors' concurrence.

MOTION: Request the Airport Board approve the agreement.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

D. Award: Heating, Ventilation, and Air Conditioning (HVAC) System Maintenance

Bids were opened Friday, January 14, 2022 at 2:00 PM in the Airport's Conference Room by Airport Administration and Germaine Helcoski, Lackawanna County Deputy Controller. Airport received five (5) bids. Bid tabulation is as follows:

Aircon Service Company	\$ 149,100.00
Energy Technologies	\$ 142,125.00
GSH	\$1,123,897.33
PLD Associates	\$ 111,125.00
Scranton Electric Cooling & Heating Services	\$ 104,947.00

Recommend the Airport Board approve the Agreement between the Wilkes-Barre/Scranton International Airport and Scranton Electric Heating and Cooling Service, Inc., 800 Sanderson Street, Throop, PA 18512 for a three-year period that expires on February 28, 2025, at a cost of \$34,267.00 for the first year; \$34,990.00 for the second year; and \$35,690.00 for the third year for the maintenance of the Airport's HVAC systems.

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MOTION: Request the Airport Board award and approve the agreement.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 5

ENGINEERING REPORT:

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

A. Contract: Baggage Belt Rehabilitation

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Symbrant Aviation Services, Farmingdale, NY, for the Construction of the "Baggage Belt Rehabilitation" Project, subject to solicitor's concurrence. This maintenance project is 100% airport funds and is eligible for reimbursement under the CARES Act. Total contract cost \$652,560.00 and was awarded based on bids at the December 2021 Airport Board Meeting.

MOTION: Request the Airport Board approve the contract.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
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

No major change in status to report, we continue to work to close the contract and grants.

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services - McFarland-Johnson, Inc.

The Contractor on the project has been issued a Notice to Proceed and work has commenced on the project. Production blasting for the rock fill material for both the ATCT access road and the Localizer Critical Area has begun. DEP permits for the wetland mitigation and the stream crossing are expected within the coming week.

The Consultant continues to work on design for the next phase of construction which will place the fill for the taxiway extension and we anticipate bidding this month.

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ENGINEERING REPORT – Cont’d...

ACP 18-04
Rehabilitate Access Road (Terminal Drive)
Design Services – KBA Engineering, p.c.

We are working with the consultant on preparing the first of the two bid packages to be rebid, the roadwork package, and we will look to bid the second, the signing package, thereafter as we wait for word on our additional funding requests.

ACP 20-02
Bag Belt Rehabilitation

The contract, for the work will be circulated for signatures and we will then be scheduling a pre-construction meeting to kick-off the project.

ACP 20-04
GA Hangar (Emergency Medical Response Facility)

We met with the selected consultant for a project scope meeting, at which we discussed procurement and design for the structure. We are reviewing the design and construction phase services scope with the consultant and once approved we will request a fee proposal. The contract will then be prepared and presented for approval at a future board meeting.

ACP 21-03
Overfill Protection and Pump Replacement, Aviation Fuel Farm

We conducted a kick off meeting with the consultant and the project stake holders. Design work has commenced and we have received and are reviewing the draft engineering report and 60% design documents.

MOTION: Request the Airport Board approve the Engineering report.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 7
DIRECTOR’S REPORT:
(Carl R. Beardsley, Jr., Executive Director)

A. Passenger Activity

Mr. Beardsley reported that AVP continued to feel the strains of the ongoing Pandemic in 2021. Masks are still a staple for traveling and the shortages of aircrafts, pilots and mechanics for all the airlines is an urgent concern, making expansion of new service while keeping existing service an uphill battle. Our AVP Team and Airline partners have been resilient in overcoming these challenges, not only this year, but into 2022.

Beardsley also noted on the attached “Airport Quick Look” charts, passenger enplanements for the month of December 2021 increased 111.2% to 15,256 from 7,224 in the month of December 2020. Seat

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DIRECTOR'S REPORT - Cont'd...

availability also increased significantly by 78.8% overall; largely due to American Airlines' Airbus 319 expanded service to Charlotte.

Mr. Beardsley also reviewed enhancements made at AVP in the year 2021: COVID testing; UV Disinfection on all escalators; Community networking; larger aircraft; the return of the Boscov's Orlando Charter and a new General Aviation Hangar.

Mr. Beardsley also recognized the Operations Department for the terrific job they do all year, but especially during our recent winter snow and ice storms. They also participate in Annual ARFF Burn Certification held here at AVP in October 2021.

DISCUSSION:

Mr. McGinley asked about the recent merger announcement between Frontier and Spirit Airlines and how that could impact AVP. Mr. Beardsley cautioned that these two companies have similar markets, and because of this, the Department of Justice may have some concerns that these companies' merger may raise fares instead of lowering fares due to lack of competition. Mr. Beardsley feels the Department of Justice will be paying close attention to whether or not this is viable, and if it is, to answer Mr. McGinley's question, AVP will be ultra-aggressive to bring in additional service her to AVP on top of what we do in the other markets: Charlotte, Chicago, Washington DC and Newark.

MOTION: Request the Airport Board approve the Director Report as read.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

ITEM 8

OTHER MATTERS:
(Carl R. Beardsley, Jr., Executive Director)

DISCUSSION: Mr. McGinley asked Mr. Beardsley to address the earlier question from Luzerne County Controller Walter Griffith. Mr. Beardsley replied that he would like to complete an analysis of what he is looking for and then provide the information in writing. Mr. Chermak agreed that would be acceptable.

Mr. Chermak thanked everyone for their nomination as the new Chair and looks forward to a prosperous and healthy new year.

ITEM 9

ADJOURNMENT:
(Chris Chermak, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Tim McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

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ADJOURNMENT - Cont'd...

The meeting was adjourned at 11:10 AM.