

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 26, 2023**

The re-scheduled January meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 26, 2023 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Chris Chermak
Commissioner Debi Domenick
Councilman Timothy McGinley
Interim County Manager Brian Swetz

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
Thomas Sokola, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

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

ITEM 1
AIRPORT BOARD REORGANIZATION:

MOTION: Commissioner Jerry Notarianni nominated Councilman Timothy McGinley as the 2023 AVP Airport Board Chair.

SECONDED: Commissioner Chris Chermak

VOTE: Unanimous

MOTION: Commissioner Jerry Notarianni nominated Commissioner Chris Chermak as the 2023 AVP Airport Board Chair AVP Airport Board Vice-Chair.

SECONDED: Councilman Timothy McGinley

VOTE: Unanimous

ITEM 2
PUBLIC COMMENT:
(Timothy McGinley, Chair)

None.

ITEM 3
APPROVAL OF THE MINUTES FROM DECEMBER 20, 2022 BOARD MEETING:
(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the December 20, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Chris Chermak

SECONDED: Interim County Manager Brian Swetz

VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 26, 2023

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 2022, Airport Operations had a net loss totaling \$61,876 compared to a net loss of \$198,487 in December 2021 which is a difference of \$136,611. Year to date, Airport Operations had a net loss of \$335,566 compared to a net loss in 2021 of \$2,682,867 which is a difference of \$2,347,301.

Invoices received since the last meeting for supplies and services totaling \$418,024.19 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$18,880.72.

a. 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.

WBSIA AIR & GROUND EMERGENCY MEDICAL HANGAR
ACP 20-04

Borton Lawson \$10,138.22
Invoice# 2022-5376-002-0000004, dated December 12, 2022, for Professional Services.

FUEL FARM OVERFILL PROTECTION
ACP 21-03

C & S Corporation \$ 6,248.00
Invoice #1108154, dated December 22,2022, for Rate Schedule Labor.

JETWAY CANOPY REPLACEMENT
ACP 21-05

C & S Corporation \$ 2,494.50
Invoice #1108711, dated January 17, 2023, for Design and Bidding for Project.

B. CARES Grant.

The Airport has received \$9,012,131 in reimbursements and has applied for an additional draw in the amount of \$196,011.88. Balance of the grant totals \$11,032,231.

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 Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 26, 2023

ITEM 5

ENGINEERING REPORT:

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

A. Contract:

Recommend the Airport Board approve the Contract between The Wilkes-Barre/Scranton International Airport and C&S Engineers, Inc., Philadelphia, PA, for Terminal HVAC Improvements Project, Design and Bid Phase Services, subject to FAA and solicitor's concurrence. This project is being funded through an amendment to our CARES Grant for Capital Improvements. Total contract cost \$384,800.00. This amount is supported by an Independent Fee Estimate.

MOTION: Request the Airport Board approve the contract as presented.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
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.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - status remains the same, substantially complete, waiting on delivery of items and coordination with the FAA security contractor to complete installation of new access gate.

On the Taxiway B Extension Site Preparation - Permit approval has been received. The Consultant continues to coordinate submissions with the Contractor and we expect to schedule a preconstruction meeting once a schedule has been received and approved.

On the Localizer Relocation, no change in status, construction is expected this Spring pending grant award.

Work on the bid package for the final phase of construction, the taxiway paving, signing and lighting, is scheduled to bid in early 2024.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.
Contractor - American Asphalt

More than half of the catch basin rehabilitations have been completed. As anticipated the Contractor requested a suspension of work due to low production because of weather. We anticipate that the construction will resume as weather permits and completion of all the work and paving in the Spring.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 26, 2023

ENGINEERING REPORT – Cont’d...

ACP 20-02
Bag Belt Rehabilitation

Design Services - C&S Engineers
Construction - Symbrant Aviation Services

Work on the project has resumed and the contractor anticipates completion in before the end of February. This work will be completed in the overnight hours when the ticket counter and the TSA scanning room are not in use.

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

Design Services - Borton-Lawson

Documents for bidding the purchase of the Metal Hangar Building and are nearly complete and we expect to advertise for bids in the coming weeks. We continue to coordinate the work with the consultants and are working on bidding the remaining portions of work and grant funding schedules. We meet every other week with the consultants to review progress on the design.

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

Design Services - C&S Engineers

We anticipate delivery of final (repackaged) bid documents tomorrow. These documents include changes suggested by potential bidders adding time to the critical work window and an additional week to the bid period as well as adding new vendors to the list of suppliers. We expect to complete our review of the documents and establish advertising dates next week for a bid opening in early March.

ACP 22-02
HVAC SYSTEM REPLACEMENT: Joseph M. McDade Terminal

Design Services - C&S Engineers

Contract Scope of Work and Fee have been negotiated and the Contract was presented at today's meeting. Work on the initial as-built survey has begun, in anticipation of the contract approval.

ITEM 6

PERSONNEL:

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

Request the Airport Board accept the resignation of Thomas Hughes, effective February 5, 2023.

MOTION:	Request the Airport Board approve the resignation.
MOVED BY:	Commissioner Debi Domenick
SECONDED BY:	Commissioner Chris Chermak
VOTE:	Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 26, 2023

ITEM 7

DIRECTOR'S REPORT:

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

A. Passenger Activity

Beardsley also noted on the attached "Airport Quick Look" charts, passenger boardings for the year 2022 have increased 24.9% overall, when compared to the year 2021. Seat availability also increased by 23.2% overall, similar to the passenger boarding increase. Airport load factors for 2022 increased 1.1%.

Mr. Beardsley gave a detailed review of new programs and community events AVP participated in throughout 2022: The Sunflower lanyard program for people with disabilities, purchase of new ARFF equipment, St. Patrick's Day and Santa parades, Johnson College aircraft maintenance program, Flippit, ALDZ land development program, NEPA Alliance Leadership Award, Career Days, Wheel Life Experience, AVP's ground-breaking of the new QTA, hosting Wallenpaupack's Aeronautical Science and Aviation Club for the day, and Boscov's Charters 2023 dates.

ITEM 8

ADJOURNMENT:

(Timothy McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Commissioner Chris Chermak
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

The meeting was adjourned at 10:57 AM.