

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
January 25, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 25, 2024 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Matt McGloin presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Matt McGloin
Commissioner Bill Gaughan
County Manager Romilda Crocamo
Councilwoman Lee Ann McDermott
Councilman Greg Wolovich

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Eric McKitish, Director - Marketing, Communications & Air Service Dev.
Chris Dalessandro, Director of Finance
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Thomas Sokola, Luzerne County Deputy Controller
Walter Griffith, Jr., Luzerne County Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

AIRPORT BOARD REORGANIZATION:

(Chris Chermak, Vice-Chair)

MOTION: Commissioner Bill Gaughan nominated Commissioner Matt McGloin as the 2024 AVP Board Chair.

SECONDED: Councilwoman Lee Ann McDermott

VOTE: Unanimous.

MOTION: County Manager Romilda Crocamo nominated Councilwoman Lee Ann McDermott as the 2024 AVP Board Vice-Chair.

SECONDED: Councilman Greg Wolovich

VOTE: Unanimous.

ITEM 2

PUBLIC COMMENT:

(Matt McGloin, Chair)

Carolyn Boone of Mt. Top expressed her frustration with American Airlines which her daughter was on when traveling on January 7, 2024 during the snow storm. Their 6:00 AM flight was on time. Then it was delayed for ice and that was ok. They spent the rest of the day at the airport boarding and deplaning, boarding and deplaning. Their luggage kept going on and off the plane. They were told there was a scale issue and it was 4,000 pounds over. They were told they needed to stand in line and re-book. They could not get food and all of their bags needed to be re-scanned. They sat on the tarmac for 2 hours and then had to get off the plane again. They requested a refund/credit for the airline but have not heard back as of today.

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PUBLIC COMMENT - Cont'd...

They wanted to make the airport aware that this happened with American Airline. They were on four (4) planes before they took off. They have no issues with the Airport and Barbie in customer service was very kind and helpful but she wanted to express their frustrations and the problem that took place on January 7, 2024. Mr. Beardsley, Executive Director, stated that we will look into this and he apologized that she had a negative experience. She stated again it was not the Airport directly but can't understand why it took all day.

ITEM 3

APPROVAL OF THE MINUTES FROM DECEMBER 13, 2023 BOARD MEETING:

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the December 13, 2023 Bi-County Airport Board Meeting minutes.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 4

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report:

- (1) Recommend that the Board ratify the invoices and payments from November 2023 in the amount of **\$2,065,305.39** which include **\$1,780,860.68** in construction project invoices.

MOTION: Request the Airport Board approve the above transactions, payments as indicated.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

(2) **Revenue - Expense Report**

As noted on the attached profit/loss statements, for the month of December 2023, Airport Operations had a loss totaling **\$154,808** compared to a loss of **\$61,876** in December 2022 which is a difference of **\$92,932**.

Year to date, our loss is **\$923,165** as compared to a loss in 2022 of **\$335,566** a difference of **\$587,599**.

Invoices received since the last meeting for supplies and services totaling **\$1,113,934.39** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$727,840.49**.

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FINANCIAL REPORT - Cont'd...

(3) **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.

B. CARES Grant:

The Airport has received **\$13,466,430.10** in reimbursements. Balance of the grant, less Development Addendum of **\$4,829,687** transferred to projects: Hangar Construction and HVAC improvements, is **\$1,748,244.90** totals.

We request the Airport Board approve these transactions and payments.

MOTION: Request the Airport Board approve the above transactions, payments as indicated.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

ITEM 5

ENGINEERING REPORT:

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

A. Change Orders

1. ACP 18-04 Rehabilitate Access Road - Terminal Drive

a. Change Order No. 5

Recommend the Airport Board Approve Change Order No. 5 decreasing our Contract with American Asphalt, \$38,926.00 from \$1,692,684.00 to \$1,653,758.00, subject to solicitor's concurrence.

This change order adjusts the final quantities on the project to the as-built quantities from the field.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above Change Order as indicated.
MOVED BY: Councilman Greg Wolovich
SECONDED BY: 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.

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

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

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ENGINEERING REPORT - Cont'd...

Localizer Relocation Contractor - Joyce Electric, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - status remains the same, substantially complete. We continue to work on closing out the contract and grant.

On the Taxiway B Extension Site Preparation; the project contractor requested and we granted a suspension of work until early Spring, when weather conditions are more favorable for construction of the taxiway fill.

On the Localizer Relocation; the Contractor has completed work on the dismantling and demolition of the old localizer array and equipment shelter site. We will now work to close out the contract and grant.

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

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

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

No change in status, work on the project is substantially complete and work on punch list items continues as weather permits. We continue work on contract and grant closeout.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson
PEMB Procurement - Rise Construction
General Construction - D & M Construction

Erection of the Hangar pre-engineered metal building steel is nearly complete and the roof panels and insulation system are schedule for the next few weeks. Work on site utilities and drainage is ongoing and excavation for the garage and modular building foundations is schedule for next week. Material submissions continue to be submitted and reviewed for approval. Completion of the project is expected in April.

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services - C&S Engineers
Contractor - American Environmental

Work on the project has been completed. Permit and Spill Prevention Plan updates are being made.

ACP 22-01

Terminal Expansion - COVID Mitigation

Design Services - McFarland-Johnson, Inc.

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ENGINEERING REPORT – Cont’d...

No change in status. We continue to meet regularly with our consultants on the design for the expansion. Application has been made for funding the project under the Bipartisan Infrastructure Law’s Airport Terminal Program (BIL-ATP).

ACP 22-02

HVAC System Replacement – Joseph M. McDade Terminal Building
Design Services – C&S Engineers

Pre-construction meeting was conducted last week and material submittals and schedules are being made and reviewed for approval. Work on the project, pending schedule submission) is expected in six to eight weeks.

ITEM 6

CONTRACTS:

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

A. ADVERTISING CONCESSION:

Recommend the Airport Board approve the agreement between Luzerne & Lackawanna Counties and RG Media for advertising concession effective January 1, 2024.

MOTION: Request the Airport Board approve the Advertising Concession agreement.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 7

PERSONNEL:

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

A. Resignation:

Request the airport board accept the resignation of Gary Borthwick, Assistant Airport Director, effective January 31, 2024.

The Board commented that AVP will miss Mr. Borthwick and what a pleasure it was to work with him all these years. Everyone wished him the best in his retirement.

MOTION: Request the Airport Board approve the resignation as indicated.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

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ITEM 8

DIRECTOR'S 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 December 2023 decreased **3.8%** to **14,437** from **15,009** in the month of December 2022.

In December 2023, **0** departing flights were cancelled. This accounts for **0 (0%)** out of a total of **17,142** departure seats. Also, **0** arriving flights were cancelled.

B. General Aviation Operations:

For December 2023, General Aviation had **1,944** operations (one take-off or one landing) which is an increase of **108.6%** from December 2022, General Aviation Operations. General Aviation revenues decreased **\$4,306** or **26%** to **\$12,441**.

ITEM 9

OTHER MATTERS:

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

A. Breeze Inaugural Flight

We reminded everyone present that Breeze will have their Inaugural flight on Tuesday January 30, 2024 and all are invited to attend.

B. Boscov's event update

Eric McKitish gave an update on the Boscov's Event that took place on January 24, 2024. He mentioned that about 100 people came and it was a good turnout. Boscov's does the charter flights to Orlando for Disney.

ITEM 10

ADJOURNMENT:

(Matt McGloin Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 11:07 AM.