

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
January 30, 2025**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 30, 2025 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Matt McGloin presiding.

**PRESENT:** County Manager Romilda Crocamo  
Commissioner Chris Chermak  
Commissioner Matt McGloin  
Commissioner Bill Gaughan  
Council Member Lee Ann McDermott  
Council Member Greg Wolovich

**ALSO, PRESENT:** Carl R. Beardsley, Jr., Executive Director  
Stephen Mykulyn, Director of Engineering  
Eric McKitish, Director of Marketing / Air Service  
Chris Dalessandro, Director of Finance  
Michelle Aigeldinger, Director of Human Resources  
Attorney Don Frederickson, Lackawanna County Solicitor  
Attorney Michael Butera, Luzerne County Solicitor  
Walter Griffith, Jr., Luzerne County Controller

**ABSENT:** Thomas Sokola, Luzerne County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**MOMENT OF SILENCE:**

Executive Director, Carl Beardsley Jr., asked for a moment of silence for the 64 people that lost their lives in the tragic incident involving the American Airlines flight 5347 and the 3 on board the Black Hawk helicopter. Our heartfelt prayers go out to all their families.

**ITEM 1**

**AIRPORT BOARD REORGANIZATION:**

*(Matt McGloin, Chair)*

**MOTION:** Commissioner Bill Gaughan nominated Commissioner Matt McGloin as the 2025 AVP Board Chair.

**SECONDED:** Councilwoman Lee Ann McDermott

**VOTE:** Unanimous.

**MOTION:** County Manager Romilda Crocamo nominated Councilwoman Lee Ann McDermott as the 2025 AVP Board Vice-Chair.

**SECONDED:** Councilman Greg Wolovich

**VOTE:** Unanimous.

**ITEM 2**

**PUBLIC COMMENT:**

*(Matt McGloin, Chair)*

None.

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**ITEM 3**

**APPROVAL OF THE MINUTES FROM DECEMBER 19, 2024 BOARD MEETING:**

*(Matt McGloin, Chair)*

**MOTION:** To accept and approve the minutes of the December 19, 2024 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** County Manager Romild Crocamo  
**SECONDED:** Commissioner Bill Gaughan  
**VOTE:** Unanimous.

**ITEM 4**

**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 December 2024, Airport Operations had profit totaling **\$39,943** compared to a profit of **\$49,383** in December 2023 which is a difference of **\$9,440**.

Year to date, our profit is **\$140,768** as compared to a loss in 2023 of **\$793,248** a difference of **\$934,016**.

Invoices received since the last meeting for supplies and services totaling **\$662,639.09** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$213,282.14**.

(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.

**MOTION:** Request the Airport Board approve the above transactions and payments as indicated.  
**MOVED BY:** Council Member Greg Wolovich  
**SECONDED BY:** County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**ITEM 5**

**ENGINEERING REPORT**

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

A. **ACP 22-02 Terminal Building - HVAC Replacement - Electrical Contract:**

**Change Order No. 5**

Recommend the Airport Board Approve Change Order #5 increasing our Electrical Contract with Everon Electrical Contractor, Inc., \$10,725.29 from \$267,922.51 to \$278,647.80, subject to FAA, PDOT-BOA and solicitor's concurrences.

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**ENGINEERING REPORT – Cont’d...**

This change order reflects the work necessary to deal with unforeseen field conditions. The contract included installation of new air curtains at each vestibule of the main level of the terminal building. During the design stage, it was assumed based on available information that power supply was readily available. Upon construction, it was determined that inadequate power was available to accommodate the approved equipment’s electrical requirements. Therefore, additional electrical work to provide 3-Phase power to the units is required to make them operational.

We request that the Board approve this change order.

**MOTION:** To accept and approve Change order #5.  
**MOVED BY:** Council Member Lee Ann McDermott  
**SECONDED:** Commissioner Bill Gaughan  
**VOTE:** Unanimous.

**B. Contract Award:**

ACP 24-02 Passenger Facility Charge Application Development (2025)  
Recommend the Airport Board ratify the Letter of Agreement for Engineering Services between the Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Passenger Facility Charge (PFC) Application Development (2025). Reimbursement of Basic Services under the Agreement will be a lump sum fee of \$28,717, inclusive of direct expenses. This project will be eligible for funding under the proposed PFC Program.  
We request that the Board ratify this agreement.

**MOTION:** To accept and ratify the agreement.  
**MOVED BY:** County Manager Romild Crocamo  
**SECONDED:** Council Member Greg Wolovich  
**VOTE:** Unanimous.

**C. 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.  
Taxiway B Extension Paving and Lighting – Leeward Construction, 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. Final work on contract is suspended until the start of the next contract this Spring.

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

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**ENGINEERING REPORT – Cont’d...**

On the Taxiway Paving and Lighting – We’ve issued an administrative notice to proceed and the Contractor has started the shop drawing submittal process in order to start ordering long-lead items. Construction Notice to Proceed on this phase is anticipated in the Spring of 2025.

**ACP 20-04**

**GA Hangar (Emergency Medical Response Facility)**

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

Status remains the same, some punch-list items remain to be completed and we are working with the consultant and the contractor to get those items completed and resolved. Work on contract and grant closeout is underway.

**ACP 22-01**

**Terminal Expansion – COVID Mitigation**

Design Services – McFarland-Johnson, Inc.

We have received the 100% bid documents for the project and are waiting on Notice of Funding Opportunity (NOFO) on BIL-ATP Grant Application dates to properly time bidding. We continue to review and apply for alternative funding sources and scenarios while planning bidding strategies ahead of the next NOFO.

**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 – Evereon Electrical Contractors

Work continues on system commissioning and balancing as well as work on the graphics for the new system wide controls. Installation of the new curtain heaters in the entry vestibules is also nearing completion. The last remaining major work item will be the duct cleaning throughout the terminal. We continue to meet bi-weekly to review progress, address schedule impacts on operations and resolve any issues that arise. Overall project completion is slated for May of 2025.

**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 December 2024 increased 64.9% to 23,584 from 23,800 in the month of December 2024.

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**DIRECTOR'S REPORT - Cont'd...**

In December 2024, 1 departing flight was cancelled, for **weather**. This accounts for 137 (0.4/%) out of a total of 31,003 departure seats. Also, 1 arriving flight was cancelled, all for **weather**.

**B. General Aviation Operations:**

For December 2024, General Aviation had **890** operations (one take-off or one landing) which is a decrease of 13.8% from December 2023, General Aviation Operations.

General Aviation revenues increased \$231.38 or 1.9% to \$12,672.56.

**ITEM 7**

**CONTRACTS:**

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

**A. Marketing & Communications:**

Request the Airport Board approve the Marketing & Communications agreement between Luzerne & Lackawanna Counties and CondronSweda Advertising effective January 1, 2025.

**MOTION:** Request the Board approve the Marketing & Communications agreement.

**MOVED BY:** Council Member Lee Ann McDermott

**SECONDED BY:** Commissioner Bill Gaughan

**VOTE:** Unanimous.

**B. Johnson College:**

Request the Airport Board approve the agreement between Luzerne & Lackawanna Counties and Johnson College.

**MOTION:** Request the Airport Board approve the Johnson College agreement.

**MOVED BY:** Council Member Gregg Wolovich

**SECONDED BY:** Commissioner Bill Gaughan

**VOTE:** Unanimous.

**C. FBO Sixth Amendment**

Request the Airport Board approve the agreement between Luzerne & Lackawanna Counties and Hawthorne Global Aviation Services, LLC.

**MOTION:** Request the Airport Board approve the FBO 6<sup>th</sup> agreement.

**MOVED BY:** Council Member Lee Ann McDermott

**SECONDED BY:** Commissioner Bill Gaughan

**VOTE:** Unanimous.

**D. Waste Management:**

Request the Airport Board approve the agreement between Luzerne & Lackawanna Counties and Waste Management of Pennsylvania, Inc. effective January 1, 2025.

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**CONTRACTS - Cont'd...**

**MOTION:** Request the Airport Board approve the Waste Management agreement.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Commissioner Bill Gaughan  
**VOTE:** Unanimous.

**ITEM 8**

**PERSONNEL:**

(Michelle Aigeldinger, Director of Human Resources)

**A. Appointment:**

1. Request the Airport Board appoint Betty J. Teichman, Bloomsburg, PA to Assistant Airport Director effective February 24, 2025.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Council Member Lee Ann McDermott  
**SECONDED BY:** Council Member Greg Wolovich  
**VOTE:** Unanimous.

2. Request the Airport Board appoint Ben Turner, Scranton, PA to 2<sup>nd</sup> Shift Supervisor effective February 3, 2025.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Council Member Lee Ann McDermott  
**SECONDED BY:** Commissioner Bill Gaughan  
**VOTE:** Unanimous.

**B. Resignation:**

1. Request the Airport Board accept the retirement of Frank Demarco, Dunmore, PA, Maintenance 1, effective January 18, 2025.

**MOTION:** Request the Airport Board approve mentioned resignation.  
**MOVED BY:** Council Member Lee Ann McDermott  
**SECONDED BY:** Commissioner Bill Gaughan  
**VOTE:** Unanimous.

**ITEM 9**

**ADJOURNMENT:**

*(Matt McGloin, Chair)*

**MOTION:** Commissioner Matt McGloin made a motion to adjourn the meeting.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Council Member Greg Wolovich  
**VOTE:** Unanimous.

The meeting was adjourned at 10:59 A.M.