

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 24, 2022**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 24, 2022 in person in the Barry J. Centini Conference Room and virtually via telecommunication devices. The meeting was called to order at 10:30 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Chris Chermak
Councilwoman Lee Ann McDermott
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

ABSENT: Commissioner Debi Domenick
Councilman Timothy McGinley
Walter Griffith, Luzerne County Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 1
AIRPORT BOARD REORGANIZATION:

MOTION: Councilwoman Lee Ann McDermott nominated Councilman Timothy McGinley as AVP Airport Board Vice-Chair.
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 2
PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 3
APPROVAL OF THE MINUTES FROM FEBRUARY 10, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the February 10, 2022 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 4
MARKETING PRESENTATION:

Representatives from Condron Media (Phil Condron and Hannah Woody) and Sweda Advertising (George Sweda and Megan Kolis) updated the Board on AVP's successful Branding and Advertising Campaigns in 2021, and marketing goals for 2022.

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ITEM 6

AWARD: WINDOW CLEANING:

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

Bids for the Window Cleaning Services were opened Friday, February 11, 2022 at 2:30 P.M. in the Airport Conference Room by Airport Administration and Germaine Helcoski, Lackawanna County Deputy Controller. One (1) bid proposal was received. Bid tabulation is as follows:

P.J.'s Window Cleaning	\$54,000.00
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It is recommended that the Airport Board award the Services to PJ's Window Cleaning Service at a total bid price of \$54,000.00.

MOTION:	To accept and award the contract to PJ's Window Cleaning Service.
MOVED BY:	Councilwoman Lee Ann McDermott
SECONDED:	Interim County Manager Romilda Crocamo
VOTE:	Unanimous.

ITEM 8

ENGINEERING REPORT:

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

A. Contract: ACP 20-04 Hangar with Air & Ground Emergency Medical Response Facility Project

Recommend the Airport Board approve the Contract between The Wilkes-Barre/Scranton International Airport and Borton-Lawson, Wilkes-Barre, PA, for Hangar with Air & Ground Emergency Medical Response Facility Project, Design and Bid Phase Services, subject to PennDOT - Bureau of Aviation and solicitor's concurrence. This project is being funded 50% State Capital Grant and 50% Airport funds. Reimbursement of Airport Funds will be sought through CARES Grant under Capital Improvements. Total contract cost \$398,743.80. This amount is supported by an Independent Fee Estimate.

MOTION:	To accept approve the Contract as presented.
MOVED BY:	Councilwoman Lee Ann McDermott
SECONDED:	Interim County Manager Romilda Crocamo
VOTE:	Unanimous.

B. Authorization: Taxiway B Extension Site Preparation Project

Request the Airport Board ratify the Wilkes-Barre/Scranton International Airport's solicitation for bids for construction of our "Taxiway B Extension - Site Preparation" Project.

MOTION:	To ratify the bid solicitation as presented.
MOVED BY:	Commissioner Jerry Notarianni
SECONDED:	Interim County Manager Romilda Crocamo
VOTE:	Unanimous.

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ITEM 7

PERSONNEL:

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

Accept the resignation of Simon Wrubel, of Nanticoke, PA from the Position of Lead Fireman.

MOTION:

To accept the resignation.

MOVED BY:

Councilwoman Lee Ann McDermott

SECONDED:

Interim County Manager Romilda Crocamo

VOTE:

Unanimous.

ITEM 5

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 January 2022 Airport Operations had a net loss totaling **\$223,764** compared to a net loss of **\$370,927** in January 2021 which is a difference of **\$147,163**.

Invoices received since the last meeting for supplies and services totaling **\$1,032,130.71** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$573,465.70**.

(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 \$1,927.19
Invoice # 01100013 dated January 26, 2022, for Inspection.

Extend Taxiway B
ACP 18-03

JBS Dirt Inc. \$562,587.39
App #1, dated January 31, 2022, for Construction.

Overspill Protection & Pump Replacement Aviation Fuel Farm
ACP 21-03

C & S Companies \$6,234.62
Invoice # 01100036, dated January 27, 2022, for overfill protection.

C & S Companies \$2,716.50
Invoice # 01100496, dated February 14, 2022, for overfill protection.

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FINANCIAL REPORT - Cont'd...

The following PFC transfers are recommended for Airport Board Approval.

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

C & S \$96.36 CIP 19617-14

CARES Grant.

The Airport has received **\$7,434,461** in reimbursements. 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: Interim County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 8

ENGINEERING REPORT:

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

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

Clearing and grubbing has been completed in the Access Road Corridor and erosion and sedimentation controls are in place. And some fills, North of the stream crossing, have been placed. Production blasting for the rock fill material for both the ATCT access road and the Localizer Critical Area has begun. Fill in the Localizer Critical Area is nearly 75% complete. We continue to wait for the release of the DEP permits for the wetland mitigation and the stream crossing.

Plans and specifications for the next phase of construction which will place the fill for the taxiway extension are complete and advertisement has been made for bids. Bid opening is scheduled for March 17th.

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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

Design Services - C&S Engineers

Construction - Symbrant Aviation Services

The contract has been sent to the contractor for signature and we are working to schedule a pre-construction meeting to establish contract timelines.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

The contract for design was presented at today’s meeting for approval and we will be scheduling a preliminary design meeting with the consultant and project stakeholders in the coming weeks.

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services – C&S Engineers

We completed our review of the Draft Engineering Report and met with the Consultant to review our comments. We expect to have the Final Report and the next phase of draft bidding documents in the next two weeks.

ITEM 9

DIRECTOR’S REPORT:

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

A. Passenger Activity

Beardsley also noted passenger enplanements for the month of January 2022 increased 74.5% to 12,144 from 6,959 in the month of January 2021. Seat availability also increased by 31% overall and airline load factors were up 21.2% when compared to January 2021. General Aviation also saw a 1% increase in January 2022.

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ITEM 10

ADJOURNMENT:

(Chris Chermak, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

The meeting was adjourned at 11:06 AM.