

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
FEBRUARY 23, 2023**

The February meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 23, 2023 at The Venue, 28 Corcorde Drive, Avoca. 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
Councilwoman Lee Ann McDermott
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
Germaine Helcoski, Lackawanna County Deputy Controller
Walter Griffith, Jr., Luzerne County Controller

ABSENT: Commissioner Debi Domenick
Reggie Mariani, Lackawanna County Chief Internal Auditor
Thomas Sokola, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM JANUARY 26, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the January 26, 2023 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Chris Chermak

SECONDED: Councilwoman Lee Ann McDermott

VOTE: Unanimous.

ITEM 3

PRESENTATION:

(Rick Sell, VP of Restaurant Operations, Metz Culinary Management)

Rick Sell introduced Metz Culinary Management's newest business: The Venue to the Airport Board. Today was their first official function. The Venue is located on the county lines of Luzerne and Lackawanna Counties, convenient to serve the entire community. Rick also introduced Kathi Bankes, Director of Special Events and Catering for Culinary Creations by Metz.

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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 January 2023, Airport Operations had a net loss totaling **\$110,051** compared to a net loss of **\$239,350** in January 2022 which is a difference of **\$129,299**.

Invoices received since the last meeting for supplies and services totaling **\$358,757.88** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$38,551.70**.

(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.

FUEL FARM OVERFILL PROTECTION

ACP 21-03

C & S Corporation \$ 1,490.26
Invoice #1108828, for Rate Schedule Labor.

C & S Corporation \$ 438.50
Invoice #1109545, for Rate Schedule Labor.

EMAS INSPECTION & TESTING SERVICES

ACP 21-09

Runway Safe, Inc. \$ 26,500.00
Invoice #1261, dated January 25, 2023, for Inspection of EMAS Bed.

HVAC PRELIMINARY COST ESTIMATE

ACP 22-02

C & S Corporation \$8,000.00
Invoice #1109391, dated January 10, 2023, for Cost Estimate.

EXTEND TAXIWAY B RWY 4

ACP 18-03

McFarland Johnson \$2,561.44
Supplement #1, dated January 27, 2023, for Phase 2 Final Design.

B. CARES Grant.

The Airport has received **\$9,208,143** in reimbursements. Balance of the grant totals **\$10,836,219**.

We request the Airport Board approve these transactions and payments.

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FINANCIAL REPORT - Cont'd...

MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

ITEM 5

ENGINEERING REPORT:

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

A. Bid Award

ACP 20-04 New Hangar with Air & Ground Emergency Response - Pre-engineered Metal Building Procurement

Bids for Pre-engineered Metal Building Procurement associated with the "New Hangar with Air & Ground Emergency Response Facility" Project were opened on Tuesday, February 21, 2023 at 2:00 P.M. in the Airport Board Room by Administration and Lackawanna County Deputy Controller, Germaine Helcoski. Two bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, Borton - Lawson Engineering provided a recommendation as to award. Borton - Lawson recommended award of the Contract in the amount of \$789,000.00 to the low bidder, Rise Construction, Mount Cobb, PA, (see attached). Bid tabulation is provided below:

Rise Construction	\$789,000.00
DesignBLD Construction, Inc.	\$899,500.00

Recommend the Airport Board award the Project to Rise Construction and authorize Airport Staff to make applications for funding and prepare a contract for approval at a future board meeting, pending solicitor's concurrence.

Funding for this project will be sought from FAA CARES funds and a PennDOT - BOA Capital Grant.

MOTION: Request the Airport Board approve the contract as presented.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman Lee Ann McDermott
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.

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ENGINEERING REPORT - Cont'd...

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. Work is currently on hold due to weather. We anticipate that the construction will resume as weather permits and completion of all the work and paving in the Spring.

ACP 20-02
Bag Belt Rehabilitation

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

Work on the project is substantially complete. A pre-final inspection was conducted last week to review the work and develop a final punch list. Final inspection and project closeout are pending completion of punch list items.

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

Design Services - Borton-Lawson

Bids for the procurement of the Pre-engineered Metal Hangar Building were opened this week and award was made earlier in this meeting. Documents for the bidding of the site construction and building erection are being worked on and we are working to schedule bidding in the April-May time frame. We continue to coordinate the project with the consultants and continue to work on bidding 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

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ENGINEERING REPORT – Cont’d...

Bid documents are currently out for rebid, with bids due on March 14th. We anticipate a recommendation of award for our March Board Meeting.

ACP 22-02

HVAC SYSTEM REPLACEMENT: Joseph M. McDade Terminal

Design Services – C&S Engineers

We have had our design kick-off meeting and our first progress meeting on the project. The consultant has surveyed the building and has prepared as-built condition drawings that will be used as the basis for the bidding documents. Review of the existing conditions of the HVAC equipment is underway, in consultation with the Airport's operations staff and our HVAC maintenance contractor. 60% design documents are being prepared and are expected to be delivered in the next two weeks.

ITEM 6

PERSONNEL:

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

- A. Request the Airport Board appoint Nicole Bowling of Peckville, PA to the position of Accounts Payable Specialist, effective upon confirmation of airport clearances.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

- B. Request the Airport Board appoint Peter Mataloni of Dunmore, PA to the position of Maintenance 2 staff, effective upon confirmation of airport clearances.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 7

DIRECTOR'S REPORT:

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

A. Passenger Activity

Mr. Beardsley reported for the month of January 2023, when compared to January 2022, passenger boardings increased by 12.8%. Load factors for January 2023 were at 85.5%, an increase of 3.1% when compared to January 2022.

Security Screening (TSA) saw significant increases of passengers going through screening over the Holiday Season in late December and early January.

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ITEM 8

OTHER MATTERS:

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

A. Employee Recognition

Mr. Beardsley recognized and thanked Accounts Receivable Specialist Kristen Barone for her ten (10) years of service.

ITEM 9

ADJOURNMENT:

(Timothy McGinley, 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 10:54 AM.