

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
February 22, 2024

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, February 22, 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
Stephen Mykulyn, Director of Engineering
Chris Dalessandro, Director of Finance
Eric McKitish, Director of Marketing / Air Service
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

PUBLIC COMMENT:

(Matt McGloin, Chair)

Walter Griffith, Jr., Luzerne County Controller stated that on the accounts receivables ledger he noticed that there are some who have balances and maybe we can reach out them again.

ITEM 2

APPROVAL OF THE MINUTES FROM JANUARY 25, 2024 BOARD MEETING:

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the January 25, 2024 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilwoman Lee Ann McDermott

SECONDED: Councilman Greg Wolovich

VOTE: Unanimous.

ITEM 3

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 2024, Airport Operations had a loss totaling **\$150,487** compared to a loss of **\$110,051** in January 2023 which is a difference of **\$40,436**.

Invoices received since the last meeting for supplies and services totaling **\$1,850,058.15** are presented on the attached sheets for review and approval of

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FINANCIAL REPORT - Cont'd...

the Board. These invoices include major construction project costs of **\$1,606,790.92.**

(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.

B. CARES Grant:

The Airport has received **\$13,772,610** in reimbursements. Balance of the grant totals **\$1,442,064.**

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: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. 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. 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.

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ENGINEERING REPORT - Cont'd...

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.

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.

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ITEM 5

PERSONNEL:

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

A. Resignation:

1. Request the Airport Board accept the resignation of Gerhard Perrone, Edwardsville PA, Maintenance II, effective February 1, 2024.

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

ITEM 6

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 January 2024 increased 1.1 % to 13,849 from 13,699 in the month of January 2023.

In January 2024, 7 departing flights were cancelled. All for ATC/Weather. This accounts for 485 (2.7%) out of a total of 17,723 departure seats. Also, 7 arriving flights were cancelled. All for ATC/Weather.

B. General Aviation Operations:

For January 2024, General Aviation had 871 operations (one take-off or one landing) which is an increase of 70.5% from January 2023, General Aviation Operations. General Aviation revenues decreased \$3,286.53 or 30 % to \$10,607.21.

Councilwoman Lee Ann McDermott wanted to thank the team at AVP, specifically Dana Monahan, William Holeva, Ricky Viruet and Chris Cormier, for assisting her when her car battery was dead as she arrived back from vacation. She also stated that she observed other passengers also being assisted as well with a flat tire and battery related issues. She wanted to make clear that it does not go unnoticed how responsive and willing to help we are here at AVP. Executive Director Carl Beardsley also thanked the team and stated that our staff is what keeps AVP "Rising Above".

ITEM 7

ADJOURNMENT:

(Matt McGloin Chair)

MOTION: Commissioner Matt McGloin made a motion to adjourn the meeting.
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

The meeting was adjourned at 10:49 AM.