

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

The scheduled March meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 23, 2023 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

PRESENT: Commissioner Jerry Notarianni
Commissioner Chris Chermak
Commissioner Debi Domenick
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
Thomas Sokola, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Jr., Luzerne County Controller

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM FEBRUARY 23, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the February 23, 2023 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jerry Notarianni

SECONDED: Commissioner Debi Domenick

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 February 2023, Airport Operations had a net loss totaling **\$138,099** compared to a net loss of **\$211,858** in February 2022 which is a difference of **\$73,780.**

Invoices received since the last meeting for supplies and services totaling **\$475,946.43** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$172,454.63.**

Year to date, our loss is **\$248,135** as compared to a loss in 2022 of **\$451,201**, a difference of **\$203,066.**

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FINANCIAL REPORT – Cont’d...

(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.

EXTEND TAXIWAY B RWY 4
ACP 18-03

McFarland Johnson \$16,454.02
Invoice # 1, dated March 3, 2023, for Construction Monitoring Services.

McFarland Johnson \$ 2,580.95
Invoice #22A, dated March 15, 2023, for Phase 2 Final Design.

REHABILITATE TERMINAL DRIVE
ACP 18-04

KBA Engineering \$24,762.38
Invoice # 5572, dated February 16, 2023, for Design.

SWITCHGEAR REPAIR
ACP 19-05

Borton Lawson \$2,840.00
Invoice # 2021-15211-001-00000006, dated February 13, 2023 for Electrical Support.

Borton Lawson \$5,620.00
Invoice #2021-5211-001-00000005, dated January 20, 2023, for Electrical Support.

BAGGAGE BELT REFURBISHMENT
ACP 20-02

C & S Corporation \$ 4,800.00
Invoice #1110052, dated March 10, 2023, for Construction Administration.

Symbrant Aviation Services, Inc. \$84,490.79
Application #3, dated February 28, 2023, for Construction.

TERMINAL HVAC IMPROVEMENTS
ACP 22-02

C & S Corporation \$27,686.49
Invoice #1109646, dated February 21, 2023, for Design.

MRB Group \$ 3,220.00
Invoice # 48019, dated February 14, 2023, for IFE.

The following PFC transfers are recommended for Airport Board approval:

Rehabilitate Terminal Drive
Project #13-005

KBA Engineering	\$ 1,236.63	CIP 19618-04
KBA Engineering	\$ 9,845.55	CIP 19618-04

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FINANCIAL REPORT - Cont'd...

**Taxiway B Runway 4 Approach End
Project #13-008**

McFarland Johnson

\$ 822.70

CIP 19618-03

(3) CARES Grant.

The Airport has received **\$9,473,737.16** in reimbursements and has applied for an additional draw in the amount of **\$10,570,624.84**.

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: Commissioner Chris Chermak

SECONDED BY: Councilwoman Lee Ann McDermott

QUESTION: Mr. McGinley when the Airport will be at a "break even" point. Mr. Borthwick replied that using the CARES for repairs which will help in reaching a break even point.

Also, Mr. McGinley asked to explain comment that there is a late rental car payment. Mr. Borthwick replied that he has a call into Hertz to resolve the matter.

VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. Bid Award: Fuel Farm

ACP 21-03 Aviation Fuel Farm Overfill Protection and Fuel Pump Replacement

Bids for the "Aviation Fuel Farm Overfill Protection and Fuel Pump Replacement" Project were opened on Tuesday, March 14, 2023 at 2:00 P.M. in the Airport Board Room by Administration, Luzerne County Controller, Walter Griffith and Luzerne County Deputy Controller, Thomas Sokola. One bid package was received and opened. After review and tabulation of the bid, the Design Consultant for the project, C&S Engineers, Inc. provided a recommendation as to award. C&S recommended award of the Contract in the amount of \$785,438.00 to American Environmental Aviation, Inc., Sanford FL, (see attached).

Recommend the Airport Board award the Project to American Environmental Aviation, Inc. and authorize Airport Staff to 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.

MOTION: Request the Airport Board approve the contract as presented.

MOVED BY: Councilwoman Lee Ann McDermott

SECONDED BY: Commissioner Chris Chermak

DISCUSSION: Mr. McGinley asked Mr. Mykulyn to explain the process in bidding the project. Mr. Mykulyn replied this was the second time this project was put out to bid. The first time there were no bids received. There were indications the local companies who might have bid were all booked in 2023 and unable to complete the work within the time limits. The sole bidder in this round has

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ENGINEERING REPORT – Cont’d...

worked with the Consultant and their estimate was in line with what the engineer estimate.

VOTE: Unanimous.

B. Contract: NAVAIDs Relocation Project

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and Joyce Electrical Inc., Eynon, PA, for the Taxiway B Extension (Runway 4 Approach End) - NAVAIDs Relocation Project pending FAA, PennDOT-BOA and solicitor’s concurrence. The total price for contract is \$370,980.00. This project is being funded 90% FAA, 5% State and 5% PFC from funds.

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

**C. Contract: New Hangar
ACP 20-04 New Hangar with Air & Ground Emergency Response – PreEngineered Metal Building Procurement**

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and Rise Construction, Mount Cobb, PA, for the Pre-Engineered Metal Building Procurement associated with the “New Hangar with Air & Ground Emergency Response Facility” Project pending FAA, PennDOT-BOA and solicitor’s concurrence. The total price for contract is \$789,000.00. This project will be funded 50% FAA (CARES) and 50% State.

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

D. 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, 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 – 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.

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ENGINEERING REPORT - Cont'd...

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

Work is currently on hold due to weather. We are working to schedule a construction restart meeting with the contractor and the consultant to review construction schedule and construction impacts on terminal traffic. Completion of all the work and paving is expected in late Spring.

ACP 20-02
Bag Belt Rehabilitation

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

Work on the project is substantially complete. Final inspection and project closeout are pending review of remaining punch list items.

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

Design Services - Borton-Lawson

The contract for the procurement of the Pre-engineered Metal Hangar Building was presented for approval at today's 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

As presented earlier bids for the project were opened on March 14th. Award was recommended and approved at today's meeting.

ACP 22-02
HVAC SYSTEM REPLACEMENT: Joseph M. McDade Terminal

Design Services - C&S Engineers

Meetings were conducted with consultant for the project, our maintenance contractor and Airport staff to review existing conditions and problem areas that need to be addressed. Work continues to progress on the design and the review of design documents.

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ITEM 5

PERSONNEL:

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

Request the Airport Board promote Michelle Aigeldinger to Assistant to Finance/Administration.

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

ITEM 6

DIRECTOR'S REPORT:

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

A. Passenger Activity

Mr. Beardsley noted passenger boardings were up 3% in February 2023 when compared to February 2022. Mr. Beardsley commented that February is a slow month in the world of aviation, so although 3% is a slight increase, it's acceptable. Charters, which include the Boscov's Charter, saw an increase as well, going from 70 passengers to 97 passengers.

Seat availability saw a 16.6% increase in 2023 as well. Mr. Beardsley predicted a busy March in contrast to the month of February.

ITEM 7

OTHER MATTERS:

Mr. Beardsley recognized employees Mike Sobolewski (35 years) and Jim McDermott (15 years) for their service at AVP.

ITEM 8

ADJOURNMENT:

(Timothy McGinley, Chair)

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

The meeting was adjourned at 10:56 AM.