

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
March 21, 2024

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 21, 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

**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

**ABSENT:** Councilman Greg Wolovich  
Reggie Mariani, Lackawanna County Chief Internal Auditor  
Walter Griffith, Jr., Luzerne County Controller

**ITEM 1**

**PUBLIC COMMENT:**

*(Matt McGloin, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM FEBRUARY 22, 2024 BOARD MEETING:**

*(Matt McGloin, Chair)*

**MOTION:** To accept and approve the minutes of the February 22, 2024 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 3**

**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 February 2024, Airport Operations had a loss totaling **\$28,794** compared to a loss of **\$138,150** in February 2023 which is a difference of **\$109,353**.

Year to date, our loss is **\$183,064** as compared to a loss in February 2023 of **\$248,208** a difference of **\$65,144**.

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**FINANCIAL REPORT - Cont'd...**

Invoices received since the last meeting for supplies and services totaling **\$1,252,253.76** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$760,848.72**.

**(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 **\$14,475,443.93** in reimbursements. Balance of the grant is **\$739,231.07**.

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. Solicitations:**

1. Request the Airport Board authorize the solicitation of bids for construction of our "Taxiway B Extension - Paving and Lighting" Project.
2. Request the Airport Board authorize the advertisement for a Request for Qualifications (RFQ) for Design Bid and Construction Phase Services for the Airport's "Rehabilitate Airline Apron" Project.

**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.

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.

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**ENGINEERING REPORT – Cont’d...**

On the Taxiway B Extension Site Preparation; work on the project continues with stormwater infrastructure construction and blasting, hauling and fill placement. Work is expected to be completed on this phase in early summer.

On the Localizer Relocation; work on the project is complete and we are working on scheduling a final inspection with the FAA. Work will continue to close out the contract and grant.

The bid document package for the final phase of construction, the taxiway paving, signing and lighting has been completed and is being advertised. Bids will be opened on April 17<sup>th</sup> and we anticipate recommending award at the April Board Meeting. Pending grant funding, the construction on this phase is not anticipated until the Spring of 2025.

**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 complete and the roof panels and insulation system have been installed. Work on site utilities and drainage is ongoing. The ambulance garage foundation, floors, structural steel and block walls are complete, with roofing to be completed this week. The modular building has been delivered and is set on site. Foundation piers and walls have been completed and parged. Mechanical, electrical and plumbing work is being connected and fitted and interior finishes are being worked on. Delivery of the metal wall panels is expected in the next two weeks. Material submissions continue to be made and reviewed for approval. Completion of the project is expected in May.

**ACP 21-03**

**Overfill Protection and Pump Replacement, Aviation Fuel Farm**

Design Services – C&S Engineers  
Contractor – American Environmental

No change in status. Work on the project has been completed. Permit and Spill Prevention Plan updates are being made.

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**ENGINEERING REPORT – Cont’d...**

**ACP 22-01**

**Terminal Expansion – COVID Mitigation**

Design Services – McFarland-Johnson, Inc.

We continue to meet regularly with our consultants on the design for the expansion and continue to move toward bidding the project in late summer. We conducted a Schematic Design review meeting with Airport staff and TSA representatives to seek input on the project for the design team to use in the preparation of the Design Documents. We continue to review alternative funding sources and plan to make re-application under BIL-ATP in October 2024, better positioned with completed design and bids in hand.

**ACP 22-02**

**HVAC System Replacement – Joseph M. McDade Terminal Building**

Design Services – C&S Engineers

Material and schedules submissions continue and are being reviewed for approval. Work on the project is expected to begin in the second week of

**ITEM 5**

**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 February 2024 increased **24.8%** to **15,027** from **12,038** in the month of February 2023.

In February 2024, **2** departing flights were cancelled, both for **ATC/Weather**. This accounts for **120 (0.7%)** out of a total of **17,955** departure seats. Also, **3** arriving flights were cancelled, all for **ATC/Weather**.

**B. General Aviation Operations:**

For February 2024, General Aviation had **1,542** operations (one take-off or one landing) which is an increase of **139.8%** from February 2023, General Aviation Operations. General Aviation revenues increased **\$2,610.67** or **29%** to **\$11,668.20**.

**ITEM 6**

**OTHER MATTERS:**

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

**A. Recognitions:**

1. John Slotterback, USDA Supervisory PPQ Officer would like to thank Team AVP for its continued cooperation with the Spotted Lantern Fly Program. He

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**OTHER MATTERS - Cont'd...**

presented certificates of Appreciation to Operations, Security & Airport Management.

2. Eric McKitish congratulated four (4) members of AVP's Ambassador Volunteer Program for their hours of volunteer service. The following were presented with a certificate of achievement: Edward Hanadel, Exeter, PA - 6,150 hours; John Bergen, Pittston Twp., PA - 3,092 hours; Bette Lou Brundage, Moscow, PA - 2,090 hours and Rita Skechus, Duryea, PA - 2,053 hours. The program began on May 25, 2006 and was designed to inform, guide & direct passengers here at the airport. To date, our ambassador volunteers have logged over 69,200 hours.

**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 10:55 AM.