

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 28, 2022

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 28, 2022 in person in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Debi Domenick
Commissioner Jerry Notarianni
Councilwoman Lee Ann McDermott
Councilman Timothy McGinley
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
Walter Griffith, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM MARCH 24, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the March 24, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy McGinley

SECONDED: Councilwoman Lee Ann McDermott

VOTE: YES: Chermak; Notarianni; McDermott; McGinley; Crocamo
ABSTAIN: Domenick

ITEM 3

AIRPORT FINANCIAL REPORT:
(Gary Borthwick - Assistant Airport Director)

(1) **Revenue - Expense Report .**

As noted on the attached profit/loss statements, for the month of March 2022 Airport Operations had a net loss totaling **\$101,520** compared to a net loss of **\$303,719** in March 2021 which is a difference of **\$202,199**. Year to date had a net loss of **\$552,727** compared to a net loss of **\$1,019,273** in 2021, which is a difference of **\$466,546**.

(2) **Project Invoices .**

Invoices received since the last meeting for supplies and services totaling **\$1,726,426.92** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,414,411.71**. They are:

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FINANCIAL REPORT - Cont'd...

Rehabilitate Taxiway D
ACP 17-14

McFarland Johnson \$179,478.06
Invoice #3, dated March 23, 2022, for Inspection

C & S \$2,000.00
Invoice #01101460, dated March 24, 2022, for Independent Fee Estimate Services.

JBS Dirt Inc. \$420,259.77
App #3, dated April 14, 2022, for Construction.

McFarland Johnson \$25,260.38
Invoice #16AR, dated April 20, 2022, for Design.

Demolish Old Terminal
ACP 13-02

Borton Lawson \$61.50
Invoice #2020-4782-001-000018A, dated April 13, 2022, for Inspection.

Engineering Design Services (STUDY)
ACP 22-01

McFarland Johnson \$24,000.00
Invoice #1F, dated December 29, 2021, for Mitigation Strategies Implementation Plan.

AIRCRAFT & FIRE FIGHTING VEHICLE
ACP 12-03

E-One \$763,352.00
Invoice # P144542, dated March 21, 2022, for ARFF 4x4.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2022/3

Rehabilitate Taxiway B
Project #13-001

C & S \$100.00 CIP 19617-14

AIRCRAFT & FIRE FIGHTING VEHICLE
Project #13-006

E-One \$750,00.00 CIP 19612-03

B. CARES Grant.

The Airport has received **\$7,869,841** in reimbursements and have applied for an additional **\$101,516**. Balance of the grant totals **\$12,072,644**.

We request the Airport Board approve these transactions and payments.

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FINANCIAL REPORT - Cont'd...

MOTION: To approve the transactions and payments.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

ITEM 4

AUTHORIZATIONS:

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

A. ARFF Truck Sale

Recommend the Airport Board approve the sale of the 1999 E-one Titan ARFF Truck for \$45,000.00 (see attached letter and bill of sale).

MOTION: To approve the sale.
MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous

ITEM 5

PERSONNEL:

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

A. Resignations

1. Request the Airport Board accept the resignation of Shawn Matticks, Moosic, PA, effective April 27, 2022.
2. Request the Airport Board accept the resignation of Nicholas Dennis, Shavertown, PA, effective May 6, 2022.

MOTION: To accept the resignations.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Appointments

1. Request the Airport Board appoint Stephen Cleveland of Scranton, PA to the position of Maintenance 2 staff, effective upon confirmation of clearances.
2. Request the Airport Board appoint Christian Ortiz of Wilkes-Barre, PA to the position of Maintenance 2 staff, effective upon confirmation of clearances.

MOTION: To approve the appointments.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

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ITEM 6

ENGINEERING REPORT:

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

A. Projects:

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services - C&S Engineering

Contractor - New Enterprise Sand and Limestone

Construction Monitoring - C&S Engineering

Contract close out is nearly complete and we hope to have the final payment application for the May Board meeting after which we can complete grant closeout.

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.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - Work resumed this week on the project after a suspension in the schedule as we waited for more suitable ground conditions in the access road corridor and for the delivery of the concrete box culvert for the stream crossing. Limited production blasting for the rock fill material for both the ATCT access road and the Localizer Critical Area was determined to be necessary and will resume next week. Delivery of the box culvert for the stream crossing is expected in the end of May.

On the Taxiway B Extension Site Preparation - tentative award has been made on the project and grant applications have been submitted for project funding.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.

Plans and specifications for the roadway work on the project have been repackaged and reviewed and are available to prospective bidders. Bids will be opened on May 18th and we expect to have a recommendation as to award at the May Board Meeting.

ACP 20-02

Bag Belt Rehabilitation

Design Services - C&S Engineers

Construction - Symbrant Aviation Services

The Contractor completed a coordination site visit last week to re-establish parts, materials and logistics for the project. We anticipate having a schedule and start date established in the next few weeks and have been given a tentative start date of mid-June.

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ENGINEERING REPORT - Cont'd...

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

We recently completed a meeting with our consultant and project stakeholders to discuss design parameters for the project. We expect to have preliminary floor plans for the project in the next two weeks.

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services - C&S Engineers

We completed our review of draft construction documents and returned comments to the consultant. Additional site visits are anticipated to complete the plans for bidding. We continue to expect to have bidding documents ready in late Spring.

MOTION: To approve the Engineering Report.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

ITEM 7

DIRECTOR'S REPORT:

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

Mr. Beardsley reported passenger boardings **increased 34%** in March 2022 when compared to March 2021. We also saw that in March 2022, the Airlines added 32% more seats to our inventory and as you can see, our customers filled them. AVP's load factors also **increased to 90%** in March 2022 (from 78% in March 2021). Additionally, Mr. Beardsley reported and compared AVP's numbers for the first quarter of 2022, when compared to 2021: Passenger boardings are up 54% and load factors are up 18%.

MOTION: To approve the Engineering Report.
MOVED BY: Commissioner Debi Domenick
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 8

OTHER MATTERS:

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

A. Employee Recognition

Mr. Beardsley recognized employees Denise Price (Public Safety) and Dana Monahan (Marketing) for their recent 10-year anniversary here at AVP.

B. CARES Funding Authorization

We recommend the Board approve Appreciation Pay for Union Employees in the amount \$1,200.00 paid in two (2) installments: the first \$600 installment will be paid to all union employees who were employed by the airport in January 2020; the second

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OTHER MATTERS - Cont'd...

\$600 installment will be paid to all union employees who were employed by the airport in January 2021. The first installment will be paid on the first payroll in May 2022 and the second installment will be paid in the last payroll in December 2022. Employees must still be employed by the Airport and a member of the Union to receive payment.

We also recommend the Airport Board award merit increases to the non-union Administration Staff in the amount of 2%. The Board recognizes the efforts of the staff for working through the Pandemic and Thank both staffs for continued support in providing the necessary work in order to provide seamless day-to-day business operations during the Pandemic. Each of these increases will be funded by CARES Federal Grant.

MOTION: To approve the increases as noted.
MOVED BY: Councilman Timothy McGinley
SECONDED: Interim County Manager Romilda Crocamo
VOTE: Unanimous

DISCUSSION: Mr. McGinley commented that this is a little token of appreciation to the people who work here very hard - both union and non-union - and keep the airport operating in the positive manner we see on a daily basis.

ITEM 9

ADJOURNMENT:
(Chris Chermak, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous.

The meeting was adjourned at 10:54 AM.