

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

The scheduled April meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 27, 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
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: Commissioner Debi Domenick
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 MARCH 23, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

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

MOVED BY: Councilwoman Lee Ann McDermott

SECONDED: Commissioner Jerry Notarianni

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 March 2023, Airport Operations had a net loss totaling **\$40,125** compared to a net loss of **\$101,520** in March 2022 which is a difference of **\$61,395**.

Invoices received since the last meeting for supplies and services totaling **\$562,765.41** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$174,895.28**.

Year to date, our loss is **\$253,695** as compared to a loss in 2022 of **\$552,727**, a difference of **\$299,032**.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

B. CARES Grant.

The Airport has received **\$9,762,047.42** in reimbursements and has applied for an additional draw in the amount of **\$10,282,314.58**.

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. Frederickson asked, when the CARES Grant needs to be used by. Mr. Borthwick replied that the CARES Grant needs to be used by May 2024.

VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. Contract: Fuel Farm Construction

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

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and American Environmental Aviation, Inc., Sanford, FL, for the Aviation Fuel Farm Overfill Protection and Fuel Pump Replacement Project pending solicitor's concurrence. The total price for contract is **\$785,438.00**. This project is being funded through reimbursement from CARES Grant 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 if new fuel pumps are a new requirement. Mr. Mykulyn replied yes and no. He went on to explain that overspill protection is a new requirement and the pumps themselves are not a new requirement. In researching what will be needed for the overspill protection and what we needed to install, it was determined that given the vintage of the pumps we were having difficulty in obtaining replacement parts.

VOTE: Unanimous.

B. Contract: Fuel Farm (Construction Administration)

ACP 21-03 Aviation Fuel Farm Overfill Protection and Fuel Pump Replacement (Construction Administration)

Recommend the Airport Board approve Supplement No. 1 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and C&S Engineering, Inc., Syracuse, NY, for Construction Administration Services for the Aviation Fuel Farm Overfill Protection and Fuel Pump Replacement Project pending solicitor's concurrence. The total price for contract is **\$143,500.00**. This project is being funded through reimbursement from CARES Grant Funds.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

ENGINEERING REPORT – Cont’d...

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

C. Contract: Terminal Improvements
ACP 22-01 COVID Mitigation Terminal Improvements – Joseph M. McDade Terminal Building

Recommend the Airport Board approve the Contract between The Wilkes-Barre/Scranton International Airport and McFarland-Johnson, Inc., Binghamton, NY, for COVID Mitigation Terminal Improvements – Joseph M. McDade Terminal Building Project, Design and Bid Phase Services, subject to FAA and solicitor’s concurrence. This project is being funded through an amendment to our CARES Grant for Capital Improvements. Total contract cost \$1,277,817.00. This amount is supported by an Independent Fee Estimate.

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

D. Change Order: Baggage Belt

Change Order No. 2 – Baggage Belt Rehabilitation (ACP 17-14)

Recommend the Airport Board Approve Change Order #2 increasing our Contract with Symbrant Aviation Services, \$22,520.00 from \$687,120.00 to \$709,640.00, subject to solicitor’s concurrence.

This change order provides for further adjustments to the baggage carousels to eliminate noise and provides an additional belt stop button in the TSA screening room.

We request that the Board approve this change order.

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

DISCUSSION: Ms. McDermott questions if this was not previously on the contract or something that just popped up with the noise. Mr. Mykulyn responded that many system components were replaced and that was expected to mitigate the noise. In the process of completing the work, there was still some noise occurring with the baggage carousels. It has been identified that it was the plates that sit on the baggage carousel are rubbing together and can only be mitigated by grinding off a small amount so they don’t touch anymore. The stop button, however, was not included initially. TSA was unable to turn off the belt manually so they would hit the emergency stop button. The use of the emergency stop button created other system errors that needed to be cleared at restart. The stop button was added for convenience.

VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

ENGINEERING REPORT - Cont'd...

E. 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 have had our preconstruction and pre-blasting meetings and are reviewing schedules and working to establish a Notice to Proceed date.

On the Localizer Relocation, no change in status, construction is expected to begin this Spring pending grant award.

Work on the bid package for the final phase of construction, the taxiway paving, signing and lighting, continues as is scheduled to bid in early 2024.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.
Contractor - American Asphalt

We have had our Construction Restart Meeting and work on the project has resumed. We are reviewing schedules and construction impacts on terminal traffic in advance of each construction phase. 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. We have a few items that were added to the scope and approved at today's meeting. We will work with the contractor to schedule these added items and close the project.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

Contract documents for General Construction were completed and advertisement for bid has been made. A pre-bid meeting was conducted this week and bids on the project are due May 22nd. We anticipate recommending award at the May Board Meeting. Grant

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

ENGINEERING REPORT - Cont'd...

application and notice to proceed are anticipated for early summer with project completion in December.

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services - C&S Engineers

Contracts for Construction and Construction Monitoring were presented at today's meeting. We will be working with the Contractor and the Consultant on pre-construction submissions and schedule to establish Notice to Proceed for the project.

ACP 22-02

HVAC System Replacement - Joseph M. McDade Terminal Building

Design Services - C&S Engineers

Work continues to progress on the design and the review of design documents. Work is also advancing on the preparation of bid documents.

ITEM 5

PERSONNEL:

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

A. Resignation:

Request the Airport Board accept the resignation of Eve Hennigan, Dunmore, PA, as Executive Assistant, effective April 6, 2023.

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

STATEMENT: Mr. McGinley stated that Eve was a very good person here at the airport serving for many years and they are sorry to see her go. He accepts her resignation with regret.

B. Appointment Reconfirmation:

At the July 22, 2021 Board Meeting, William Holeva, Dickson City, PA, was appointed Interim Public Safety Director. Mr. Holeva's probationary period was completed effective January 1, 2022, and was advised by the Executive Director via letter that probationary period had been completed.

Recommend the Airport Board reconfirm the appointment of William Holeva as Public Safety Director, effective April 27, 2023.

MOTION: Request the Airport Board approve the reconfirmation.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

PERSONNEL - Cont'd...

C. Appointments:

1. Request the Airport Board appoint Beth Coslett of Dallas, PA to the position of Executive Assistant, effective May 8, 2023.

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

2. Request the Airport Board appoint Brandon Tayoun of Drums, PA to the position of Maintenance 2, effective May 15, 2023.

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

3. Request the Airport Board appoint Stefano Cinquemani of Kingston, PA to the position of Maintenance 2, effective upon confirmation of airport clearances, which includes physical.

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

ITEM 6

DIRECTOR'S REPORT:

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

A. Passenger Activity

Mr. Beardsley stated that for the month of March 2022, passenger boardings were **15,607** came through the airport. For the month of March 2023 passenger boardings decreased **10.4%**. American Airlines decreased some of their seat availability at AVP, from 12,925 in March 2022 to 9,984 in March 2023, which in turn showed a decrease of **27.1%** caused by having less availability here at AVP. United Airlines picked up the slack. March 2022 was **3,260** passengers with an increase to **48,023** in March 2023 showing an increase of **47.9%**. Charters, including Boscov's, were up **27.9%**. We did some advertising for Boscov's and pushed forward as much as we could by getting word out to the community that they have an Orlando service which seemed to help.

Load factor percentages decreased from March 2022 to March 2023 from **89.7%** to **84.2%**. However, even though there was a decrease, the percentage from year to year stayed about the same, which is what the airport likes to see.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

DIRECTOR'S REPORT - Cont'd...

B. General Aviation Operations

For March 2023, General Aviation had **914** operations (one take-off or one landing) which is an increase of **3.8%** (33 additional General Aviation aircraft) from March 2022, General Aviation Operations. General Aviation revenues decreased **\$1,381** or **10%** to **\$13,939.00**.

ITEM 7

OTHER MATTERS:

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

A. Quick Turn-Around (QTA) Facility Update

Mr. Mykulyn updated on the progress of the QTA Facility. The project has an \$11 million budget. There is progress on the 10,580 sq ft building situated on 2.68 acres which includes two (2) car wash bays and one (1) hand wash bay. There are 6 fueling positions, 6 car rentals and a covered walkway from service parking at the terminal building that will lead to Terminal Drive in front of the building. Construction started in September 2022. Project Delivery Team member gave an update that the fuel tank has been set, fuel islands have been poured and canopy work is set to start in early May 2023. Perimeter work as well as roof joists will be started in early May. Site electrical and underground storm water work is 95% complete. Car wash building becomes water tight in early May. Equipment scheduled to arrive in mid-May and completion to be in November 2023.

B. Junior Achievement Inspire Expo

Shortages with aircraft workers as well as pilots. AVP is working with Johnson College to get people trained. There was an event at Mohegan Sun Arena where a simulation was available to show students what it would be like to fly. We continue to do our part to make sure people to remain interested in aviation so we can continue to grow.

C. Marketing Service Agreement Amendment

On November 1, 2020, the Wilkes-Barre/Scranton International Airport entered into Marketing Services Agreements with Condron Media and Sweda Advertising to provide professional marketing services for the Airport. These two vendors have now merged and formed a new company called Condon Sweda Advertising, and request to substitute and assign their obligations under the Agreement to the newly formed company going forward. No other changes are to be made to the current agreement.

Recommend the Airport Board approve the Amendment to Professional Marketing Services Agreement for Condron Sweda Advertising, effective immediately.

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

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 27, 2023

ITEM 8

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 11:05 AM.