

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
May 23, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 23, 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:** County Manager Romilda Crocamo  
Commissioner Bill Gaughan  
Council Member Lee Ann McDermott  
Commissioner Matt McGloin  
Council Member 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  
Walter Griffith, Jr., Luzerne County Controller

**ABSENT:** Commissioner Chris Chermak  
Reggie Mariani, Lackawanna County Chief Internal Auditor  
Attorney Michael Butera, Luzerne County Solicitor  
Thomas Sokola, Luzerne County Deputy Controller

**ITEM 1**

**PUBLIC COMMENT:**

*(Matt McGloin, Chair)*

Walter Griffith, Luzerne County Controller, commented on the need to continue the funding for the Luzerne County Law Enforcement Officer (LEO) Program that the TSA has reimbursed them for. He hopes that the Board will reach out and do what they can to help keep this program funded since the Luzerne County District Attorney's office (DA) cannot continue to fund the program on their own which is about \$11,000 / month. He stated that there was a resolution passed by County Council that once the agreement stops, so does the LEO program. The DA does not have authority to spend money that the County Council had already allocated. He was wondering how we are going to address this since the program ended May 31, 2024.

In response, Carl Beardsley Jr., AVP's Executive Director, stated that he received a letter from the US senate that included 6 Senators that are asking for support to get the funding back to where it should be. We do not have a timeline as to when this will be completed but it is in the works.

Romilda Crocamo, Luzerne County Manager, stated that if the program gets funded again there will be a retroactive compensation for the county. The reality is that the Airport is in Luzerne County's jurisdiction and we need to make sure that we provide the safety measures and it is a FAA requirement.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM MARCH 21, 2024 BOARD MEETING:**

*(Matt McGloin, Chair)*

**MOTION:** To accept and approve the minutes of the March 21, 2024 Bi-County Airport Board Meeting minutes.

**MOVED BY:** Council Member Lee Ann McDermott

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**APPROVAL OF BOARD MEETING MINUTES - Cont'd...**

**SECONDED:** County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**ITEM 3**

**AIRPORT FINANCIAL REPORT:**

*(Chris Dalessandro, Director of Finance)*

**A. Financial Report:**

(1) Recommend that the Board ratify the invoices and payments from March 2024 in the amount of **\$1,050,221.61** which include **\$729,028.50** in construction project invoices.

(2) **Revenue - Expense Report**

As noted on the attached profit/loss statements, for the month of April 2024, Airport Operations had a profit totaling **\$58,809** compared to a loss of **\$131,765** in April 2023 which is a difference of **\$190,574**.

Year to date, our loss is **\$195,566** as compared to a loss in April 2023 of **\$441,579** a difference of **\$246,013**

Invoices received since the last meeting for supplies and services totaling **\$3,080,145.68** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$2,772,690.92**

(3) **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 **\$15,218,365.57** in reimbursements. Balance of the grant is **\$0.00**

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:** Council Member Greg Wolovich

**VOTE:** Unanimous.

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**ITEM 4**

**ENGINEERING REPORT:**

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

**A. Bid Award:**

**ACP 18-03 Taxiway B Extension - Paving and Lighting**

Bids for Construction of the “Taxiway B Extension - Paving and Lighting” Project were opened on Wednesday, April 17, 2024 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Controller, Walter Griffith. A total of three bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, McFarland Johnson, Inc., provided a recommendation as to award. MJ recommended award of the Contract in the amount of \$6,691,500.00 to the low bidder, Leeward Construction Inc., Honesdale, PA, (see attached). Bid tabulation is provided below.

|                               |                 |
|-------------------------------|-----------------|
| Leeward Construction          | \$6,691,500.00  |
| Glenn O. Hawbaker, Inc.       | \$9,232,592.00  |
| New Enterprise Stone and Lime | \$15,188,700.00 |

Recommend the Airport Board award the Construction Project to, Leeward Construction Inc., and authorize Airport Staff to prepare a contract for approval at a future board meeting, pending FAA, PennDOT - Bureau of Aviation and Solicitor’s concurrence. This project is eligible for funding 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections.

**MOTION:** Request the Airport Board approve the bid award to Leeward Construction.  
**MOVED BY:** Council Member Greg Wolovich  
**SECONDED BY:** County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**B. Contract Award:**

**1. ACP 18-03 Taxiway B Extension - Paving and Lighting**

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and Cooper Crouse-Hinds, LLC Airport Lighting for Airport Lighting Control and Monitoring (ALCMS) Hardware, Software and Commissioning material and services associated with the Taxiway B Extension Paving and Lighting Project, pending solicitor’s concurrence. The total price for these services is \$65,675.00. Compatibility with existing control and monitoring systems required a separate proprietary solicitation for these services. This contract is eligible for funding 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections.

**MOTION:** Request the Airport Board approve the contract for Paving & Lighting to Cooper Crouse-Hinds, LLC.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Council Member Lee Ann McDermott  
**VOTE:** Unanimous.

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**ENGINEERING REPORT – Cont’d...**

**2. ACP 18 Taxiway B Extension – Paving and Lighting**

Recommend the Airport Board approve Supplement No. 5 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Construction Observation and Administration Services for the “Taxiway B Extension – Paving and Lighting” project, subject to FAA, PennDOT – Bureau of Aviation and solicitor’s concurrence. This project is eligible for funding 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$732,557.00. This amount is supported by an Independent Fee Estimate.

**MOTION:** Request the Airport Board approve supplement no. 5 as stated above.  
**MOVED BY:** Council Member Lee Ann McDermott  
**SECONDED BY:** Council Member Greg Wolovich  
**VOTE:** Unanimous.

**C. Authorization to make Grant Application:**

**ACP 18-03 Taxiway B Extension – Paving and Lighting**

Recommend the Airport Board authorize Airport Staff to make applications for grant funding for the “Taxiway B Extension – Paving and Lighting” Project, Construction and Construction Observation and Administration Services Contracts as well as associated Administrative Costs. Grant funding will be sought as follows; 90 % FAA, 5% PennDOT – Bureau of Aviation, and 5% PFC.

**MOTION:** Request the Airport Board approve the above-mentioned authorization to make grant application.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Council Member 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. We continue to work on closing out the contract and grant.

On the Taxiway B Extension Site Preparation; work on the project is substantially complete. Final FAA Inspection is scheduled for later today. Work will continue to close out the contract and grant.

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**ENGINEERING REPORT - Cont'd...**

On the Localizer Relocation; status remains the same, substantially complete. Final FAA Inspection is scheduled for later today. Work will continue to close out the contract and grant.

The bids for the Taxiway Paving and Lighting were opened before the last scheduled board meeting and were presented today for award. Pending grant funding, the construction on this phase is anticipated in 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 we are working to schedule work on the last remaining punch list items. 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

Hangar wall panels have been installed and work on the Hangar Door is continuing this week. Mechanical, electrical, and plumbing work is progressing in the hangar. The ambulance garage roof has been completed. The fit out of the modular building continues with interior and exterior finishes and mechanical electrical and plumbing systems. Work on site utilities and drainage is ongoing. Substantial Completion of the project is expected in late July.

**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 are reviewing design documents as the work progresses and are working to coordinate with TSA and other jurisdictional reviewers. 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

Contractors were issued a Notice to Proceed with the work last month. Pre-replacement airflow testing was completed along with UV air cleaning devices in the boarding lounge areas. Demolition of the existing boilers is underway, in anticipation of delivery of the new boilers. Review and approval of material submittals continue. Overall project completion is slated for May of 2025.

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**ITEM 5**

**CONTRACTS:**

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

**A. Lease Agreement:**

Recommend the Airport Board approve the Lease Agreement between Luzerne and Lackawanna Counties and Hawthorne Global Aviation Services, LLC.

**MOTION:** Request the Airport Board approve the Lease agreement with Hawthorne Global Aviation Services, LLC.

**MOVED BY:** County Manager Romilda Crocarno

**SECONDED BY:** Council Member Greg Wolovich

**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 April 2024 increased 21.7% to 17,852 from 14,665 in the month of April 2023.

In April 2024, 2 departing flights were cancelled, both for ATC/Weather. This accounts for 100 (.5%) out of a total of 20,572 departure seats. Also, 1 arriving flight was cancelled for ATC/Weather.

**B. General Aviation Operations:**

For April 2024, General Aviation had 1,335 operations (one take-off or one landing) which is an increase of 46.1 % from April 2023, General Aviation Operations. General Aviation revenues increased \$12,594.72 or 67% to \$31,269.46.

**ITEM 7**

**OTHER MATTERS:**

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

**A. American Airlines:**

American Airlines has up-gaged their flights to Chicago. They will now be using an E170; 65 seat planes. This is a 180% increase in weekly available seats since March.

**B. Breeze:**

Effective today, May 23, 2024 Breeze will now have 4 flights to Orlando on Wednesday, Thursday, Saturday and Sunday. They will also begin service to Myrtle Beach, SC on June 20, 2024. This service will be on Thursdays and Sundays.

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

**C. American Airline & The Landline Company:**

American Airlines recently announced that they will be adding new service through their partnership with The Landline Company. Passengers will have the ability to make connections through Philadelphia International Airport from AVP. This service will begin August 6, 2024 with four (4) roundtrips from AVP to PHL on a luxury motorcoach.

**ITEM 7**

**ADJOURNMENT:**

*(Matt McGloin Chair)*

**MOTION:** Commissioner Matt McGloin made a motion to adjourn the meeting.

**SECONDED BY:** Council Member Greg Wolovich

**VOTE:** Unanimous.

The meeting was adjourned at 10:56 AM.