

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JUNE 30, 2023**

The scheduled April meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Friday, June 30, 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: Councilman Timothy McGinley
Commissioner Chris Chermak
Commissioner Debi Domenick
Councilwoman Lee Ann McDermott
Romilda Crocamo County Manager

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, Jr., Luzerne County Controller
Attorney Michael Butera, Luzerne County Solicitor

ABSENT: Germaine Helcoski, Lackawanna County Deputy Controller
Commissioner Jerry Notarianni
Reggie Mariani, Lackawanna County Chief Internal Auditor
Thomas Sokola, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM APRIL 27, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the April 27, 2023 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 3

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

A. Financial Report

- (1) Recommend that the Board ratify the invoices and payments from April 2023 in the amount of **\$789,863.75** which include **\$472,441.90** in construction invoices.

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

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FINANCIAL REPORT - Cont'd...

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

As noted on the attached profit/loss statements, for the month of May 2023, Airport Operations had a loss totaling **\$75,282** compared to income of **\$3,745** in May 2022 which is a difference of **\$79,027**.

Invoices received since the last meeting for supplies and services totaling **\$1,164,203.80** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$768,252.14**.

Year to date, our loss is **\$439,856** as compared to a loss in 2022 of **\$539,314**, a difference of **\$99,458**.

(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 **\$10,295,489.53** in reimbursements. Balance of the grant totals **\$9,748,872.47**.

We request the Airport Board approve these transactions and payments.

MOTION: Request the Airport Board approve the above transactions, payments as indicated.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

Bid Awards:

A. Bid Awards

1. ACP 20-04 New Hangar with Air & Ground Emergency Response - General Construction

Bids for General Construction associated with the "New Hangar with Air & Ground Emergency Response Facility" Project were opened on Friday, May 26, 2023 at 2:00 P.M. in the Airport Board Room by Administration and Lackawanna County Deputy Controller, Germaine Helcoski. Two bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, Borton - Lawson Engineering provided a recommendation as to award. Borton - Lawson recommended award of the Contract in the amount of \$4,350,000.00 to the low bidder, D&M Construction Unlimited, Inc., Dalton, PA, (see attached). Bid tabulation is provided below:

D&M Construction Unlimited, Inc.	<u>\$4,350,000.00</u>
LR Constanzo, Co., Inc.	<u>\$4,475,775.00</u>

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ENGINEERING REPORT – Cont’d...

Recommend the Airport Board ratify award of the bid to D&M Construction. Funding for this project is being sought from FAA CARES funds and a PennDOT – BOA Capital Grant.

Question: Mr. Griffith asked if his deputy was there for the opening. Mr. Mykulyn replied that it was Ms. Helcoski.

MOTION: Request the Airport Board approve the contract as presented.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Debi Domenick
VOTE: Unanimous.

2. ACP 22-02 Terminal HVAC Replacement Project

Bids for the Construction of “Terminal HVAC Improvements” Project were opened on Thursday, June 15, 2023 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Deputy Controller, Thomas Sokola. Three Prime Contract Bids were solicited; Mechanical Construction; Electrical Construction; and General Construction.

- a. On the Mechanical Construction two bid packages were received and opened. After review and tabulation of the bids, 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 **\$6,990,669.00** to the low bidder, Scranton Electric Heating & Cooling Systems, Inc., Throop, PA, (see attached). Bid tabulation is provided below:

Scranton Electric Heating & Cooling	<u>\$6,990,669.00</u>
McClure Company	<u>\$8,797,000.00</u>

Recommend the Airport Board award the bid to Scranton Electric Heating & Cooling Systems, Inc. and authorize Airport Staff to make applications for funding and prepare a contract for approval at a future board meeting, pending FAA, PennDOT-BOA and solicitor’s concurrence. Funding for this project will be sought from FAA COVID, BIL and PennDOT – BOA funds.

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

- b. On the Electrical Construction 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 **\$229,890.00** to the low bidder, Everon Electrical Contractors, Inc., Scranton, PA, (see attached).

Recommend the Airport Board award the bid to Everon Electrical Contractors, Inc. and authorize Airport Staff to make applications for funding and prepare a contract for approval at a future board meeting, pending FAA, PennDOT-BOA and solicitor’s concurrence. Funding for

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ENGINEERING REPORT – Cont’d...

this project will be sought from FAA COVID, BIL and PennDOT – BOA funds.

Question: Mr. McGinley asked if there was only the one bid received. Mr. Mykulyn replied that although it isn't the ideal situation, the bid was good and the contractor is a reputable one and has done work in the airport previously.

MOTION: Request the Airport Board approve the electrical bid.
MOVED BY: Commissioner Debi Domenick
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

- c. On the General Construction no bid packages were received. Recommend the Airport Board ratify a new solicitation for bid for the General Construction only.

MOTION: Request the Airport Board to ratify the solicitation for General Contractor bid.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Debi Domenick
VOTE: Unanimous.

B. Contracts:

1. ACP 20-04 New Hangar with Air & Ground Emergency Response – General Construction

- a. Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and D&M Construction Unlimited, Inc., Dalton, PA, for the General Construction 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 **\$4,350,000.00**. This project is being funded through reimbursement from CARES and PennDOT-BOA Grant Funds.

MOTION: Request the Airport Board approve the contract for New Hanger General Construction.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

- b. Recommend the Airport Board approve Supplement No. 1 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and Borton-Lawson Engineering, Inc., Wilkes-Barre, PA, for Construction Administration and Observation Services for the General Construction associated with the “New Hangar with Air & Ground Emergency Response Facility” Project pending FAA and solicitor’s concurrence. The total price for contract is **\$346,872.93**. This fee has been verified by an Independent Fee Estimate. This project is being funded through reimbursement from CARES Grant Funds.

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ENGINEERING REPORT – Cont’d...

MOTION: Request the Airport Board approve Supplement No. 1.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

2. ACP 22-02 Terminal HVAC Replacement Project

- a. Recommend the Airport Board approve Supplement No. 1 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and C&S Engineers, Inc., Syracuse, NY, Construction Administration and Observation Services for the Terminal HVAC Replacement Project, pending FAA, PennDOT-BOA and solicitor's concurrence. The total price for contract is **\$1,442,500.00**. This fee has been verified by an Independent Fee Estimate. This project is being funded through reimbursement from FAA COVID, BIL and PennDOT – BOA funds.

MOTION: Request the Airport Board approve the HVAC Replacement project.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Debi Domenick
VOTE: Unanimous.

C. Change Orders

Change Order No. 1 – (ACP 18-04) Terminal Drive New Road

Recommend the Airport Board Approve Change Order #1 increasing our Contract with American Asphalt, **\$1,050.00** from **\$1,663,200.00** to **\$1,664,250.00**, subject to solicitor's concurrence.

This change order provides for stabilization of soft subgrade conditions encountered after pavement removal.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the change order.
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)

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 anticipate issuing a notice to proceed in mid-July.

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ENGINEERING REPORT – Cont’d...

On the Localizer Relocation, no change in status, we believe grant award is imminent and anticipate issuing a notice to proceed in mid-July.

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)

Project is well under way with paving scheduled to be completed today. Binder Course will be about 80% complete. Anticipate completion of binder course in all areas in the next 2 weeks. After which the wearing course will be paved in all areas.

ACP 20-02
Bag Belt Rehabilitation

Work on the project is substantially complete. The added work from April has been completed. We are working on the close out paperwork at this time.

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

Bids on the project were received. Award has been made and contracts have been prepared. Grant application has been made with the FAA and we are awaiting award of the grant.

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

Contractor has been issued a notice to proceed on the project for procuring the materials and has begun the process for having the new pumping skids manufactured.

ACP 22-01
Terminal Expansion – COVID Mitigation

We conducted a preliminary design meeting with the consultant last week to review the project scope and to establish landmark dates for design estimates, percent complete submissions and reviews.

ACP 22-02
HVAC System Replacement – Joseph M. McDade Terminal Building

Bids were received and opened on two (2) of the packages required for the project. Award was made at today’s meeting. We will put the General Contract back out for re-bid. We are working on preparing grant applications for this project.

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ITEM 5

CONTRACTS:

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

A. Hangar Agreement – Geisinger

Recommend the Airport Board approve a proposal that extends the term of our agreement with Geisinger Medical Center by implementing Amendment #3.

MOTION: Request the Airport Board approve Amendment #3.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

B. Amendment No. 2 to Professional Marketing Services Agreement

On November 1, 2020, the Wilkes-Barre/Scranton International Airport entered into Professional Marketing Services Agreements with Condron Media and Sweda Advertising, which is now merged into the new company Condron Sweda Advertising, to provide professional marketing services for the Airport. Amendment #2 is to extend the term of the Agreement until October 31, 2024 pursuant to TERM provision contained in the original agreement.

Recommend the Airport Board approve Amendment #2 to Professional Marketing Services Agreement for Condron Sweda Advertising.

MOTION: Request the Airport Board approve Amendment #2 for Professional Marketing Services.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

C. Amendment No. 1 to Professional Communications/Public Relations Services Agreement

On November 1, 2020, the Wilkes-Barre/Scranton International Airport entered into a Communications/Public Relations Services Agreement with SchoenComm to provide professional communications/public relations services for the Airport. Amendment #1 is to extend the term of the Agreement until October 31, 2024 pursuant to TERM provision contained in the original agreement.

Recommend the Airport Board approve Amendment #1 to Professional Communications/Public Relations Services Agreement for SchoenComm.

MOTION: Request the Airport Board approve Amendment #1 for Professional Communications/Public Relations.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Debi Domenick
VOTE: Unanimous.

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ITEM 6

PERSONNEL:

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

A. Appointments:

Request the Airport Board appoint Jose Irizarry Casiano, Scranton, PA to the position of Maintenance 2, effective June 12, 2023.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Debi Domenick
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 7

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 2023 decreased 14.3% to 14,665 from 17,110 in the month of April 2022.

In April 2023, 7 departing flights were cancelled, all for ATC/Weather. This accounts for 426 (2.4%) out of a total 17,888 departure seats. Also, 8 arriving flights were cancelled, all for ATC/Weather

As noted on the attached "Airport Quick Look" charts, passenger enplanements for the month of May 2023 decreased 12.4% to 15,022 from 17,141 in the month of May 2022.

Question: Mr. Frederickson ask why we think American reduced their number of seats in this market. Mr. Beardsley replied that they are changing aircraft type in and out of the market. Sometimes we have the mainline aircraft and other times we have the smaller aircraft. They have been very loyal to AVP and that they will be able to make expansions into our market with a Chicago to Charlotte service.

In May 2023, 0 departing flights were cancelled. This accounts for 0 (0%) out of a total 17,855 departure seats. Also, 0 arriving flights were cancelled.

A. General Aviation Operations

For April 2023, General Aviation had 961 operations (one take-off or one landing) which is an increase of 6.3% from April 2022, General Aviation Operations. General Aviation revenues decreased \$498 or 2% to \$20,957.

For May 2023, General Aviation had 1,098 operations (one take-off or one landing) which is an increase of 0.6% from May 2022, General Aviation Operations. General Aviation revenues increased \$851 or 3 % to \$27,042.

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ITEM 8

OTHER MATTERS:

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

A. QTA Facility Update

Mr. Mykulyn updated that Phase 1 (old Verizon building) needed to be worked first so Avis can remain and still function there. This phase is 90% complete. Car Wash installation is 75% complete. The car wash buildings framing has been completed and inspected and drywall is going up this week. Dyed concrete floor finish was completed this week. Electrical conduit & rough in is complete and wiring is in progress. Vacuum and compressed air systems will be completed next week and testing will follow. Exterior doors are hung. Construction trailer is being moved out to allow for more parking for the upcoming Nascar race. Natural gas is the only remaining utility to be installed. Pedestrian sidewalk replacement is currently being priced. Anticipated move in dates for Avis are August 9th and the remaining car rentals are targeted for the end of November.

B. Evergreen Elementary 1st Grade Airport Tour

(Western Wayne School Districts)

This was the first tour since the pandemic. Students drew pictures as a “Thank You” for their experience. There were 75 students which were broke up into two groups. They toured the Terminal Building and the ARFF building. Ambassador Ron Skamanich spoke to the children about the Terminal and Jared Whitaker spoke about the ARFF building and took out the firetruck for them. We deal with other groups as well for tours.

C. Canadian Wildfires

There was very little impact to flights due to the smoke from the wildfires to date. We will use our website to notify customers in the future if there are any delays or cancelations.

ITEM 9

ADJOURNMENT:

(Tim 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 11:02 AM.