

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
June 27, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 27, 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 Chris Chermak
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
Attorney Michael Butera, Luzerne County Solicitor

ABSENT: Commissioner Bill Gaughan
Reggie Mariani, Lackawanna County Chief Internal Auditor
Thomas Sokola, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Matt McGloin, Chair)

Walter Griffith, Luzerne County Controller, inquired on the status of the funding for the Luzerne County Law Enforcement Officer (LEO) Program that the TSA has reimbursed them for.

In response, Carl Beardsley Jr., AVP's Executive Director, stated that we are in the process of finalizing things and should have a response shortly.

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 MAY 23, 2024 BOARD MEETING:

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the May 23, 2024 Bi-County Airport Board Meeting minutes.

MOVED BY: Council Member Lee Ann McDermott

SECONDED: County Manager Romilda Crocamo

VOTE: Unanimous.

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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 May 2024, Airport Operations had income totaling **\$50,291** compared to a loss of **\$32,739** in May 2023 which is a difference of **\$83,030**.

Year to date, our loss is **\$145,282** as compared to a loss in May 2023 of **\$474,318** a difference of **\$329,036**.

Invoices received since the last meeting for supplies and services totaling **\$2,707,954.94** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$2,346,193.04**.

(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.

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.

ITEM 4

ENGINEERING REPORT:

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

A. Change Order No. 1 (Final)

18-03 Taxiway B Extension (Runway 4 Approach Threshold) - Localizer Site Preparation and ATCT Access Road Relocation.

Recommend the Airport Board Approve Change Order #1 (Final) increasing our Contract with JBS Dirt, Inc., \$90,634.79, from \$4,600,765.00 to \$4,691,399.79, subject to FAA, PennDOT-BOA and solicitor's concurrence.

This change order incorporates previously approved change directives and adjusts the final quantities on the project to the as-built quantities from the field.

We request that the Board approve this final closeout change order.

MOTION: Request the Airport Board approve the bid award to Leeward Construction.

MOVED BY: County Manager Romilda Crocamo

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ENGINEERING REPORT – Cont’d...

SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

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 – We presented a final closeout change order and final pay application at today’s meeting. We continue to work on closing out the grant.

On the Taxiway B Extension Site Preparation; work on the project is substantially complete. Final FAA Inspection is complete. Final work on contract is suspended until the start of the next contract.

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

The bids for the Taxiway Paving and Lighting were opened and tentative award has been made. Grant paperwork is being completed for submission by mid-July. 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 and office spaces are nearing completion. Electric and gas utilities are expected to be energized in the coming week. Final connections are being made and the last of the equipment is being installed. Site paving has been completed and landscaping work is schedule in the next few weeks. Substantial Completion of the project is expected in late July.

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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 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

General & Mechanical Prime – Scranton Electric Heating and Cooling

Electrical Prime – Evereon Electrical Contractors

Demolition of the existing boilers is complete and installation of the new boilers is underway. Installation of new control wiring as well as replacement of fan powered boxes and control valves is ongoing. Electrical rough-ins for UV lights, vestibule air curtains and communications room; transformer, panel & conduit is ongoing as well. We continue to meet bi-weekly to review progress, address schedule impacts on operations and resolve any issues that arise. Overall project completion is slated for May of 2025.

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 May 2024 increased **23.9%** to **18,608** from **15,022** in the month of May 2023.

In May 2024, **5** departing flights were cancelled, **4** for **ATC/Weather** and **1** for **mechanical issues**. This accounts for **380 (1.7%)** out of a total of **22,609** departure seats. Also, **4** arriving flights were cancelled, all for **ATC/Weather**.

B. General Aviation Operations:

For May 2024, General Aviation had **1,528** operations (one take-off or one landing) which is an increase of **39.2%** from May 2023, General Aviation Operations. General Aviation revenues decreased **\$4,924.79** or **18.2%** to **\$22,117.41.h**

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ITEM 6

OTHER MATTERS:

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

A. Remembrance:

Eric McKitish, Director of Air Service & Marketing, asked for a moment of silence to remember John J. Bergen, one of AVP's ambassadors since the program started, who recently passed away on May 24, 2024.

B. Ambassador & Employee Recognition:

Marie Robson of Scranton, who began as one of AVP's ambassadors on May15, 2006, was given a certificate of achievement for volunteering 1504 hours at AVP.

Robert Grunza and Eric McKitish were both recognized and given certificates for celebrating 35 years of service here at AVP.

C. Breeze:

Breeze Airways began service to Myrtle Beach, SC on May 20,2024 and will provide two (2) times weekly service, on Thursday and Sunday, to this seasonal destination.

Breeze also announced that they will begin service to Tampa, FL beginning October 18, 2024. This service will run two (2) times weekly on Mondays and Fridays.

In addition to providing service to Orlando four (4) times weekly on Monday, Wednesday, Friday and Saturday, Breeze announced that it is adding an addition day, Tuesday, to this route to make it five (5) times weekly service beginning October 8, 2024.

D. United:

Effective today, June 27, 2024, United Airlines will be providing twice daily nonstop flights to Washington Dulles. There was an Inaugural Flight ribbon cutting and water cannon ceremony attended by members of the Bi-County Board as well as Tom Reich, Director of Air Service Development for the Metropolitan Washington Airports Authority.

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 10:49 AM.