

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 22, 2021 in the Terminal Building Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Councilman Tim McGinley presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Jerry Notarianni
Councilman Timothy McGinley
Councilwoman Lee Ann McDermott
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
Attorney Michael Butera, Luzerne County Solicitor
Michelle Bednar, Luzerne County Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Germaine Helcoski, Lackawanna County Deputy Controller
Mark Majikes, Luzerne County Deputy Controller

ABSENT: Commissioner Debi Domenick

ITEM 1

PUBLIC COMMENTS:

(Tim McGinley, Chair)

Jeffrey Weissman from Kingston, PA submitted an email question for the Board:

What is the status of resumption of Delta service to AVP. Specifically, what, if any, efforts is Airport Management taking to promote resumption of Delta Service?

Mr. McGinley asked Mr. Beardsley to respond to his email question.

ITEM 2

APPROVAL OF THE MINUTES FROM JUNE 24, 2021 BOARD MEETING:

(Tim McGinley, Chair)

MOTION: To accept and approve the minutes from the June 24, 2021 Bi-County Airport Board Meeting.

MOVED BY: Councilwoman Lee Ann McDermott

SECONDED: Commissioner Chris Chermak

VOTE: YES: Mr. McGinley, Ms. McDermott, Mr. Notarianni, Mr. Chermak

ABSTAINED: Ms. Crocamo (as she was not present)

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

ITEM 3

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 June 2021, Airport Operations had a net loss totaling **\$240,929** compared to a net loss of **\$381,643** in June 2020, which is a difference of **\$140,714**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$1,733,186**, as compared to a loss of **\$1,045,893** in 2020, which is a difference of **\$687,293**.

Invoices received since the last meeting for supplies and services totaling **\$544,086.32** are presented on the attached sheets for review and approval of the Board. These invoices include **\$236,352.71** for major construction project costs.

Baggage Belt Refurbishment
ACP 20-03

C&S \$7,880.00
Invoice #0195553, dated July 9, 2021, for Design.

Extend Taxiway B
ACP 18-03

McFarland Johnson \$198,396.45
Invoice #9A, dated May 13, 2021, for Final Design.

McFarland Johnson \$30,076.26
Invoice #10A, dated June 28, 2021, for Final Design.

(2) CARES Grant.

The Airport has received **\$6,129,091.00** in reimbursements and has applied for an additional draw in the amount of **\$319,323.00**. Balance of the grant totals **\$13,595,589.00**.

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: Commissioner Jerry Notarianni

ON THE QUESTION: Mr. McGinley noted the large increase in parking concession and asked if the deferment agreement was changed. Mr. Borthwick responded that the deferment period has ended and parking has been rising monthly.

Mr. McGinley also asked about plans for the remaining \$16M in grant funds. Mr. Borthwick responded that he, Carl and Steve are working on

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

FINANCIAL REPORT - Cont'd...

potential project the grant money can be used on: one of them (new bag belts) will be mentioned later in the meeting.

VOTE: Unanimous.

ITEM 4

AGREEMENTS:

(Carl Beardsley, Executive Director)

A. Vending Concessions

Recommend the Airport Board award the Vending Machine Concession contract to Metz Culinary Management.

Proposals were received on June 11, 2021 from two (2) companies:

-American Food & Vending, 124 Metropolitan Park Dr., Syracuse NY
-Metz Culinary Management, Two Woodland Dr., Dallas PA

Both proposals were reviewed and interviewed by Airport Administration. We are recommending Metz Culinary Management due to their upscale vending offerings. The Airport will receive 30% of all gross revenues from the vending machines.

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

ON THE QUESTION:

Mr. McGinley asked how this contract compares with the previous contract, to which Mr. Beardsley replied the Airport will receive 30% in concessions, the same as the current contract. Mr. Beardsley added Metz plans on offering more than just candy bars and snacks and they currently operate restaurants here in the Terminal Building which is beneficial in the event the machines need to be restocked.

VOTE: Unanimous.

B. Geisinger Hangar Letter of Intent (LOI)

Request for Approval of an agreement between Counties of Lackawanna and Luzerne acting through the Joint Board of Management d/b/a Wilkes-Barre Scranton International Airport.

The purpose of this letter of intent is to set forth the principal business terms pursuant to which Lessor will construct at AVP a Hangar to Geisinger for a term of not less than twenty (20) years. This LOI does not contain all matters upon which agreement must be reached in order for this project to move forward, but is intended solely as an outline of certain material provisions to ensure the parties have a mutual understanding on all the major provisions of the Transaction.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021**

AGREEMENTS - Cont'd...

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

C. LEO Agreement

Recommend the board approve an agreement between Luzerne County District Attorney's Office and the Airport to provide LEO (Law Enforcement Officers) at the TSA check point. The agreement will run from August 1, 2021 through July 31, 2022 with option to extend for one year pending both parties' agreement.

MOTION: Request the Airport Board approve the ratified agreement.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni

**ON THE
QUESTION:**

Ms. McDermott noted the Agreement with the District Attorney's office is not finalized. Ms. Crocarno stated that the contract has been sent to the Luzerne County Solicitor's Office and is currently under review, and not finalized. Mr. Frederickson suggested they vote on the motion, contingent upon legal review and approval by the Luzerne County Council. All present Board Members approved.

MOTION: Request the Airport Board approve the agreement contingent upon legal review and approval by the Luzerne County Council.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

D. JOHNSON COLLEGE AGREEMENT

Currently there is a shortage of trained Aircraft Mechanics This shortfall is expected to grow over the next 10 to 20 years. In fact, a shortage of 769,000 Aircraft Mechanics is expected worldwide by 2038.

Johnson College is a local technical institution that has an extensive automotive repair program. From discussions with the Johnson College's student population, there appears to be demand in the region for an aircraft mechanic program. As such, AVP has been working with Johnson College to develop an aircraft repair program.

After discussing this opportunity with Johnson College, we identified hangar space (approximately 4,700 square feet) in Hangar II where aircraft repairs could be used for laboratory purposes.

Airport staff is requesting authorization to enter into an agreement with Johnson College for the lease of space in Hangar II. The term of this

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

AGREEMENTS - Cont'd...

agreement is proposed to be three (3) years and fill space previously occupied by Geisinger Life Flight. The term of the agreement will begin September 1, 2021.

MOTION: Request the Airport Board approve the Agreement as presented.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Interim County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 5

ENGINEERING REPORT:

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

A. Solicitation for RFQ: Hangar

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) and Experience from Firms or Groups interested in performing Engineering/Design, Bid, and Construction Phase Service for the "General Aviation Hangar (with Dedicated Lease Space for Air & Ground Ambulance Tenant)" Project.

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

B. Solicitation for BIDS: Access Road

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise for bids for construction of our "Rehabilitate Access Road (Terminal Drive)" Project.

MOTION: Request the Airport Board approve the Solicitation for Bids.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

C. Solicitation for BIDS: Baggage Belt Refurbishment

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise for bids for construction of our "Baggage Belt Refurbishment" Project.

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

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

ENGINEERING REPORT - Cont'd...

D. Projects:

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services - C&S Engineering

Contractor - New Enterprise Sand and Limestone

Construction Monitoring - C&S Engineering

No change in status, we continue to wait on completion of punch list items and contract closeout.

Current Project Costs are approximately \$3,547,327

Project payments to date represent approximately 80.05% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ACP 18-03

Taxiway B Extension (Runway 4 Approach End)

Design Services - McFarland-Johnson, Inc.

No change in status to report. Bids have been received and tentative award made. Application for FAA funding has been made and is under review at the Airports District Office, and we are waiting on storm water permits. We continue to expect that work will begin this year and be completed at the beginning of next construction season.

At the same time the Consultant continues to work on design for the next phase of construction which will place the fill for the taxiway extension.

Current Project Costs are approximately \$2,199,244

Project payments to date represent approximately 65.90% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.

Work with the contract documents continues. We continue to meet and review progress with the consultant in order to finish out remaining coordination issues. We are looking to have documents complete for advertisement in August.

Current Project Costs are approximately \$183,362

Project payments to date represent approximately 41.26% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

ITEM 6

DIRECTOR'S REPORT:

(Carl Beardsley, Executive Director)

Passenger enplanements for the month of June 2021 increased 143.0% to 13,505 from 5,557 in the month of June 2020.

Load factors in June 2021 have increased to a very impressive 95% overall; General Aviation saw a slight decrease of 9%; 958 departures in June 2021 compared to 1,094 in June 2020. We believe this slight decrease was due to the many thunderstorms in June.

ITEM 7

OTHER MATTERS:

(Gary Borthwick, Assistant Director; Steve Mykulyn, Director of Engineering; Carl Beardsley, Executive Director)

A. COVID Testing Site

Mr. Borthwick gave a brief report on COVID testing results from the AVP Testing (operated by the PA DOH) in the last two (2) months. A total of 32 testing dates were completed over an eight-week period; 103 people were tested: 71 were travelers (10 arrivals/61 departures); 31 residents. Of the 103 people, 5 % returned COVID positive.

Mr. Borthwick indicated we will share these results with the companies that responded to our recent RFQ for COVID testing at AVP to see if they are still interested in providing these services.

B. Hangar Update: Aviation Technologies

Hangar Construction continues to progress. Most of the building has been completed and the main items remaining at this time are the rolling hangar door, connection of the sprinkler deluge collection system and landscaping and paving around the building. The FBO believes that the hangar will be ready for occupancy in late July, again, depending on material delivery delays.

We continue to meet weekly with FBO and their construction manager to review progress and coordinate operations and construction.

Mr. Mykulyn reported AVP's agreement with ATI is a Land Lease Agreement as well as rental amount once occupied.

C. TSA Press Conference

Mr. Beardsley reported TSA officials recently held a press conference here at AVP. The purpose of the news conference was to educate the public on acceptable - and not acceptable - items when passing through airport security.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 22, 2021

OTHER MATTERS - Cont'd...

D. Wheel Life Experiences

Mr. Beardsley reported the recent Wheel Life Experiences event held at AVP was a huge success and hopes to sponsor this event again in the future.

E. Hard Rock Air

Mr. Beardsley informed the Board that Hard Rock Air is now operating chartered air service to Atlantic City from AVP. Anyone interested in their services should contact them directly by phone at 609-449-5757 or via their website <https://www.hardrockhotelatlanticcity.com/hard-rock-air>

F. Personnel

(1) Recommend the Airport Board accept the resignation of Public Safety Director Floyd Bowen of Forty Fort, PA.

MOTION: To accept the resignation.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

(2) Recommend the Airport Board appoint William Holeva, of Dickson City, PA as Interim Public Safety Director effective immediately.

MOTION: To approve the appointment.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 8

ADJOURNMENT:
(Tim McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 11:07 AM.