

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 28, 2022

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 28, 2022 in person in the Barry J. Centini Conference Room. The meeting was called to order at 10:35 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Jerry Notarianni
Commissioner Debi Domenick
Councilwoman Lee Ann McDermott
Councilman Timothy McGinley
County Manager Randy Robertson

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
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Walter Griffith, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM MAY 23, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the May 23, 2022 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott
VOTE: YES: Chermak; Notarianni; McDermott; McGinley;
ABSTAIN: Domenick, Robertson

ITEM 3

AIRPORT FINANCIAL REPORT:
(Gary Borthwick - Assistant Airport Director)

(1) Recommend the Airport Board ratify the invoices and payments from May in the amount of \$1,367,513.20 which included \$880,069.33 in construction invoices.

MOTION: To ratify the invoices and payments from May 2022.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

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

As noted on the attached profit/loss statements, for the month of June 2022 Airport Operations had a net gain totaling \$71,768 compared to a net loss of \$240,929 in June 2021 which is a difference of \$312,697. Year to date, Airport Operations had a net loss of \$467,548 compared to a net loss of \$1,583,184 in 2021, which is a difference of \$1,115,636.

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FINANCIAL REPORT - Cont'd...

Invoices received since the last meeting for supplies and services totaling **\$341,982.92** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$68,484.24**.

(3) **Project Invoices .**

Invoices received since the last meeting for supplies and services totaling **\$68,484.24** are presented on the attached sheets for review and approval of the Board.

Rehabilitate Taxiway D
ACP 17-14

C & S \$635.75
Invoice #01103689, dated June 28, 2022, for Inspection.

QTA Facility for Car Rental
ACP 15-04

AVP QTA LLC \$67,848.52
Invoice #AVP-P1.2.007, dated March 31, 2022, for Cost Estimation.

B. CARES Grant.

The Airport has received **\$7,971,357** in reimbursements. Balance of the grant totals **\$12,072,644**. There was again, no draw-down in the months of May and June.

We request the Airport Board approve these transactions and payments.

MOTION: To approve the transactions and payments.
MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott

ON THE QUESTION:

Mr. Robertson asked Mr. Borthwick what is his estimation of breaking even. Mr. Borthwick responded he hoped, if this pattern continues, by end of year.

Mr. McGinley asked Mr. Borthwick to explain how we are paying for the QTA (Quick Turn Around) project. Mr. Borthwick clarified that the Airport has been collecting CFC's (Customer Facility Charges) for many years and there is approximately \$2 million dollars in that account. Everything that is spent on the QTA project is reimbursed/transferred through that account. Additionally, all legal fees associated with the QTA is reimbursed through the CFC fund.

VOTE: Unanimous

ITEM 4

PERSONNEL:

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

A. Resignation

Request the Airport Board accept the resignations of:

- Brian Tuberion, Mountain Top

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PERSONNEL - Cont'd...

- Jason Jenkins, Avoca
- Teddy Catino, Drums

MOTION: To approve the resignations.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

B. Appointments

Request the Airport Board appoint:

- Pietro Cupelli, Covington Township, PA
- Kory Kish, Hughestown, PA
- Eric Smith, Plymouth, PA
- David Snyder, Old Forge, PA

to Maintenance 2 positions upon confirmation of airport clearances.

MOTION: To approve the appointments.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

C. Promotions

- Request the Airport Board appoint Jared Whittaker, Nanticoke, to the position of ARFF Supervisor effective immediately.
- Request the Airport Board appoint Brian Russo, Avoca, to the position of 3rd Shift Supervisor effective immediately.

MOTION: To approve the promotions.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 5

AGREEMENTS:

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

A. FBO Amendment

Aviation Technology, Inc. is the Fixed Based Operator (FBO) for the Wilkes-Barre/Scranton International Airport. As the Fixed Based Operator (FBO), Aviation Technologies provides aircraft maintenance, deicing services, aircraft storage and avionics repairs.

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AGREEMENTS - Cont'd...

The agreement between Aviation Technology, Inc. and the Bi-County Airport Board dba as the Wilkes-Barre/Scranton International Airport commenced in August 2013. Since that time, there have been some changes in the industry that has created the need for updates. These changes are summarized in the attached documents.

Future changes can be made to this agreement in the future at the discretion of the Airport Board working with Airport Executive Director.

The Airport requests that the Bi-County Airport Board authorize amending the FBO Agreement to include newly improved language.

MOTION: To approve the amendment.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Debi Domenick

ON THE QUESTION:

Mr. McGinley requested Mr. Beardsley summarize some of the changes. Mr. Beardsley responded by saying it is important to keep industry documentation modern and current. Some of the changes made were updates to Maintenance language, which is especially important given our new partnership with Johnson College; DOD (Department of Defense) fueling is another example. DOD (Department of Defense) is a rate offered to Military Aircraft.

VOTE: Unanimous

B. QTA

Recommend the Airport Board approve the attached resolution to support the construction of a Quick Turnaround Facility (QTA).

Airport Solicitor Atty. Frederickson also added that this resolution authorizes the Airport to begin the process of construction. There will be a future vote on the Master Lease which will disclose the terms of the rent and so forth.

MOTION: To approve the amendment.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous

ITEM 6

ENGINEERING REPORT:

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

A. Contract: ACP 18-04 Rehabilitate Access Road (Terminal Drive)

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ENGINEERING REPORT – Cont’d...

Recommend the Airport Board ratify the Contract between the Wilkes-Barre/Scranton International Airport and American Asphalt Paving Corporation, Shavertown, PA for the Construction of the “Rehabilitate Access Road (Terminal Drive)” Project, subject to solicitor’s concurrence. This bid project was awarded at the May 2022 Airport Board Meeting. Construction will be funded 100% through Passenger Facility Charges (PFCs).

MOTION: To ratify the contract.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

B. Authorization: RFQ HVAC

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport’s solicitation for responses to a Request for Qualifications (RFQ) for “HVAC System Replacement, Joseph M. McDade Terminal Building” project, Design, Bid Phase and Construction Services.

MOTION: To authorize the solicitation.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

C. Authorization: Bids – Taxiway B Extension NAVAIDs Relocation

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport’s solicitation of Bids for the “Taxiway B Extension (Runway 4 Approach End) – NAVAIDs Relocation” Project.

MOTION: To authorize the solicitation.
MOVED BY: Commissioner Debi Domenick
SECONDED: Councilman Timothy McGinley
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.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction – Work is nearly complete in both the site prep and access road areas. Punch lists will be developed in the coming week to quantify the work remaining.

On the Taxiway B Extension Site Preparation – we continue to wait for a grant offer from the FAA for the project.

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ENGINEERING REPORT – Cont’d...

Design work continues on the Localizer Relocation and bid documents are in final review before advertising. We expect to bid that project in September.

ACP 18-04
Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, p.c.

Bids on the roadway work on the project were opened and award was made at the May Board meeting with ratification of the contract at today’s meeting. We are in the process of scheduling a preconstruction meeting with the contractor and will be able to establish a notice to proceed date thereafter.

ACP 20-02
Bag Belt Rehabilitation

Design Services - C&S Engineers
Construction - Symbrant Aviation Services

A preconstruction meeting was held last week on the project and we expect to begin work in the week of August 8th, with completion in mid-October.

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

Design Services - Borton-Lawson

Preliminary floor plans are near complete and we expect to review the layouts with the lease tenant in the next two weeks for their sign off. We meet every other week with the consultant to review progress on the design.

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

Design Services – C&S Engineers

We expect to have 90% bid documents from the consultant for review next week.

ITEM 7:

DIRECTOR’S REPORT:

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

Mr. Beardsley reported passenger boardings **increased 15.4%** in May 2022 when compared to May 2021. We also saw that in May 2022, the Airlines added 14.3% more seats to our inventory and our customers filled them: May load factor was 90.1%.

For the month of June 2022, when compared to June 2021, passenger boardings increased 27.9%. Although load factors for June 2021 were at an astounding 96.9%, June 2022 load factors were very respectable 86.1%.

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DIRECTOR'S REPORT - Cont'd...

It should be noted, all of the equipment (seat availability) has since been upgraded, which plays a role in calculations.

Mr. McGinley asked how AVP compares with regard to other airports making national news having delays, lost baggage, etc. Mr. Beardsley noted the Airlines here at AVP have had minimal interruptions for passengers.

Mr. Chermak asked if there were any updates regarding new airlines and/or returning service to AVP. Without naming airlines, Mr. Beardsley responded that he and his staff are having good conversations with new airlines as well as expanding service using existing carriers here at the Airport.

ITEM 8

OTHER MATTERS:

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

A. ALDZ

Recently, the Airport Land Development Zone (ALDZ) bill was passed by Congress. This program encourages and promotes the creation of new jobs on land and buildings owned by airports within the Commonwealth and hopes to accelerate economic activity at and around airports on undeveloped land or vacant buildings owned by airports that can provide new revenue sources for airports.

ITEM 9

ADJOURNMENT:

(Chris Chermak, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous.

The meeting was adjourned at 11:05 AM.