

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 27, 2023

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 27, 2023 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 AM with Councilman Timothy McGinley presiding.

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

ALSO, PRESENT: Gary Borthwick, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Attorney Don Frederickson, Lackawanna County Solicitor
Thomas Sokola, Luzerne County Deputy Controller
Attorney Michael Butera, Luzerne County Solicitor
Eric McKitish, Director - Marketing, Communications & Air Service Dev.

ABSENT: Germaine Helcoski, Lackawanna County Deputy Controller
Carl R. Beardsley, Jr., Executive Director
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Jr., Luzerne County Controller

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM JUNE 30, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the June 30, 2023 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Jerry Notarianni

SECONDED: Commissioner Debi Dominick

VOTE: Unanimous.

ITEM 3

AIRPORT 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 2023, Airport Operations had a loss totaling **\$104,249** compared to income of **\$71,653** in June 2022 which is a difference of **\$175,903**.

Invoices received since the last meeting for supplies and services totaling **\$850,815.12** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$521,846.86**.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 27, 2023

FINANCIAL REPORT - Cont'd...

Year to date, our loss is **\$501,560** as compared to a loss in 2022 of **\$467,663**, a difference of **\$33,898**.

(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.

B. CARES Grant.

The Airport has received **\$10,893,200** in reimbursements. Balance of the grant totals **\$9,552.359**.

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: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

Bid Awards:

A. Bid Awards

ACP 22-02 Terminal HVAC Replacement Project

Bids for the Construction of "Terminal HVAC Improvements" Project were opened on Thursday, July 13, 2023 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Deputy Controller, Thomas Sokola. One Prime Contract Bid was solicited for General Construction.

On the General Construction one bid package was 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 \$195,000.00 to the low bidder, Scranton Electric Heating & Cooling Systems, Inc., Throop, PA, (see attached).

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 award as presented.
MOVED BY: Commissioner Debi Domenick
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 27, 2023

ENGINEERING REPORT - Cont'd...

B. 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 contractor has issued a notice to proceed and work on the project has begun.

The fence and gate work is ongoing and there is a test blast scheduled for later today.

On the Localizer Relocation, the contractor has been issued a notice to proceed and work on the project has begun. Foundations at the localizer location have been dug and concrete has been placed.

Work on the bid package for the final phase of construction, the taxiway paving, signing and lighting, continues and is scheduled to bid in early 2024.

ACP 18-04
Rehabilitate Access Road (Terminal Drive)

Project is well under way. Work is nearly complete on the Binder Course we anticipate completion in the next 3-4 weeks as the wearing course is placed throughout the project area.

ACP 20-02
Bag Belt Rehabilitation

Status on the project remains the same. Work on the project is substantially complete. Working on finalizing payments and closing out project paperwork.

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

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 met with consultants to review preliminary estimates and further refine the scope for the work based on our anticipated funding. The consultants will refine estimates for the project based on our meeting and we will establish the final scale before proceeding to the final design.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 27, 2023

ENGINEERING REPORT – Cont’d...

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

Bids were received and opened on rebid of the general contract and an award was made at today’s meeting. We are working on finishing the grant applications for this project.

QTA Update

Pavement is expected to be completed by the end of this week. Interior finishes have progressed. Water and sewer are connected, gas to be installed today, electric is scheduled for August 2, 2023. Space allocation was submitted for the car rentals for review. Avis is scheduled to relocate August 8, 2023. Hertz and Enterprise are also scheduled to relocate during phase 1. Pedestrian walkway canopy materials to be in place by mid-August. Currently looking at estimates to repair the walkway where canopy is being put up. Phase 2 will begin after the Avis relocation. Avis underground tank is scheduled to be removed August 28, 2023. Completion date is scheduled for some time in December 2023.

ITEM 5
MARKETING DIRECTOR’S REPORT:
(Eric McKitish, Marketing Director)

A. Passenger Activity

As noted on the attached “Airport Quick Look” charts, passenger enplanements for the month of June 2023 decreased 14.3% to 14,796 from 17,272 in the month of June 2022.

In June 2023, 10 departing flights were cancelled, 9 for weather and 1 due to the Canadian wildfires. This accounts for 552 (3%) out of a total of 18,182 departure seats. Also, 13 arriving flights were cancelled, 12 for weather and 1 due to the Canadian wildfires.

B. General Aviation Operations

For June 2023, General Aviation had 835 operations (one take-off or one landing) which is a decrease of 30.5% from June 2022, General Aviation Operations. General Aviation revenues decreased \$6,476 or 28% to \$16,972.

ITEM 6
OTHER MATTERS:
(Eric McKitish, Marketing Director)

A. Ambassador Recognition

Eighteen (18) AVP Ambassadors were recognized for their years of service and more than 62,000 volunteer hours. All received a certificate of appreciation. For those volunteering 5, 10 & 15 years or more received a pin representing such. All certificates and pins were presented by Tim McGinley, Chairman, and Chris Chermak, Vice-Chairman.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JULY 27, 2023

ITEM 7

ADJOURNMENT:

(Tim McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Commissioner Debi Domenick
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 10:58 AM.