

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
July 25, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 25, 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 Bill Gaughan  
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 Chris Chermak  
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.

Carl Beardsley Jr. advised that Senators from both parties have pushed the Senate to restore funding to the program and has widespread traction from all parts of the country. The bill is expected to be released in the next few weeks and we will keep everyone posted.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM JUNE 27, 2024 BOARD MEETING:**

*(Matt McGloin, Chair)*

**MOTION:** To accept and approve the minutes of the June 27, 2024 Bi-County Airport Board Meeting minutes.

**MOVED BY:** County Manager Romilda Crocamo

**SECONDED:** Council Member Lee Ann McDermott

**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 June 2024, Airport Operations had a loss totaling **\$42,283** compared to a loss of **\$139,455** in June 2023 which is a difference of **\$97,172**.

Year to date, our loss is **\$112,878** as compared to a loss in June 2023 of **\$638,763** a difference of **\$525,885**.

Invoices received since the last meeting for supplies and services totaling **\$2,655,587.39** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$2,528,311.82**.

(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:** Council Member Greg Wolovich  
**SECONDED BY:** Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 4**

**ENGINEERING REPORT:**

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

**A. 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.

Taxiway B Extension Paving and Lighting - Leeward Construction, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - Working with consultant on grant closeout.

On the Taxiway B Extension Site Preparation; no change in status. Final work on contract is suspended until the start of the next contract.

On the Localizer Relocation; - Working with consultant on grant closeout.

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**ENGINEERING REPORT – Cont’d...**

On the Taxiway Paving and Lighting – grant submission has been made. 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, 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 expected to be substantially complete by the end of next week. A punch-list walk through will be conducted tomorrow with the consultant and the contractor. We anticipate that Geisinger Life Flight will be moving into the building in the second or third week of August.

**ACP 22-01**

**Terminal Expansion – COVID Mitigation**

Design Services – McFarland-Johnson, Inc.

We anticipate delivery of the 100% bid documents for review at the end of next week and will be advertising for a bid opening in September/October. The Notice of Funding Opportunity, published at the beginning of the month moved the deadline for application to the end of July, making it impossible for us to have bids in-hand for this round. We will make this application round with a request based on estimates and our finished construction documents. We continue to review alternative funding sources.

**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

Installation of the new boilers continues as does installation of new control wiring, thermostats, fan powered boxes, control valves, and cabinet heaters. Electrical rough-ins to support the new mechanical installs continues 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.

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**ITEM 5**

**CONTRACTS:**

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

**A. Resolution:**

Recommend the Airport Board approve the resolution authorizing the reimbursement of expenses paid with future debt.

**MOTION:** Request the Airport Board approve the above transactions, payments as indicated.

**MOVED BY:** Council Member Lee Ann McDermott

**SECONDED BY:** County Manager Romilda Crocomo

**VOTE:** Unanimous.

**ITEM 6**

**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 **33.9%** to **19,812** from **14,796** in the month of June 2023.

In June 2024, **2** departing flights were cancelled, **both** for **ATC/Weather**. This accounts for **115 (0.5%)** out of a total of **23,520** departure seats. Also, **5** arriving flights were cancelled, all for **ATC/Weather**.

**B. General Aviation Operations:**

For May 2024, General Aviation had **1,467** operations (one take-off or one landing) which is an increase of **75.7%** from June 2023, General Aviation Operations.

General Aviation revenues decreased **\$3,8884.21** or **23%** to **\$13,088.22**.

**ITEM 7**

**ADJOURNMENT:**

*(Matt McGloin Chair)*

**MOTION:** Commissioner Matt McGloin made a motion to adjourn the meeting.

**SECONDED BY:** Council Member Romilda Crocomo

**VOTE:** Unanimous.

The meeting was adjourned at 10:50 AM.