

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
AUGUST 26, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 26, 2021 in the Airport Terminal Building 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
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Commissioner Debi Domenick
Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor
Mark Majikes, Luzerne County Deputy Controller

ITEM 1

MOMENT OF SILENCE:

(Tim McGinley, Chair)

Mr. McGinley asked everyone to join in a moment of silence for GEICO Skytypers Team Member Andy "Trav" Travnicek who died in a tragic airplane accident at AVP last Friday.

ITEM 2

PUBLIC COMMENTS:

(Tim McGinley, Chair)

NONE

DISCUSSION:

Prior to the meeting starting, Mr. McGinley commented about the tragic accident last Friday at the Airport. Although staff prepares for it all the time, it's something we hoped we'd never see. Mr. McGinley thanked everyone at the Airport for providing assistance during the entire day. He also thanked the area municipalities who supported our Airport Staff during the emergency.

Mr. Beardsley asked members of the Emergency Team to stand and introduce themselves and Board Members thanked them all.

ITEM 3

APPROVAL OF THE MINUTES FROM JULY 22, 2021 BOARD MEETING:

(Tim McGinley, Chair)

MOTION: To accept and approve the minutes from the July 22, 2021 Bi-County Airport Board Meeting.

MOVED BY: Commissioner Jerry Notarianni

SECONDED: Councilwoman Lee Ann McDermott

VOTE: Unanimous.

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ITEM 4

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 July 2021, Airport Operations had a net loss totaling **\$137,146** compared to a net loss of **\$341,108** in July 2020, which is a difference of **\$203,962**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$1,971,215**, as compared to a loss of **\$1,456,664** in 2020, which is a difference of **\$514,551**.

Invoices received since the last meeting for supplies and services totaling **\$413,407.75** are presented on the attached sheets for review and approval of the Board. These invoices include **\$24,865.09** for major construction project costs.

Rehabilitate Taxiway D
ACP 17-14

C&S \$4,118.47
Invoice #0195854, dated July 26, 2021, for Design.

Extend Taxiway B
ACP 18-03

McFarland Johnson \$20,746.62
Invoice #11A, dated August 11, 2021, for Final Design.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/7

Rehabilitate Taxiway D
Project #13-012

C&S \$205.92 CIP 19617-14

(2) CARES Grant.

The Airport has received **\$6,448,415** in reimbursements and has applied for an additional draw in the amount of **\$137,146**. Balance of the grant totals **\$13,458,439.19**.

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:

Councilwoman Lee Ann McDermott

VOTE:

Unanimous.

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ITEM 5

PERSONNEL:

(Carl Beardsley, Executive Director)

Request the Airport Board to accept the resignations of Patrick McGowen (Maintenance) and Kenneth Salvo (Mechanic) effective immediately.

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

Recommend the Airport Board appoint Craig Skalla of Nanticoke PA; Shaheer Downey of Kingston PA; and Heather Foreman of Kingston PA to the positions of Custodian upon completion of clearances.

MOTION: Request the Airport Board approve appointments as presented.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Interim County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

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

**A. Solicitation for RFQ: ACP 19-05
Electrical Switchgear Controls Replacement**

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 "Electrical Switchgear Controls Replacement" Project.

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

**B. Award: Consultant Selection
ACP 21-03 Overfill Protection and Fuel Pump Replacement
(Aviation Fuel Farm)**

On July 7, 2021, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the "Overfill Protection and Fuel Pump Replacement (Aviation Fuel Farm)" project. Submittals were due on July 19, 2021.

Two firms provided responses to the RFQ;

C&S Engineers, Inc. of Syracuse, NY, and
L.R. Kimball, CDI-Infrastructure, LLC, Ebensburg, PA

After review of these responses by Airport Administration Staff, C&S Engineers, Inc. was selected as the most suitable to meet the Airport's needs for the project.

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ENGINEERING REPORT - Cont'd...

The Airport recommends the Board award the project to C&S Engineers, Inc.

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

C. 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. We anticipate the Grant Offer from the FAA within the coming week for electronic signature. 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 is finishing up and we expect to bid in the next two weeks.

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

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ITEM 7

DIRECTOR'S REPORT:

(Carl Beardsley, Executive Director)

Passenger enplanements for the month of July 2021 increased **114.0%** to **14,951** from **6,969** in the month of July 2020.

Load factors in July 2021 have increased to a very impressive **95%** overall; General Aviation saw an increase of **23.7%**: **1,154** departures in July 2021 compared to **933** in July 2020. GA revenues also increased **\$5,441** or **32%** as compared to July 2020.

Mr. Beardsley also reported that effective September 9, 2021, American Airlines schedule to Charlotte and Chicago will be returned to pre-pandemic levels, and even more seats as they are using larger aircraft currently.

Additionally, United Airlines service to Washington Dulles and Chicago will also be restored to pre-pandemic levels: 2 flights to both destinations.

ITEM 8

OTHER MATTERS:

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

A. Hangar Update: Aviation Technologies

Aviation Technologies New High Tail Storage Hangar

Hangar Construction continues to progress. Material delays and design changes have pushed the completion date to the October November time frame. Most of the construction has been completed. Major items remaining are installation of the hangar's rolling door and site work.

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

B. Employee Recognition

Mr. Beardsley recognized and thanked Airport Employees Michelle Aigeldinger (Finance) and Thomas Hughes (Maintenance) on their 15 years of service and dedication at AVP.

C. TSA/DHS Mandate: Masks

Mr. Beardsley reported the Mandatory Mask Mandate issued by the Department of Homeland Security has been extended until **January 18, 2022** for all transportation networks throughout the United States, including airports, onboard commercial aircraft, over-the-road buses, and commuter bus and rail systems through January 18, 2022.

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ITEM 9

ADJOURNMENT:

(Tim McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Interim County Manager Romilda Crocamo
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

The meeting was adjourned at 10:57 AM.