

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
AUGUST 25, 2022

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 25, 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
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
Walter Griffith, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Commissioner Debi Domenick
Councilwoman Lee Ann McDermott
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM JULY 28, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the July 28, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy McGinley

SECONDED: Commissioner Jerry Notarianni

VOTE: Unanimous

ITEM 3

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

(1) Revenue - Expense Report .

As noted on the attached profit/loss statements, for the month of July 2022 Airport Operations had a net gain totaling **\$28,118** compared to a net loss of **\$137,146** in July 2021 which is a difference of **\$165,264**. Year to date, Airport Operations had a net loss of **\$439,545** compared to a net loss of **\$1,720,328** in 2021, which is a difference of **\$1,280,783**.

Invoices received since the last meeting for supplies and services totaling **\$1,599,132.57** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,312,350.19**.

Baggage Belt Refurbishment
ACP 20.02

C & S \$4,445.45
Invoice #01104616, dated August 8, 2022, for Design.

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FINANCIAL REPORT - Cont'd...

Electrical Switchgear Replacement
ACP 19-05

Borton Lawson \$2,400.00
Invoice #2021-5211-001-000001, dated June 30, 2022, for Electrical Support.

Overfill Protection & Pump Replacement Aviation Fuel Farm
ACP 21-03

C & S \$5,040.46
Invoice #01104386, dated July 22, 2022, for Design.

Extend Taxiway B
ACP 18-03

JBS Dirt, Inc. \$1,178,800.91
Application #5, dated August 10, 2022, for Construction.

McFarland Johnson \$121,663.37
Invoice #5, dated August 19, 2022, for Inspection.

(2) CARES Grant.

The Airport has received \$7,971,357 in reimbursements. Balance of the grant totals \$12,072,644. Drawdown for the month of July is \$4,445.45.

We request the Airport Board approve these transactions and payments.

MOTION: To approve the transactions and payments.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Timothy McGinley

ON THE QUESTION:

Mr. McGinley asked what the expiration date is of the CARES grant, to which Mr. Borthwick replied May, 2024.

VOTE: Unanimous

ITEM 4

AGREEMENTS:

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

A. QTA Master Lease

Recommend the Airport Board approve the attached lease agreement for the Quick Turnaround Facility (QTA).

MOTION: To approve the resignations.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni

DISCUSSION: Mr. Frederickson expanded on the agreement terms: The lease is a 25-year agreement/\$124,000 annual rental; the existing (Verizon) building

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AGREEMENTS - Cont'd...

will be demolished; a new building housing the Quick Turn Around (QTA) facility will be constructed benefiting our car rental tenants.

Mr. Beardsley added the entire project will be funded through the Customer Facility Charges (CFC).

VOTE: Unanimous

ITEM 5

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.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - Work is now substantially complete. The Contractor has de-mobilized most of their equipment, punch lists for work remaining have been developed and the work is being reviewed for final inspection. Work remains on the Tower Access Gate as we wait for materials and coordination with the FAA security contractor.

On the Taxiway B Extension Site Preparation - we continue to wait for a grant offer from the FAA and permit amendment approval for the project.

On the Localizer Relocation bid advertisement has been made, pre-bid meeting held and bid opening is scheduled for September 1st.

On the final phase, the taxiway paving, signing and lighting, 60% progress drawings are being reviewed.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.

We are reviewing pre-construction submissions from the Contractor including project schedule and phasing for construction. We anticipate that the construction will begin this fall and be completed in the Spring of 2023.

ACP 20-02

Bag Belt Rehabilitation

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

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ENGINEERING REPORT - Cont'd...

Work on the project is underway and the Contractor is working to complete the first of the two in-bound baggage carousels. The work is being phased to maintain passenger services throughout the project. Completion is planned for mid-October.

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

Design Services - Borton-Lawson

Preliminary floor plans are being reviewed by the lease tenant. And we are reviewing manufactures for the ambulance station space, which is intended to be a modular design. The TIPS cooperative purchasing program will allow us to work directly with a building manufacturer for design and construction of the station. We will then bid for purchase of the Hangar portion and then bid for site preparation and erection of both portions of the structure onsite. We meet every other week with the consultants to review progress on the design, financing through grants, and schedule of submissions.

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

Design Services - C&S Engineers

We are reviewing final bid documents from the consultant and will be setting up bid dates in the coming weeks.

MOTION: To approve the Engineering Report
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni

DISCUSSION: Mr. McGinley asked Mr. Mykulyn why the contracts are separated for the hangar project. Mr. Mykulyn replied part of the reason is so the timeline is more effective: while the building is being manufactured, we will work on the Agreement procurement and bidding of the metal portion of the building, then lastly the site preparation of the erection of building will be completed. By phasing this project, it moves the timeline along and also saves money.

VOTE: Unanimous

ITEM 6

DIRECTOR'S REPORT:
(Carl R. Beardsley, Jr., Executive Director)

Mr. Beardsley reported for the month of July 2022, when compared to July 2021, passenger boardings increased **18.2%**. Although load factors for July 2021 were at an astounding **95.1%**, July 2022 load factors were very strong **90.4%**. It should be noted, all of the equipment (seat availability) has since been upgraded, which plays a role in calculations.

Mr. Beardsley also noted significant increases with passengers going through TSA security in the last month, up 4.3 %, as well as public parking increases.

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DIRECTOR'S REPORT - Cont'd...

MOTION: To approve the Director's Report
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 7

OTHER MATTERS:

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

A. Wheel Life Experience

Mr. Beardsley announced AVP will be holding another Wheel Life Experience on Saturday, October 22nd from 9:00 AM to 2:00 PM. This is a family friendly event where children can see air and ground vehicles up close and talk to the men and women who operate them and serve our community.

B. Job Fair

Mr. Beardsley reported that AVP will be participating in several upcoming Job Fairs in the next few weeks.

ITEM 8

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 10:58 AM.