

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 31, 2023**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 31, 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

**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  
Walter Griffith, Jr., Luzerne County Controller  
Eric McKitish, Director - Marketing, Communications & Air Service Dev.

**ABSENT:** Commissioner Debi Domenick  
Germaine Helcoski, Lackawanna County Deputy Controller  
Thomas Sokola, Luzerne County Deputy Controller

**ITEM 1**

**PUBLIC COMMENT:**

*(Timothy McGinley, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM JULY 27, 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:** County Manager Romilda Crocamo

**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 July 2023, Airport Operations had a loss totaling **\$3,199** compared to income of **\$28,118** in July 2022 which is a difference of **\$31,317**.

Year to date, our loss is **\$503,814** as compared to a loss in 2022 of **\$439,545**, a difference of **\$64,269**.

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**FINANCIAL REPORT - Cont'd...**

Invoices received since the last meeting for supplies and services totaling **\$1,013,603.07** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$770,190.33.**

(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 **\$10,864,839** in reimbursements. Balance of the grant totals **\$9,179,523.**

We request the Airport Board approve these transactions and payments.

**MOTION:** Request the Airport Board approve the above transactions, payments as indicated.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 4**

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

**A. Change Orders:**

**(1) ACP 18-04 Rehabilitate Access Road - Terminal Drive**

**a. Change Order No. 2**

Recommend the Airport Board Approve Change Order #2 increasing our Contract with American Asphalt, \$2,700.00 from \$1,664,250.00 to \$1,666,950.00, subject to solicitor's concurrence.

This change order provides for stabilization of soft subgrade conditions encountered after pavement removal.

We request that the Board approve this change order.

**MOTION:** Request the Airport Board approve the above change order as indicated.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

**b. Change Order No. 3**

Recommend the Airport Board Approve Change Order #3 increasing our Contract with American Asphalt, \$8,550.00 from \$1,666,950.00 to \$1,675,500.00, subject to solicitor's concurrence.

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**ENGINEERING REPORT – Cont’d...**

This change order provides for stabilization of additional soft subgrade conditions and to fill and abandon in place manhole structures that were determined to no longer be in operation.

We request that the Board approve this change order.

**MOTION:** Request the Airport Board approve the above change order as indicated.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**(2) ACP 18-03 Taxiway B Extension (Runway 4 Approach End) - Taxiway Extension (Construction)**

**a. Change Order No. 1**

Recommend the Airport Board Approve Change Order #1 increasing our Contract with Leeward Construction, Inc. \$233,945.50 from \$6,998,000.00 to \$7,231,945.50, subject to solicitor’s concurrence. This change order has been reviewed by the FAA and was deemed eligible for funding.

This change order reflects the additional costs for installation of an additional sediment basin to meet stormwater permit requirements.

We request that the Board approve this change order.

**MOTION:** Request the Airport Board approve the above change order as indicated.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**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 – Fence and gate work is nearly complete and blasting operations in the borrow area continues. Erosion and sedimentation control measures have been constructed and placed. Preparation of the subgrade at the base of the taxiway embankment is complete and initial rock fill placement is underway.

On the Localizer Relocation; Foundations at the new localizer location have been completed, the equipment shelter has been delivered and placed and the new antenna array has been delivered and is currently being installed. Most trenching and conduit runs have been completed.

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

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**ENGINEERING REPORT – Cont’d...**

**ACP 18-04**  
**Rehabilitate Access Road (Terminal Drive)**

Work on the project is substantially complete and we are preparing punch lists in anticipation of a final inspection. I'd like to commend our Security, Public Safety and Operations Departments for their efforts to keep vehicular and pedestrian traffic moving safely, while affording the Contractor broad latitude to complete the necessary work. And would like to also thank our tenants, their employees and our passengers for their patience throughout the project.

**ACP 20-02**  
**Bag Belt Rehabilitation**

Project status remains the same. Work on the project is complete and we are working on closing out the 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 started work on the project this week. The fuel farm remains in operation as work is underway to remove and realign fencing gates and bollards and to install electrical conduits and upgrades in anticipation of the delivery of the new pump skids.

**ACP 22-01**  
**Terminal Expansion – COVID Mitigation**

We met again with the Consultants to review preliminary estimates, further refine the scope and discuss anticipated funding opportunities. The Consultants will further refine the estimates for the project based on our meeting and will be working to prepare competitive grant applications to secure funding.

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

After discussions with the FAA, we are working with our consultants on grant applications for funding based on guidance provided.

**ITEM 5**

**CONTRACTS:**

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

**A. Amendment No. 2 – Aviation Technologies, INC.**

Recommend the Airport Board approve Amendment #2 between the ATI and Wilkes Barre Scranton International Airport as follows:

- (1) Consent to ATI subleasing to Marywood University to provide a flight school of approximately 753 square feet.

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**CONTRACTS - Cont'd...**

(2) Consent to ATI subleasing to American Radio & Avionics, LLC to provide MRO services at the FBO of approximately 17,800 square feet.

(3) To amend the FBO lease as follows:

Exhibit "C" of the original agreement is hereby amended as follows:

- a. Paragraph 2(a) and (b) of Exhibit "C" of the Original Agreement is amended to reflect the fact that the new fee on all general aviation (GA) Jet-A fuel and all general aviation (GA) 100 LL fuels sold to be \$.06 per gallon sold;
- b. Paragraph 5 of Exhibit "C" of the Original Agreement is amended to delete all references to Maintenance Department Gross Revenue, for which no fee will hereafter be charged.

We request the Airport Board approve Amendment #2 for Aviation Technologies, LLC.

**MOTION:** Request the Airport Board approve the above amendment as indicated.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**B. Terminal Building Advertising Firm**

Recommend the Airport Board approve the solicitation of a Request for Qualifications (RFQ) for an advertising firm to manage the terminal-wide advertising display program within the Joseph M. McDade Terminal Building.

**MOTION:** Request the Airport Board approve the above RFQ as indicated.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**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 July 2023 decreased **11.3%** to **15,686** from **17,677** in the month of July 2022.

In July 2023, **25** departing flights were cancelled, **5** for ATC/weather, **2** for mechanical and **18** were airline initiated. This accounts for **1,376 (7.4%)** out of a total of **18,603** departure seats. Also, **23** arriving flights were cancelled, **2** for ATC/weather and **1** for mechanical and **20** were airline initiated.

**B. General Aviation Operations**

For July 2023, General Aviation had **1,142** operations (one take-off or one landing) which is a decrease of **17.2%** from July 2022, General Aviation Operations. General Aviation revenues decreased **\$2534** or **10%** to **\$22,040**.

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**ITEM 7**

**OTHER MATTERS:**

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

- A. **President Joe Biden**  
President Joe Biden was here in Pennsylvania at the airport and during his visit, two C-17 planes were here. These are enormous planes and carry vehicles as well as anything else needed during his visit. Public Safety did a great job to ensure that the entire operation was handled very professionally.
  
- B. **Johnson College**  
Johnson College has 13 students in the Aviation Maintenance program which is above their expectations. They will continue to advertise and we will continue to help them out to spread information on this program locally and outside of our community. Marywood is also providing an Aviation Technology program that will be working with Aviation Technologies, INC. (ATI) on their student programs.
  
- C. **Wheel Life Experiences**  
Eric McKitish shared information on the 3<sup>rd</sup> annual Wheel Life Experience that will take place on September 16, 2023 from 9:00 AM - 2:00 PM. This will be a time for children to get up close and personal with all types of vehicles including air transportation, construction, public service, emergency and much more. They can sit in the driver's seat of all of the vehicles including fire trucks and snow plows. This year will also include a car and motorcycle show.
  
- D. **Employee Retirement**  
Eugene Orzello was recognized for eighteen (18) years of outstanding service and dedication with AVP.

**ITEM 8**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

<b>MOTION:</b>	It is recommended to adjourn the meeting.
<b>MOVED BY:</b>	Commissioner Jerry Notarianni
<b>SECONDED:</b>	Councilwoman Lee Ann McDermott
<b>VOTE:</b>	Unanimous.

The meeting was adjourned at 11:00 AM.