

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
August 29, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 29, 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 Chris Chermak
Commissioner Bill Gaughan
Council Member Lee Ann McDermott
Commissioner Matt McGloin
Council Member Greg Wolovich

ALSO, PRESENT: Stephen Mykulyn, Director of Engineering
Chris Dalessandro, Director of Finance
Eric McKitish, Director of Marketing / Air Service
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Thomas Sokola, Luzerne County Deputy Controller

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

ITEM 1

PUBLIC COMMENT:

(Matt McGloin, Chair)

Luzerne County Manager, Romilda Crocamo, commented on a text sent to her by a friend on August 14, 2024. She was on a Breeze flight to Orlando and said “how great this is and how thrilled she was that we got this service. Is there any chance they can add Monday and Tuesday?”

ITEM 2

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

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the July 25, 2024 Bi-County Airport Board Meeting minutes.

MOVED BY: County Manager Romilda Crocamo

SECONDED: Commissioner Bill Gaughan

VOTE: Unanimous.

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 July 2024, Airport Operations had income totaling **\$67,020** compared to a loss of **\$2,248** in July 2023 which is a difference of **\$69,268**.

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FINANCIAL REPORT - Cont'd...

Year to date, our profit is **\$23,643** as compared to a loss in July 2023 of **\$609,789** a difference of **\$633,432**.

Invoices received since the last meeting for supplies and services totaling **\$1,896,777.54** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,150,969.47**.

(2) **Project Invoices**

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting.

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: Commissioner Bill Gaughan
VOTE: Unanimous.

ITEM 4

AUTHORIZATIONS / CONTRACTS:

(Chris Dalessandro, Director of Finance)

A. Audit Services

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport to advertise a Request for Qualifications (RFQ) from qualified certified public accounting firms to perform the annual audit of financial statements of AVP for fiscal years December 31, 2024 through December 31, 2026.

B. Marketing and Communications Services

Request the Airport Board approve the solicitation of a Request for Qualifications (RFQ) for a Marketing and Communications Consultant.

C. Fuel Services Vendor

Request the Airport Board approve the solicitation of bids for Airport Vehicle Unleaded Fuel and Diesel Vendor.

MOTION: Request the Airport Board approve the above Authorizations A, B & C.
MOVED BY: Council Member Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocomo
VOTE: Unanimous.

D. Fidelity Resolution

Request the Airport Board approve the resolution between Fidelity Bank and Wilkes-Barre / Scranton International Airport.

Commissioner Bill Gaughan asked Chris to explain what the resolution means. Chris explained that it is a \$5,000,000 revenue note that the Airport will be taking with Fidelity Bank that is

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AUTHORIZATIONS / CONTRACTS - Cont'd...

directly tied to our HVAC Terminal Project. Any borrowing that the Airport does, we would only pay interest on the amount being borrowed. This is just going to help with cash flow over the next few months until the reimbursements come in.

MOTION: Request the Airport Board approve the above Resolution.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Greg Wolovich
VOTE: Unanimous.

ITEM 5

PERSONNEL:

(Chris Dalessandro, Director of Finance)

A. Appointment:

1. Request the Airport Board appoint William Aruscavage Jr., Pittston, PA to the position of ARFF Supervisor effective upon confirmation of airport clearances, which includes a physical.

MOTION: Request the Airport Board approve the above Appointment.
MOVED BY: Council Member Lee Ann McDermott
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

B. Resignation:

1. Request the Airport Board accept the resignation of Brendan Tomeo of Wilkes-Barre, PA effective August 23, 2024.

MOTION: Request the Airport Board approve the above resignation.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT

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

A. Change Order:

1. **ACP 20-04 New Hangar With Air & Ground Emergency Response - Pre-Engineered Metal Building Procurement**

a. Change Order No. 2

Recommend the Airport Board Approve Change Order #2 increasing our Contract with Rise Construction Enterprises, \$10,504.07 from \$792,000.00 to \$802,504.07, subject to solicitor's concurrence.

This change order reflects the addition of soffit panels over the hangar door to the scope of the Hangar Building procurement. These panels were not part of the original bid but were necessary to close the building envelope.

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ENGINEERING REPORT – Cont’d...

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

B. 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 contract & grant closeout.

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 substantially complete. Punch-list items are being completed. We are waiting on delivery of (long delayed) emergency lights for the hangar that along with connection of the new fire alarm panel to the Airport’s system are required for final municipal inspection and occupancy permit. At this point Geisinger is scheduling change-over to the new facility in early October.

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ENGINEERING REPORT – Cont’d...

ACP 22-01

Terminal Expansion – COVID Mitigation
Design Services – McFarland-Johnson, Inc.

We have received and are in the process of review the 100% bid documents for the project. After review we will be advertising for a bid opening in October. We have made application for funding under the BIL-ATP 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 is expected to be complete in early October. Work continues on 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.

ITEM 7

DIRECTOR’S REPORT:

(Eric McKitish, Director of Marketing and Air Service)

A. Passenger Activity:

As noted on the attached “Airport Quick Look” charts, passenger enplanements for the month of July 2024 increased **32%** to **20,706** from **15,686** in the month of July 2023.

In July 2024, **5** departing flights were cancelled, all for **weather**. This accounts for **517 (2.1%)** out of a total of **24,691** departure seats. Also, **5** arriving flights were cancelled, all for **weather**.

B. General Aviation Operations:

For July 2024, General Aviation had **1,390** operations (one take-off or one landing) which is an increase of **21.7%** from July 2023, General Aviation Operations.

General Aviation revenues increased **\$6,778.74** or **30%** to **\$28,819.11**.

ITEM 8

OTHER MATTERS:

(Eric McKitish, Director of Marketing and Air Service)

A. Remembrance:

Team AVP honors Ambassador Michael O’Brien who passed away August 20, 2024. Michael has been an Ambassador since April 18, 2023. Michael was a U.S. Army Veteran,

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OTHER MATTERS - Cont'd...

an avid Elvis Presley fan and always said of all the positions he's held over the years, AVP was his favorite place to be.

ITEM 9

ADJOURNMENT:

(Matt McGloin, Chair)

MOTION: Commissioner Matt McGloin made a motion to adjourn the meeting.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 10:48 AM.