

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 23, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 23, 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

BY PHONE: Interim County Manager Romilda Crocamo
Commissioner Debi Domenick

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
Michelle Bednar, Luzerne County Controller

ABSENT: Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Mark Majikes, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENTS:

(Tim McGinley, Chair)

Attorney Butera read a statement regarding an email sent to the Board:

The Board has received a letter from Councilman Walter Griffith, Luzerne County Council, asking for an investigation into the manner in which the transition from the Avoca Police Department to the District Attorney's Office of Luzerne County for the LEO (Law Enforcement Officer) Program was conducted. This letter will be turned over to proper authorities for an investigation. It is the Solicitors advice to Board Members and anyone else, to not comment while the investigation is pending.

ITEM 2

APPROVAL OF THE MINUTES FROM AUGUST 26, 2021 BOARD MEETING:

(Tim McGinley, Chair)

MOTION: To accept and approve the minutes from the August 26, 2021 Bi-County Airport Board Meeting.

MOVED BY: Councilwoman Lee Ann McDermott

SECONDED: Commissioner Chris Chermak

VOTE: Unanimous.

ITEM 3

PRESENTATION - Flippit:

(Richard Cacciato and Natalie Yates, Partners)

Mr. Cacciato and Ms. Yates presented just how their company "Flippit" works. "Flippit" is a service which allows passengers to send prohibited items, confiscated and ultimately surrendered to TSA security, back to themselves.

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AUTHORIZATIONS and AGREEMENTS - Cont'd...

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

B. Authorization RFQ: Air Service Consultant

Request the Airport Board approve a solicitation of an RFQ for an Air Service Consultant.

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

C. Authorization BID: HVAC

Request the Airport Board approve a solicitation of a BID for the maintenance of the Airport's heating, ventilation, and air conditioning (HVAC) systems.

MOTION: Request the Airport Board approve the solicitation.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

D. Authorization BID: Window Cleaning Services

Request the Airport Board approve a solicitation of a BID for Window Cleaning Services (labor, services, and materials) of the designated airport facility windows.

MOTION: Request the Airport Board approve the solicitation.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

E. Agreement: Airport Advertising Concession

Supplemental Agreement #2 to Airport Advertising Concession Agreement

Recommend the Airport Board approve Supplemental Agreement #2 to the agreement between In-Ter-Space Services, Inc. d/b/a Clear Channel Airports and the Bi-County Airport Board d/b/a the Wilkes-Barre/Scranton International Airport.

The world-wide outbreak of COVID-19 has caused significant disruptions to air travel, airport concessionaires and tenant operations. After careful calculation, the Airport is recommending the best way to continue to maintain financial health and cash flow, while maintaining air service at AVP, would be to institute Supplemental Agreement #2 with our Airport Advertising Concessionaire. The Airport has offered this agreement to In-Ter-Space Services, Inc. at AVP to support our concessionaires during this Pandemic.

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AUTHORIZATIONS and AGREEMENTS - Cont'd...

The terms of Supplemental Agreement #2 are found in the attached agreement.

MOTION: Request the Airport Board approve the agreement as presented
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

F. Agreement: Retainer Labor Attorney

Recommend the Airport Board approve the retainer agreement covering labor and employment law matters between Ufberg & Associates, LLP, Scranton PA and the Wilkes-Barre/Scranton International Airport pending Airport Board approval.

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

ITEM 6

PERSONNEL:

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

A. Recommend the Airport Board accept the resignation of Mark Micencik from his position in Maintenance effective October 17, 2021.

MOTION: Request the Airport Board approve the resignation.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

B. Recommend the Airport Board appoint Frank Rittel, of Harding PA, to the position of Mechanic, upon completion of clearances.

MOTION: Request the Airport Board approve the appointment.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 7

ENGINEERING REPORT:

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

A. Contract: ATCT Access Road

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and JBS Dirt, Inc. of Canastota, NY for the all work in connection with the Localizer Site Preparation and ATCT Access Road Project, subject to FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA-AIP, 10% FAA-CARES-AIP. Total contract cost \$4,600,765.00.

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ENGINEERING REPORT - Cont'd...

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

B. 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. The Grant Offer from the FAA has been received and accepted. And we presented the contract for construction for approval at today's meeting. We anticipate a preconstruction meeting for the project and a Notice to Proceed in early October. 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 and we continue to work with the Airport's District Office to set up funding for future phases.

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 will be meeting with the consultant to set a bidding date next week.

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ENGINEERING REPORT – Cont’d...

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

ITEM 8

DIRECTOR’S REPORT:

(Carl Beardsley, Executive Director)

Passenger enplanements for the month of August 2021 increased **98.6%**
to **14,689** from **7,396** in the month of August 2020.

Load factors in August 2021 have increased to a very impressive **95%**
overall; General Aviation also saw an increase of **10.3%: 1,154** departures
in August 2021. GA revenues also increased **\$3,893** or **17%** as compared
to August 2020.

The Airlines have noticed these impressive increases. Mr. Beardsley
reported United Airlines has recently added an additional departure to
Chicago; American will be adding two (2) Airbus-319s to our Charlotte
schedule as well as an additional Chicago departure.

Mr. Beardsley also announced the Boscov’s non-stop Orlando Charters
have once again commenced. Those flights are operated by Southwest
Airlines on 737 aircraft.

ITEM 9

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 late November. 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. 9/11 Memorial

Mr. Beardsley informed the Board of the recent tribute AVP made on the
grounds honoring the 20th Anniversary of 9/11.

C. Escalator Sanitizers

Mr. Beardsley reported the UV Sanitizers for all the escalators have been
installed. The sanitizers prevent spread of bacteria and viruses.

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ITEM 10

ADJOURNMENT:

(Tim McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

The meeting was adjourned at 11:12 AM.