

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 22, 2022**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 22, 2022 in person in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Chris Chermak presiding.

PRESENT: Commissioner Chris Chermak
Commissioner Jerry Notarianni
Commissioner Debi Domenick
Councilman Timothy McGinley
Councilwoman Lee Ann McDermott

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Attorney Don Frederickson, Lackawanna County Solicitor

ABSENT: County Manager Randy Robertson
Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM AUGUST 25, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the August 25, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott
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 August 2022 Airport Operations had a net gain totaling \$112,697 compared to a net loss of \$236,967 in August 2021 which is a difference of \$349,664. Year to date, Airport Operations had a net loss of \$326,843 compared to a net loss of \$1,957,283 in 2021, which is a difference of \$1,630,440.

Invoices received since the last meeting for supplies and services totaling **\$398,850.98** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$152,155.67.**

Extend Taxiway B
ACP 18-03

JBS Dirt, Inc. \$105,751.80
Application #6, dated August 29, 2022, for Construction.

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FINANCIAL REPORT - Cont'd...

DCED Marketing Tourism Grant
ACP 19-05

Borton Lawson \$2,000.00
Invoice # 2021-5211-001-000002, dated August 15, 2022, for Professional Services.

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

Borton Lawson \$40,537.12
Invoice #2022-5376-002-000001, dated August 22, 2022, for Professional Services.

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

C & S \$3,866.75
Invoice #01105406, dated August 12, 2022, for Overfill Protection.

(2) CARES Grant.

The Airport has received \$8,194,953 in reimbursements. Balance of the grant totals \$11,848,408. Drawdown for the month of August is \$59,447, all for projects.

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
VOTE: Unanimous

ITEM 4

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

A. Solicitation to Bid: Uniforms

Request the Airport Board authorize the solicitation of Bids for the Supply and Cleaning of Airport Work Uniforms.

MOTION: To authorize the solicitation.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 5

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

A. Resignations:

Request the Airport Board accept the resignations of:

Stephen Cleveland, Scranton PA
David Snyder, Old Forge PA

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PERSONNEL - Cont'd...

Katie Aebli, Scranton PA

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

B. Appointment:

Request the Airport Board appoint John Engleman of Hanover Township, PA to the position of Lead Fireman upon confirmation of airport clearances.

MOTION: To approve the appointment.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 6

ENGINEERING REPORT:

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

A. Contracts

(1) ACP 18-03 Taxiway B Extension (Runway 4 Approach End) - Site Preparation

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and Leeward Construction, Honesdale, PA for the Taxiway B Extension (Runway 4 Approach End) - Site Preparation Project pending FAA, PennDOT-BOA and solicitor's concurrence. The total price for contract is \$6,998,00.00. This project is being funded 90% FAA, 5% State and 5% PFC from funds.

MOTION: To approve the contract.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

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

Recommend the Airport Board approve Supplement No. 1 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and KBA Engineering, p.c., Jermyn, PA, for Construction Phase Services for the Rehabilitate Access Road (Terminal Drive) Project, subject to solicitor's concurrence. This project is being funded 100% by our PFC collections. Total contract cost \$152,398.59.

MOTION: To approve the supplement to the Agreement.
MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous

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ENGINEERING REPORT – Cont’d...

(3) ACP 19-05 Switchgear Controller Replacement – Terminal Emergency Power

Recommend the Airport Board approve the addition to the contract between the Wilkes-Barre/Scranton International Airport and Cleveland Brothers for the Replacement of the Switchgear Controller for Terminal Building Emergency Power, pending solicitor’s concurrence. This addition provides for cable and conduit installation to the new switch gear controls location and the temporary power needed during the installation of the new switchgear controls. The price for these provisions is \$54,000.00 which brings the total price for equipment, installation, services and temporary power during construction to \$262,000.00. The controller acts to automatically switch from utility power to generator power in the event of a power outage. This project is 100% airport funds and is eligible for reimbursement under the CARES Act.

MOTION: To approve the supplement to the Agreement.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Bid Award: ACP 18-03 Taxiway B Extension (Runway 4 Approach End) – NAVAIDs Relocation Project.

Bids for Construction of the “Taxiway B Extension (Runway 4 Approach End) – NAVAIDs Relocation” Project were opened on Thursday, September 1, 2022 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Controller, Walter Griffith. Two bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, McFarland Johnson, Inc., provided a recommendation as to award. McFarland Johnson recommended award of the Contract in the amount of \$370,980.00 to the low bidder, Joyce Electrical Inc., Eynon, PA, (see attached). Bid tabulation is provided below:

Joyce Electrical Inc.	\$ 370,980.00
Baseline King Corp.	\$1,216,372.00

Recommend the Airport Board award the Project to Joyce Electrical Inc., and authorize Airport Staff to make application for funding and prepare a contract for approval at a future board meeting, pending solicitor’s concurrence. Funding for this project will be sought from FAA BIL-AIG funds, PennDOT – BOA and PFCs

MOTION: To approve the bid award.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

C. 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.

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ENGINEERING REPORT – Cont’d...

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

On the Taxiway B Extension Site Preparation – grant offers were received and accepted and permit approval is pending. A construction contract was prepared and approved at today’s meeting. We are coordinating submissions with the Contractor as well as schedules to determine a start date for the work.

On the Localizer Relocation, bids were received and opened and award made at today’s meeting. We are preparing a grant application to fund this phase of the project.

On the final phase, the taxiway paving, signing and lighting, we continue to review progress drawings.

ACP 18-04
Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, p.c.

We continue to review pre-construction submissions from the Contractor including project schedule and phasing for construction. We anticipate that the construction will begin in October and be completed in the Spring of 2023.

ACP 20-02
Bag Belt Rehabilitation

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

Work on the project continues. Material delivery delays have put the project behind schedule, but this has had limited effect on our use of the facility to date. In-Bound Bag Carousel #2 has been refurbished and placed back in service as work begins on Carousel #1. Final adjustments will be made to each carousel/belt after they have been in service for a period of time. The work is being phased to maintain passenger services throughout the project.

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

Design Services – Borton-Lawson

Preliminary floor plans were reviewed by the lease tenant and some adjustments (as per their requests/comments) have been made. We are reviewing the criteria for the TIPS cooperative purchasing program membership that will allow us to work directly with a building manufacture for design and construction of the ambulance station portion of the project. We will 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.

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ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services – C&S Engineers

We are finishing up our review of the final bid documents from the consultant and will be setting up bid dates in the coming weeks.

ITEM 7

DIRECTOR’S REPORT:

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

Mr. Beardsley reported for the month of August 2022, when compared to August 2021, passenger boardings increased **24.4%**. Although load factors for August 2021 were at an astounding **94.8%**, August 2022 load factors were very respectable at **85.6%**. It should be noted, all of the equipment (seat availability) has since been upgraded, thus increasing seat availability by 38.3% overall.

Mr. Beardsley also noted significant increases with passengers going through TSA security in the last month, up **9.6%**, as well as public parking increases, up **37.2%**.

ITEM 8

OTHER MATTERS:

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

A. Blood Drive

Mr. Beardsley reminded the Board, AVP will be holding a Blood Drive in the Terminal Building on Wednesday, October 5th. He encouraged all to make an appointment and visit our website for details.

B. Wheel Life Experiences

Mr. Beardsley announced AVP will be holding another Wheel Life Experiences 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.

ITEM 9

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 10:55 AM.