

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 28, 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 AUGUST 24, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the August 24, 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**.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023

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.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023**

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)

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.

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, stormwater and E & S measures are in place and blasting, hauling and fill placement operations continue.

On the Localizer Relocation; The equipment shelter and antenna array have been placed and fitted out. Flight check and commissioning of the new system is scheduled for today. Pending the successful flight check, the new approach will be charted and published at the end of November, after which the old localizer array and equipment shelter will be decommissioned and dismantled.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023**

ENGINEERING REPORT – Cont’d...

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.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, p.c.
Contractor – American Asphalt

No change in status, work on the project is substantially complete and we are working on punch lists.

ACP 20-02

Bag Belt Rehabilitation

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

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)

Design Services – Borton-Lawson

Delivery of the metal building framing has been made and we anticipate the delivery of the insulated metal building skin in the next few weeks. We expect to issue notice to proceed to the General Contractor next week.

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services – C&S Engineers

Work on the project has been completed and is awaiting final inspection. The new pumps with the new spill prevention system are in place and operational.

ACP 22-01

Terminal Expansion – COVID Mitigation

Design Services – McFarland-Johnson, Inc.

We continue to meet regularly with our consultants on the design for the expansion. The also continue to work with the consultants to prepare competitive grant applications to secure funding.

ACP 22-02

HVAC System Replacement – Joseph M. McDade Terminal Building

Design Services – C&S Engineers

We are continuing to work with our consultants on grant applications for funding based on FAA comments and guidance provided.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023

ITEM 5

PERSONNEL:

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

- A. Request the Airport Board appoint Kenneth Slusser of Pittston, PA to the position of Maintenance 2, effective September 25, 2023.
- B. Request the Airport Board appoint Brendan Tomeo of Wilkes-Barre, PA to the position of Maintenance 2, effective September 25, 2023.
- C. Request the Airport Board appoint Adam Kizer of Lake Ariel, PA to the position of Maintenance 2, effective upon confirmation of airport clearances, which includes a physical.
- D. Request the Airport Board appoint Michael Smith of Exeter, PA to the position of Maintenance 2, effective upon confirmation of airport clearances, which includes a physical.

MOTION: Request the Airport Board approve the appointments.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Chris Chermak
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 August 2023 decreased 5.2% to 17,314 from 18,266 in the month of August 2022.

In August 2023, 2 departing flights were cancelled, both for ATC/weather. This accounts for 226 (1.1%) out of a total of 20,764 departure seats. Also, 4 arriving flights were cancelled, all for ATC/weather.

B. General Aviation Operations

For August 2023, General Aviation had 1,124 operations (one take-off or one landing) which is an increase of 1.6% from August 2022, General Aviation Operations. General Aviation revenues decreased \$1,789 or 8 % to \$12,936.

ITEM 7

OTHER MATTERS:

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

A. Quick Turn Around (QTA)

Recommend the Airport Board approve the first amendment to the QTA master lease and development agreement.

MOTION: Request the Airport Board approve the appointments.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 28, 2023**

OTHER MATTERS - Cont'd...

B. Request For Qualifications (RFQ) for Security

Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for Airport Security.

MOTION: Request the Airport Board approve the appointments.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

C. Employee Recognition

Michael Kaminski from Pittston Twp., PA was recognized for 15 years of Service (October 14, 2008 - October 14, 2023)

Councilman Timothy McGinley made a remark in regards to the potential shutdown of the Federal Government and that the airport will continue to operate as usual and will have a full operation in case there are rumors to the contrary.

Commissioner Chermak commented on the successful turn out for Wheel Life Experiences and asked Eric McKitish to give a little overview of the event. Eric stated that the event was held on September 16, 2023, and the turnout was a success for the people that attended. There were approximately 60 vehicles on display for all the families that came to enjoy and we look forward to having another one next year.

ITEM 8

ADJOURNMENT:
(Tim McGinley, Chair)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

The meeting was adjourned at 10:15 AM.