

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
September 26, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 26, 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: Carl R. Beardsley, Jr., Executive Director
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
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Jr., Luzerne County Controller

ABSENT: Thomas Sokola, Luzerne County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Matt McGloin, Chair)

Luzerne County Controller, Walter Griffith, again mentioned the LEO program and the need to get an answer on where the programs funding is going. Luzerne County is currently funding the program which is resulting in their losing approximately \$12,000 / month on this program. He stated the importance of getting the TSA reimbursement for the program or Luzerne and Lackawanna Counties share the cost. Council passed an agreement years back where if funding stopped, the program stopped. Luzerne County stepped up to continue the program but they cannot continue to carry the cost and the budget is coming due in the next few weeks.

ITEM 2

APPROVAL OF THE MINUTES FROM AUGUST 29, 2024 BOARD MEETING:

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the August 29, 2024 Bi-County Airport Board Meeting minutes.

MOVED BY: County Manager Romilda Crocamo

SECONDED: Council Member Lee Ann McDermott

VOTE: Unanimous.

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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 August 2024, Airport Operations had income totaling **\$115,456** compared to income of **\$82,284** in August 2023 which is a difference of **\$33,172**.

Year to date, our profit is **\$139,103** as compared to a loss in August 2023 of **\$527,501** a difference of **\$666,604**.

Invoices received since the last meeting for supplies and services totaling **\$1,386,399.47** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$995,995.02**.

(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.

Commissioner Bill Gaughan asked if the Airport has drawn down at all from the financing that was approved at the last Board Meeting. Chris Dalessandro replied that the Airport has drawn about 3 million dollars to date and once those reimbursements come back to the airport, we will transfer those funds to pay off the loan. Commissioner Matt McGloin asked if there is a date for those reimbursements. Chris replied that we are still working that out with the FAA. Two of the grants that went around for electronic signatures, were part of this.

We request the Airport Board approve these transactions and payments.

MOTION: Request the Airport Board approve the above transactions and payments as indicated.
MOVED BY: Council Member Lee Ann McDermott
SECONDED BY: Council Member Greg Wolovich
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. Contracts

ACP 18-03 Taxiway B Extension (Runway 4 Approach End) - Paving and Lighting

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) - Paving and Lighting Project pending FAA, PennDOT-BOA and solicitor's concurrence. The total price for contract is \$6,691,500.00. This project is being funded 90% FAA, 5% State and 5% PFC from funds.

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ENGINEERING REPORT – Cont’d...

We request that the Board approve this contract.

MOTION: To accept and approve above mentioned contract.
MOVED BY: County Manager Romilda Crocarno
SECONDED: Commissioner Chris Chermak
VOTE: Unanimous.

B. Authorization to Bid

ACP 22-01 Terminal Expansion Project

Request the Airport Board authorize the solicitation of bids for the Terminal Expansion Project.

MOTION: Request the Airport Board approve the above bis authorization.
MOVED BY: Council Member Greg Wolovich
SECONDED: Commissioner Bill Gaughan
VOTE: Unanimous.

C. Change Order

ACP 22-02 Terminal Building – HVAC Replacement – Mechanical Contract

Change Order No. MC-1

Recommend the Airport Board Approve Change Order #1 decreasing our Contract with Scranton Electric Heating and Cooling, \$805.39 from \$6,990,669.00 to \$6,989,863.61, subject to solicitor’s concurrence.

This change order reflects the deduct for a temporary boiler allowance and the addition of costs associated with replacement of the boiler flue, temporary cooling for communications rooms, steel framing for air curtain units and retrofitting cabinet unit heater bases.

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.

D. 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.

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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 - A grant offer for the project has been made and accepted. Final Notice of Award has been sent to the Contractor and the contact has been prepared and was presented today for approval. Bonding and insurance paperwork is being prepared by the contractor. Construction Notice to Proceed 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. Most punch-list items are completed. Connection of the new fire alarm panel to the Airport's system and installation of Airport security card readers are nearly complete. Municipal inspections are underway and an occupancy permit inspection is scheduled for this afternoon. Geisinger is scheduling change-over to the new facility in early October.

ACP 22-01

Terminal Expansion - COVID Mitigation

Design Services - McFarland-Johnson, Inc.

We have received and are reviewing the 100% bid documents for the project. After review we will be advertising for a bid 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 to mid-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. Work on jet bridge units and vestibule air curtains is slated to begin this week. We continue to meet bi-

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ENGINEERING REPORT – Cont’d...

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 5

DIRECTORS 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 2024 increased **35.4%** to **23,451** from **17,314** in the month of August 2023.

In August 2024, **5** departing flights were cancelled, all for **weather**. This accounts for **534 (1.8%)** out of a total of **29,781** departure seats. Also, **5** arriving flights were cancelled, all for **weather**.

B. General Aviation Operations:

For August 2024, General Aviation had **1,182** operations (one take-off or one landing) which is an increase of **5.2%** from August 2023, General Aviation Operations.

General Aviation revenues decreased **\$3,253.61** or **14%** to **\$18,916.28**.

ITEM 6

CONTRACTS:

(Carl R. Beardsley Jr., Executive Director)

A. Landline

Request the Airport Board ratify the agreement between the Wilkes-Barre/Scranton International Airport and The Landline Company effective August 6, 2024.

MOTION: Request the Airport Board approve the agreement with The Landline Company.

MOVED BY: County Manager Romilda Crocomo

SECONDED BY: Council Member Lee Ann McDermott

VOTE: Unanimous.

B. The Hertz Corporation

Request the Airport Board approve the Amendment between the Airport and The Hertz Corporation.

Commissioner Matt McGloin asked Chris Dalessandro to talk about the amendment. Chris explained its only related to the dates of the contract so they all are in alignment.

MOTION: Request the Airport Board approve the agreement with The Hertz Corporation.

MOVED BY: Council Member Greg Wolovich

SECONDED BY: Commissioner Bill Gaughan

VOTE: Unanimous.

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ITEM 7

PERSONNEL:

(Carl R. Beardsley Jr., Executive Director)

A. Appointments

1. Request the Airport Board appoint James Corridoni, Pittston, PA to the position of Maintenance 2 effective once confirmation of airport clearances and approved physical are received.

MOTION: Request the Airport Board approve mentioned appointment.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

2. Request the Airport Board appoint Brandon Lucke, DuPont, PA to the position of Maintenance 2 effective once confirmation of airport clearances and approved physical are received.

MOTION: Request the Airport Board approve mentioned appointment.
MOVED BY: Council Member Greg Wolovich
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 8

OTHER MATTERS:

(Carl R. Beardsley Jr., Executive Director)

A. Vice President's visit

The Vice President visited the area recently and we want to thank all who were involved to make these visits a success.

B. Increased Service

Breeze will increase service to Orlando effective October 2, 2024 to 5 days a week. Breeze will also be adding Ft Myers effective October 3, 2024 and Tampa effective October 18, 2024 to their list of destinations. Each destination will have 2x a week service. Please spread the word to increase continued destinations from AVP.

C. Dignitary visit

This is the first time a dignitary from Ukraine has visited our area through AVP. The team did a great job welcoming the dignitary and working with Secret Service.

ITEM 9

ADJOURNMENT:

(Matt McGloin Chair)

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

The meeting was adjourned at 10:52 AM.