

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
OCTOBER 28, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 28, 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  
Interim 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  
Michelle Bednar, Luzerne County Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor  
Mark Majikes, Luzerne County Deputy Controller

**ABSENT:** Commissioner Debi Domenick  
Germaine Helcoski, Lackawanna County Deputy Controller

**ITEM 1**

**PUBLIC COMMENTS:**

*(Tim McGinley, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM SEPTEMBER 23, 2021 BOARD MEETING:**

*(Tim McGinley, Chair)*

**MOTION:** To accept and approve the minutes from the September 23, 2021 Bi-County Airport Board Meeting.

**MOVED BY:** Commissioner Jerry Notarianni

**SECONDED:** Interim County Manager Romilda Crocamo

**VOTE:** Unanimous.

**ITEM 3**

**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 September 2021, Airport Operations had a net loss totaling **\$90,697** compared to a net loss of **\$171,745** in September 2020, which is a difference of **\$81,048**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$2,197,971**, as compared to a loss of **\$1,950,528** in 2020, which is a difference of **\$247,443**.

Invoices received since the last meeting for supplies and services totaling **\$531,412.50** are presented on the attached sheets for review and approval of the Board. These invoices include **\$173,016.75** for major construction project costs.

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**FINANCIAL REPORT - Cont'd...**

**Rehabilitate Taxiway D**  
**ACP 17-14**

C&S Companies \$10,876.76  
Invoice #185995, dated October 12, 2021, for Design.

**Extend Taxiway B**  
**ACP 18-03**

McFarland Johnson \$30,693.15  
Invoice #13A, dated October 15, 2021, for Design.

**Rehabilitate Terminal Drive**  
**ACP 18-04**

KBA Engineering \$56,876.38  
Invoice #9436, dated October 19, 2021, for Design.

**Emergency Pavement Repairs - Terminal Apron**  
**ACP 21-07**

Andrew Baldan Construction \$74,570.46  
Application #1, dated September 3, 2021, for Construction.

**The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/9**

**Rehabilitate Taxiway D**  
**Project #13-012**

C & S \$ 543.84 CIP 19617-14

**Rehabilitate Terminal Drive**  
**Project #13-005**

KBA Engineering \$2,843.82 CIP 19618-04

**(2) CARES Grant.**

The Airport has received **\$6,822,376** in reimbursements and has applied for an additional draw in the amount of **\$87,405**. Balance of the grant totals **\$13,134,220**.

We request the Airport Board approve these transactions and payments.

**MOTION:** Request the Airport Board approve the above transactions, payments, and transfers as indicated.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

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**ITEM 4**

**AUTHORIZATIONS and AGREEMENTS:**

*(Carl Beardsley, Executive Director)*

**A. Authorization RFP: Pumper Truck**

Recommend the Airport Board approve the purchase of a recently advertised RFP for an ARFF Pumper Truck.

Two proposals were received by the Airport and opened on Friday, October 15, 2021.

One for a 2005 KME 1250/500 Rescue Pumper for \$160,000;  
One for a 2000 Spartan/Nee Lexington 2000/500 Rescue Pumper for \$48,000.

The 2000 Spartan/Nee meets all the specifications as listed in the RFP.

After a review by Management, our Lead Fireman, Mechanic and an in-person inspection we are recommending the purchase of the 2000 Spartan/Nee for \$48,000.

**MOTION:**  
**MOVED BY:**  
**SECONDED BY:**  
**VOTE:**

Request the Airport Board approve the purchase.  
Commissioner Chris Chermak  
Interim County Manager Romilda Crocamo  
Unanimous.

**B. Agreement: Resume & Complete Phase 2 of QTA**

Recommend the Airport Board approve the resumption of Phase 2 of the QTA Project previously approved on February 27, 2020, but delayed due to the COVID-19 Pandemic.

Scope of this next phase will include Design; Development & Pricing as follows:

- Engage Unison Consulting to produce independent Financial Feasibility Report
- Draft Documents
  - Ground/Master Lease
  - Project Delivery Agreement
  - Design-Build Agreement
  - Subleases
  - Concession Agreements
  - Facility Operator Agreement
- Request final Lump Sum Proposal for LR Costanzo
- Complete executable Plan of Finance, lining up debt and equity.
- Prepare for Go/No Go Board Vote in Q1/Q2 2023 to proceed to Phase 3/Construction

**MOTION:**  
**MOVED BY:**  
**SECONDED BY:**  
**VOTE:**

Request the Airport Board approve the agreement.  
Councilwoman Lee Ann McDermott  
Interim County Manager Romilda Crocamo  
Unanimous.

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**AUTHORIZATIONS and AGREEMENTS - Cont'd...**

**C. Agreement: Gilchrist Land Lease**

Recommend the Airport Board approve an agreement between William S. Gilchrist and the Wilkes-Barre/Scranton International Airport for an unimproved parcel of land located on Airport Property adjacent to the Petro Shopping Center.

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

**ITEM 5**

**PERSONNEL:**

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

**A.** Recommend the Airport Board appoint Jason Jenkins, of Avoca PA, to the position of Mechanic, upon completion of Airport clearances.

**MOTION:** Request the Airport Board approve the appointment.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**B.** Recommend the Airport Board appoint Nicholas Dennis, of Shavertown PA, to the position of Custodian, upon completion of Airport clearances.

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

**C.** Recommend the Airport Board appoint Alysa Stone, of Moscow PA, to the position of Custodian, upon completion of Airport clearances.

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

**ITEM 6**

**ENGINEERING REPORT:**

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

**A. Projects:**

**ACP 17-14**

**Taxiway D (East) Rehabilitation**

Design Services - C&S Engineering

Contractor - New Enterprise Sand and Limestone

Construction Monitoring - C&S Engineering

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**ENGINEERING REPORT – Cont’d...**

Work on punch list items in the last several weeks has left only some grading and marking to be addressed. Work will continue 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.

Contract and bond submissions are being made and reviewed and final coordination on the waterway approval is taking place. A preconstruction meeting with the Luzerne Conservation District was held earlier this week and the contractor began setting and verifying survey controls for the project.

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.

Contract documents were completed, advertisement for bid has been made and we will be opening bids on November 10<sup>th</sup>.

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 7**

**DIRECTOR’S REPORT:**

*(Carl Beardsley, Executive Director)*

Passenger enplanements for the month of September 2021 increased **91.7%** to **14,572** from **7,600** in the month of September 2020. Seat available increased by **23%** in the month of September and load factors remained at a very impressive **95%** overall.

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**DIRECTOR'S REPORT - Cont'd...**

General Aviation saw a decrease of **10.3%: 911** departures in September 2021. GA revenues also increased **\$3,893** or **17%** as compared to September 2020.

**ITEM 8**

**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. As we advised previously, material delays and design changes have pushed the back the completion date. At this time their schedule has them completing the construction in late November. Most of the construction has been completed. Major items remaining are completion of the installation of the hangar's rolling door and some site work.

We continue to meet weekly with FBO and their construction manager to review progress and coordinate operations and construction.

**B. ARFF Annual Burn**

Airport Operations recently participated in our Annual Firefighters Training held here at the Airport.

**C. Snow & Ice Annual Review**

Airport Superintendent Bob Grunza recently held his annual Snow & Ice Review here at the Airport.

**D. Presidential Visit**

Finally, Mr. Beardsley reported that President Biden's recent visit to the area went very smoothly between our staff and the Secret Service.

**ITEM 9**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

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

The meeting was adjourned at 10:55 AM.