

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 27, 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
Councilman Timothy McGinley
Councilwoman Lee Ann McDermott
County Manager Randy Robertson

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: Commissioner Debi Domenick
Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller

Mr. Chermak asked everyone to join him for a moment of silence in memory for staff member Tia Toney, who recently passed.

ITEM 1

PUBLIC COMMENTS:

(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM SEPTEMBER 22, 2022 BOARD MEETING:

(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the September 22, 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 September 2022 Airport Operations had a net gain totaling **\$117,061** compared to a net loss of **\$222,684** in September 2021 which is a difference of **\$339,746**. Year to date, Airport Operations had a net loss of **\$78,066** compared to a net loss of **\$2,125,407** in 2021, which is a difference of **\$2,047,341**.

Invoices received since the last meeting for supplies and services totaling **\$845,431.24** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$580,838.99**.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

FINANCIAL REPORT - Cont'd...

Extend Taxiway B
ACP 18-03

JBS Dirt, Inc. \$186,117.39
Application #7, dated August 10, 2022, for Construction.

McFarland Johnson \$82,656.46
Invoice #19A, dated October 19, 2022, for Design.

Electrical Switch Gear
ACP 19-05

Borton Lawson \$2,250.00
Invoice # 2021-5211-001-000003, dated September 9, 2022, for Professional Services.

Borton Lawson \$1,200.00
Invoice # 2021-5211-001-000004, dated October 10, 2022, for Professional Services.

Baggage Belt Refurbishment
ACP 20-02

C & S \$4,649.40
Invoice #1105531, dated September 16, 2022, for Construction Administration.

C & S \$1,310.02
Invoice # 1106278, dated October 17, 2022, for Construction Administration.

Symbrant Aviation Services, Inc. \$253,424.09
Application #1, dated October 19, 2022, for Construction.

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

Borton Lawson \$34,650.63
Invoice #2022-5376-002-000002, dated October 5, 2022, for Professional Services.

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

C & S \$7,673.00
Invoice #1105793, dated September 27, 2022, for Professional Services.

C & S \$195.00
Invoice #1106398, dated October 19, 2022, for Professional Services.

Passenger Boarding Bridge Canopy Replacements
ACP 21-05

C & S \$6,768.00
Invoice #2205532, dated September 16, 2022, for Professional Services.

(2) CARES Grant.

The Airport has received **\$8,194,953** in reimbursements. Balance of the grant totals **\$11,849,408**. Drawdown for the month of September is **\$277,469.51**, all for projects.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

FINANCIAL REPORT - Cont'd...

We request the Airport Board approve these transactions and payments.

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

ITEM 4

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

A. Resolution

Request the Airport Board authorize a resolution of the joint governing board of the Wilkes-Barre/Scranton International Airport to approve the building lease agreement with Metz Catering PA, LLC.

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

ITEM 5

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

Request the Airport Board appoint Maurice Jones of Avoca, PA to the position of Maintenance 2 upon confirmation of airport clearances.

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

Request the Airport Board appoint Ken Salvo of Duryea, PA to the position of Mechanic upon confirmation of airport clearances.

MOTION: To approve the appointment.
MOVED BY: Councilman Timothy McGinley
SECONDED: County Manager Randy Robertson

QUESTION: Mr. Chermak asked if Mr. Salvo was formerly employed by the Airport to which Mr. Beardsley acknowledged he was. Mr. Chermak further asked if he will be starting as a new employee with a probationary period. Mr. Beardsley again acknowledged he would.

VOTE: Unanimous

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

ITEM 6

ENGINEERING REPORT:

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

A. Contracts

(1) ACP 21-09 EMAS Bed Inspection and Testing

Recommend the Airport Board approve the contract between the Wilkes-Barre/Scranton International Airport and Runway Safe for inspection and testing services on the airport's Engineered Material Arresting System (EMAS) Beds, pending solicitor's concurrence. These beds are located at the ends of the main runway and were installed to help slow or stop an aircraft that overruns the runway. The total price for these services is \$106,000.00. Should this inspection and testing indicate, additional work may be required on the systems to insure their continued life. This project is 100% airport funds and is eligible for reimbursement under the CARES Act.

MOTION: To approve the contract as presented.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

(2) ACP 18-03 Taxiway B Extension - Installation of Runway 22 Off Set Localizer Antenna & Equipment Shelter

Recommend the Airport Board approve Supplement No. 4 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Construction Observation and Administration Services for the "Taxiway B Extension - Installation of Runway 22 Off Set Localizer Antenna & Equipment Shelter" project, subject to FAA, PennDOT - Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA-BIL, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$147,522. This amount is supported by an Independent Fee Estimate.

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

QUESTION: Mr. Robertson asked what "observational" mean in terms of, "on site"? Mr. Mykulyn replied it was previously called "Inspection" and yes, it is on site.

VOTE: Unanimous

B. Change Orders

(1) 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 the upgrade of the generator controller for Generator 1 which provides power to the terminal building. The Airport was recently notified that the existing controller was outdated and that shortly it would no longer be supported by CAT. The installation of the new switchgear controls provides an opportunity to make this upgrade while back-up

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022**

ENGINEERING REPORT – Cont’d...

power is available for the project, reducing the potential for further power interruption. The price for these upgrades is \$39,057.00 which brings the total price for equipment, installation, services and temporary power during construction to \$301,057.00. 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 change order.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Jerry Notarianni

QUESTION: Mr. McGinley asked if this issue was found while work was being done. Mr. Mykulyn replied that the Airport became aware of this issue during a recent power outage when operations was unable to immediately restore power as there was an issue outside the switchgear/generator room. As the Airport is in a contract to replace the Switchgear Controller, the Airport went back to the Contractor (who is replacing the Switchgear Controller) and asked if there were any other issues or replacements that should also be addressed with this project and they recommended this replacement.

VOTE: Unanimous

(2) Change Order No. 1 – Baggage Belt Rehabilitation (ACP 17-14)

Recommend the Airport Board Approve Change Order #1 increasing our Contract with Symbrant Aviation Services, \$34,560.00 from \$652,560.00 to \$687,120.00, subject to solicitor’s concurrence. This change order is necessary to provide an updated processor that is compatible with the input/output of the existing base unit.

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

(3) Construction Change Directive No. 3 & 4 – Taxiway B Extension – Localizer Site Preparation, ATCT Access Road (ACP 18-03)

Recommend the Airport Board approve Construction Change Directive No. 3 & 4, providing in additional payment Items to increasing our contract with JBS Dirt, Inc., \$144,633.59 from \$4,673,085.00, \$4,817,718.59 subject to FAA and solicitor’s concurrence.

Each of these directives adds to the contract a new payment item for fracturing of rock to allow excavation and removal. The addition is for fracturing of solid rock by using specialized equipment. Equipment used consisted of ripper, hydraulic rams and blasting to break up rock to allow excavation. Costs for this effort was based on Time and Materials for the equipment, labor and incidentals required to complete the work reviewed and approved by the Engineer. The area of work included areas inside and outside of the Runway Safety Area and along the new access road. The soils in these areas were identified in the contract plans as containing rock removable by normal excavation methods.

We ask the Board to authorize the approval of these Construction Change Directives.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

ENGINEERING REPORT – Cont’d...

MOTION: To approve the change order.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Councilman Timothy McGinley
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.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction – No significant change in status to report. The Contractor has completed most of the punch list items. Work remains on the Tower Access Gate (Gate 104) 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 a contract for construction has been executed and permit approval is pending. We are coordinating submissions with the Contractor as well as schedules and expect that work will begin in the Spring with some preparatory work starting before the end of the year.

On the Localizer Relocation, bids were received, opened and awarded. A construction administration contract was prepared and approved at today’s meeting. We will now work to complete 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 conducted a pre-construction meeting with the Consultant and the Contractor to review work to be completed this year as well as the phasing for this year’s work. We anticipate that the construction on the catch basin rehabilitation and some of the roadway stabilization will begin in November and the remaining work and paving will 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 Carousels #1 & #2 have been refurbished and placed back in service. Final adjustments will be made to each carousel/belt after they have been in service for a period of time. Work is now underway with the outbound baggage belts. This work

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

ENGINEERING REPORT – Cont’d...

is being completed in the overnight hours when the ticket counter and the TSA scanning room are not in use.

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

Design Services - Borton-Lawson

We have completed work on preliminary design documents, have approval from the tenant and will be coordinating with a TIPS cooperative purchasing program contractor to complete the final design for the ambulance station portion of the project. We continue to work on documents for bidding the purchase of the metal hangar building and the General Construction contracts. We continue to meet every other week with the consultants to review progress on the design, financing through grants, and schedule of submissions.

ACP 21-03
Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services – C&S Engineers

We completed our review of the contract documents with the consultant and have established bid dates with a bid opening in early December. Pending favorable bid results, we expect to award the project at the December Board meeting.

ITEM 7

DIRECTOR’S REPORT:

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

Mr. Beardsley reported for the month of September 2022, when compared to September 2021, passenger boardings increased by **17.3%**.

Although load factors for September 2021 were 92.6%, September 2022 load factors were very respectable at **88.7%**. It should be noted, all of the equipment (seat availability) has since been upgraded, thus increasing seat availability by 22.5% overall.

Mr. Beardsley also noted significant increases with passengers going through TSA security in the last month, up 11.2%; public parking increases up 14.1%; and General Aviation up 7.2% all in September 2022.

ITEM 8

OTHER MATTERS:

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

A. NEPA Alliance Regional Leadership Award

AVP was honored recently at the NEPA Alliance Networking Reception held October 6th. The Airport received their “Regional Leadership Award” which is given to an agency, group or individual demonstrating a significant contribution to regional growth, development or cooperation within the seven (7) county NEPA region.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 27, 2022

OTHER MATTERS - Cont'd...

B. Wheel Life Experiences

Mr. Beardsley reported AVP's second Wheel Life Experience held Saturday, October 22nd from 9:00 AM to 2:00 PM was a great success and AVP looks forward to continuing this annual event.

C. Boscov's Travel

Mr. Beardsley reported the Board that Boscov's Travel will be having a Disney/Central Florida Seminar here at the Airport on Wednesday, November 16th, starting at 6:00 PM. Boscov's Travel continues to offer exclusive non-stop flights from AVP to Orlando International Airport on Southwest Airlines.

D. In Memorium: Tia Toney

Team AVP recently lost one of our own: Tia Toney. Tia was diagnosed with stage 4 cancer in 2016 and courageously fought this terrible disease for the past 6 years. She leaves behind husband, Mike and two (2) daughters, Mikayla and Brooke.

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 11:05 AM.