

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 18, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 18, 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  
Interim County Manager Romilda Crocamo

**ALSO, PRESENT:** Carl R. Beardsley, Jr., Executive Director  
Gary Borthwick, Assistant Airport Director  
Stephen Mykulyn, Director of Engineering  
Attorney Michael Butera, Luzerne County Solicitor  
Michelle Bednar, Luzerne County Controller

**ABSENT:** Councilwoman Lee Ann McDermott  
Commissioner Debi Domenick  
Attorney Don Frederickson, Lackawanna County Solicitor  
Germaine Helcoski, Lackawanna County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor  
Mark Majikes, Luzerne County Deputy Controller

**ITEM 1**

**PUBLIC COMMENTS:**

*(Tim McGinley, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM OCTOBER 28, 2021 BOARD MEETING:**

*(Tim McGinley, Chair)*

**MOTION:** To accept and approve the minutes from the October 28, 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 October 2021, Airport Operations had a net loss totaling **\$138,660** compared to a net loss of **\$362,847** in October 2020, which is a difference of **\$224,187**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$2,319,225**, as compared to a loss of **\$2,313,377** in 2020, which is a difference of **\$5,848**.

Invoices received since the last meeting for supplies and services totaling **\$288,069.33** are presented on the attached sheets for review and approval of the Board. These invoices include **\$12,927.50** for major construction project costs.

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

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

KBA Engineering \$ 9,737.50  
Invoice #9445, dated November 9, 2021, for Inspection.

**Environmental Clean-Up Associated with Aircraft Incident**  
**ACP 21-08**

Datom Products, Inc. \$ 3,190.00  
Invoice #113505, dated August 25, 2021, for Environmental Cleanup.  
**(2) CARES Grant.**

The Airport has received **\$6,909,781** in reimbursements and has applied for an additional draw in the amount of **\$168,692**. Balance of the grant totals **\$12,965,528**.

We request the Airport Board approve these transactions and payments.

**MOTION:** To approve the above transactions, payments, and transfers as indicated.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Interim County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**B. 2022 Budget**

Recommend the Airport approve the 2022 Budget as presented.

**MOTION:** To approve the 2022 Budget.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**ITEM 4**

**ENGINEERING REPORT:**

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

**A. Agreement: ACP 18-03, Taxiway B Extension (Runway 4 Approach End)**

Recommend the Airport Board approve the attached Non-Federal Reimbursable Agreement between the Department of Transportation - Federal Aviation Administration and Luzerne and Lackawanna Counties, Wilkes-Barre/Scranton International Airport, for FAA Construction/Installation Support, Flight Check and Equipment Procurement to Relocate the Runway 22 (IZK) Localizer at Wilkes-Barre/Scranton International Airport (AVP), Avoca, PA.

The purpose of this Agreement is to provide FAA Resident Engineer (RE) support and Installation support services to relocate the Runway 22 offset Localizer and procure and install necessary equipment. Localizer relocation is required due to the Airport's project to extend Taxiway B to the south making it a full-length parallel taxiway for

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**ENGINEERING REPORT – Cont’d...**

Runway 4/22. The full-length parallel taxiway will be a safety improvement that will eliminate the current procedure of using the runway for taxiing, thereby reducing the risk of runway incursions. In order to minimize outage of the affected Runway 22 Instrument Landing System, the Airport has based this effort on an in-service relocation involving completion and commissioning of a new Localizer facility prior to shutting down and removing the existing facility. FAA will provide construction/ installation support, flight check, and install the shelter procured under this agreement (AJW-FN-ESA-20-NE-003544) and equipment required towards commissioning the new facility prior to dismantling the existing facility.

The Airport anticipates award of a 2022 Federal grant for this portion of the project. This FAA grant will cover 90% of the agreement costs with 5% State and 5% PFC funds covering the remaining portions. The agreement amount, for this phase, not to exceed \$296,931.83 and will be paid in two installments \$100,000 this year and the remainder next year after the grant issuance.

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

To approve the agreement as presented.  
Interim County Manager Romilda Crocamo  
Commissioner Chris Chermak  
Unanimous.

**B. Agreement: ACP 21-03, Aviation Fuel Farm Overfill Protection & Fuel Pump Replacement**

Recommend the Airport Board approve the Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and C&S Engineers, Inc., Philadelphia, PA, for the Design Engineering and Bid Phase services associated with the Aviation Fuel Farm Overfill Protection & Fuel Pump Replacement subject to solicitor’s concurrence.

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

To approve the agreement as presented.  
Commissioner Chris Chermak  
Interim County Manager Romilda Crocamo  
Unanimous.

**C. Projects:**

**ACP 17-14**

**Taxiway D (East) Rehabilitation**

Design Services – C&S Engineering  
Contractor – New Enterprise Sand and Limestone  
Construction Monitoring – C&S Engineering

A final inspection of the project is scheduled for next Tuesday. Work will continue contract and grant closeout.

Current Project Costs are approximately \$3,547,327  
Project payments to date represent approximately 80.14% of total Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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**ENGINEERING REPORT – Cont’d...**

**ACP 18-03**

**Taxiway B Extension (Runway 4 Approach End)**

Design Services – McFarland-Johnson, Inc.

Contractor has begun to mobilize equipment and we are working to establish a pre-construction meeting. Coordination continues with DEP on the permit for our culvert for the tower access road stream crossing.

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.

Bids for the project were opened on November 10<sup>th</sup>. Bids were over estimate and over the funds available for the project. We are further reviewing the bids and trying to determine whether to take out portions of the work and rebid the project and rebid or explore additional funding options.

Current Project Costs are approximately \$183,362

Project payments to date represent approximately 74.34% of total Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

**ITEM 5**

**DIRECTOR’S REPORT:**

*(Carl Beardsley, Executive Director)*

Passenger enplanements for the month of October 2021 increased **67.8%** to **15,814** from **9,427** in the month of October 2020. Seat availability increased in the month of September and load factors remained at a very impressive **90%** overall.

**ITEM 6**

**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, or early December. Most of the construction has been completed and it is expected that only some

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**OTHER MATTERS - Cont'd...**

minor work items will remain and that they will be issued a temporary occupancy permit for the hangar.

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

**ITEM 7**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

<b>MOTION:</b>	It is recommended to adjourn the meeting.
<b>MOVED BY:</b>	Interim County Manager Romilda Crocamo
<b>SECONDED:</b>	Commissioner Chris Chermak
<b>VOTE:</b>	Unanimous.

The meeting was adjourned at 10:51 AM.