

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 30, 2022**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Wednesday, November 30, 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
Interim County Manager Brian Swetz

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
Thomas Sokola, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Commissioner Debi Domenick
Reggie Mariani, Lackawanna County Chief Internal Auditor
Walter Griffith, Luzerne County Controller

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM OCTOBER 27, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the October 27, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy McGinley

SECONDED: Commissioner Jerry Notarianni

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 October 2022 Airport Operations had a net loss totaling **\$45,055** compared to a net loss of **\$138,624** in October 2021 which is a difference of **\$93,570.** Year to date, Airport Operations had a net loss of **\$254,846** compared to a net loss of **\$2,336,632** in 2021, which is a difference of **\$2,081,786.**

Invoices received since the last meeting for supplies and services totaling **\$894,865.54** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$406,930.24.**

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FINANCIAL REPORT - Cont'd...

Extend Taxiway B
ACP 18-03

C & S Companies \$2,000.00
Invoice #1101460, dated May 24, 2022, for Phase 3 IFE.

McFarland Johnson \$51,187.25
Invoice #18A, dated October 19, 2022, for Design.

McFarland Johnson \$47,710.66
Invoice #6, dated November 15, 2022, for Construction Administration.

McFarland Johnson \$3,708.91
Invoice #20A, dated November 15, 2022, for Design.

Baggage Belt Refurbishment
ACP 20-02

C & S \$1,350.00
Invoice #1106749, dated November 4, 2022, for Construction Administration.

Symbrant Aviation Services, Inc. \$300,973.42
Application #2, dated November 18, 2022, for Construction.

(2) CARES Grant.

The Airport has received **\$8,472,423** in reimbursements. Balance of the grant totals **\$11,571,939**. We have submitted for reimbursement **\$329,328** all for maintenance and repair projects.

We request the Airport Board approve these transactions and payments.

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

ITEM 4

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

A. Hangar Amendment

Beginning February 1, 2023, hangar rent will increase at the Wilkes-Barre/Scranton International Airport from \$4.75 per square feet to \$5.50 per square feet. The current lease expires with a 30-day written notice from either party.

The final rent will be calculated using the size of the tenant's aircraft. The Airport will define the current monthly rent, which will be included in the new lease agreement. The first payment at the new monthly rent amount will be due February 28, 2023. The new rate applies to Hangars 1-4 at the Wilkes-Barre/Scranton International Airport.

The Airport is requesting that the Airport Board approve changing the per square foot hangar rate from \$4.75 per square foot to \$5.50 beginning February 1, 2023.

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AUTHORIZATIONS - Cont'd...

The new lease agreement will be pending approval of airport solicitor.

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

B. Uniforms

Bids for the Supply and Cleaning of Airport Work Uniforms for the Wilkes-Barre/Scranton International Airport were opened on Monday, November 21, 2022 at 2:00 P.M. in the Airport Board Room by Airport Administration and Lackawanna County Deputy Controller Germaine Helcoski. Two (2) bid packages were received. It is recommended that the Airport Board accept the low bid by Cintas Corporation, 1065 Hanover St., Wilkes-Barre, PA 18706, in the amount of \$18,329.28 annually, subject to final administrative review and solicitors' concurrence. This is a four (4) year contract. Bid Tabulation below:

Bidder	Base Bid Total
Cintas, Corp.	\$18,329.28
UniFirst	\$20,847.84

MOTION: To accept the low bid for Uniform Supply & Cleaning.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

C. Union Contract

Recommend the Airport Board approve and extend the proposed union contract taking effect January 1, 2023 through January 20, 2027.

MOTION: To approve and extend the proposed union contract.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Councilman Timothy McGinley

QUESTION: Mr. McGinley questioned the starting effective date of January 1, 2023.
Mr. Borthwick concurred the effective date should be November 4, 2022.

MOTION: To amend the effective date of contract to November 4, 2022.
MOVED BY: Councilman Timothy McGinley
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous

VOTE (on Contract Approval): Unanimous

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ITEM 5

PERSONNEL:

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

Request the Airport Board appoint Sam Danaher, of Hughestown, PA to the position of Maintenance 2 upon confirmation of airport clearances.

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

ITEM 6

ENGINEERING REPORT:

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

A. Contracts

ACP 18-03 Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road

Recommend the Airport Board approve Supplement No. 2b to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Additional Construction Observation and Administration Services for the Taxiway B Extension Phase II – Localizer Site Preparation and Air Traffic Control Tower (ATCT) Access Road project, subject to FAA, PennDOT – Bureau of Aviation and solicitor's concurrence. This additional fee covers additional construction contract time necessary to complete the work. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost of the supplement is \$89,460.00.

MOTION: To approve the contract supplement as presented.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
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 – permit approval is still pending. We are coordinating submissions with the Contractor as well as schedules and expect that work will begin in earnest in the Spring 2023 with some preparatory work starting before the end of the year.

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ENGINEERING REPORT – Cont’d...

On the Localizer Relocation, we are working 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.

No change in status as the Contractor is awaiting a permit from PennDOT for their staging area. As weather permits, we anticipate that the construction on the catch basin rehabilitation and some of the roadway stabilization will begin before the end of the year 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 is on hold pending further material deliveries. 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 will resume with the outbound baggage belts when materials are received. This work will be 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 are coordinating with a TIPS cooperative purchasing program contractor to complete the final design for the ambulance station portion of the project and 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 have advertised for bids and conducted a pre-bid meeting, bids on the project are due December 6th. Pending favorable bid results, we expect to recommend award of 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 October 2022, when compared to October 2021, passenger boardings increased by **20.0%**. He specifically noted that charter operations have increased by an astounding **95.6%**, and no commercial flights canceled last month.

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DIRECTOR'S REPORT - Cont'd...

Although load factors for October 2021 were 94.2%, October 2022 load factors were very similar at **92.6%**. With seat availability increasing in October 2022, by 20.3%, these numbers quite impressive.

ITEM 8

OTHER MATTERS:

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

A. Boscov's Travel

Mr. Beardsley reported the Board that Boscov's Travel Florida seminar held recently here at AVP was very successful. Charter dates for their non-stop flights to Orlando, via Southwest Airlines, for 2023 were also announced. Boscov's will be hosting future events here as well.

B. Santa Parade

Team AVP recently participated in Scranton's Santa Parade. Everyone had a great time!

C. Toys for Tots

AVP will be an official drop off point for the local Toys for Tots campaign. You can help by donating a new, unwrapped toy into one of the donation bills conveniently located at each entrance.

DISCUSSION: Mr. McGinley noted that although our percentage of passenger boardings are down 2% on paper, we have much larger planes servicing our customers as compared to last year. Mr. McGinley asked that Mr. Beardsley provide a comparison of numbers between 2019, pre-pandemic to the present, to get a better observation. He noted we should be very happy with these numbers.

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 10:55 AM.