

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 30, 2023 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

**PRESENT:** Councilman Timothy McGinley  
Commissioner Chris Chermak  
Commissioner Jerry Notarianni  
County Manager Romilda Crocamo  
Commissioner Debi Domenick

**ALSO, PRESENT:** Carl R. Beardsley, Jr., Executive Director  
Gary Borthwick, Assistant Airport Director  
Stephen Mykulyn, Director of Engineering  
Attorney Don Frederickson, Lackawanna County Solicitor  
Thomas Sokola, Luzerne County Deputy Controller

**ABSENT:** Councilwoman Lee Ann McDermott  
Germaine Helcoski, Lackawanna County Deputy Controller  
Walter Griffith, Jr., Luzerne County Controller  
Attorney Michael Butera, Luzerne County Solicitor  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 1**

**PUBLIC COMMENT:**

*(Timothy McGinley, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM OCTOBER 26, 2023 BOARD MEETING:**

*(Timothy McGinley, Chair)*

**MOTION:** To accept and approve the minutes of the October 26, 2023 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED:** County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**ITEM 3**

**AIRPORT 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 2023, Airport Operations had a loss totaling **\$100,882** compared to a loss of **\$45,016** in October 2022 which is a difference of **\$55,806**.

Year to date, our loss is **\$687,263** as compared to a loss in 2022 of **\$254,808** a difference of **\$432,455**.

Invoices received since the last meeting for supplies and services totaling **\$2,378,501.44** are presented on the attached sheets for review and approval

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023

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

of the Board. These invoices include major construction project costs of **\$1,981,701.27.**

(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.

**B. CARES Grant:**

The Airport has received **\$11,656,654** in reimbursements. Balance of the grant totals **\$8,387,707.94.**

We request the Airport Board approve these transactions and payments.

**MOTION:** Request the Airport Board approve the above transactions, payments as indicated.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**ITEM 4**

**ENGINEERING REPORT:**

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

**A. ACP 20-04 New Hangar With Air & Ground Emergency Response - Pre-Engineered Metal Building Procurement**

**1. Change Order No. 1**

Recommend the Airport Board Approve Change Order #1 increasing our Contract with Rise Construction Enterprises, \$3,000.00 from \$789,000.00 to \$792,000.00, subject to solicitor's concurrence.

This change order provided for the unloading of the Pre-Engineered Metal Building on site. The contract for General Construction (which included the unloading of the metal building) had not been executed at the time of delivery.

We request that the Board approve this change order.

**MOTION:** Request the Airport Board approve the above Contract Award as indicated.  
**MOVED BY:** Commissioner Debi Domenick  
**SECONDED BY:** County Manager Romilda Crocamo  
**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.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023

**ENGINEERING REPORT – Cont’d...**

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. We continue to work on closing out the contract and grant. Work by the FAA security contractor to complete installation of new access gate continues to progress.

On the Taxiway B Extension Site Preparation, installation of new stormwater facilities continues as do blasting, hauling and fill placement operations. Work will continue as weather permits.

On the Localizer Relocation; The new approach has been charted and published and will be in use as of today. We are awaiting guidance from the FAA as to the disposition of the old localizer array and equipment shelter before advising the contractor that they can be dismantled.

Work on the bid package for the final phase of construction, the taxiway paving, signing and lighting, continues as is scheduled to bid in early 2024.

**ACP 18-04**

**Rehabilitate Access Road (Terminal Drive)**

Design Services – KBA Engineering, p.c.  
Contractor – American Asphalt

No change in status, work on the project is substantially complete and work on punch list items continues as weather permits.

**ACP 20-04**

**GA Hangar (Emergency Medical Response Facility)**

Design Services - Borton-Lawson  
PEMB Procurement – Rise Construction  
General Construction – D & M Construction

Final concrete pours for the hangar foundations will be completed this week. Excavation for site utilities and the ambulance garage are schedule for next few weeks. Material submissions continue to be submitted and reviewed for approval. Completion of the project is expected in April of next year.

**ACP 21-03**

**Overfill Protection and Pump Replacement, Aviation Fuel Farm**

Design Services – C&S Engineers  
Contractor – American Environmental

Work on the project has been completed, a final inspection walk-through was conducted last week. Final punch list items are being determined and their completion scheduled.

**ACP 22-01**

**Terminal Expansion – COVID Mitigation**

Design Services – McFarland-Johnson, Inc.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023

**ENGINEERING REPORT – Cont’d...**

No change in status. We continue to meet regularly with our consultants on the design for the expansion. Application has been made for funding the project under the Bipartisan Infrastructure Law’s Airport Terminal Program (BIL-ATP).

**ACP 22-02**

**HVAC System Replacement – Joseph M. McDade Terminal Building**  
Design Services – C&S Engineers

Contracts have been completed and are being circulated for signatures. Work can now begin on preparing and reviewing material submissions and schedules.

**ITEM 5**

**CONTRACTS:**

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

**1. Elevator & Escalator Agreement:**

Recommend the Airport Board approve the agreement with ThyssenKrupp Corporation for elevator / escalator maintenance effective November 1, 2023.

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

**2. Hawthorne:**

Recommend the Airport Board approve the contract between Hawthorne and ATI.

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

**3. Tri-State Security:**

Recommend the Airport Board approve the contract between Tri-State Security Solutions for security services.

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

**ITEM 6**

**PERSONNEL:**

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

**A. Resignation:**

Request the airport board accept the resignation of James McDermott, Avoca, PA, Maintenance I, effective November 9, 2023.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023

**PERSONNEL - Cont'd...**

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

**B. Appointments:**

1. Request the Airport Board appoint Eugene Scalse, Avoca, PA, to Maintenance II, effective December 4, 2023.
2. Request the Airport Board appoint Gerhard Perrone, Edwardsville, PA, to Maintenance II, effective December 4, 2023.

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

**ITEM 7**

**DIRECTOR'S REPORT:**

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

**1. Passenger Activity:**

As noted on the attached "Airport Quick Look" charts, passenger enplanements for the month of October 2023 decreased 6.8% to 17,692 from 18,980 in the month of October 2022.

In October 2023, 0 departing flights were cancelled. This accounts for 0 (0%) out of a total of 21,862 departure seats. Also, 0 arriving flights were cancelled.

**2. General Aviation Operations:**

For October 2023, General Aviation had 1,944 operations (one take-off or one landing) which is an increase of 108.6% from October 2022, General Aviation Operations. General Aviation revenues decreased \$3,238 or 16% to \$17,194.

**ITEM 8**

**OTHER MATTERS:**

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

**1. Parking Rate Increase:**

We ask that the Airport Board accept the proposed rate changes to the daily parking fees effective January 1, 2024.

Councilman Tim McGinley asked when the rates were last increased. Mr. Beardsley replied 2019. Mr. McGinley then asked how that compares to Allentown and Harrisburg. Mr. Borthwick explained that Allentown is \$22/day with no garage and Harrisburg is \$20/day for their garage parking. We are still well below that rate.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 30, 2023

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

The press asked what the rates will be and Mr. Borthwick responded they will go from \$10/day to \$11/day for surface parking and from \$14/day to \$15/day for garage parking.

**MOTION:** Request the Airport Board approve the rate increase for parking.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED BY:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**2. Breeze Airways:**

On November 8, 2023, we announced that effective January 30, 2024 we will have nonstop flights to Orlando via Breeze Airways.

**3. Boscov's Travel:**

Posting the 2024 Schedule of non-stop charter flights to Orlando from AVP.

**ITEM 9**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** County Manager Romilda Crocamo  
**SECONDED:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

The meeting was adjourned at 10:54 AM.