

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
November 21, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 21, 2024 in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Matt McGloin presiding.

PRESENT: County Manager Romilda Crocamo
Commissioner Chris Chermak
Commissioner Matt McGloin
Commissioner Bill Gaughan
Council Member Lee Ann McDermott
Council Member Greg Wolovich

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Stephen Mykulyn, Director of Engineering
Eric McKitish, Director of Marketing / Air Service
Chris Dalessandro, Director of Finance
Michelle Aigeldinger, Director of Human Resources
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Thomas Sokola, Luzerne County Deputy Controller

ABSENT: Walter Griffith, Jr., Luzerne County Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENT:

(Matt McGloin, Chair)

Tom Sokola, Luzerne County Deputy Controller spoke on behalf of Walter Griffith asking that the LEO continue to be placed on the agenda. He feels we should continue to report on it until it is resolved. Chris Dalessandro commented that for the 2025 budget the Airport has increased our funding from \$30,000 per year to \$60,000 per year. We are hoping funding will be coming back in the near future.

ITEM 2

APPROVAL OF THE MINUTES FROM SEPTEMBER 26, 2024 BOARD MEETING:

(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the September 26, 2024 Bi-County Airport Board Meeting minutes.
MOVED BY: Council Member Lee Ann McDermott
SECONDED: Commissioner Bill Gaughan
VOTE: Unanimous.

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ITEM 3

AIRPORT FINANCIAL REPORT:

(Chris Dalessandro, Director of Finance)

A. Financial Report:

- (1) Recommend that the Board ratify the invoices and payments from September 2024 in the amount of **\$1,206,493.34** which include **\$931,206.51.** in construction project invoices.

MOTION: Request the Airport Board approve the ratification of September invoices.

MOVED BY: County Manager Romilda Crocamo

SECONDED BY: Council Member Greg Wolovich

VOTE: Unanimous.

(2) **Revenue - Expense Report**

As noted on the attached profit/loss statements, for the month of October 2024, Airport Operations had profit totaling **\$339** compared to a loss of **\$100,493** in October 2023 which is a difference of **\$100,832.**

Year to date, our profit is **\$79,053** as compared to a loss in October 2023 of **\$742,456** a difference of **\$821,509.**

Invoices received since the last meeting for supplies and services totaling **\$869,130.38** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$517,580.25.**

(3) **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.

MOTION: Request the Airport Board approve the above transactions and payments as indicated.

MOVED BY: Council Member Lee Ann McDermott

SECONDED BY: County Manager Romilda Crocamo

VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. Change Orders

ACP 22-02 Terminal Building - HVAC Replacement - Mechanical Contract

Change Order No. 2

Recommend the Airport Board Approve Change Order #2 increasing our Mechanical Contract with Scranton Electric Heating and Cooling, \$12,671.86 from \$6,989,863.61 to \$7,002,535.47, subject to FAA, PDOT-BOA and solicitor's concurrences.

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ENGINEERING REPORT – Cont’d...

Replacement of plenum unit heaters located above exterior plaster ceilings required larger access panel openings for installation. Heaters the same size as the existing units are no longer available. This change order reflects the costs associated with providing those larger access panels.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

ACP 22-02 Terminal Building – HVAC Replacement – General Contract

Change Order No. 1

Recommend the Airport Board Approve Change Order #1 increasing our General Contract with Scranton Electric Heating and Cooling, \$16,714.82 from \$195,000.00 to \$211,714.82, subject to FAA, PDOT-BOA and solicitor’s concurrences.

This change order reflects the deduct of the contract allowance and the addition of costs associated with demolition of walls and floors required for the removal of the existing boiler flue. It also includes the restoration of the walls and floor after the installation of the new flue.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: Council Member Greg Wolovich
SECONDED BY: County Manager Romilda Crocomo
VOTE: Unanimous.

ACP 22-02 Terminal Building – HVAC Replacement – Electrical Contract

Change Order No. 1

Recommend the Airport Board Approve Change Order #1 decreasing our Electrical Contract with Everon Electrical Contractor, Inc., \$30,921.36 from \$229,890.00 to \$198,968.64, subject to FAA, PDOT-BOA and solicitor’s concurrences.

This change order reflects the deduct of the project allowance line item and the deduct for electrical work associated with the installation of a temporary boiler that was not used.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Lee Ann McDermott
VOTE: Unanimous.

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ENGINEERING REPORT – Cont’d...

Change Order No. 2

Recommend the Airport Board Approve Change Order #2 increasing our Electrical Contract with Everon Electrical Contractor, Inc., \$4,220.59 from \$198,968.64 to \$203,189.23, subject to FAA, PDOT-BOA and solicitor's concurrences.

This change order reflects work necessary to deal with unforeseen field conditions to maintain fire alarm systems during construction and to provide adequate power and control systems.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

Change Order No. 3

Recommend the Airport Board Approve Change Order #3 increasing our Electrical Contract with Everon Electrical Contractor, Inc., \$31,492.82 from \$203,189.23 to \$234,682.05, subject to FAA, PDOT-BOA and solicitor's concurrences.

This change order reflects the electrical work and materials necessary to provide operational efficiency adding boiler plant recirculation pumps under the mechanical contract.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: Council Member Lee Ann McDermott
SECONDED BY: Council Member Greg Wolovich
VOTE: Unanimous.

Change Order No. 4

Recommend the Airport Board Approve Change Order #3 increasing our Electrical Contract with Everon Electrical Contractor, Inc., \$33,240.46 from \$234,682.05 to \$267,922.51, subject to FAA, PDOT-BOA and solicitor's concurrences.

This change order reflects the work necessary to deal with unforeseen field conditions. Based on record drawings utilized in design, adequate power and circuits were available to serve the new roof top units to be installed. Those circuits were not available resulting in the need for additional circuits to be provided.

We request that the Board approve this change order.

MOTION: Request the Airport Board approve the above change order.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Commissioner Bill Gaughan
VOTE: Unanimous.

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ENGINEERING REPORT – Cont'd...

D. 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.

Taxiway B Extension Paving and Lighting – Leeward Construction, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction – Working with consultant on grant closeouts.

On the Taxiway B Extension Site Preparation; no change in status. Final work on contract is suspended until the start of the next contract.

On the Localizer Relocation; – Working with consultant on contract & grant closeout.

On the Taxiway Paving and Lighting – A grant offer for the project has been made and accepted. Final Notice of Award has been sent to the Contractor and the contact has been circulated for signatures. We had an informal pre-construction meeting with the contractor to review start-up dates for the project. We will be issuing an administrative notice to proceed to allow the Contractor to start the shop drawing submittal process in order to start ordering long-lead items. Construction Notice to Proceed on this phase is anticipated in the Spring of 2025.

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services – KBA Engineering, p.c.

Contractor – American Asphalt

We are working with the consultant and the contractor to schedule the last of the punch list work and continue work on contract and grant closeout.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services – Borton-Lawson

PEMB Procurement – Rise Construction

General Construction – D & M Construction

Hangar and office spaces are substantially complete and Geisinger Life Flight official took occupancy on October 16th. Some punch-list items remain to be completed and we are working with the consultant and the contractor to get those items completed and resolved. A ribbon cutting for the project was held on October 31st. Work on contract and grant closeout is underway.

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ENGINEERING REPORT – Cont’d...

ACP 22-01

Terminal Expansion – COVID Mitigation
Design Services – McFarland-Johnson, Inc.

We have received and are reviewing the 100% bid documents for the project. We were unsuccessful with our application for funding under the BIL-ATP. We continue to review alternative funding sources as while planning bidding strategies ahead of the next Notice of Funding Opportunity under BIL-ATP.

ACP 22-02

HVAC System Replacement – Joseph M. McDade Terminal Building
Design Services – C&S Engineers
General & Mechanical Prime – Scranton Electric Heating and Cooling
Electrical Prime – Evereon Electrical Contractors

Installation of the new boilers and boiler flue is complete, hydronic system has been refilled and the system is now running. Work continues on installation of new AC units in communications room as well as electrical work to support new installations and control system installation. Replacement of jet bridge HVAC units has also begun, support beams for vestibule air curtains have been installed and replacement of roof top units is underway. We continue to meet bi-weekly to review progress, address schedule impacts on operations and resolve any issues that arise. Overall project completion is slated for May of 2025.

ITEM 5

DIRECTORS REPORT:

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

A. Passenger Activity:

As noted on the attached “Airport Quick Look” charts, passenger enplanements for the month of October 2024 increased **33.3%** to **23,584** from **17,692** in the month of October 2023.

In October 2024, **2** departing flights were cancelled, **both** for **weather**. This accounts for **274** (0.9%) out of a total of **31,607** departure seats. Also, **2** arriving flights were cancelled, all for **weather**.

B. General Aviation Operations:

For October 2024, General Aviation had **2,049** operations (one take-off or one landing) which is an increase of **5.4%** from October 2023, General Aviation Operations.

General Aviation revenues increased **\$4,575.46** or **27%** to **\$21,769.36**.

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ITEM 6

CONTRACTS:

(Carl R. Beardsley Jr., Executive Director)

A. Marketing

Request the airport Board approve the Amendment extending the Marketing agreement until December 31, 2024.

MOTION: Request the Airport Board approve the Marketing agreement extension.

MOVED BY: County Manager Romilda Crocomo

SECONDED BY: Council Member Lee Ann McDermott

VOTE: Unanimous.

B. Communications/Public Relations

Request the airport Board approve the Amendment extending the Communications/Public Relations agreement until December 31, 2024.

MOTION: Request the Airport Board approve the Communications agreement extension.

MOVED BY: Council Member Greg Wolovich

SECONDED BY: Council Member Lee Ann McDermott

VOTE: Unanimous.

ITEM 7

PERSONNEL:

(Carl R. Beardsley Jr., Executive Director)

A. Appointments:

Request the Airport Board approve the appointment of Michelle Aigeldinger to Director of Human Resources effective November 1, 2024.

MOTION: Request the Airport Board approve mentioned appointment.

MOVED BY: County Manager Romilda Crocomo

SECONDED BY: Council Member Lee Ann McDermott

VOTE: Unanimous.

ITEM 8

OTHER MATTERS:

(Carl R. Beardsley Jr., Executive Director)

A. Budget:

We request the Airport Board approve the budget as presented.

MOTION: Request the Airport Board approve the 2025 budget.

MOVED BY: County Manager Romilda Crocomo

SECONDED BY: Commissioner Chris Chermak

VOTE: Unanimous.

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OTHER MATTERS - Cont'd...

B. Ft. Myers & Tampa Inaugural

Ft. Myers started October 4th departing on Sunday & Thursday and Tampa started October 18th departing on Monday & Friday. Both flights are doing well.

C. Employee Commendation

Dorren G. sent an email on October 8, 2024 regarding her mother falling at the airport while traveling. She wanted to commend the Airport employees who made her feel at ease and how wonderful they were with her. Adam Kizer, Peter Mataloni, Matt McGlynn, Joe Trently from Airport Operations along with Edwin Torres from Breeze and Officers Carl Strasburger and Victor Santiago were all recognized and given certificates of appreciation for their professionalism.

D. REAL ID

REMINDER that REAL ID goes into effect on May 7, 2025. Pennsylvanians will need a REAL ID-compliant driver's license / Photo ID, or another form of identification (such as a valid passport or military ID) to board a domestic commercial flight.

ITEM 9

ADJOURNMENT:

(Matt McGloin, Chair)

MOTION: Commissioner Matt McGloin made a motion to adjourn the meeting.
MOVED BY: County Manager Romilda Crocomo
SECONDED BY: Council Member Greg Wolovich
VOTE: Unanimous.

The meeting was adjourned at 11:05 A.M.