

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
DECEMBER 21, 2021**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 21, 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  
Commissioner Debi Domenick  
Councilman Timothy McGinley  
Councilwoman Lee Ann McDermott  
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:** Attorney Don Frederickson, Lackawanna County Solicitor  
Germaine Helcoski, Lackawanna County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 1**

**PUBLIC COMMENTS:**

*(Tim McGinley, Chair)*

None.

**ITEM 2**

**APPROVAL OF THE MINUTES FROM NOVEMBER 18, 2021 BOARD MEETING:**

*(Tim McGinley, Chair)*

**MOTION:** To accept and approve the minutes from the November 18, 2021 Bi-County Airport Board Meeting.

**MOVED BY:** Commissioner Jerry Notarianni

**SECONDED:** Councilwoman Lee Ann McDermott

**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 November 2021, Airport Operations had a net loss totaling **\$147,740** compared to a net loss of **\$283,998** in November 2020, which is a difference of **\$136,258**. Year-To-Date 2021, Airport Operations had a net loss totaling **\$2,484,373**, as compared to a loss of **\$2,597,375** in 2020, which is a difference of **\$113,002**.

Invoices received since the last meeting for supplies and services totaling **\$462,197.82** are presented on the attached sheets for review and approval of the Board. These invoices include **\$131,405.98** for major construction project costs.

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

**Rehabilitate Taxiway D**  
**ACP 17-14**

C & S Companies \$20,788.03  
Invoice #0198690, dated December 1, 2021, for Inspection.

**Taxiway B Extension**  
**ACP 18-03**

McFarland Johnson \$44,882.08  
Invoice #1, dated November 23, 2021, for Construction Observation and Admin Services.  
McFarland Johnson \$38,901.87  
Invoice #14A, dated November 23, 2021, for Design.

**Baggage Belt Refurbishment**  
**ACP 20-02**

C & S Companies \$ 1,970.00  
Invoice #0198383, dated November 17, 2021, for Design.

**Runway 4 Cat II Feasibility Study - Phase 1**  
**ACP 20-03**

McFarland Johnson \$24,864.00  
Invoice #01F, dated July 1, 2021, for Design.

The following PFC transfers are recommended for Airport Board Approval. PFC Drawdown #2021/11

**Rehabilitate Taxiway D**  
**Project #13-012**

C & S \$ 1,039.40 CIP 19617-14  
(2) CARES Grant.

The Airport has received **\$7,078,473** in reimbursements and has applied for an additional draw in the amount of **\$176,289**. Balance of the grant totals **\$12,789,239**.

We request the Airport Board approve these transactions and payments.

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

**B. Agreement: Flippit**

Recommend the board approve the term sheet agreement (attached) with Flippit to move forward with pilot program to a formal concession agreement.

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

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

**ITEM 4**

**AWARDS, AGREEMENTS and RESOLUTIONS**  
*(Carl R. Beardsley, Jr., Executive Director)*

**A. Air Service Consultant**

On October 15, 2021, the Airport issued a Request for Qualifications and Experience Statements for an Air Service Consultant. Four (4) firms provided responses to the RFQ:

- ASM North American, New York, NY
- Boyd Group International, Evergreen, CO
- InterVistas, Washington, DC
- Volaire Aviation, Fishers, IN

All four (4) companies' proposals were reviewed and interviews were conducted by Airport Administration. Volaire Aviation was ranked as the best match relevant to the Scope of Work listed in the RFQ. We recommend the Airport Board approve an agreement with Volaire Aviation pending Solicitors' review.

**MOTION:** To approve the recommendation as presented.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Interim County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**B. Air/Ground Hangar Consultant**

On November 15, 2021, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the Air Medical Hangar project. Submittals were due on December 8, 2021.

Seven firms provided responses to the RFQ;

Ballina Group, LLC, Dunmore, PA  
Borton-Lawson, Wilkes-Barre, PA  
Burns & McDonnell, Conshohocken, PA  
C&S Engineers, Inc., Philadelphia, PA  
hemmler + camayd architects, Scranton, PA  
Highland Associates, Clarks Summit, PA  
KBA Engineering, p.c., Jermyn, PA

After review of these responses by Airport Administration Staff, **Borton Lawson** was selected as the best suited to meet the Airport's needs for the project.

Funding of this project is 50% State Capital Grant and 50% Airport funds.

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**AWARDS, AGREEMENTS and RESOLUTIONS – Cont’d...**

We request the Airport Board approve the selection and authorize airport staff to negotiate a scope and fee proposal with the design team and prepare a design service contract for approval at a future board meeting.

**MOTION:** To approve the agreement as presented.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Interim County Manager Romilda Crocamo  
**VOTE:** Unanimous.

**C. Agreements: Airlines**

The Bi-County Airport Board dba Wilkes-Barre/Scranton International Airport (the Board) owns, operates, develops, and maintains the Wilkes-Barre/Scranton International Airport (the Airport or AVP).

The Board, United Airlines, Inc. (United) and American Airlines (American) are presently in an agreement that permits United and American to conduct an Air Transportation Business at AVP. United currently offers passenger air service between AVP and Chicago O’Hare International Airport (ORD) and AVP and Washington DC, Washington Dulles International Airport (IAD); American currently offers passenger air service between AVP and Charlotte Douglas International Airport (CLT) and Chicago O’Hare International Airport (ORD).

The Board, United and American desire to enter into a new agreement that will grant certain specified rights to allow United and American to continue using AVP and its Airport facilities to provide passenger air service in exchange for the payment of established fees and charges. The parties have negotiated specific terms and conditions regarding United and American’s use and lease of certain facilities at AVP and the fees and charges to be paid by United and American for such use.

Accordingly, the Board hereby authorizes the execution of the Airline Operating Agreement with United Airlines, Inc. and American Airlines effective beginning January 1, 2022 and continue for a term of three (3) years.

**MOTION:** To approve the agreement as presented.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**D. Resolution: Public Speaking**

The Bi-County Airport Board shall provide time at the beginning of each Airport Board meeting for public comment regarding items on the agenda for that meeting. The presenter shall state his/her name and may speak for not more than three (3) minutes, unless such time is extended at the discretion of the Chair.

Any behavior that is disruptive of the Meeting or meeting decorum may result in removal from the Meeting.

We recommend the Airport Board approve this Resolution.

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**AWARDS, AGREEMENTS and RESOLUTIONS – Cont’d...**

**MOTION:** To approve the resolution as presented.  
**MOVED BY:** Interim County Manager Romilda Crocomo  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 5**

**PERSONNEL:**  
*(Carl Beardsley, Executive Director)*

Recommend the Airport Board appoint Edwin Colon, Plymouth PA to the position of Maintenance II upon completion of Airport Clearances.

**MOTION:** To approve the appointment of personnel.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**ITEM 6**

**ENGINEERING REPORT:**  
*(Steve Mykulyn, P.E., Director of Engineering)*

**A. Award: Bag Belt**

Bids for Construction of the “Baggage Belt Rehabilitation” Project were opened on Tuesday, December 7, 2021 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Controller, Michelle Bednar. Two bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, C&S Engineers, provided a recommendation as to award. C&S recommended award of the Contract in the amount of \$652,560.00 to the low bidder, Symbrant Aviation Services, Farmingdale, NY, (see attached). Bid tabulation is provided below:

Symbrant Aviation Services	\$652,560.00
Western Industrial Contractors	\$798,898.00

Recommend the Airport Board award the Project to **Symbrant Aviation Services**, and authorize Airport Staff to prepare a contract for approval at a future board meeting, pending solicitor’s concurrence. This project is 100% airport funds and is eligible for reimbursement under the CARES Act.

**MOTION:** To approve the award as presented.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**B. Bid Rejection: Terminal Drive**

Bids for Construction of the “Rehabilitate Access Road (Terminal Drive)” Project were opened on Wednesday, November 11, 2021 at 3:00 P.M. in the Airport Board Room by Administration and Lackawanna County Deputy Controller, Germaine Helcoski. A total of three bid packages were received and opened. Bid tabulation is provided below:

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**ENGINEERING REPORT – Cont’d...**

American Asphalt Paving Corporation	\$2,232,880.00
Fabcor, Inc.	\$2,234,381.00
Linde Corporation	\$2,998,360.00

After review of the bids with the consultant, and reviewing the project funds available for the project airport staff recommends rejecting the bids and reworking of the bid package into two bids: one for roadway work and the other for work associated with signage. It is anticipated that available funds will cover the roadway reconstruction, and airport staff with seek other funding sources for the signage rehabilitation bid.

We ask the board to approve the bid rejection and authorize the re-bid of the project (as indicated) and the airport staff to seek the additional funding needed.

**MOTION:** To approve the rejection of bids and authorize re-bid of the project as noted.  
**MOVED BY:** Commissioner Chris Chermak  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

**C. Award: Switchgear Replacement**

Recommend the Airport Board approve 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. The total price for equipment and services is \$208,000.00 and does not include provisions for emergency power during the installation of the new controls. 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 contract as presented.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED BY:** Interim County Manager Romilda Crocomo  
**VOTE:** Unanimous

**D. 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 was conducted at the end of November. We work now to close the contract and grants.

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.

The Contractor on the project continues to mobilize equipment and materials for the work. We had our pre-construction meeting and anticipate issuing a Notice to Proceed in the first week of the new year. Coordination also continues with DEP on the permit for our culvert for the tower access road stream crossing.

And 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.

We recommended the rejection of the bids and rebidding of the work in two separate packages, as noted earlier. We are working to apply for additional funding and will give the consultant the go ahead on repackaging the project as previously discussed.

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 7**

**DIRECTOR’S REPORT:**

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

**A. Passenger Activity**

Passenger enplanements for the month of November 2021 increased **111.1%** to **15,831** from **7,498** in the month of November 2020. Additionally, seat availability increased **81.4%** in November 2021 when compared to November 2020. Load factors remain at a very impressive **87.8%** in 2021.

**B. General Aviation Operations**

For November 2021, General Aviation had **1,103** operations (one take-off or one landing) which is a decrease of **12.3%** from November 2020, General Aviation Operations. General Aviation revenues decreased **\$3,555** or **17%** to **\$17,787**.

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**ITEM 8**

**OTHER MATTERS:**

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

**A. ATI Hangar Update Ribbon Cutting** will take place immediately following adjournment.

**DISCUSSION:**

Mr. McGinley praised the Administration for the 2021 rebound, but cautioned he expects there will be more challenges ahead with regard to the new COVID variant. He wished everyone a Happy Holiday Season.

**ITEM 9**

**ADJOURNMENT:**

*(Tim McGinley, Chair)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

The meeting was adjourned at 10:57 AM.