

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 20, 2022**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Tuesday, December 20, 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
Commissioner Debi Domenick
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
Walter Griffith, Luzerne County Controller
Thomas Sokola, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENTS:
(Chris Chermak, Chair)

COMMENT: None.

ITEM 2

APPROVAL OF THE MINUTES FROM NOVEMBER 30, 2022 BOARD MEETING:
(Chris Chermak, Chair)

MOTION: To accept and approve the minutes of the November 30, 2022 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Timothy McGinley

SECONDED: Commissioner Jerry Notarianni

VOTE: Unanimous

ITEM 3

PRESENTATION:
(Jerry Splitt, Life Flight Program Director, Geisinger Health System)

Mr. Beardsley introduced Mr. Jerry Splitt, Geisinger Life Flight Program Director, who explained the value of their partnership with AVP for many years.

ITEM 4

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

A. Contract: Geisinger

The Wilkes-Barre/Scranton International Airport Bi-County Airport Board has had a long-term partnership with Geisinger Medical Center (GMC). For many years, GMC has operated its air ambulance (Life-Flight) in an AVP owned hangar on our General Aviation Apron.

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In continuation of this business relationship, GMC wants to lease a portion of a new hangar that will be constructed by AVP on our South General Aviation Apron. As a part of this agreement, AVP, at its own cost, will construct an aviation hangar pursuant to the plans and specifications attached to the associated agreement. Conversely, GMC will lease a portion of the new hangar after construction once the new building is completed.

Airport Staff is requesting that the Airport Board approve an agreement between GMC and AVP to lease hangar space.

MOTION: To approve the Agreement as presented.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Contract: Airport Security Extension

Recommend the Board approve first extension to Tri State Securities for One Year with the following amendment Term: The term for Security Services Agreement shall be extended for a period of One (1) year commencing January 26, 2023 and terminating January 25, 2024.

Compensation - Airport agrees to pay TSI for security services according to the following schedule, commencing January 26, 2023:

Hourly rate for Chief -	\$26.80
Hourly rate for Co-Lead -	\$25.35
Hourly rate for Regular Security Guard (Armed) -	\$23.55

The rate increase is 6% over the prior year or approximately \$24,000.00.

MOTION: To approve the Agreement as presented.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

C. Contract: Airport Uniforms

Recommend the Airport Board approve the Airport Supply and Cleaning of Airport Uniforms Agreement between Cintas Corporation Northeast Group, 1065 Hanover St., Suite 105, Wilkes-Barre, PA and the Wilkes-Barre/Scranton International Airport effective February 1, 2023 through January 31, 2027 at an annual fee of \$18,329.28.

MOTION: To approve the Agreement as presented.
MOVED BY: Commissioner Debi Domenick
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous

D. QTA Adjustment

The Wilkes-Barre/Scranton International Airport (AVP) recently began a project known as the QTA construction project (QTA). This project entails designing and the constructing a building known as a QTA or quick turnaround facility.

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CONTRACTS - Cont'd...

The car rental companies use this QTA to wash their vehicle and provide minor maintenance and automobile repairs. The QTA buildings are often located near to car rental service counters for better service. That way, customers receive their car in the quickest way possible.

The QTA design and construction project is often paid for utilizing a user fee known as Customer Facility Charge (CFC). The car rental companies collect a daily CFC from their customers and once collected they remit it to a financial institution so that the debt associated the building can be paid for.

Recently, a discrepancy was uncovered with respect to the amount collected for this project after closing of the financing. In order to bring the project to fruition we recommend a one-time rate adjustment to the CFC schedule by one year to address the impact to returns in the amount of \$0.25.

MOTION: To approve the rate adjustment as recommended.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 5

AIRPORT FINANCIAL REPORT:

(Gary Borthwick - Assistant Airport Director)

(1) Revenue - Expense Report .

As noted on the attached profit/loss statements, for the month of November 2022 Airport Operations had a net loss totaling **\$18,879** compared to a net loss of **\$147,827** in November 2021 which is a difference of **\$128,949**. Year to date, Airport Operations had a net loss of **\$1,706,781** compared to a net loss of **\$3,550,523** in 2021, which is a difference of **\$1,843,741**.

Invoices received since the last meeting for supplies and services totaling **\$751,721** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$428,619.77**.

Extend Taxiway B
ACP 18-03

JBS Dirt, Inc. \$391,903.20
Invoice #8, dated December 14, 2022, for Construction.

Baggage Belt Refurbishment
ACP 20-02

C & S \$4,670.13
Invoice #1107803, dated December 12, 2022, for Construction Administration.

Fuel Farm Overfill Protection
ACP 21-03

C & S \$246.00
Invoice #1107376, dated November 28, 2022, for Professional Services.

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WBSIA Air and Ground Emergency Medical Hangar
ACP 20=04

Borton Lawson \$31,800.44
Invoice #2022-5376-002-0000003, dated November 16, 2022, for Professional Services.

(2) CARES Grant.

The Airport has received **\$8,801,751** in reimbursements. Balance of the grant totals **\$11,242,620.**

We request the Airport Board approve these transactions and payments.

MOTION: To approve the transactions and payments.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED: Commissioner Debi Domenick
VOTE: Unanimous

(3) 2023 Budget

The Budget of 2023 includes a revenue projection of \$6,908,356 and expenses at \$7,630,627. Those are increases of 11% and 12% respectively.

REVENUE:

Airline landing revenues will increase with the addition of main line equipment and additional service with rates and charges remaining constant from the prior year.

EXPENSES:

Administrative Salary and Wages will increase 3% overall, due to Personnel adjustments and consolidation of positions. Bargaining Unit Agreement increases will average 5%, which include projected overtime allowance and holiday rates. Health Insurance is projected to increase less than last year due to increases in participation by CBA personnel and Premiums (3.6%). Electricity costs are projected to be steady due to locked in rates (.06062/KW) with electricity providers from the previous year. These rates are locked through 2026.

Marketing and Promotion are projected to remain constant with majority of expenses used on air service development.

All other increases or decreases to expenses are based on recent historical usage and meetings with respective directors and the Superintendent for their input on what they expect in the coming year.

The majority of the projected loss is primarily attributable to Maintenance and Repair to several areas within the Terminal Building, and will be funded with CARES to offset projected loss.

We recommend the Board approve the Budget for 2023.

MOTION: To approve the 2023 Budget
MOVED BY: Councilman Timothy McGinley

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FINANCIAL REPORT - Cont'd...

SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

ITEM 6

PERSONNEL:

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

A. Appointment

Request the Airport Board appoint Joseph Trently of Moosic, PA to the position of Maintenance 2 upon confirmation of airport clearances.

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

B. Contract Extension

Mr. Chermak asked for a motion to extend the Executive Director's contract through 2026.

MOTION: To extend the contract.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilman Timothy McGinley
VOTE: Unanimous

ITEM 7

ENGINEERING REPORT:

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

A. Consultant Selections :

(1) ACP 22-01 COVID Mitigation Terminal Improvements - Joseph M. McDade Terminal Building:

On November 2, 2022, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the "COVID Mitigation Terminal Improvements - Joseph M. McDade Terminal Building" project. Submittals were due on November 21, 2022.

One firm provided a response to the RFQ:

- McFarland-Johnson, Inc., Binghamton, NY

After review by Airport Administration Staff, the submission was determined to be responsive. McFarland-Johnson was determined to have adequate credentials to meet the Airport's needs for the project. In addition, Staff consulted with legal authorities and the FAA's Harrisburg Airports District Office, to confirm that award could be made to a single respondent.

The Airport recommends the Board award the project to McFarland-Johnson, Inc. and authorize Staff to begin contract scope and fee negotiations for approval at a later Board meeting.

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ENGINEERING REPORT – Cont’d...

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

(2) ACP 22-02 HVAC System Replacement – Joseph M. McDade Terminal Building

On November 2, 2022, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the “HVAC System Replacement – Joseph M. McDade Terminal Building” project. Submittals were due on November 21, 2022.

Three firms provided responses to the RFQ:

- Borton-Lawson, Wilkes-Barre, PA
- C&S Engineers, Inc., Philadelphia, PA, and
- Highland Associates, Clarks Summit, PA

After review of these responses by Airport Administration Staff, it was determined that all three respondents be interviewed. Interviews were conducted on December 7th, 8th and 13th, by Airport Administration Staff.

C&S Engineers, Inc. was selected as the most suitable to meet the Airport’s needs for the project.

The Airport recommends the Board award the project to C&S Engineers, Inc. and authorize Staff to begin contract scope and fee negotiations for approval at a later Board meeting.

MOTION: To approve the contract supplement as presented.
MOVED BY: Commissioner Chris Chermak
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

B. Re-Bid Authorization: ACP 21-03, Aviation Fuel Farm Overfill Protection & Fuel Pump Replacement

Bids for Construction of the “Aviation Fuel Farm Overfill Protection & Fuel Pump Replacement” Project were scheduled to be opened on Tuesday, December 6, 2022 at 2:00 P.M.

At the time of the bid opening no bid packages were received. Airport Staff will work with the Consultant to repackage the bid document and re-advertise.

The Airport requests the Board authorize the Re-Bid of the Project.

MOTION: To approve the contract supplement as presented.
MOVED BY: Councilman Timothy McGinley
SECONDED: Commissioner Jerry Notarianni
VOTE: Unanimous

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ENGINEERING REPORT - Cont'd...

A. 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 - No change in status. 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 with some preparatory work starting before the end of the year.

On the Localizer Relocation, have been bid and awarded. Grant application to fund this phase of the project is pending.

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

ACP 18-04

Rehabilitate Access Road (Terminal Drive)

Design Services - KBA Engineering, p.c.

A notice to proceed was issue to the Contractor and some of the catch basin rehabilitation work has begun. As weather permits, we anticipate that the construction on the catch basin rehabilitation and some of the roadway stabilization will continue on a limited basis 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. Work will resume with the outbound baggage belts when materials are received after the holidays. 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 continue to coordinate the work with the consultants and are working on bidding and grant funding schedules. We meet every other week with the consultants to review progress on the design.

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ENGINEERING REPORT – Cont’d...

ACP 21-03

Overfill Protection and Pump Replacement, Aviation Fuel Farm

Design Services – C&S Engineers

No bids were received on the project at the bid date. Our consultant poled plan holders and potential bidders and believes that some adjustments in the project bid documents could lead to more favorable results in bidding. Those potential changes are being reviewed and vetted and we anticipate rebidding the project early next year.

DISCUSSION: Mr. McGinley asked if it was unusual to not receive any bids, to which Mr. Mykulyn replied that with current conditions, i.e. contractors are extremely busy, and we had a short window of opportunity that we provided in order to achieve the replacement of the existing pump with the new pump. We’re working on ways that we can extend that time period that we can be without a pumping ability, by having additional fuel sources onsite. We’re hoping that change will make things more amenable.

ITEM 8

DIRECTOR’S REPORT:

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

Mr. Beardsley reported for the month of November 2022, when compared to November 2021, passenger boardings increased by 2.7% and seat availability increased 3.8%.

Load factors for November 2022 averaged 87%; with American Airlines, individually coming in at an impressive 92.3% load factor.

ITEM 9

OTHER MATTERS:

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

A. Real ID

Mr. Beardsley reported Real ID has extended its compliance deadline until May 7, 2025.

B. Employee Recognition

Mr. Beardsley recognized AVP Employees Brian Williams and Dave Mickavicz for their 10 and 15 years, respectively, of service to the Airport.

DISCUSSION: Mr. McGinley wished everyone a Merry Christmas and Happy Hannukah, and a great, healthy New Year. Mr. Chermak added that he was in touch with the Air Traffic Control Tower and they have cleared the runway for the arrival of Santa!

Mr. Beardsley thanks the Board for extending his contract and recognized the great team that works with him on a daily basis and greatly appreciates their good work.

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ITEM 10

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 11:07 AM.