

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 13, 2023**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Wednesday, December 13, 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
Councilwoman Lee Ann McDermott

ALSO, PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Eric McKitish, Director - Marketing, Communications & Air Service Dev.
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Thomas Sokola, Luzerne County Deputy Controller

ABSENT: Commissioner Debi Domenick
Walter Griffith, Jr., Luzerne County Controller
Reggie Mariani, Lackawanna County Deputy Controller

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

None.

ITEM 2

APPROVAL OF THE MINUTES FROM NOVEMBER 30, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the November 30, 2023 Bi-County Airport Board Meeting minutes.
MOVED BY: County Manager Romilda Crocamo
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 3

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

At this time, we are not available to report any numbers. They are not yet available for November.

ITEM 4

ENGINEERING REPORT:

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

A. Change Orders

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ENGINEERING REPORT – Cont’d...

1. ACP 18-03 Taxiway B Extension (Runway 4 Approach End) - Taxiway Extension (Construction)

a. Change Order No. 1

Recommend the Airport Board Approve Change Order #2 increasing our Contract with Leeward Construction, Inc. \$209,530.59 from \$7,231,945.50 to \$7,441,476.09, subject to FAA and solicitor’s concurrence.

This change order reflects the costs for installation of additional depth stormwater facilities to provide for closed-system stormwater conveyance critical to eliminating concentrated flows underneath the Taxiway B Extension. It also provides for continued access to our fuel spill prevention gate valve along the piped stormwater conveyance.

We request that the Board approve this change order to add this additional scope to the project.

MOTION: Request the Airport Board approve the above Change Order as indicated.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: 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. We continue to work on closing out the contract and grant. The FAA security contractor has completed installation of the access controls for the FAA gate on Tower Road.

On the Taxiway B Extension Site Preparation, installation of new stormwater facilities continues as do blasting, hauling and fill placement operations. Work on the project will be suspended for 10 days though the holidays and will resume and continue as weather permits after the New Year.

On the Localizer Relocation; We met yesterday with the FAA and the Contractor to discuss the disposition of the old localizer array and equipment shelter and the schedule for dismantling and demolition at the old localizer site. Items to be turned over and punch list items were enumerated. This remaining work will resume the second week in January and is expected to take two to three weeks to complete.

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ENGINEERING REPORT – Cont’d...

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

Concrete foundations for the hangar section are complete and backfilled and the site is rough graded. Excavation for site utilities and the ambulance garage are scheduled to begin this week. Hangar pre-engineered metal building steel erection is scheduled to begin next week. 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. Permit and Spill Prevention Plan updates are being made.

ACP 22-01

Terminal Expansion – COVID Mitigation

Design Services – McFarland-Johnson, Inc.

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

We met this week with the Consultant and the Contractors for the project. Administrative Notice to Proceed has been issued and submissions on schedules and materials will now begin.

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ITEM 5

PERSONNEL :

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

A. Appointments:

1. Request the Airport Board appoint Christopher Dalessandro, Dallas, PA, to Director of Finance, effective December 28, 2023.

County Manager Crocamo commented that the Airports gain is Luzerne Counties loss. She enjoys working with him and stated he is not only very smart but a hard worker. She will miss him and we chose wisely.

MOTION: Request the Airport Board approve the appointment of Chris Dalessandro as Director of Finance.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

2. Request the Airport Board appoint Joseph Kelly, Pittston PA, to Lead Fireman, effective upon confirmation of airport clearances, which includes a physical.

MOTION: Request the Airport Board approve the appointment of Joseph Kelly as Lead Fireman.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 6

DIRECTOR'S REPORT

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

Numbers are not yet received and therefore the Directors Report is not available for reporting at this time.

ITEM 7

OTHER MATTERS:

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

1. Farewell:

Since this will be their last meeting serving, the airport would like to thank Tim McGinley, Jerry Notarianni and Debi Dominick for their many years and dedication here at the airport which added to our success and wish them the best in their future endeavors.

Councilman Tim McGinley asked that all the Board Members give a comment. Mr. Chermak stated that is has been an honor and a pleasure serving with this Board. Working together has been a crazy but great four years.

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OTHER MATTERS - Cont'd...

Ms. McDermott stated that is has been wonderful serving with both Tim & Jerry and that having Luzerne County and Lackawanna County come together.

Ms. Crocamo stated that the Airport Board meetings were definitely on her YES column when she reapplied as County Manager. It is a pleasure to work with a group of people that have one goal in mind and that is to make the airport a shining star. Lackawanna County is like a second home to her and hopes that the two counties continue to forge a brighter path going forward. Mr. McGinley is her mentor, guide and north star and will be truly missed.

Mr. Notarianni stated he will miss everyone and that the airport has come a long way and everyone has done a great job. He will miss everyone and wants to thank everyone.

Mr. McGinley first wanted to thank the solicitors and all they do with contracts etc. He then thanked the staff and the great job they do and stated they are more than just the numbers. There is a lot of effort put in and that is what makes this place what it is. The administration staff does a great job and should be proud of all the work that is done. He said a few words about all of the Board Members, thanking them and stating how each one adds to the success of the Board. Everyone working together makes the airport what it is and adds to our positive reputation.

ITEM 8

ADJOURNMENT:

(Tim McGinley, Chair)

MOTION:	It is recommended to adjourn the meeting.
MOVED BY:	Councilwoman Le Ann McDermott
SECONDED:	County Manager Romilda Crocamo
VOTE:	Unanimous.

The meeting was adjourned at 10:52 A.M.