

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 19, 2024**

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 19, 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
Walter Griffith, Jr., Luzerne County Controller

ABSENT: Thomas Sokola, Luzerne County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENT:
(Matt McGloin, Chair)

Walter Griffith, Luzerne County Controller acknowledged and appreciates that the airport increased their funding for the LEO's from \$30,000 per year to \$60,000 per year, he stated Luzerne County cannot afford to continue funding the program. Walter asked that we continue to try to find a way to help fund the program. Carl Beardsley, Executive Director stated that we do not have any updates from TSA but we continue to reach out. Romild Crocamo, County Manager, mentioned that the program is an ongoing pursuit and is the responsibility of the Federal Government and all parties will continue to work on it.

ITEM 2

APPROVAL OF THE MINUTES FROM SEPTEMBER 26, 2024 BOARD MEETING:
(Matt McGloin, Chair)

MOTION: To accept and approve the minutes of the November 21, 2024 Bi-County Airport Board Meeting minutes.
MOVED BY: Council Member Lee Ann McDermott
SECONDED: Commissioner Bill Gaughan
VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 19, 2024

ITEM 3

AIRPORT FINANCIAL REPORT:

(Chris Dalessandro, Director of Finance)

A. Financial Report:

(1) Revenue - Expense Report

As noted on the attached profit/loss statements, for the month of November 2024, Airport Operations had a loss totaling **\$26,936** compared to a loss of **\$80,607** in November 2023 which is a difference of **\$53,671.**

Year to date, our profit is **\$66,722** as compared to a loss in November 2023 of **\$828,752** a difference of **\$895,474.**

Invoices received since the last meeting for supplies and services totaling **\$1,020,171.77** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$550,570.28.**

(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.

MOTION: Request the Airport Board approve the above transactions and payments as indicated.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Council Member Greg Wolovich
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

A. Projects:

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 - Contract is now closed out, working with consultant on grant closeout.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 19, 2024

ENGINEERING REPORT – Cont’d...

On the Taxiway Paving and Lighting – We’ve issued an administrative notice to proceed and the Contractor has started 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 close the contract and grant.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

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

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. Work on contract and grant closeout is underway.

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 continue to review alternative funding sources and

scenarios 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

Placement of last remaining roof top units to be replaced was completed last night. Those three units are expected to be completed connected and installed in the next few days. Work on the jet bridge units has been completed. Work on connections and communication and control wiring and systems continues. Work on system commissioning and balancing is underway as well as work on the graphics for the new system wide controls. Installation of the new curtain heaters in the entry vestibules is also nearing completion. The last remaining major work item will be the duct cleaning throughout the terminal. We continue to meet bi-weekly to review progress, address schedule impacts on operations

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 19, 2024

ENGINEERING REPORT – Cont’d...

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 November 2024 increased **50.8%** to **22,518** from **14,928** in the month of November 2023.

In November 2024, **2** departing flights were cancelled, **both** for **weather**. This accounts for **115 (0.4%)** out of a total of **30,970** departure seats. Also, **3** arriving flights were cancelled, **all** for **weather**.

B. General Aviation Operations:

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

General Aviation revenues increased **\$23,573.80** or **43%** to **\$40,055.65**.

ITEM 6

CONTRACTS:

(Carl R. Beardsley Jr., Executive Director)

A. Marketing

The Airport Board asked that we postpone the request to approve the Marketing & Communications agreement between Luzerne & Lackawanna Counties and Condron Sweda Advertising that was to be effective January 1, 2025 until the next board meeting.

MOTION: Request the postpone approval of the Marketing & Communications agreement.

MOVED BY: Council Member Lee Ann

SECONDED BY: McDermott County Manager Romilda Crocomo

VOTE: Unanimous.

B. Auditing Firm:

Request the Airport Board approve the Auditor agreement between Luzerne & Lackawanna Counties and Bakertilly US, LLP effective January 1, 2025.

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

MOVED BY: Council Member Lee Ann McDermott

SECONDED BY: Commissioner Bill Gaughan

VOTE: Unanimous.

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
December 19, 2024

ITEM 7

PERSONNEL:

(Michelle Aigeldinger, Director of Human Resources)

A. Retirement:

Request the Airport Board accept the retirement of Carmen Scrimalli, 2nd Shift Supervisor, effective December 20, 2024.

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

ITEM 8

OTHER MATTERS:

(Carl R. Beardsley Jr., Executive Director)

A. Holiday revision

We request the Airport Board accept the revised holiday schedule.

MOTION: Request the Airport Board approve the 2025 budget.
MOVED BY: Council Member Lee Amm McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

B. Gary Sinise Foundation

We request the Airport Board accept the revised holiday schedule.

Eric McKitish, Director of Marketing, Air Service and Communications, gave an update on the two families from Tunkhannock PA that were taking their trip to Orlando, FL on behalf of the Gary Sinise Snowball Express program. This foundation serves the surviving spouse and children of Fallen Heros to connect with other families of Fallen Heros who know what they are going through. American Airlines is the official airline of the Snowball Express program and the families were given a reception upon arrival and given an honor guard to the airline gate. This is an annual event and this year provided trips to more than 2200 families.

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 10:59 A.M.