

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
October 26, 2023

The scheduled monthly meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 26, 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
Councilwoman Lee Ann McDermott
County Manager Romilda Crocamo

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

ABSENT: Commissioner Debi Domenick
Germaine Helcoski, Lackawanna County Deputy Controller
Walter Griffith, Jr., Luzerne County Controller
Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1

PUBLIC COMMENT:

(Timothy McGinley, Chair)

NONE.

ITEM 2

APPROVAL OF THE MINUTES FROM SEPTEMBER 28, 2023 BOARD MEETING:

(Timothy McGinley, Chair)

MOTION: To accept and approve the minutes of the September 28, 2023 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Jerry Notarianni
SECONDED: Councilwoman Lee Ann McDermott
VOTE: Unanimous.

ITEM 3

AIRPORT 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 September 2023, Airport Operations had a loss totaling **\$114,443** compared to income of **\$117,061** in September 2022 which is a difference of **\$231,504**.

Year to date, our loss is **\$586,430** as compared to a loss in 2022 of **\$209,787** a difference of **\$376,643**.

Invoices received since the last meeting for supplies and services totaling **\$1,896,458.76** are presented on the attached sheets for review and approval of

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the Board. These invoices include major construction project costs of **\$1,556,418.11.**

(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.

B. CARES Grant:

The Airport has received **\$11,330,324** in reimbursements. Balance of the grant totals **\$8,714,038.**

We request the Airport Board approve these transactions and payments.

MOTION: Request the Airport Board approve the above transactions, payments as indicated.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

ITEM 4

ENGINEERING REPORT:

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

4. Engineering Report

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

A. Contract Award:

ACP 21-09 EMAS Bed Maintenance

Recommend the Airport Board accept the proposal from Runway Safe for Supply, delivery and installation of Blocks to replace Nine (9) EMAS blocks for AVP Runway 4 Departure End. (See attached)

Runway Safe recently completed an inspection and testing program at the Airport and recommended the replacement of nine (9) of the more than 5,000 blocks that make up the Airport's Engineered Material Arresting System (EMAS) Beds.

The total cost for these repairs is \$88,711.00. This project would be 100% reimbursable under the CARES Act.

We request that the Board approve this Contract Award.

MOTION: Request the Airport Board approve the above Contract Award as indicated.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman LeeAnn McDermott
VOTE: Unanimous.

B. Authorization to Bid:

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ACP 21-05 Boarding Bridge Canopy Replacement

Request the Airport Board authorize the solicitation of bids for Boarding Bridge Canopy Replacement.

MOTION: Request the Airport Board approve the above solicitation of bids as indicated.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: County Manager Romilda Crocamo
VOTE: Unanimous.

C. **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 which is now scheduled for November 6th.

On the Taxiway B Extension Site Preparation, installation of new stormwater facilities continues as do blasting, hauling and fill placement operations. Work will continue as weather permits.

On the Localizer Relocation; The equipment shelter and antenna array have been placed and fitted out. Flight check and commissioning of the new system was completed successfully. The new approach will be charted and published at the end of November, after which the old localizer array and equipment shelter will be decommissioned and dismantled.

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 we are working on punch lists.

ACP 20-04

GA Hangar (Emergency Medical Response Facility)

Design Services - Borton-Lawson

PEMB Procurement – Rise Construction

General Construction – D & M Construction

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The Contractor on the project has been issued a Notice to Proceed and work on site grading and excavation for the Hangar foundations has begun. Foundations are expected to be poured next week. 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

Work on the project has been completed and is awaiting final inspection. The new pumps with the new spill prevention system are in place and operational.

ACP 22-01

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

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 are continuing to work with our consultants on grant applications for funding based on FAA comments and guidance provided.

ITEM 5

CONTRACTS

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

A. Land Lease Addendum:

Recommend the Airport Board approve the Land Lease Addendum to extend the initial term of the lease between Luzerne and Lackawanna Counties and William S. Gilcrest to December 31, 2048. All other terms will remain in full force effect.

MOTION: Request the Airport Board approve the Land Lease Addendum.
MOVED BY: Commissioner Chris Chermak
SECONDED BY: Councilwoman LeeAnn McDermott
VOTE: Unanimous.

B. Insurance Broker Agreement:

Recommend the Airport Board approve the Insurance Broker Agreement between Luzerne and Lackawanna Counties and Joyce Insurance Group/Risk Strategies.

MOTION: Request the Airport Board approve the Insurance Broker Agreement.

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MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilwoman LeeAnn McDermott
VOTE: Unanimous.

ITEM 6

PERSONNEL

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

A. Resignation:

Request the Airport Board accept the resignation of John Engleman, Nanticoke PA, Lead Fireman, effective October 25, 2023.

MOTION: Request the Airport Board approve the resignation as indicated.
MOVED BY: Councilwoman LeeAnn McDermott
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

B. Appointments:

1. Request the Airport Board appoint Ronald J. Springer, Madison Twp. PA, to Maintenance 2, effective upon confirmation of airport clearances, which includes a physical.

MOTION: Request the Airport Board approve the above-mentioned appointment.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Commissioner Chris Chermak
VOTE: Unanimous.

ITEM 7

DIRECTOR'S 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 September 2023 decreased **7.4%** to **15,841** from **17,098** in the month of September 2022.

In September 2023, **4** departing flights were cancelled, all for ATC/weather. This accounts for **280 (1.4%)** out of a total of **20,905** departure seats. Also, **6** arriving flights were cancelled, all for ATC/weather.

B. General Aviation Operations:

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For September 2023, General Aviation had 1,514 operations (one take-off or one landing) which is an increase of 55% from September 2022, General Aviation Operations. General Aviation revenues decreased \$1,814.41 or 11% to \$14,318.35.

ITEM 8

Other Matters

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

A. Ribbon Cutting:

A ribbon cutting ceremony for the Quick Turn Around facility (QTA) will take place immediately following the Board Meeting. All are welcome to join.

B. Employee Handbook:

We ask that the Airport Board accept the proposed changes to the Employee Handbook as noted by Ufberg and Associates effective immediately.

MOTION: Request the Airport Board approve the appointments.
MOVED BY: Councilwoman Lee Ann McDermott
SECONDED BY: Councilman Chris Chermak
VOTE: Unanimous.

C. Budget:

We request the Airport Board approve the budget as presented.

MOTION: Request the Airport Board approve the appointments.
MOVED BY: County Manager Romilda Crocamo
SECONDED BY: Councilman Chris Chermak
VOTE: Unanimous.

ITEM 8

ADJOURNMENT:

(Tim McGinley, Chair)

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

The meeting was adjourned at 10:54 A.M.