

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
APRIL 17, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 17, 2014 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:37 A.M. with Commissioner Jim Wansacz presiding.

PRESENT: Commissioner Jim Wansacz
Commissioner Corey D. O'Brien
Board Member Robert Lawton
Board Member Rick Williams
Board Member Stephen A. Urban

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Gary Borthwick, Director of Finance
Attorney Mike Butera, Luzerne County Solicitor

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the March 20, 2014 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Jim Wansacz
SECONDED BY: Board Member Stephen A. Urban
VOTE: Unanimous

ITEM 4:
BUSINESS REPORT:
(Michael Conner – Assistant Airport Director)

Passenger Activity

DISCUSSION: Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of March 2014 increased 2.8% to 18,545 from 18,048 in the month of March 2013. Mr. Conner noted that when compared directly with the month of March 2013, the increase is attributed to a 46.8% increase in passengers to Philadelphia.

Enplanements for March 2014 compared to enplanements for March 2012 decreased by 458 or 2.4%. When compared directly with the month of March 2012, the decrease is attributed to: 1) the loss of two daily United flights to Newark; and 2) the seasonal loss of a daily United flight to Chicago O'Hare.

BUSINESS REPORT – Cont'd...

Enplanements for March 2014 compared to enplanements for February 2014 increased by 4,130 or 28.7%. This is attributable to 1:) the restoration of a third daily Delta flight to Detroit; 2) an increase in passengers in all AVP's nonstop markets, due to better weather, and 3) March being a longer month than February.

In March 2014, 26 departing flights were cancelled: 21 for air traffic/weather, 2 for mechanical, and 3 for crew unavailability. This accounts for 1,142 seats (5.1%) out of a total 22,387 departure seats. Also, 25 arriving flights were cancelled: 20 for air traffic/weather, 2 for mechanical, and 3 for crew unavailability.

General Aviation Operations.

DISCUSSION:

For March 2014, General Aviation had 758 operations (one take-off or one landing) which is an increase of 4% from March 2013's 726 General Aviation Operations. General Aviation revenues increased \$784 or 8% to \$10,492.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of March 2014, Airport Operations had a net loss totaling \$16,254, compared to a net loss of \$23,022 in March 2013, which is a difference of \$6,768. Year-to-Date our net loss for 2014 is \$158,235, which is \$104,857 more than the comparable 2013 loss of \$53,378. Invoices received since the last meeting for supplies and services total \$379,632.70. These invoices include major construction project costs of \$93,543.43.

Project Invoices.

DISCUSSION:

The following Airport Capital Project Invoices and Applications for Payment have been received since the last Board Meeting and are recommended for payment.

Taxiway B Extension Design.

ACP 11-01

L. R. Kimball \$ 7,829.34

Invoice # 523716, dated March 14, 2014, in the amount \$7,829.34 for design services.

L. R. Kimball \$ 77,274.79

Invoice # 524025, dated March 14, 2014, in the Amount \$ 77,274.79 for design services.

This project is 77.35% complete.

Aviation Fuel Farm Expansion.

ACP 13-08

L. R. Kimball \$ 8,439.30

Invoice # 523743, dated March 14, 2014 in the amount \$ 8,439.30 for design services.

This project is 2.46% complete.

BUSINESS REPORT – Cont'd...

PFC Status Report.

DISCUSSION:

Mr. Conner reported that the Airport collected \$197,683.21 (including \$1,257.92 interest throughout the first quarter of 2014), bringing the PFC Trust Account balance to \$1,536,686.89.

For PFC Application 93-01, 97-02 and 00-03, the Airport has expended \$9,532,125.05 (73%) out of a total collection authority of \$12,997,524; for PFC Application 08-05, the Airport has expended \$1,289,989 (85%) out of a total collection authority of \$1,518,104; for PFC Application 09-07, the Airport has expended \$117,929 (72%) out of a total collection authority of \$164,000; and for PFC Application 13-10, the Airport has expended \$2,121.188 (64%) out of a total collection authority of \$3,330.054; for PFC Application 13-09, the Airport has expended \$145,787 (4%) of a total collection authority of \$3,942,563.

Mr. Lawton asked what the staff's view of where the airport will end up at the end of the fiscal year, whereas the reports they have right now are just showing one month at a time, which is a good report, but he wants to know what this means for the end of the year. He feels it would raise the level of analysis and give the Board an extra comfort level, therefore he asked for an analysis of the Airport Budget going forward for the remainder of 2014. Mr. Conner replied that they could make some projections for that in the future.

MOTION:

Request the Airport Board approve the above transactions and payments.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Rick Williams

VOTE:

Unanimous

ITEM 5.

BID OPENING/AWARD.

(Michael Conner – Assistant Airport Director)

Aviation Fuel Farm Expansion.

MOTION:

Bids were opened Monday afternoon at 2:00 P.M., March 25, 2014 in the Airport's Conference Room by Airport Administration and Deputy Controller, Reggie Mariani for the Aviation Fuel Farm Expansion Project. Recommend the Board approve the award to the low bidder, Fabcor, Inc., Jessup, PA., pending final review and solicitor's concurrence.

Based upon available funding, Alternates #1B, #2B and #3D were selected.

Bidder Name

Base Bid and Selected Alternates

Fabcor	\$ 357,629.00
Minisealco	\$ 363,774.00
T. Brennan Heavy Equipment	\$ 380,866.00
Kruger Construction	\$ 464,415.00
North Coast Maintenance Corp.	\$ 527,405.00

Note: The Airport Engineer's estimate is: \$ 350,670.00

It is recommended that the bid award go to the low bidder, Fabcor at \$357,629.00.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Rick Williams

VOTE:

Unanimous

ITEM 6.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Aviation Fuel Farm Expansion.

MOTION:

Recommend the Airport Board approve the Agreement, subject to solicitor's concurrence, between Fabcor, Inc., Jessup, PA., and the Wilkes-Barre/Scranton International Airport, subject to receipt of PA Department of Transportation, Bureau of Aviation Grant Agreement, for the construction and materials needed for the Expansion of the Aviation Fuel Farm. Contract total is \$357,629.00 (State share 75%, \$268,221.75; Airport share 25%, \$89,407.25).

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Stephen A. Urban

VOTE:

Unanimous

MOTION:

Recommend the Airport Board approve Supplement No. 1 Agreement, subject to solicitor's concurrence, to the Engineering Services Agreement dated January 16, 2014 between CDI – Infrastructure, LLC, dba L. R. Kimball and the Wilkes-Barre/Scranton International Airport, subject to receipt of PA Department of Transportation, Bureau of Aviation Grant Agreement. Supplement No. 1 is for part time construction inspection services necessary for the construction of the Expansion of the Aviation Fuel Farm. Agreement not to exceed \$18,640.78.

MOVED BY:

Commissioner Jim Wansacz

SECONDED BY:

Board Member Stephen A. Urban

VOTE:

Unanimous

Airport's Accident Response Exercise.

DISCUSSION:

The Wilkes-Barre/Scranton International Airport will conduct a major accident response exercise Saturday, May 17, 2014. The drill will test the Airport's Accident Response Plan, demonstrate the ability of our communities to deal effectively with an aircraft accident, and provide disaster training for Aircraft Rescue and Firefighters and supporting agencies.

The exercise will fulfill the Federal Aviation Administration regulations, which mandates airports to conduct a major disaster exercise every three years. The drill will involve Airport Firefighters and emergency/medical personnel and equipment from many of the surrounding communities, including key community agencies, such as the Lackawanna and Luzerne Counties Emergency Management Agencies; and Communication Centers, American Red Cross and Emergency Management Services; Geisinger Medical Center and Regional Hospitals of Northeastern Pennsylvania.

The public is advised every effort will be made to make the drill as realistic as possible. The exercise will have no effect on airline operations. All flights will operate as scheduled. Any questions regarding the drill should be directed to the Airport's Public Safety Office.

Personnel.

DISCUSSION:

Mr. Centini notified the Airport Board that he will be retiring at the end of 2014, his last day on the job will probably be January 9, 2015. Mr. Centini stated that he is looking forward to retirement and also wanted to notify the Board at this early date so they can start making plans and look for a replacement for him in the coming future. Mr. Centini stated that he still has eight months to accomplish more work and is looking forward to getting a couple projects started before he leaves, one being demolishing the old terminal and also getting the Fuel Farm Expansion started, and making the airport a better place before he leaves.

DIRECTOR'S COMMENTS – Cont'd...

Each Board Member thanked Mr. Centini for all the years he has given to the Airport and for his leadership, and that the Board appreciates his contributions. They stated that he will be deeply missed and that they wish him all the best in his retirement. Commissioner O'Brien cited a few items pertaining to Mr. Centini's career. He stated that Mr. Centini has directed over \$200M worth of capital projects during his time at the airport and that at the end of this year he will be completing his 43rd year. Mr. Centini served on the PA Aviation Council's Board of Directors since 1990, serving as President from 1998 to 2000, in 2006 he was the recipient of the Council's Achievement Award which is presented to an individual who has demonstrated significant and positive contributions to aviation. He also serves as the Eastern Distribution Center Foreign Trade Zone Board of Directors. In August 2000 he was appointed by Governor Tom Ridge to the Commonwealth's First Aviation Advisory Committee. Governor Ed Rendell reappointed him to the committee in 2003, 2006, and 2009. Mr. Centini is a member of the Airport Association Executives since 1972 and is also a member of the Northeast Chapter of American Association of Airport Executives, serving on the Board of Directors from 1988 to 2000; member of the International Council of Airshows and has served on the Board of Directors from 1993 to 1999. He is a member of the Luzerne/Lackawanna County Metropolitan Planning Organization since 1999.

Mr. Centini graduated King's College with a Bachelor Degree in Business Administration and, with wife Carolyn, Mr. Centini has two daughters, Shelley and Caryn. Commissioner O'Brien stated that the people of Northeastern Pennsylvania have been blessed to have Mr. Centini as a member of the airport staff and as the Airport Director. Finishing, Commissioner O'Brien thanked Mr. Centini for his dedicated service to the community for 43 years.

ITEM 7.

OTHER MATTERS:

(Chairman)

MOTION:

To issue a Request for Qualifications for a search firm to conduct a national search for the next Executive Director of the Wilkes-Barre/Scranton International Airport.

MOVED BY:

Commissioner Corey O'Brien

SECONDED BY:

Board Member Rick Williams, as amended.

VOTE:

Unanimous

MOTION:

To amend the motion by instructing the Board's solicitors to initiate the search process for a recruiting firm to help the Board fill the vacancy for Airport Director.

MOVED BY:

Board Member Robert Lawton

SECONDED BY:

Commissioner Jim Wansacz

VOTE:

Unanimous

Tobyhanna Army Depot.

DISCUSSION:

Commissioner Wansacz wanted to discuss a topic about the Tobyhanna Army Depot that made the front page of a newspaper the other day. Commissioner Wansacz stated that after having many conversations with the Airport Board and Staff he can assure the public that this airport has always been cooperative with Tobyhanna Army Depot and there seems to be some confusion, of which no one seems to be able to figure out, where a \$50,000 quote originated from. It may have come from an outside source who had nothing to do with the airport, but he wanted to state that the Airport has been involved with every BRAC process throughout the years and under no circumstances was the Airport or Airport Staff quoting \$50,000 to work with Tobyhanna. The Board and Airport is now working with Tobyhanna to try and

OTHER MATTERS – Cont’d...

work out, and try and see, how the Airport can work with Tobyhanna Army Depot in the future.

Mr. Lawton stated that he remembers that the \$50,000 dollar figure that was cited was the cost of placing a banner within the Airport. He stated that he would like to be able to say now that the Airport would place a banner in support of Tobyhanna inside this airport at no charge whatsoever. He went on to say that anything else, if there is cooperative advertising, then that is a different discussion, but within the airport the Board does not charge to install banners.

Commissioner Wansacz stated that the Airport has done that in the past and that the Airport has done that when our troops come home, that it is the Airports history, and it has been the Airports policy. and will continue to be the policy. He feels there was a communication problem on what was being said.

Mr. Centini stated that the Airport will work with Tobyhanna, they will meet with their people and we will get a banner up in the airport for as long as the BRAC process continues. Mr. Centini remembered that at one time the Airport put Tobyhanna's Blue Ribbons, which represented Tobyhanna, on light poles when entering the airport, before this terminal was built, and that the airport put some blue ribbons inside the airport. He stated the Airport will set up a meeting with them and see what size the banners are, and show them different locations the Airport can offer, and put up things for returning troops and veterans. He said even for companies that have meetings/seminars, which we put up banners, if they provide the banners for us, saying welcome, such and such conference. He stated we have done that in the past and will definitely do it for Tobyhanna.

Board Member Rick Williams suggested instituting a policy on this so that good causes that have the desire to place a banner in the airport understands what the criteria are, the locations are, and what the terms are. He thinks a written policy to guide the airport in these matters, and not treat it as an adhoc item or in a haphazard manner. Commissioner Wansacz asked Mr. Centini to have a draft policy for the Board to review for the next board meeting.

In conclusion Commissioner Wansacz stated that he thinks he can speak for every Board Member and airport staff that they value Tobyhanna, they are our regions largest employer, and will do everything we can to make sure this facility stays open, and also adds jobs.

ITEM 8.

ADJOURNMENT:

(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.

Commissioner Jim Wansacz

Board Member Robert Lawton

Unanimous

The meeting was adjourned at 11:20 A.M.