

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
MAY 16, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 16, 2013 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Mr. Timothy McGinley presiding.

PRESENT: Commissioner Corey D. O'Brien
Commissioner James Wansacz
Commissioner Patrick O'Malley
Board Member Timothy McGinley
Board Member Robert Lawton
Board Member Rick Williams

ALSO PRESENT: Barry J. Centini, Airport Director
Michael W. Conner, Assistant Airport Director
Stephen Mykulyn, Director of Engineering
Gary Borthwick, Director of Finance
Attorney Michael Butera, Luzerne County Solicitor
Reggie Mariani, Lackawanna County Chief Auditor
Walter Griffith, Luzerne County Controller
Daniel Chipego, Luzerne County Deputy Controller

ITEM 2:
PUBLIC COMMENTS.

(Chairman)

None

ITEM 3:
APPROVAL OF MINUTES.

(Chairman)

MOTION: To approve and dispense with the reading of the April 18, 2013
Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner James Wansacz

SECONDED BY: Commissioner Corey O'Brien

VOTE:

Commissioner O'Brien	-	yea
Commissioner Wansacz	-	yea
Commissioner O'Malley	-	yea
Board Member McGinley	-	yea
Board Member Lawton	-	yea
Board Member Williams	-	abstain - due to his absence in attending said meeting.

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 April 2013 decreased 2.0% to 18,532 from 18,914 in the month of April 2012. Mr. Conner noted that this is mainly attributable to the loss of a daily Delta flight to Detroit and the loss of a daily United flight to Newark, when compared to last April.

Enplanements for April 2013 compared to enplanements for April 2011 decreased by 1,090 or 5.6%. This is mainly attributable to the loss of American Eagle’s 56 flights in April 2011.

Enplanements for April 2013 compared to enplanements for March 2013 increased by 484 or 2.7%. This is mainly attributable to an increase in the amount of passengers connecting through Philadelphia.

In April 2013, 13 departing flights were cancelled: 11 for air traffic/weather; 2 for mechanical. This accounts for 624 seats (2.5%) out of a total 25,374 departure seats. Also, 13 arriving flights were cancelled: 12 for air traffic/weather and 1 for mechanical.

General Aviation Operations.

DISCUSSION:

For April 2013, General Aviation had 1,181 operations (one take-off or one landing) which is an increase of 26% from April 2012’s 942 General Aviation Operations. General Aviation revenues decreased \$ 1,490, or 15%, to \$ 8,245.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of April 2013, Airport Operations had a net income totaling \$ 56,197, compared to a net income of \$ 18,657 in April 2012, which is a difference of \$ 37,540. Year to date net income for 2013 is \$ 4,325 which is \$ 61,577 less than the comparable 2012 net income of \$ 65,902. Mr. Conner noted that this is primarily attributable to the loss of rental income from the old terminal building. Invoices received since the last meeting for supplies and services total \$ 550,105.41. These invoices include major construction project costs of \$ 311,041.37.

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 (AIP Drawdown #2013/4).

Rehab. and Extend Hangar Road
ACP 07-16

Wilkes-Barre Materials	\$	788.50
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Invoice # 52414MB, April 13, 2013 in the amount
\$ 788.50 for construction materials.

BUSINESS REPORT – Cont'd...

Nivert Metal Supply	\$	378.24
April 30, 2013 in the amount of \$ 378.24 for construction materials.		
Friedman Electric	\$	9,780.10
April 26, 2013 in the amount \$ 9,780.00 for construction materials.		
Pennsy Supply	\$	55.68
Invoice # 2345856, April 10, 2013 in amount \$ 55.68 for construction materials.		
Pioneer Aggregates	\$	188.01
Invoice # 55956, April 30, 2013 in amount \$ 188.01 for construction materials.		
Scranton Craftsmen	\$	2,651.00
April 30, 2013 in amount \$ 2,651.00 for construction materials.		
Team Supply	\$	148.23
Invoice # 1304-643730, April 30, 2013 in the amount \$ 148.23 for construction materials.		
R J Walker	\$	160.32
Invoice # S3723647.001, April 3, 2013 in the amount \$ 160.32 for construction materials.		
Central Clay Products	\$	159.90
Invoice # 137920, April 29, 2013 in the amount \$ 159.90 for construction materials.		
Frontier	\$	10,004.00
Invoice # MAS1234, May 7, 2013 in the amount \$ 10,004.00 for construction services.		
Dennison Supply	\$	420.28
Invoice # 13-86, April 21, 2013 in the amount \$ 420.28 for construction materials.		
This project is 97.61% complete.		

BUSINESS REPORT – Cont'd...

Construct South General Aviation Apron
ACP 10-01

URS \$ 35,800.81

Invoice # 5385052, January 22, 2013 in the amount of \$ 35,800.81 for inspection services.

This project is 100.00% complete.

Parking Study and Construct Additional Surface Parking Project
ACP 10-07

American Computer \$ 1,188.00

Invoice # 130426005, April 26, 2013 in the amount \$ 1,188.00 for computer services.

This project is 77.19% complete.

Obstruction Tree Removal
ACP 12-01

A. R. Popple \$ 13,622.40

Application #2, March 11, 2013 in the amount of \$ 13,622.40 for tree removal.

This project is 121.07% complete.

Class 2 Aircraft & Fire Fighting Vehicle
ACP 12-03

Rosenbauer \$ 233,719.00

Invoice # 65468, March 21, 2013 in the amount \$ 233,719.00 for Airwolf C2 Fire Apparatus.

This project is 100.00% complete.

Demolish Old Terminal Building
ACP 13-02

Guzek Associates \$ 1,976.90

Invoice # 14382, April 22, 2013 in the amount \$ 1,976.90 for design services.

This project is 100.00% complete.

BUSINESS REPORT – Cont'd...

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION: The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2013/4 (Check #1014).

Obstruction Tree Removal
PFC Project #08-024

A. R. Popple Tree Removal ACP 12-01	\$	13,622.40	CIP 19612-01
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Various Completed PFC Projects	\$	902,045.00	
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MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Board Member Williams
SECONDED BY: Commissioner Wansacz
VOTE: Unanimous

ITEM 5.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport Board ratify the appointment of Mr. Todd Kuna, 30 Center Street, Hughestown, to a custodial position effective May 6, 2013, and recommend the Airport Board approve the promotion of Mr. Frank DeMarco, 501 Throop Street, Dunmore from a custodial position to a maintenance man position effective June 1, 2013.

MOVED BY: Commissioner O'Brien
SECONDED BY: Board Member Williams
VOTE: Unanimous

Access Road to Industrial Park – East of Turnpike.

MOTION: Recommend the Airport Board approve the following Easements, Waiver of Rights and Agreements of Sale for Easements.

1. RW 356 Deed of Easement (No Monetary Value).

This easement conveys approximately 12.77 acres for the access road project to Commonwealth of Pennsylvania. It conveys the required right of way for the Boro. Road and 0.183 acres for sewer line easement. This is the portion of property that is being donated by the Airport as its local share for the project.

2. RW 356 W Waiver of Rights.

This document confirms the Airport waves its rights to any Fair Market Value for the access road. This waiver is in lieu of the Airports Local Share Match for the project.

DIRECTOR'S COMMENTS – Cont'd...

3. RW 341 Temporary Construction Easement.

This document grants construction easement to PennDOT for the access road, approximately 9.924 acres of property will be restored and returned to the Airport after completion of construction. This easement is also part of the donation in lieu of Local Share Match.

4. RW 317 Deed of Easement.

This document conveys the property for the Interchange Project to the Commonwealth. It conveys required Right of Way for limited access, approximately 2.578 acres, approximately 0.544 acres for Township Road, approximately 0.145 acres for Boro. Road and 0.200 acres for drainage easements.

5. RW 317A Agreement of Sale for Easement.

This is the sales agreement to convey property easement, acreage as listed in RW 317 Deed of Easement, to the Commonwealth. Amount to be paid to Airport \$ 118,800.00 for property easement for the Interchange Project construction.

6. RW 341 Temporary Construction Easement.

This document grants the construction easement of approximately 0.313 acres to PennDOT for the duration of construction. Airport to be paid \$ 2,200.00 by PennDOT.

7. RW 313 Settlement Statement.

This Agreement shows the total being paid to the Airport for the Interchange project. \$ 121,000.00 (\$ 118,800.00 + \$ 2,200). This was the total amount offered in PennDOT's offer letter to the Airport, which was based upon appraisals.

8. Easement Consent and Maintenance Agreement.

This easement is for the portion of the U.S. Navy's property currently encumbered by the Airport's Easement for Navy Way Road. The Easement consent and maintenance agreement was created as an internal support document for the Navy to Commonwealth conveyance. The Airport signing as a concurring party only. This document has a consideration of \$ 22,615.00 as the portion of Fair Market Value for the Navy parcel that was attributed to the Airport Easement.

9. RW 313 Settlement Agreement.

This document shows the total being paid to the Airport for Interchange project; for its portion of the Navy Way Road \$ 22,615.00. This was the total amount offered in PennDOT's offer letter to the Airport which was based upon appraisals.

MOVED BY:

SECONDED BY:

VOTE:

Commissioner James Wansacz

Commissioner Patrick O'Malley

Unanimous

DIRECTOR'S COMMENTS – Cont'd...

Obstruction Tree Removal/Clearing Project.

MOTION:

Recommend the Airport Board approve Change Order #1 to A. R. Popple Construction Inc's, tree removal contract increasing the contract price \$ 15,136.00 from \$ 52,800.00 to \$ 67,936.00, subject to FAA and solicitors concurrence. The additional tree clearing work, off Airport Property, needed an approved environmental finding at the time of bidding and the additional work was anticipated to be bid separately at a later date. The environmental clearance was completed and received March 21, 2013 just as the contractor was completing work on the on-airport property tree clearing and agreed to continue clearing the additional off-airport acres at the same unit cost of \$ 4,400 per acre.

MOVED BY:

Board Member Lawton

SECONDED BY:

Board Member Williams

VOTE:

Unanimous

Miscellaneous.

DISCUSSION:

Mr. Centini told the Board that on May 9, 10, and 11 approximately 32 of the Wilkes-Barre/Scranton International Airports Rescue and Firefighting personnel met the FAA's annual live fire training requirements by training on the Kellogg Community College Aircraft Simulator. Mr. Centini explained that for the past eight (8) years the airport has worked and partnered with our local Fire/Rescue departments so that their members can gain valuable Fire/Rescue experience working on a simulated aircraft fire. This year members of Avoca and Hazleton participated in the eight (8) hour Aircraft Simulator Training, which included participation in a live aircraft burn and FAA certified classroom training. Also, this year thirty two (32) attendees from the following airports, Binghamton Regional Airport, Reading Regional Airport, Williamsport Regional Airport and Greenfield Fire Department, which supports Bradford Regional Airport participated in the FAA required live burn training. Mr. Centini stated that the total training cost this airport \$24,879.00 but with the fees from the external trainees of \$9,600.00 the net cost to the airport was \$ 15,279.00 which came to a cost per our personnel of \$477.00.

DISCUSSION:

Mr. Centini reminded the Airport Board Members that pictures with the new ARFF Vehicle will be taken after the Board Meeting at the ARFF Building.

ITEM 6.

OTHER MATTERS:

(Chairman)

DISCUSSION:

Commissioner O'Malley mentioned to Board Members that he had taken a tour of the Old Verizon Building, located on airport property, and that this building has been vacant for years and suggested to the Board that maybe there is something that Luzerne or Lackawanna Counties could utilize it for. He stated there is a lot of space, its heated and the roof seems good and he feels it is a good opportunity thought that maybe the two counties might be able to do something jointly with it.

ITEM 7.

ADJOURNMENT:

(Chairman/Vice Chairman)

MOTION:	To adjourn the meeting.
MOVED BY:	Commissioner O'Brien
SECONDED BY:	Board Member Lawton
VOTE:	Unanimous

The meeting was adjourned at 11:06 A.M.