

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JULY 19, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 19, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:37 A.M. with Commissioner Corey D. O'Brien presiding.

**PRESENT:** Commissioner Corey D. O'Brien  
Commissioner Jim Wansacz  
Commissioner Patrick O'Malley  
Board Member Robert Lawton  
Board Member Tim McGinley  
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  
Mary Jo Sheridan, Deputy Controller, Lackawanna County  
Walter Griffith, Controller, Luzerne County  
Attorney Donald Frederickson, Lackawanna County Solicitor

**ITEM 2:**  
**PUBLIC COMMENTS.**

**DISCUSSION:** Mr. Walter Griffith, Luzerne County Controller, questioned the 'Rates and Fees' section of the June 21, 2012 Bi-County Board Meeting Minutes pertaining to the final vote on the first motion made by Commissioner O'Malley and seconded by Commissioner O'Brien, which stated 'motion failed due to lack of votes'. Mr. Griffith would like it clarified as to if the motion failed because there were all 'no' votes or if there was no vote taken.

**MOTION:** To table the reading and approval of the June 21, 2012 Minutes until the next Board Meeting so as to research and correct the section in question.

**MOVED BY:** Commissioner Patrick O'Malley

**SECONDED BY:** Commissioner Corey O'Brien

**VOTE:** Unanimous

**ITEM 3:**  
**APPROVAL OF MINUTES.**

This Item passed on, was addressed in Item 2 – Public Comments.

**ITEM 4:**  
**BUSINESS REPORT:**

Passenger Activity

**DISCUSSION:** Mr. Conner reported on the "Airport Quick Look" charts, passenger enplanements for the month of June 2012 decreased 8.2% to 19,733 from 21,485 in the month of June

**BUSINESS REPORT – Cont'd...**

2011. Enplanements for the month of June 2012 compared to the month of June 2010, increased by 272 which is +1.4%. In June 2012, 25 departing flights were cancelled: 16 for air traffic/weather; 6 for mechanical; and 3 for crew availability. This accounts for 1,056 seats (4.2%) out of a total 26,487 departure seats. Also, 26 arriving flights were cancelled: 19 for air traffic/weather; 5 for mechanical; and 2 for crew availability.

General Aviation Operations.

**DISCUSSION:** For June 2012, General Aviation had 1,127 operations (one take-off or one landing), which is a decrease of 0.7% from June 2011's 1,209 General Aviation Operations. General Aviation revenues decreased \$ 127 or less than 1% to \$ 17,699.

Financial Report

Revenue/Expenses Report.

**DISCUSSION:** Mr. Conner reported that for the month of June 2012, Airport Operations had a net income totaling \$ 57,152, compared to a net income of \$ 102,596 in June 2011, which is a difference of \$ 45,444. Year-to-date, our income for 2012 is \$ 122,106, which is \$ 119,933 less than the comparable 2011 net income of \$ 242,039. Invoices received since the last meeting for supplies and services total \$ 649,142.25. These invoices include major construction project costs of \$ 394,013.42.

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 Echo Drawdown #2012/6).

Rehab. and Extend Hangar Road  
ACP 07-16

L.R. Kimball \$ 54,621.03

Invoice # 515156, July 2, 2012 in the amount of \$ 54,621.03 for Inspection Services.

Scartelli Construction Services, Inc. \$ 91,724.76

Application #8, July 13, 2012 in the amount \$ 91724.76 for Construction Services.

This project is 52.72% complete.

Construct South General Aviation Apron  
ACP 10-01

URS Corporation \$ 25,000.00

Invoice #4696339, May 23, 2012 in the amount \$25,000.00 for Inspection Services.

This project is 50.28% complete.

**BUSINESS REPORT – Cont'd...**

Lighting Control & Security Gate Work With New ATCT  
ACP 10-05

Everon Electrical \$ 14,989.50

Application #1, July 10, 2012 in the amount  
\$14,989.50 for Construction Services.

This project is 2.88% complete.

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

Sproul Construction, Inc. \$ 207,678.13

Application #2, July 13, 2012 in the amount  
\$ 207,678.13 for Construction Services.

This project is 82.04% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2012/6 Check #1002.

Design & Construct New South General Apron

URS \$ 625.00 CIP 19610-01  
Inspection  
ACP 10-01

Lighting Control & Security Gate Work With New ATCT

Everon Electrical \$ 14,989.50 CIP 19610-05  
Construction  
ACP 10-05

**MOTION:**

Request the Airport Board accept and approve the above transactions and payments  
and approve the PFC Trust Transfers.

**MOVED BY:**

Commissioner James Wansacz

**SECONDED BY:**

Commissioner Patrick O'Malley

**VOTE:**

Unanimous

**DISCUSSION:**

Mr. Conner stated that in the agenda a new chart has been included, which is in  
response to the request made by Board Member Williams at the last Board Meeting.

Mr. Williams asked that the chart be described: Mr. Borthwick explained that the  
chart includes the trailing 12 months and the numbers are for enplanements, total  
passengers, revenue and expenses, and profit and loss by month. Mr. Williams  
stated that he appreciated the effort in putting this chart together but he suggested a  
little different layout, i.e.: with the dates going down the left side of page and across  
the top have the items so they can capture more than one year worth of data, and to  
include the delayed flights,(the one that were canceled because of weather and air  
traffic), and also the general aviation operations. In summary, he suggested that  
across the top put as much of that data that is in the business report, so that the

**BUSINESS REPORT – Cont'd...**

Board can begin to see the trends, and they can compare this month to last year, and also compare totals. He also suggested putting a title and date on the chart so it becomes an historic document.

PFC Status Report.

**DISCUSSION:**

Mr. Conner reported that the Airport collected \$ 228,505.47 (including interest) throughout the second quarter of 2012, bringing the PFC Trust account balance to \$ 2,668,027.39. For PFC Applications 93-01, 97-02 and 00-03, the Airport has expended \$ 9,526,060 (74%) out of a total collection of \$ 12,997,524. For PFC Application 08-05, the Airport has expended \$ 1,289,989 (79%) out of a total collection authority of \$ 1,636,604. For PFC Application 09-07, the Airport has expended \$ 117,929 (72%) out of a total collection authority of \$ 164,000. For PFC Application 11-08, the Airport has expended \$ 577,152 (49%) out of a total collection authority of \$ 1,180,054.

**ITEM 5.**

**BID OPENING/AWARD:**

Airport Runway Sweeper Brushes.

**MOTION:**

Bids were opened on Friday, June 29, 2012 at 10:30 A.M. in the Airport's Conference Room by Airport Administration and Mr. Reggie Marianni, Lackawanna County Chief Auditor and Mary Jo Sheridan, Lackawanna County Deputy Controller for the Provision of Airport Runway Sweeper Brushes. The bids were reviewed and tabulated and it is recommended that the Airport Board award the two (2) year contract for Airport Runway Sweeper Brushes to United Rotary Brush, 20078 State Route 4, Marysville, OH, 43040, the low bidder at \$ 2,820.12 for 150 ring sets and \$ 2,397.18 for 128 ring sets for the period August 1, 2012 to July 31, 2014.

<b><u>Bidder</u></b>	<b><u>150 Ring Set Year 1</u></b>	<b><u>150 Ring Set Year 2</u></b>	<b><u>128 ring set Year 1</u></b>	<b><u>128 ring set Year 2</u></b>
United Rotary Brush Marysville, OH	\$ 2,820.12	\$ 2,820.12	\$ 2,397.18	\$ 2,397.18
M-B Brushes, Inc. New Holstein, WI	\$ 3,022.70	\$ 3,022.70	\$ 2,569.76	\$ 2,569.76
Medico Ind. Wilkes-Barre, PA	\$ 6,703.00	\$ 6,703.00	\$ 5,768.00	\$ 7,768.00

**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Commissioner Jim Wansacz  
**VOTE:** Unanimous

**ITEM 6.**

**CONTRACTS/LEASES/AGREEMENTS:**

Airport Security Services.

**MOTION:**

The Airport accepted proposals for Airport Security Services on Monday, May 7, 2012. The Airport received a total of ten (10) proposals from security services vendors. Four (4) vendors were short-listed, based on their low proposal price, and

## CONTRACTS/LEASES/AGREEMENTS – Cont'd...

were interviewed. The short-listed vendors were Allied Barton Security Services, Andy Frain, Curley Security Services, and Century Security Services. Finally, after an extensive review of the proposals and consideration of the costs and benefits of the top four (4) proposals, the Airport Administration selected Allied Barton Security Services of King of Prussia, PA. Allied Barton will provide a savings of \$ 19,577.00 for the three (3) year contract term.

Recommend the Airport Board approve the Security Services Agreement between Allied Barton Security Services, who had the lowest cost proposal, and the Wilkes-Barre/Scranton International Airport. This Agreement commences on August 21, 2012 and continues through August 21, 2015 with two separate 365 day extensions at the mutual agreement of both parties. The Contractor shall provide continuous security protection at the Airport utilizing various Armed and Unarmed Security Guards according to a work schedule set by the Airport. The Contractor will be paid on an hourly basis for all services according to the contract rate schedule found in the Agreement.

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

### ITEM 7. DIRECTOR'S COMMENTS:

#### Personnel.

**MOTION:** Recommend the Airport Board accept the resignation of Mr. George Oustrich from his custodial position. Mr. Oustrich began work at the Airport February 2002, (approximately 10½ years ago) and has decided to retire effective September 14, 2012.

**MOVED BY:** Board Member Tim McGinley  
**SECONDED BY:** Commissioner Jim Wansacz  
**VOTE:** Unanimous

#### Parking Lot Expansion Project.

**MOTION:** Recommend the Airport Board approve Change Order #2 to Sproul Construction Inc.'s contract, increasing amount \$ 22,532.49 from previous balance \$ 413,486.66 to \$ 436,016.15, subject to PennDOT and solicitors concurrence. Increase due to, removal and replacement of existing light standard bases, additional electrical work and the addition of pay-in-line equipment enclosures.

**MOVED BY:** Commissioner Corey O'Brien  
**SECONDED BY:** Board Member Tim McGinley  
**VOTE:** Unanimous

#### Miscellaneous.

**DISCUSSION:** Mr. Centini informed the Board that on July 12-13, approximately 30 of the Wilkes-Barre/Scranton International Airport's Rescue and Fire Fighting personnel met the FAA's annual live fire training requirements by training on the Kellogg Community College Aircraft Simulator. He went on to say that for the past seven (7) years the Airport has worked and partnered with the local fire/rescue departments so that their members can gain valuable fire/rescue experience working on a simulated aircraft fires. He noted that this year over sixteen (16) local volunteers from Avoca, Duryea, Hughestown and Pittston Township participated in the eight (8) hour

**DIRECTOR'S COMMENTS – Cont'd...**

Aircraft Simulator Training, which included participation in a live aircraft burn and FAA certified classroom training. Also, this year eighteen (18) attendees from the following airports, Binghamton Regional Airport, Reading Regional Airport and Bradford Regional Airport participated in the training.

**DISCUSSION:**

Mr. Centini informed the Board that there will be a ribbon cutting for the new automated parking lot to be held after the Board Meeting.

**ITEM 8.**

**OTHER MATTERS:**

**DISCUSSION:**

Board Member Rick Williams stated that from time to time the Board approves costs for Airport staff to attend various conferences. Therefore, he requested that upon returning from said conference that the person that attended the conference give a modest one page summary of where they went, what they learned and what the conference actually was for. He stated that way the Board can get a sense of the Airport staffs professional growth.

**ITEM 9.**

**ADJOURNMENT:**

**MOTION:**

To adjourn the meeting.

**MOVED BY:**

Board Member Tim McGinley

**SECONDED BY:**

Commissioner Corey O'Brien

**VOTE:**

Unanimous

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