

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
SEPTEMBER 18, 2014

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 18, 2014 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:45 A.M. with Commissioner Jim Wansacz presiding.

**PRESENT:** Commissioner Jim Wansacz  
Commissioner Patrick O'Malley  
Board Member Rick Williams  
Board Member Stephen Urban

**ALSO PRESENT:** Barry J. Centini, Airport Director  
Michael W. Conner, Assistant Airport Director  
Gary Borthwick, Director of Finance  
Stephen Mykulyn, Director of Engineering  
Attorney Mike Butera, Luzerne County Solicitor  
Attorney Donald Frederickson, Lackawanna County Solicitor  
Mr. Reggie Mariani, Lackawanna County Chief Auditor

**ITEM 2:**  
**PUBLIC COMMENTS.**  
*(Chairman)*

None.

**ITEM 3:**  
**APPROVAL OF MINUTES.**  
*(Chairman)*

**MOTION:** To approve and dispense with the reading of the August 21, 2014  
Bi-County Airport Board Meeting minutes.

**MOVED BY:** Commissioner Jim Wansacz

**SECONDED BY:** Board Member Steve 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 August 2014 decreased 7.4% to 18,520 from 19,998 in the month of August 2013. Mr. Conner noted that when compared directly with the month of August 2013, the decrease is attributed to the loss of 37 United flights to Newark due to runway construction at Newark Liberty International Airport.

Enplanements for August 2014 compared to enplanements for August 2012 decreased by 2,484 or 11.8%. When compared directly with the month of August 2012, the decrease is attributed to the loss of three daily United flights to Newark,

**BUSINESS REPORT – Cont'd...**

the loss of one daily Delta flight to Detroit, and the earlier pause in the Allegiant flight schedule to Orlando-Sanford.

Enplanements for August 2014 compared to enplanements for July 2014 decreased by 1,343, or 6.8%. This is attributable to the early hiatus of Allegiant flights to Orlando-Sanford, and the loss of 20 United flights to Newark, due to runway construction at Newark Liberty International Airport.

In August 2014, 10 departing flights were cancelled: 8 for mechanical and 2 for air traffic/weather. This accounts for 422 seats (2.0%) out of a total 29,997 departure seats. Also, 9 arriving flights were cancelled: 6 for mechanical and 3 for air traffic/weather.

General Aviation Operations.

**DISCUSSION:**

For August 2014, General Aviation had 1,230 operations (one take-off or one landing), which is an increase of 4% from August 2013's 1,312 General Aviation Operations. General Aviation revenues decreased \$1,454, or 9%, to \$14,243.00.

Financial Report

Revenue/Expenses Report.

**DISCUSSION:**

Mr. Conner reported that for the month of August 2014, Airport Operations had a net income totaling \$23,346, compared to a net loss of \$7,167 in August 2013, which is a difference of \$30,513. Year-to-Date our net loss for 2014 is \$62,438, which is \$145,903 more than the comparable 2013 income of \$83,465. Invoices received since the last meeting for supplies and services total \$300,276.91. These invoices include major construction project costs of \$18,288.12.

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.

Construct South General Aviation Apron  
ACP 10-01

Popple Construction	\$	15,000.00
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Application #18 dated September 12, 2014 in the amount \$15,000.00 for construction services.

This project is 99.62% complete.

Taxiway B Extension.  
ACP 11-01

Elliott Greenleaf	\$	238.50
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Invoice # 124514 dated September 9, 2014, in the amount \$238.50 for professional legal services.

This project is 10.94% complete.

**BUSINESS REPORT – Cont’d...**

**Install PAPI**  
**ACP 12-05**

Federal Aviation Administration	\$	3,049.62
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Invoice # 82914, dated August 29, 2014 in the amount \$3,049.62 for flight check.

This project is 52.12% complete.

**Airport Passenger Facility Charge (PFC) Trust Transfers**

**DISCUSSION:** The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2014/8 (Check #1032).

**Design & Construct New South General Aviation Apron**  
**PFC Project #08-023**

Popple Construction Construction ACP 10-01	\$	15,000.00	CIP 19610-01
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**Install PAPI**  
**PFC Project # 09-024**

Federal Aviation Admin Flight Check ACP 12-05	\$	152.48	CIP 19612-05
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**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 AWARD:**

*Michael Conner, Assistant Airport Director)*

**Elevators/Escalators Maintenance Contract**

**MOTION:** Bids were opened at 10:00 A.M. August 28, 2014 in the Airports Conference Room by Airport Administration and Mr. Reggie Mariani, Lackawanna County Chief Auditor for the Airports’ Elevators/Escalators Maintenance Contract. Six bid specifications were mailed out and the Airport received four bid proposals. It is recommended that the Board approve the award to the low bidder, ThyssenKrupp Elevator Company, Allentown, PA., for a three (3) year contract total of \$97,200.00, pending our solicitor’s concurrence. Bids are tabulated below.

**MOVED BY:** Commissioner Jim Wansacz  
**SECONDED BY:** Board Member Rick Williams  
**VOTE:** Unanimous

**BID AWARD – Cont’d...**

<u>Bidder</u>	<u>Base Bid</u>
ThyssenKrupp Elevator	\$ 97,200.00
Schindler Elevator	\$ 99,773.00
Otis Elevator	\$ 114,480.00
Kone	\$ 441,380.00

**ITEM 6.**

**CONTRACTS/LEASES/AGREEMENTS:**

*Michael Conner, Assistant Airport Director)*

**Maintenance Agreement Between Airport and Contractor.**

**MOTION:**

Recommend the Airport Board approve the Maintenance Agreement between the Airport and ThyssenKrupp Elevator, 5925 Tilghman Street, Allentown, PA to maintain the Airport’s elevators/escalators for the term of three (3) years. ThyssenKrupp will provide labor, services, and materials/parts at an annual fee of \$32,400.00 through October 2017. The Contractor’s Overtime/Weekend labor rate (emergency service calls) is \$343.00/hour, and \$404.00/hour for holidays for the three year period.

**MOVED BY:**

Commissioner Jim Wansacz

**SECONDED BY:**

Board Member Stephen Urban

**VOTE:**

Unanimous

**ITEM 7.**

**DIRECTOR’S COMMENTS:**

*(Barry J. Centini, Airport Director)*

**Airport Auditing Service.**

**MOTION:**

Proposals for auditing services, to include the Airports Federal Program Audit and Passenger Facility Charge (PFC) Audit were submitted by five (5) firms and opened on Thursday, August 14, 2014 at 4:30 P.M. by Mr. Reggie Mariani, Lackawanna County Chief Auditor and Airport Management. After a review of qualifications, pricings, and interviews conducted by Airport Administration of three selected firms, it is recommended the Airport Board accept the four year proposal and approve the attached agreement for auditing services between Rainey & Rainey, Certified Public Accountants, and the Wilkes-Barre/Scranton International Airport, with offices at 3 West Olive Street, Scranton and 1151 Highway 315, Plains, PA.

<u>Audit Year</u>	<u>Fee</u>
2014	\$ 14,100
2015	\$ 14,500
2016	\$ 14,900
2017	\$ 15,000
Total 4 Year:	\$ 58,500

**MOVED BY:**

Commissioner Jim Wansacz

**SECONDED BY:**

Board Member Rick Williams

**VOTE:**

Unanimous

## DIRECTOR'S COMMENTS – Cont'd...

### Airport Access Road and I-81 Interchange Project.

#### **DISCUSSION:**

Representatives of PennDOT were present to bring the Airport Board up to date on the progress of the construction of the Access Road that crosses the Turnpike and the I-81 Interchange.

Mr. Tom Smith and Mr. Tom Mariacchi advised the Airport Board that the original contract was approximately \$42M and the cost to date paid out is \$16,800,000 which is a 40% payment. The days used are 466 out of a total of 885 which equates to 50%. At the present time the contract is on schedule and within budget. He did inform the Board that coming up they probably will see that change, he stated it is a little too early to say that for sure but it may go into the spring of 2016 when the completion date was originally set at November of 2015. He stated that they are negotiating with the contractor and the contractor is supposed to be giving them an updated schedule. He said he would let the Board know in upcoming meetings how this fares. He stated that they ran into some trouble with the material they are using and it is going to take more processing than originally thought.

### Miscellaneous.

#### **DISCUSSION:**

Mr. Centini informed the Board that the Topsy Turtle Airport Pub held its grand opening on Tuesday, September 2, 2014 and that the Topsy Turtle Airport Pub is open seven days a week for dinner and is open for lunch on weekends, Friday-Sunday. The new restaurant features 24 flat screen TV's, four (4) 108" LED Projection TV's, and 32 Ice Cold Draft Beers, as well as Root Beer on draft. There is a full dinner menu, including new fresh cut Angus steaks, along with all the "Turtle" favorites. The entire restaurant has WiFi capabilities, and has DirecTV sports packages including the NFL Ticket, ESPN Game Plan, SEC Network and Comcast... all in full High Definition. The Topsy Turtle Airport Pub is now looking to cater parties on premises for up to 150 people, and also has a private meeting room for corporate seminars, for up to 60 people, with full A/V capabilities. A full catering menu is available for on and off premises functions.

He went on to say that The Topsy Turtle was founded by Ken Carey of Exeter and Jack Walker of Duryea. Besides the Wilkes-Barre/Scranton International Airport location they have two other locations; one on Market Street, Jenkins Township which opened in 2000 and the other on Owen Street, Swoyersville opened in 2008.

#### **DISCUSSION:**

Mr. Centini also informed the Board that the Wilkes-Barre/Scranton International Airport will be holding its FAA mandated Emergency Plan Review this evening, September 18, 2014 at 7:00 P.M. Approximately 100 mutual aid responders, from key agencies involved in the Airport Emergency Plan, have indicated they will attend tonight's review. The annual review, under the direction of Public Safety Director George Bieber and Lead Firemen Jack Davis and Jim Butler will cover all major elements of the Airports Emergency Plan, such as structural and fuel storage fires, aircraft emergencies, medical emergencies, natural disasters, power failures, hazardous materials and dangerous goods incidents and crowd control.

As part of this exercise the Wilkes-Barre/Scranton International Airport was pleased to announce that Mr. Erik R. Grosf, Senior Advisor for Special Operations and Interagency Coordination and assigned to the Office of the Managing Director at NTSB Headquarters in Washington, D.C. has agreed to be our guest speaker.

He joined the Safety Board in November of 1997, and brought with him 8 years of airline and airport operational experience and 10 years in law enforcement.

## **DIRECTOR'S COMMENTS – Cont'd...**

Mr. Grosof is the designated liaison between the Federal Bureau of Investigation (FBI) and coordinates all operations between the two agencies. He serves as the point of contact for several other federal agencies that have working relationships with the NTSB. He has served as an adjunct instructor at the FBI's National Academy located at Quantico, Virginia.

He works to assist with transportation disaster pre-planning, training, and resource coordination with air carriers, airports, emergency management and law enforcement agencies throughout the United States and in some cases foreign governments.

Mr. Centini stated that Mr. Grosof has responded to numerous transportation accidents during his tenure on the Board. Within hours following the World Trade Center attacks, he was dispatched to New York City to serve as the NTSB's lead representative to the FBI at their Command Post in lower Manhattan. He also supplied technical direction on victim issues to the American and United Airlines response teams assigned to NYC.

Additionally he oversees the NTSB Response Operations Center "ROC" which operates 24/7 and manages the agency's launch protocols.

### **Mr. Grosof's topics will be:**

- Who is the NTSB and how do they conduct an aviation investigation.
- Roles and responsibilities for Airports, Airlines, First Responders and other Public Safety officials during an aviation disaster.
- What is the NTSB/FBI relationship during a major aviation disaster.
- Self-care when responding to a major accident.

## **ITEM 8.**

### **OTHER MATTERS:**

*(Chairman)*

#### **DISCUSSION:**

Commissioner O'Malley referred to discussions of past meetings whereas the Board was suggesting different ideas for promoting the Airport. In that theme, Commissioner O'Malley suggested that the Airport consider conducting a 'travel fair'. Much along the lines of a 'job fair' or health fair' where the local travel agents set up tables with information and promotions in the airport terminal for the surrounding population to visit the airport, maybe take a tour, and talk with the travel agents and get information on flights and costs that the airport has to offer and show the public that this airport is the first point when traveling to any destination they desire, for parking, hotels, and ease in traveling. Mr. Centini agreed to look into the possibility of this suggestion further.

## **ITEM 9.**

### **ADJOURNMENT:**

*(Chairman)*

#### **MOTION:**

It is recommended to adjourn the meeting.

#### **MOVED BY:**

Commissioner Jim Wansacz

#### **SECONDED BY:**

Commissioner Patrick O'Malley

#### **VOTE:**

Unanimous

The meeting was adjourned at 11:21 A.M.