

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 19, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 19, 2013 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:33 A.M. with Mr. Timothy McGinley presiding.

PRESENT: Commissioner Corey D. O'Brien
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 Donald Frederickson, Lackawanna County Solicitor

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

DISCUSSION: None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the August 29, 2013 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Robert Lawton
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 2013 decreased 4.8% to 19,998 from 21,004 in the month of August 2012. Mr. Conner noted that this is attributable three reasons when compared to August 2012: 1) the loss of two daily United flights to Newark; 2) the loss of one daily Delta flight to Detroit; and 3) the loss of four Allegiant flights to Orlando-Sanford.

Enplanements for August 2013 compared to enplanements for August 2011 decreased by 1,355 or 6.3%. This is attributable to three reasons when compared to

BUSINESS REPORT – Cont'd...

August 2011: 1) the loss of 51 monthly American Eagle flights to Chicago; 2) the loss of two daily United flights to Newark, 31 monthly flights; and 3) the loss of one daily United flight to Chicago, 17 monthly flights.

Enplanements for August 2013 compared to enplanements for July 2013 increased by 693 or 3.6%. This is mainly attributable to an increase in passengers to Philadelphia.

In August 2013, 21 departing flights were cancelled: 15 for air traffic/weather; 7 for mechanical and 1 for no crew. This accounts for 984 seats (4.2%) out of a total 24,293 departure seats. Also, 25 arriving flights were cancelled: 18 for air traffic/weather and 7 for mechanical.

General Aviation Operations.

DISCUSSION:

For August 2013, General Aviation had 1,312 operations (one take-off or one landing) which is a decrease of 13% from August 2012's 1,503 General Aviation Operations. General Aviation revenues increased \$ 2,505 or 15.5% to \$ 16,097.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of August 2013, Airport Operations had a net loss totaling \$ 7,167, compared to a net income of \$ 49,493 in August 2012, which is a difference of \$ 56,660. Year to date net income for 2013 is \$ 83,465 which is \$ 87,310 less than the comparable 2012 net income of \$ 170,775. Invoices received since the last meeting for supplies and services total \$ 299,171.85. These invoices include major construction project costs of \$ 19,751.46.

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 #2013/8).

Construct New Passenger Terminal
ACP 03-01

Pinnacle Roofing	\$	3,800.00
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Invoice # 12194, dated August 29, 2013 in the amount \$ 3,800.00 for Installation of Post for Terminal Building Sign.

McGregor Industries, Inc.	\$	6,440.00
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Invoice # 10990, dated August 26, 2013 in the amount \$ 6,440.00 to furnish and install 10 stubs.

FNS	\$	6,470.05
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Invoice # 005-21257, dated September 4, 2013 in the amount \$ 6,470.05 for signs.

BUSINESS REPORT – Cont'd...

Rehab. and Extend Hangar Road
ACP 07-16

George J. Hayden \$ 1,853.75

Invoice #40668, dated August 19, 2013 in the Amount \$ 1,853.75 for construction materials.

Wilkes-Barre Materials \$ 309.73

Invoice # 53419, dated August 19, 2013 in the amount of \$ 309.73 for construction materials.

Pioneer Aggregates \$ 462.37

Invoice #57025, dated August 15, 2013 in the amount \$ 462.37 for construction materials.

Friedman Electric \$ 195.56

Invoice #S016620055.001, dated August 13, 2013 in amount \$ 195.56 for construction materials.

This project is 83.07% complete.

Airport Property Data Gathering & Mapping
ACP 13-01

PennEastern Engineers LLC \$ 220.00

Invoice #12-134-05, dated August 2, 2013 in the amount \$ 220.00 for Engineering services.

This project is 100.00% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2013/8 (Check #1018).

Construct Passenger Terminal Building
PFC Project #9

Pinnacle Roofing \$ 3,800.00 CIP 19203-01
Inspection Services
ACP 03-01

McGregor Industries \$ 6,440.00 CIP 19203-01
Install 10 Stubs
ACP 03-01

FNS \$ 6,470.05 CIP 19203-01
Signs
ACP 03-01

BUSINESS REPORT – Cont'd...

Rehabilitate and Extend Hangar Road
PFC Project #08-025

Wilkes-Barre Materials Construction Materials ACP 07-16	\$	309.73	CIP 19607-16
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George J. Hayden Construction Materials ACP 07-16	\$	1,853.75	CIP 19607-16
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Friedman Electric Construction Materials ACP 07-16	\$	196.56	CIP 19607-16
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Pioneer Aggregate Cost for Outside Normal Hours ACP 07-16	\$	462.37	CIP 19607-16
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MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 5.

AUTHORIZATION TO BID:

(Michael Conner – Assistant Airport Director)

Trash Removal and Recycling.

MOTION: Recommend the Airport Board approve the solicitation of bids for Trash Removal and Recycling.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 6.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Extend Taxiway B Project.

MOTION: Recommend the Airport Board ratify the approval and acceptance of Federal Aviation Administration Grant Agreement, # 3-42-0105-059-2013, which provides \$ 757,356.00 for the final Design of the Extension of Taxiway B, Phase I, subject to solicitors concurrence. FAA grant provides 90% of the total design costs of \$ 841,507. The remaining 10% will be provided by PennDOT – Bureau of Aviation and Airport's PFC funds, 5% each.
MOVED BY: Board Member Robert Lawton
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

DIRECTOR'S COMMENTS – Cont'd...

Miscellaneous.

DISCUSSION:

Mr. Centini advised the Board that the Wilkes-Barre/Scranton International Airport will conduct its Annual Tabletop Review of its Airport Emergency/Disaster Plan tonight, at 7:00 P.M. All of our Mutual Aid responders are invited. Normally 80 to 90 of responders from surrounding Fire/Rescue departments along with representatives of various associated agencies attend.

This year, in addition to a full review of our emergency plan we are pleased to have guest speakers; Jack Lasky, EMS Coordinator for Geisinger of Northeast Pennsylvania speak about Mass Casualties; Corporal Mark Applegate, bomb dog handler and Trooper Michael Sponchiado, bomb technician of the Pennsylvania State Police speaking on how the K-9 responds to a bomb threat and how the bomb squad responds to explosive devices and suspicious packages.

George Bieber, Director of Public Safety coordinates the annual review along with the Airport Lead Firemen Jack Davis and Jim Butler.

ITEM 7.

OTHER MATTERS:

(Chairman/Vice Chairman)

DISCUSSION:

Commissioner O'Brien stated that he would like to see the Wilkes-Barre/Scranton International Airport bring back air shows. He stated that people stay in this area for the quality of life it offers, i.e. the events held at Mohegan Sun Arena and Toyota Pavilion, baseball, Montage Ski Resort, all the golf courses, the parks in N.E. Pennsylvania, he could go on and on, and he feels the air shows would be a fantastic addition and he would like the airport to seriously consider bringing them back. Maybe not on a yearly basis, but every other year, the shows could start out small and grow over the years, keeping within the airports financial means. He went on to stay that he knows there are problems to consider, such as parking, but he thinks it is worthwhile to bring the air shows back and that the Airport should work toward doing so, aiming towards the year 2015.

DISCUSSION:

Mr. Centini informed the Board that if the motion passes to look into the possibility of bringing back the air shows he would have air show promoters come to AVP and look at the facility and come back with a report to see if it could be done and how it could be done. He mentioned that the landscape has been changed since the last air show twelve years ago and that the airport has undergone a complete renovation, and that could be a major problem. There are also financial aspects to consider.

MOTION:

Review options of putting on an air show in the year 2015 and to review all the information necessary to putting a show on.

MOVED BY:

Commissioner Corey O'Brien

SECONDED BY:

Commissioner Patrick O'Malley

VOTE:

Unanimous

DISCUSSION:

Interim General Manager, Dave Lucas of Aviation Technologies filled the Board in on the status of operations at the FBO after just starting business three weeks ago and stated that the transition from Saker Aviation to Aviation Technologies went smoothly. He stated that things are running well, customer satisfaction is good and he sees no problems. Mr. Lucas also stated that their fuel prices are about 10 cents cheaper on JetA and about 5 cents cheaper on AvFuel when compared to Allentown's pricing, which is one of the more significant airports they compare prices to.

ITEM 8.

ADJOURNMENT:

(Chairman/Vice Chairman)

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

The meeting was adjourned at 11:15 A.M.