

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
NOVEMBER 15, 2012

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 15, 2012 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:40 A.M. with Commissioner Corey D. O'Brien presiding.

**PRESENT:** Commissioner Corey D. O'Brien  
Commissioner Patrick O'Malley  
Commissioner James Wansacz  
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  
Ms. Mary Jo Sheridan, Deputy Controller, Lackawanna County  
Attorney Don Frederickson, Lackawanna County Solicitor

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

None.

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

**MOTION:** To approve and dispense with the reading of the October 18, 2012 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Board Member Timothy McGinley  
**SECONDED BY:** Commissioner James Wansacz  
**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 October 2012 decreased 2.6% to 20,334 from 20,869 in the month of October 2011. Mr. Conner noted that this is attributable to the loss of American Eagle's 48 flights (2,124 seats) last October, as well as the loss of one daily Delta flight to Detroit for the fall/winter season (1,550 seats), and Superstorm Sandy, which affected all airlines at AVP except for Allegiant from October 28-31, 2012 and with that we had a total of 41 departing flights cancelled.

**BUSINESS REPORT – Cont'd...**

Enplanements for the month of October 2012 compared to the month of October 2010 decreased by 1,015 which is 4.6%. This, he noted is attributable to the loss of American Eagle's 62 flights (2,914 seats) in October 2012, as well as Delta's flights and Superstorm Sandy.

Enplanements for October 2012 compared to enplanements for September 2012 increased by 2,532 which is 14.2%. This is mainly attributable to the return of Allegiant's twice weekly flights to Orlando-Sanford in October (1,264 seats), as well as a load factor increase from all other air carriers.

In October 2012, 54 departing flights were cancelled: 53 for air traffic/weather; 1 for mechanical. This accounts for 2,384 seats (9.4%) out of a total 27,860 departure seats. It was noted that 53 departing flights cancelled for air traffic/weather, 41 of those flights (1,851 seats) were cancelled due to Superstorm Sandy (October 28-31). Also, 68 arriving flights were canceled, 67 for air traffic/weather and 1 for mechanical. It was noted that of the 68 arriving flights cancelled for air traffic/weather, 41 of those flights (1,851 seats) were cancelled due to Superstorm Sandy (October 28-31).

General Aviation Operations.

**DISCUSSION:**

For October 2012, General Aviation had 990 operations (one take-off or one landing) which is an increase of 16% from October 2011's 1,177 General Aviation Operations. General Aviation revenues decreased \$ 1,111 or 8.7% to \$ 11,647.

Financial Report

Revenue/Expenses Report.

**DISCUSSION:**

Mr. Conner reported that for the month of October 2012, Airport Operations had a net income totaling \$ 84,661, compared to a net loss of \$ 37,114 in October 2011, which is a difference of \$ 121,775. Year-to-date, our net income for 2012 is \$ 158,530, which is \$ 284,997 less than the comparable 2011 net income of \$ 443,527. Invoices received since the last meeting for supplies and services total \$ 652,587.36. These invoices include major construction project costs of \$ 436,406.73.

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 #2012/10).

Rehab. and Extend Hangar Road  
ACP 07-16

L. R. Kimball \$ 42,207.15

Invoice # 515624, July 30, 2012 in the amount of \$ 42,207.15 for inspection services.

L. R. Kimball \$ 37,710.90

Invoice # 516865, October 24, 2012 in the amount of \$ 37, 710.90 for inspection services.

**BUSINESS REPORT – Cont'd...**

Scartelli Construction \$ 156,731.13

Application # 12, November 13, 2012 in the amount of \$ 156,731.13 for construction services.

Friedman Electric \$ 1,758.42

Invoice #S014207493.001, October 19, 2012 in the amount of \$ 1,758.42 for construction services.

Friedman Electric \$ 421.72

Invoice # S014215236.001, October 23, 2011 in the amount of \$ 421.72 for construction services.

Friedman Electric \$ 1,311.99

Invoice # S014227893.001, October 24, 2012 in the amount of \$ 1,311.99 for construction services.

Friedman Electric \$ 134.71

Invoice # S014066273.001, October 3, 2012 in the Amount of \$ 134.71 for construction services.

This project is 70.86% complete.

Construct South General Aviation Apron  
ACP 10-01

Popple Construction \$ 130,804.63

Application # 11, October 15, 2012 in the amount Of \$ 130,804.63 for construction services.

URS \$ 15,113.38

Invoice # 5276104, October 22, 2012 in the amount \$ 15,113.38 for inspection Services.

This project is 73.21% complete.

Taxiway B  
ACP 11-01

L. R. Kimball \$ 46,254.78

Invoice # 516986, October 29, 2012 in the amount \$ 46,254.78 for design services.

This project is 10.80% complete.

**BUSINESS REPORT – Cont'd...**

Rehab. Airline Apron and Install PAPI (RW 10)  
ACP 12-02

McFarland-Johnson \$ 3,957.92

Application #3, October 17, 2012 in the amount  
\$ 3,957.92 for design Services.

This project is 35.03% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2012/10 Check #1006.

Design & Construct New South General Aviation Apron  
ACP 10-01

Popple Construction \$ 3,270.12 CIP 19610-01  
Construction  
ACP 10-01

URS \$ 377.84 CIP 19610-01  
Inspection  
ACP 10-01

**MOTION:**

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

**MOVED BY:**

Commissioner Patrick O'Malley

**SECONDED BY:**

Commissioner James Wansacz

**VOTE:**

Unanimous

**ITEM 5.**

**AUTHORIZATION TO BID:**

*(Michael Conner, Assistant Airport Director)*

**MOTION:**

Recommend the Airport Board approve the following Authorizations to Bid.

1. Airport Security System Card Readers
2. Airport Window Cleaning Services
3. Airport Heating, Ventilation and Air Conditioning System Maintenance Service Contract.
4. Supply and Delivery of FAA Specified Washed Abrasive Sand for Airport Runways.
5. Supply and Delivery of UREA De-Icer.

**MOVED BY:**

Board Member Timothy McGinley

**SECONDED BY:**

Commissioner Patrick O'Malley

**VOTE:**

Unanimous

**ITEM 6.**

**DIRECTOR'S COMMENTS:**

*(Barry J. Centini, Airport Director)*

Aircraft Rescue and Firefighting Vehicle and Equipment Project.

**MOTION:**

Recommend the Airport Board ratify the acceptance of PennDOT – Bureau of Aviation grant for the purchase of New Aircraft Rescue and Firefighting Vehicle and protective gear subject to solicitors concurrence. Grant amount \$ 11,728.00, which represents 5% of the \$234,562.00 purchase price, and recommend the...

Rehabilitate and Extend Hangar Road Project.

**MOTION:**

... Airport Board approve Change Order #3 to Scartelli Construction Inc's contract, increasing the contract amount \$ 40,145.77 from \$ 2,100,346.49 to \$ 2,140,492.26, subject to FAA and PennDOT's concurrence. Increase due to the extension of the new eight inch water main from Saker's FBO Building to the southern end of Hangar Road to connect to the Airports main waterline.

**MOVED BY:**

Commissioner Patrick O'Malley

**SECONDED BY:**

Board Member Rick Williams

**VOTE:**

Unanimous

Miscellaneous.

**DISCUSSION:**

Theresa Kobeski Retirement – Last day of work Friday, November 16, 2012.

The Airport Board presented Theresa with a Proclamation thanking Theresa for her 23 years of dedicated service, and declared Thursday, November 15, 2012 as "Theresa Kobeski Day". Mr. Centini presented Theresa with a vase of 12 roses.

**ITEM 7.**

**OTHER MATTERS:**

*(Chairman)*

None.

**ITEM 8.**

**ADJOURNMENT:**

*(Chairman/Vice Chairman)*

**MOTION:**

To adjourn the meeting.

**MOVED BY:**

Board Member Rick Williams

**SECONDED BY:**

Commissioner James Wansacz

**VOTE:**

Unanimous

The meeting was adjourned at 11:00 A.M.