

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 18, 2013

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Friday, October 18, 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 Jim 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

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

DISCUSSION: None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the September 19, 2013 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Corey O'Brien

SECONDED BY: Commissioner Jim 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 September 2013 decreased 1.3% to 17,564 from 17,802 in the month of September 2012. Mr. Conner noted that this is attributable to three reasons when compared to September 2012: 1) the loss of one daily United flight to Newark; 2) the reduction of US Airways flights to Philadelphia on certain days; and 3) the hiatus of Allegiant flights to Orlando-Sanford.

BUSINESS REPORT – Cont'd...

Enplanements for September 2013 compared to enplanements for September 2011 decreased by 3,041 or 14.8%. This is attributable to three reasons when compared to September 2011: 1) the loss of 46 monthly American Eagle flights to Chicago; 2) the loss of one daily United flight to Newark; and 3) the reduction of US Airways flights to Philadelphia on certain days.

Enplanements for September 2013 compared to enplanements for August 2013 decreased by 2,434 or 12.2%. This is mainly attributable to two reasons when compared to August 2013: 1) the reduction of US Airways flights to Philadelphia on certain days; and 2) the hiatus of Allegiant flights to Orlando-Sanford.

In September 2013, 12 departing flights were cancelled: 7 for air traffic/weather; 5 for mechanical. This accounts for 512 seats (2.3%) out of a total 22,655 departure seats. Also, 9 arriving flights were cancelled: 6 for air traffic/weather and 3 for mechanical.

General Aviation Operations.

DISCUSSION:

For September 2013, General Aviation had 1,425 operations (one take-off or one landing) which is an increase of 25% from September 2012's 1,141 General Aviation Operations. General Aviation revenues increased \$2,290 or 26% to \$8,685 in September 2013 from \$10,975 in September 2012.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of September 2013, Airport Operations had a net income totaling \$12,616, compared to a net income of \$38,657 in September 2012, which is a difference of \$26,041. Year to date net income for 2013 is \$96,088 which is \$113,350 less than the comparable 2012 net income of \$209,438. Invoices received since the last meeting for supplies and services total \$459,211.42. These invoices include major construction project costs of \$226,871.43.

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 #2013/9).

Rehab & Extend Hangar Road ACP 07-16

Friedman Electric	\$	4.54
-------------------	----	------

Invoice # S016064549.002, dated June 7, 2013 in the amount \$ 4.54 for Construction Materials.

Scartelli Construction.	\$	167,628.01
-------------------------	----	------------

App #17, dated October 15, 2013 in the amount \$ 167,628.01 for construction.

BUSINESS REPORT – Cont'd...

L.R. Kimball \$ 3,769.65

Invoice # 521421, dated September 9, 2013 in the amount \$ 3,769.65 for inspection.

Taxiway B Extension
ACP 11-01

L.R. Kimball \$ 9,314.17

Invoice #521251, dated September 6, 2013 in the Amount \$ 9,314.17 for design.

Replace Security Vehicles, Pagers
ACP 13-04

Industrial Electronics \$ 15,420.70

Invoice #79097, dated September 25, 2013 in the amount \$ 15,420.70 for Kenwood Portable Units.

Puroskey & Tuckerman \$ 15,050.00

Invoice #16091, dated September 18, 2013 in the amount \$15,050.00 for Motorola Radio Equipment.

Industrial Electronics \$ 11,010.78

Invoice #79094, dated September 25, 2013 in the amount \$11,010.78 for Kenwood Portable Units.

Replace Runway Surface Sensor Systems
ACP 13-06

Vaisala \$ 4,673.58

Invoice #30169763, dated September 25, 2013 in the amount \$4,673.58 for sensors.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2013/9 (Check #1020 & #1021).

Replace Runway Surface Sensor System
PFC Project #09-005

Vaisala \$ 4,673.58 CIP 19613-06
Sensors
ACP 13-06

Replace Security Pagers, Radios
PFC Project #09-012

Industrial Electronics \$ 15,420.70 CIP 19613-04
Kenwood Portable Units
ACP 13-04

BUSINESS REPORT – Cont'd...

Puroskey & Tuckerman Motorola Radio Equipment ACP 13-04	\$	15,050.00	CIP 19613-04
---	----	-----------	--------------

Industrial Electronics Kenwood Portable Units ACP 13-04	\$	11,010.78	CIP 19613-04
---	----	-----------	--------------

Rehab & Extend Hangar Road PFC Project #09-025

Friedman Electric Construction Materials ACP 07-16	\$	4.54	CIP 19607-16
--	----	------	--------------

Scartelli Construction Construction ACP 07-16	\$	167,628.01	CIP 19607-16
---	----	------------	--------------

L.R. Kimball Inspection ACP 07-16	\$	3,769.65	CIP 19607-16
---	----	----------	--------------

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Board Member Robert Lawton
SECONDED BY: Commissioner Corey O'Brien
VOTE: Unanimous

DISCUSSION: PFC Status Report.

Mr. Conner reported that the Airport collected \$257,207.32 (including \$1,529.30 interest throughout the third quarter of 2013), bringing the PFC Trust Account balance of \$1,523,633.92.

For PFC Application 93-01, 97-02, and 00-03, the Airport has expended \$9,532,125 (73%) out of a total collection authority of \$12,997,524; for PFC Application 08-05, the Airport has expended \$1,289,989 (85%) out of a total collection authority of \$1,518,104; for PFC Application 09-07, the Airport has expended \$117,929 (72%) out of total collection authority of \$164,000; and for PFC Application 13-10 the Airport has expended \$1,254,915 (50%) out of a total collection authority of \$2,505,054.

ITEM 5. **AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)** **PROGRAM.**

(Michael Conner – Assistant Airport Director)

This program is a requirement of the FAA Civil Rights Department and is effective from October 1, 2013, through September 30, 2016. It establishes the Airport's goals for airport concessions DBE participation, based on actual revenues of all Airport tenants that sell goods or services to the public, including rental car companies, restaurants, hotels, and others. The program has two separate goals, one for rental car concessions and one for all other concessions. The calculated program goal for rental car concessions is 26%. The calculated program goal for non-rental care concessions is 5.8%. All ACDBE participants are certified by the Pennsylvania Unified Certification Program (PAUCP), to which the Airport subscribes.

ACDBE PROGRAM – Cont’d...

MOTION: Recommend the Airport Board approve the Airport’s “Airport Concessions Disadvantaged Business Enterprise: (ACDBE) program update.
MOVED BY: Board Member Robert Lawton
SECONDED BY: Commissioner Corey O’Brien
VOTE: Unanimous

ITEM 6.

AUTHORIZATION TO BID.

(Michael Conner – Assistant Airport Director

Airport Unleaded Fuel and Diesel.

MOTION: Recommend the Airport Board approve the solicitation of bids for Airport Unleaded Fuel and Diesel.
MOVED BY: Board Member Robert Lawton
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 7.

DIRECTOR’S COMMENTS:

(Barry J. Centini, Airport Director)

Rehabilitate Terminal Apron & Install PAPI Runway 10/28 Project.

MOTION: Recommend the Airport Board ratify the acceptance and approval of PennDOT – Bureau of Aviation Development Grant No. ADP-2013, for the Rehabilitation of the Terminal Apron and the Installation of a PAPI (Precision Approach Path Indicator) subject to solicitor’s concurrence. Grant amount \$41,784.00 which is 5% of total project cost \$835,680.00.
MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Commissioner Corey O’Brien
VOTE: Unanimous

Rehabilitate/Extend Hangar Road Project.

MOTION: Recommend the Airport Board approve Change Order #6 increasing Scartelli Construction Services Inc’s contract \$6,437.47 from \$2,198,622.26 to \$2,205,059.73 subject to FAA, Penn Dot and solicitor’s concurrence. Increase due to, 1. Fuel Farm Concrete placement sequence change; as a result of poor subsurface conditions and the need to keep access to the fuel farm the placement of concrete was completed in 5 phases instead of 2, 2. Size of light poles increased from 5” to 6” and 3. Fee for storage trailer for electrical equipment used by owner.
MOVED BY: Commissioner Corey O’Brien
SECONDED BY: Board Member Robert Lawton
VOTE:

Commissioner Corey O’Brien	-	Yea
Commissioner Patrick O’Malley	-	Yea
Commissioner Jim Wansacz	-	Yea
Board Member Timothy McGinley	-	Nay
Board Member Robert Lawton	-	Yea
Board Member Rick Williams	-	Yea

Motion passes five (5) Yea’s, one(1) Nay

DIRECTOR'S COMMENTS – Cont'd...

Small Community Air Service Development Grant.

DISCUSSION:

The Wilkes-Barre/Scranton Int'l Airport received notification, that it was selected to receive a Small Community Air Service Development Grant. The Federal Grant amount of \$575,000 will be used to attract new or expanded service to business and leisure destinations. The Department of Transportation awarded 25 grants, totaling \$11.5 million; out of 59 applicants. The Wilkes-Barre/Scranton Int'l Airport was the only Airport in Pennsylvania to receive a 2013 Small Community Air Service Development Grant. On behalf of the Airport Board and Management Staff we wish to thank Senator Casey, who made the grant award announcement, and Senator Toomey for their support of our application for the Small Community Air Service Development Grant.

ITEM 8.

OTHER MATTERS:

(Chairman)

DISCUSSION:

Commissioner O'Brien stated that he would like to see the Wilkes-Barre/Scranton International Airport endorse a study for the creation of a Regional Transportation Authority. He stated that Lackawanna and Luzerne Counties no longer live on an island and the future of Lackawanna County requires a strong Luzerne County and the future of Luzerne County requires a strong Lackawanna County. Because each county's future is so intertwined with each other and because he feels that we have had a very successful "experiment" here at the Airport for a number of years in the past, one thought that comes to mind is looking into, not guaranteeing we will do it, a study whether it would be appropriate to form a Regional Transportation Authority, that would potentially include the airport, our mass transit systems, our rail systems, and any other transportation related entities, that could operate more efficiently on a regional basis. He stated that we already have rail, which right now only includes Lackawanna and Monroe, and he thinks that might be a way to include our partners in Luzerne. He noted that our transportation and transit agencies work very closely together now and this may be an opportunity to save some money over time, but also collaborate a little further. He went on to say that our airport is already being operated by a joint organization here, even as loosely as that is configured. He thinks maybe we should think about having made some initial inquiries with Penn DOT which showed an interest in potentially funding some of this study. The only requirement is that we provide them with a resolution indicating that there is agreement to study. Whether or not it comes to fruition overtime will be determined by all the parties involved. He hopes that maybe we could get some state money to help them fund a review and see whether or not there is an interest in at least looking into whether a Regional Effort Transportation could garner us some additional clout within the state. For example, if we were to produce an original entity, we would move up to the third largest transportation system in the Commonwealth of Pennsylvania.

MOTION:

Recommend the Airport Board endorse the study of the formation of a Regional Transportation Authority by the Airport Board and requests Commonwealth of Pennsylvania's assistance in funding said study. Airport Board would entertain providing potential financial assistance in the study endeavor moving forward. Airport Director and Airport Solicitor to prepare a resolution for Airport Board approval.

MOVED BY:

Commissioner Corey O'Brien

SECONDED BY:

Board Member Rick Williams

VOTE:

Unanimous

ITEM 9.

ADJOURNMENT:

(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 11:07 A.M.