

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 19, 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 Donald Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Mary Jo Sheridan, Deputy Controller, Lackawanna County

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the November 21, 2013 Bi-County Airport Board Meeting minutes.
MOVED BY: Board Member Rick Williams
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 November 2013 decreased 9.3% to 17,095 from 18,845 in the month of November 2012. Mr. Conner noted that this is attributable to the loss of 48 US Airways flights to Charlotte and Philadelphia, when compared to November 2012.

Enplanements for November 2013 compared to enplanements for November 2011 decreased by 1,505 or 9.3%. This is attributable to three reasons when compared to

BUSINESS REPORT – Cont'd...

November 2011: 1) the loss of 28 USAirways flights to Philadelphia; 2) the loss of 23 American Eagle flights to Chicago; and 3) the loss of 18 United flights to Newark.

Enplanements for November 2013 compared to enplanements for October 2013 decreased by 2,903 or 14.5%. This is attributable to two reasons when compared to October 2013; 1) the airlines' reduced schedules over the Thanksgiving Holiday (November 28-29); and 2) a reduction in flights to Philadelphia, Detroit and Chicago and also due to twice as many departure seats being canceled in November as compared to October.

In November 2013, 15 departing flights were cancelled: 7 for air traffic/weather; 8 for mechanical. This accounts for 662 seats (2.9%) out of a total 23,665 departure seats. Also, 13 arriving flights were cancelled: 7 for air traffic/weather and 6 for mechanical.

General Aviation Operations.

DISCUSSION:

For November 2013, General Aviation had 897 operations (one take-off or one landing) which is a decrease of 16% from November 2012's 1,071 General Aviation Operations. General Aviation revenues increased \$ 9,063 or 131% to \$15,942 in November 2013 from \$6,879 in November 2012.

Financial Report

Revenue/Expenses Report.

DISCUSSION:

Mr. Conner reported that for the month of November 2013, Airport Operations had a net income totaling \$14,751, compared to a net income of \$62,791 in November 2012, which is a difference of \$48,040. Year to date net income for 2013 is \$145,642, which is \$189,478 less than the comparable 2012 net income of \$335,120. Invoices received since the last meeting for supplies and services total \$472,435.69. These invoices include major construction project costs of \$287,786.54.

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.

Taxiway B Extension to RW 22, Phase 2

ACP 11-01

L. R. Kimball	\$	81,654.74
---------------	----	-----------

Invoice #522386, dated November 20, 2013 in the amount \$ 81,654.74 for design services.

This project is 12% complete.

BUSINESS REPORT – Cont'd...

Rehab. Airline Apron
ACP 12-02

Kruger Construction \$ 131,175.00

Application #2, dated November 30, 2013 in the amount \$ 131,175.00 for construction services.

This Project is 44.25% complete.

Replace Security Vehicles, Pagers
ACP 13-04

Apple Chevrolet \$ 37,000.00

Invoice #12224, dated October 30, 2013 in the amount \$ 37,000.00 for 2014 Chevrolet Tahoe S1.

Industrial Electronics \$ 210.90

Invoice # 80119, dated November 14, 2013 in the amount \$ 210.90 for Havis Shield.

Industrial Electronics \$ 210.90

Invoice # 80118, dated November 14, 2013 in the amount \$ 210.90 for Havis Shield.

Apple Chevrolet \$ 37,535.00

Invoice # 12225, dated October 30, 2013 in the amount \$ 37,535.00 for 2014 Chevrolet Tahoe S2.

This project is 100.36% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2013/10 (Check #1023 and 1024).

Rehabilitate Airline Apron
PFC Project #09-024

Kruger Construction \$ 6,558.75 CIP 19612-02
Construction
ACP 12-02

Replace Security Pagers, Radios
PFC Project #09-012

Apple Chevrolet \$ 37,535.00 CIP 19613-04
2014 Chevrolet Tahoe S1
ACP 13-04

BUSINESS REPORT – Cont'd...

Industrial Electronics \$ 210.90 CIP 19613-04
Havis Shield
ACP 13-04

Industrial Electronics \$ 210.90 CIP 19613-04
Havis Shield
ACP 13-04

Apple Chevrolet \$ 37,000.00 CIP 19613-04
2014 Chevrolet Tahoe S2
ACP 13-04

MOTION: Request the Airport Board approve the above transactions and payments.
MOVED BY: Board Member Rick Williams
SECONDED BY: Board Member Robert Lawton
VOTE: Unanimous

ITEM 5.

BID OPENING.

(Michael Conner – Assistant Airport Director)

Sale of a 1994 GMC Topkick Dump Truck, w/Snow Plow & Spreader.

MOTION: Bids were opened for the sale of a 1994 GMC Topkick Dump Truck with Snow Plow and Spreader were opened Tuesday, December 10, 2013 at 11:00 A.M. in the Airport Conference Room by Airport Administration and Walter Mitchell, Luzerne County Controller. 110 sets of specifications were sent to Luzerne and Lackawanna County Municipalities, one (1) bid was received. It is recommended that the Airport Board award the sale of the Dump Truck to the bidder submitting the responsive bid, Duryea Borough, Luzerne County at the bid price of \$ 8,100.00.

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

Unleaded Gas and #2 Diesel Fuel.

MOTION: Bids for the Supply and Delivery of Unleaded Gas and #2 Diesel Fuel were opened Thursday, December 12, 2013 at 11:00 A.M. in the Airport Conference Room by Airport Administration and Lackawanna County Controller, Gary DiBilio and Lackawanna County Chief Auditor, Reggie Mariani. Eight (8) sets of specifications were sent out and one (1) bid was received. It is recommended the Airport Board award this contract to the bidder submitting the responsive bid, Superior Plus, 112 Broad Street, Montoursville, PA, 17754 at the bid price of \$ 2.9704 (mark up price \$.1700) for Unleaded 87 Octane Gas (per gallon), and \$ 3.3506 (mark up price \$.1800) for No. 2 Diesel Fuel (per gallon). This contract is for a three (3) year period effective January 1, 2014 through December 31, 2016.

MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Board Member Rick Williams
VOTE: Unanimous

ITEM 6.

AUTHORIZATION TO BID.

(Michael Conner – Assistant Airport Director)

MOTION: Recommend the Airport Board approve the authorization to advertise for bids for the Supply and Delivery of Sodium Acetate Runway De-Icier/Anti-Icer.
MOVED BY: Board Member Rick Williams
SECONDED BY: Commissioner James Wansacz
VOTE: Unanimous

ITEM 7.

DIRECTOR'S COMMENTS:

(Barry J. Centini, Airport Director)

Personnel.

MOTION: Recommend the Airport Board accept the resignation of Mr. Jared Aigeldinger, 243 Church Road, Mountain Top, PA from a maintenance position effective December 13, 2013.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Commissioner James Wansacz
VOTE: Unanimous

Regional Transportation Authority Study.

MOTION: Wilkes-Barre/Scranton International Airport's Resolution, as follows, for Airport approval, requesting the Pennsylvania Department of Transportation to commission a study to examine the feasibility of establishing a regional Transportation Authority. Mr. Centini also stated that he thinks that it would be added plus if a resolution was passed in each county.
MOVED BY: Commissioner Corey O'Brien
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

**A RESOLUTION OF THE JOINT GOVERNING BOARD OF THE
WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
REQUESTING THAT THE PENNSYLVANIA DEPARTMENT OF
TRANSPORTATION COMMISSION A STUDY AS TO THE FEASIBILITY
OF A REGIONAL TRANSPORTATION AUTHORITY**

WHEREAS, the Counties of Luzerne and Lackawanna jointly own, manage and operate the Wilkes-Barre/Scranton International Airport through a joint governing board comprised of officials from both counties; and

WHEREAS, the joint governing board of the Wilkes-Barre/Scranton International Airport believe that it is in the best interests to study the feasibility of forming a regional transportation authority to potentially merge and jointly govern the mass transportation services in a more efficient and cohesive manner; and

WHEREAS, the Pennsylvania Department of Transportation (PennDOT) has the capability and experience in undertaking such study, and providing a report detailing the feasibility of such a joint authority.

NOW THEREFORE, be it resolved by the joint governing board of the Wilkes-Barre/Scranton International Airport, as follows:

DIRECTOR'S COMMENTS – Cont'd...

It is hereby resolved by the joint governing board of the Wilkes-Barre/Scranton International Airport that the Pennsylvania Department of Transportation commission a study to examine the feasibility of establishing a regional transportation authority, to encompass Luzerne, Lackawanna and other surrounding counties, with regard to the consolidation

of air transportation, mass transit systems, rail systems and any and all other related transportation entities, with a view towards establishing a more cohesive and cost effective system(s) for the residents of Northeastern Pennsylvania.

ADOPTED at a regular meeting of the Joint Governing Board of the Wilkes-Barre/Scranton International Airport, held on the 19th day of December, 2013.

Barry J. Centini, Airport Director

Timothy McGinley, Chairman
Luzerne County Council Chair

Corey O'Brien, Vice-Chairman
Lackawanna County Commissioner

Taxiway B Extension Project.

MOTION:

Recommend the Airport Board approve the non-Federal Reimbursable Agreement, (AJW-FN-ESA-14-1135) between the Department of Transportation – Federal Aviation Administration and Luzerne/Lackawanna Counties – Wilkes-Barre/Scranton International Airport, subject to solicitor's concurrence. The Agreement is for the FAA to provide engineering design review and technical support to relocate the Runway 22 Glide Slope and Runway Visual Range Navigation Systems. The Relocation of these FAA facilities is required due to the extension of Taxiway B. Total FAA estimated cost contained in the Agreement is \$ 149,957.44.

MOVED BY:

Commissioner Patrick O'Malley

SECONDED BY:

Board Member Rick Williams

VOTE:

Unanimous

Miscellaneous.

DISCUSSION:

Mr. Centini advised the Board that on December 12, 2013 Governor Tom Corbett announced the recipients of \$10 million in Aviation Grants. The Wilkes-Barre/Scranton International Airport was one of 10 Airports in the Commonwealth approved by the State Transportation Commission to receive funding. The Wilkes-Barre/Scranton International Airport is being awarded \$2.6 Million to construct a commercial aircraft hangar (\$1.5M) and to demolish the old terminal building complex (\$1.1M).

Mr. Centini said that the Airport Board and Management wish to thank Governor Corbett and the State Transportation Commission for selecting the Wilkes-Barre/Scranton International Airport's projects for State funding.

DISCUSSION:

Mr. Centini also reminded the Board that there will be a Board Reorganization at the January 2014 meeting.

ITEM 8.

OTHER MATTERS:

(Chairman)

DISCUSSION:

Mr. Williams asked if there has been any progress made regarding the Airports Approach Lighting. Mr. Centini answered that there has been progress made, that they have been meeting with the FAA and the big thing that occurred is that there was a decommissioning looked at, and that is not going to happen, that we will have a system here. At present, Mr. Centini stated, is that the FAA is looking at either how to repair that system or replace the system and that the airport is hoping that decision will be made by next month. He stated that he is sure Senator Casey will want to make an announcement as to whatever is going to happen. Senator Casey has been hands on involved in this and has been working to secure the funding and to make sure they are going to replace the system or repair it. The Airport is looking to get the system on as soon as possible but it does not look like it will be this year, hopefully next year, if there is a repair of the system, a replacement would probably take longer.

DISCUSSION:

Representatives of PennDOT were at the meeting to bring the Airport up to date on the progress of the work being done on the Airport Projects. They informed the Board that work is on schedule as is the budget and that the work is scheduled to be completed on November 11, 2015. Mr. Centini then asked if PennDOT representatives could come to the meetings on a quarterly basis to keep the airport up to date and they agreed.

ITEM 9.

ADJOURNMENT:

(Chairman)

MOTION:

Mr. McGinley wished everyone a Happy Holliday and recommended to adjourn the meeting.

MOVED BY:

Commissioner Corey O'Brien

SECONDED BY:

Board Member Robert Lawton

VOTE:

Unanimous

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