

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 19, 2015

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 19, 2015 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:35 A.M. with Board Member Richard G. Williams presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jim Wansacz
Councilman Richard G. Williams
Councilman Richard Morelli – via telephone

ALSO PRESENT: Carl R. Beardsley, Jr., Executive Director
Michael W. Conner, Assistant Airport Director
Gary Borthwick, Director of Finance
Stephen Mykulyn, Director of Engineering
Attorney Michael Butera, Luzerne County Solicitor
Aaron Hojnowski, Luzerne County Deputy Controller

ITEM 2:
PUBLIC COMMENTS.
(Chairman)

None.

ITEM 3:
APPROVAL OF MINUTES.
(Chairman)

MOTION: To approve and dispense with the reading of the October 22, 2015 Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Rick Williams

SECONDED BY: Commissioner Patrick O'Malley

VOTE: Unanimous

ITEM 4.
AIRPORT ACTIVITY REPORT:
(Carl R. Beardsley, Executive Director)

Passenger Activity

DISCUSSION: Mr. Beardsley began reporting to the Board with a summary of the airport's performance matrix. He began with a summary of the enplaned passengers. Enplaned passengers in October 2015 were very positive in comparison to the same period in 2014. The passenger boardings increased 3.2% which is the third consecutive month that we have seen passenger boarding increases. Year to date numbers from January to October 2015 compared with the same

AIRPORT ACTIVITY REPORT – Cont’d...

period in 2014 shows a increase of 1.4%. He noted that 20,398 enplanements is the highest monthly total the Airport has had since August 2012. The load factor analysis for October is 88.5% which is approximately 1% point less than October 2014. Mr. Beardsley stated that 88.5% load factor is a great number and he explained that this load factor is across the board, that it is not just one airline having a huge load factor but that it is very consistent going forward with all airlines. He also stated that this is the highest load factor that we have had throughout the calendar year 2015.

DISCUSSION: Mr. Beardsley stated that the Airport continues to see growth with the number of General Aviation flights that go out of this airport. There was an additional 164 flights in comparison of October 2014 to October 2015 or 14% more. There was an additional 11,574 take offs and landings so far in 2015. In addition, we have already beaten 2014 initial flights and there are still two months to go in the year.

DISCUSSION: There were 14 flight cancellations in October 2015 which is the same as September 2015. 10 flights were attributed to air traffic control and weather issues, 4 to mechanical.

DISCUSSION: Mr. Beardsley brought the Board up to date on an inspection recently conducted at the airport. He explained that every commercial service airport across the country has the FAA come in on a yearly basis and they inspect the runways, taxiways, all the paved surfaces, fencing, training records, a complete review of our operation. He stated that the airports operation staff, headed up by Pete Payavis, did a fantastic job and the report from the FAA was glowing.

DISCUSSION: Lastly Mr. Beardsley stated that in the department lounge we used to have advertising boards that would rotate different signs, but they were static, Clear Channel who is the company that sells this advertising, has brought in electric boards, and they can put a number of different ads on these screens and show these ads to travelers coming in and out.

ITEM 5:

PERSONNEL MATTERS:

(Carl R. Beardsley, Executive Director)

Personnel.

MOTION: Recommend the Airport Board accept the resignation of Mary Alice Cerreta, 51 Vulcan Street, Wilkes-Barre, PA, from the Executive Secretary Position, effective March 31, 2016. Mrs. Cerreta was employed at the Wilkes-Barre/Scranton International Airport for 28½ years.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Commissioner James Wansacz

VOTE: Unanimous

PERSONNEL MATTERS – Cont’d...

MOTION: Recommend the Airport Board accept Eve Hennigan, 709 Cooney Street, Dunmore, PA to the position of Executive Secretary, effective November 26, 2015.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Commissioner James Wansacz

VOTE: Unanimous

MOTION: Recommend the Airport Board accept Dana Monahan, 401 Church Street, Moosic, PA to the position of Marketing Assistant effective November 26, 2015.

MOVED BY: Commissioner James Wansacz

SECONDED BY: Councilman Rick Williams

VOTE: Unanimous

DISCUSSION: The Airport Board presented Mary Alice with a Certificate of Recognition Plaque thanking Mary Alice for 28 years of dedicated service. Mr. Beardsley and staff presented Mary Alice with a vase of 12 roses accompanied with various other flowers.

ITEM 6:
AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Director of Finance and Administration)

Financial Report

Revenue/Expenses Report.

DISCUSSION: Mr. Borthwick reported that for the month of October 2015, Airport Operations had a net income totaling \$87,584, compared to a net income of \$43,015 in October 2014, which is a difference of \$44,569. Year-to-Date net income through October 2015 is \$226,364 which is a difference of \$208,343 compared to a net income of \$ 18,021 through in October 2014. Invoices received since the last meeting for supplies and services total \$641,419.96. These invoices include major construction project costs of \$330,778.99.

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.
ACP 11-01

Leeward Construction \$ 195,733.23

AIRPORT FINANCIAL REPORT – Cont'd...

Application #13 dated October 31, 2015, in the amount \$195,733.23 for construction site prep.

Joyce Carmody and Moran, p.c. \$ 40.00

Invoice #105 dated November 4, 2015 in the amount \$40.00 for legal services.

L. R. Kimball \$ 5,981.55

Invoice #531737 dated October 7, 2015 in the amount \$65,981.55 for inspection – site prep.

L. R. Kimball \$ 7,597.57

Invoice # 531738 dated October 7, 2015 in the amount \$7,597.57 for inspection – Navaids.

This project is 80.27% complete.

Rehab. Airline Apron. ACP 12-02

Kruger Construction \$ 61,426.64

Application #4 dated August 4, 2015 in the amount \$61,426.64 for construction services.

This project is 89.39% complete.

Airport Passenger Facility Charge (PFC) Trust Transfers

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.
PFC Drawdown # 2015/10 (Check #1050).

Taxiway B Extension PFC Project #14-11

Leeward Construction \$ 9,786.66 CIP 19611-01
Construction site prep
ACP 11-01

L. R. Kimball \$ 3,299.08 CIP 19611-01
Inspection – Site Prep
ACP 11-01

L. R. Kimball \$ 379.88 CIP 19611-01
Inspection – Navaids
ACP 11-01

BID REVIEW/PROPOSALS AWARD – Cont’d...

2. **Aon Risk Services Central (‘Aon’)**
Philadelphia, PA
3. **Kincel & Company, Ltd.**
Dunmore, PA

MOTION: We are recommending that Eastern Insurance Group and A.J. Lupas Insurance Agency of Wilkes-Barre based on a summary sheet put together from interviews with each company and the list above are the preferred companies to receive the award.

MOVED BY: Councilman Rick Williams

SECONDED BY: Councilman Rick Morelli

VOTE: Motion failed – 2 yea, 2 nay

Councilman Rick Williams	Yes
Councilman Rick Morelli	Yes
Commissioner James Wansacz	No
Commissioner Patrick O’Malley	No

ITEM 9.

AUTHORIZATION TO ADVERTISE FOR RFQ.

(Gary Borthwick, Director of Finance and Administration)

Operation of Airport Restaurant/Bar/Gift Shop Concession..

MOTION: Recommend the Airport Board approve the solicitation of RFQ’s, Request for Qualifications, for the Airports Restaurant/Bar/Gift Shop Concession. Submittals for the Request for Statements of Interest were due on October 20, 2015. The Airport received six (6) submittals. We have conducted reviews of each submittal and interviews of the known interested parties, and now ask for approval to advertise the Request for Qualifications to the six respondents to the RFI. The RFI solicitation respondents were:

1. LPV Enterprises, Inc., Scranton, PA
2. EBD, Inc., Scranton, PA
3. Tailwind MC, LLC., Wilmington, NC
4. MSE Branded Food, Gainesville, GA
5. Subway Development of Eastern PA, Inc., Fogelsville, PA
6. Gateway Café, Inc., Johnson City, NY

MOVED BY: Councilman Rick Williams

SECONDED BY: Councilman Rick Morelli

VOTE: Unanimous

ITEM 10.

CAPITAL PROJECTS:

(Stephen Mykulyn, Director of Engineering)

DISCUSSION: Mr. Mykulyn gave a brief report on the status of the following projects:

CAPITAL PROJECTS – Cont'd...

ACP 07-16

Rehabilitate and Extend Hangar Road

Design and Construction Monitoring Services – L. R. Kimball
Contractor – Scartelli Construction

No Change In Status

Final Project is estimated at \$ 3.21M. Project payments to date represent approximately 93% of total. Funding – Federal AIP, State Aviation Grant, Airport Generated PFC Funds.

ACP 12-02

Rehabilitate Airline Apron.

Design and Construction Monitoring Services – McFarland-Johnson
Contractor – Kriger Construction

Final closeout payment is being made to the Contractor today. We anticipate a final closeout change order will be prepared for next meeting that will 'zero out' the balance of work remaining on the project. Current project costs are approximately \$ 750,000. Project payments to date represent approximately 88% of total. Funding – Federal AIP, State Aviation Grant, Airport Generated PFC Funds.

ACP 13-02

Demolition Old Terminal Building.

Design Services – Borton-Lawson Engineering, Environmental Remediation – Sargent Enterprises, Inc. Work on the project is substantially complete. Work on the Environmental Remediation Contract is now complete and all punch list items have been addressed. We anticipate closeout of the contract at the December Board Meeting. We are currently reviewing the demolition specifications and anticipate going out to bid with that phase in December. We are continuing work with the consultant on the plans for bidding on the new parking and apron construction to follow demolition. Current project costs are approximately \$709,000. Project payments to date represent approximately 81% of total. Funding – State Capital Fund Grant, Airport Generated PFC Funds.

ACP 13-08

Aviation Fuel Farm Expansion.

Design and construction monitoring services- L. R. Kimball, Contractor – Fabcor, Inc. Labor and industry inspection comments have all now been addressed and the Contractor is scheduling re-inspection of the facility. Two punch list items remain and are currently being addressed. Current project costs are approximately \$427,000. Project payments to date represent approximately 94.3% of total. Funding – State Aviation Grant, Airport Funds.

BID REVIEW/PROPOSALS AWARD – Cont’d...

ACP 14-03

Parking Garage Maintenance.

Design Services – Desman Associates. We continue working with the consultant on the preparation of plans and specifications for bidding the project and are scheduling plan and work schedule reviews. At the same time we are working on two different grant applications in an effort to secure outside funding for the project. Current project costs are approximately \$72,088. Project payments to date represent approximately 28.3% of total. Funding, Airport funds.

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update.

Consultant: McFarland-Johnson. Environmental field work on the project has been completed and we are scheduling a kick off meeting with the consultant and the FAA in early December. Current project costs are approximately \$902,000.

ACP 11-01

Extend Taxiway B (Runway 22 Approach End).

Design and Construction Monitoring Services – L.R. Kimball. Construction of this project is to be completed over four construction projects. The first two, Site Preparation and NAVAIDs, have been designed and let for construction. Site Preparation Contractor – Leeward Construction, NAVAIDs Contractor – Joyce Electric.

Work on the Site Preparation Contract continues. Placement of the bulk embankment will be completed by the end of this week and the Contractor will begin the placement of the final six feet of cap material starting next week. Work continues on blasting and crushing fill materials and hauling them to the taxiway fill area. Stormwater structures and piping have now been placed.

Work on the NAVAIDs contract also continues. Earlier flight checks have revealed an issue with the electronic signals which prevented the FAA from completing a successful test of the system. The FAA has been and continues to work on trouble shooting the electronics in order to correct the problem. We were informed this morning that the FAA Specialists believe that they have corrected the problem and have requested a new flight check. We have not received confirmation on a scheduled date as of yet. Work on the horizontal bore under the runway has been successfully completed and work continues on the remaining portions of trenching and duct bank for the permanent power to the NAVAIDs.

Other work remaining on that contract would be the demolition of the glideslope that had been scheduled there.

Current project costs are approximately \$12.09M. Project payments to date represent approximately 80.4% of total.

ITEM 11.

OTHER MATTERS:

(Chairman)

None.

ITEM 12.

ADJOURNMENT:

(Chairman)

MOTION:

It is recommended to adjourn the meeting.

MOVED BY:

Commissioner James Wansacz

SECONDED BY:

Councilman Rick Williams

VOTE:

Unanimous

The meeting was adjourned at 11:20 A.M.