

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
MAY 19, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 19, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:33 A.M. with Commissioner Patrick O'Malley presiding.

**PRESENT:** Commissioner Laureen Cummings  
Commissioner Patrick O'Malley  
Council Manager C. David Pedri  
Councilman Timothy McGinley

**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 Don Frederickson, Lackawanna County Solicitor  
Michael Butera, Luzerne County Solicitor  
Germaine Helcoski, Lackawanna County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 2:  
PUBLIC COMMENTS.**

*(Chairman)* None.

**ITEM 3.  
APPROVAL OF MINUTES.**

*(Chairman)*

**MOTION:** To accept and approve the minutes of the April 24, 2016  
Bi-County Airport Board Meeting minutes.

**MOVED BY:** Councilman Tim McGinley

**SECONDED BY:** Commissioner Laureen Cummings

**VOTE:** Unanimous

**ITEM 4.  
AIRPORT ACTIVITY REPORT:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:** Mr. Beardsley explained that for the month of April, and for the ninth consecutive month, passenger boardings have again increased. April's increase was 8.3%, much of which can attributed to our new Allegiant service to Tampa. We also had larger aircraft available to us, via Delta Airlines to Atlanta during the month of April which was not available to us in April 2015. Seat availability has also increased by 5.1% and airline load factor has increased to 83%. The good news to go along with all these increases is that we're still filling these larger aircraft with passengers. Also, after many strong months, General Aviation flights softened a bit in the month of April, down 14% in comparison to April 2015. That translates into a decrease of 142 flights. Mr. Beardsley explained that after enjoying a mild first quarter of weather, April's weather brought rain and fog, a deterrent to private pilots flying. We will continue to work closely with our FBO to be sure we're doing everything possible to attract as much General Aviation traffic as possible.

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**AIRPORT FINANCIAL REPORT:**

(Gary Borthwick, Director of Finance and Administration)

**Financial Report**

**DISCUSSION: Revenue – Expense Report.**

As noted on the attached profit/loss statements, for the month of April 2016, Airport Operations had a net income totaling \$36,854.00 compared to a net income of \$15,670.00 in April 2015, which is a difference of \$21,184.00. Year to date net loss through April 2016 is \$27,320.00 compared to a net loss of \$102,076.00 through April 2015, a difference of \$74,756.00.

Invoices received since the last meeting for supplies and services totaling \$455,468.01 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$211,954.73.

**DISCUSSION: Project Invoices.**

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**

Prestige \$ 303.30  
Invoice #001407, dated May 11, 2016 for Security/Inspection.

Leeward Construction \$208,351.43  
Application #19, dated April 30, 2016 for Construction.

This project is 93.64% complete.

**Demolish Old Terminal Building-Design  
ACP 13-02**

The Research Foundation for State  
University of New York \$ 3,300.00  
Invoice #1,501,216.00, dated April 1, 2016, for Survey.

**DISCUSSION: The following PFC transfers are recommended for Airport Board approval.  
PFC Drawdown # 2016/4 (Check #1056).**

**Taxiway B Extension  
PFC Project #14-11**

Prestige \$ 15.17 CIP 19611-01  
ACP 11-01

**AIRPORT FINANCIAL REPORT – Cont'd...**

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Leeward Construction           \$ 10,417.57           CIP 19611-01  
ACP 11-01

**Demolish Old Terminal Building-Design  
PFC Project #09-015**

The Research Foundation for  
State University of New York \$ 3,300.00 CIP 19613-02  
ACP 13-02

**MOTION:** Request the Airport Board approve the above transactions and payments.  
**MOVED BY:** County Manager C. David Pedri, Esq.  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

**ITEM 6:  
AUTHORIZATION TO BID**

*(Michael W. Conner, Assistant Airport Director)*

Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for Engineering Design Services to Rehabilitate Taxiways B & D (West) Project.

**MOVED BY:** Acting Council Manager C. David Pedri  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous

**ITEM 7:  
CAPITAL PROJECT REPORT**

*(Stephen Mykulyn, P.E., Airport Engineer)*

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

**ACP 07-16  
Rehabilitate and Extend Hangar Road**

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

Project work is complete and there is NO CHANGE IN STATUS as we continue to work to resolve project closeout issues.

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

**CAPITAL PROJECT REPORT – Cont'd...**

**ACP 12-02**

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**Rehabilitate Airline Apron**

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

Project work is complete and there is NO CHANGE IN STATUS. We are working to complete final closeout of 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 13-08**

**Aviation Fuel Farm Expansion**

Design and Construction Monitoring Services - L.R. Kimball.  
Contractor – Fabcor Inc.

Project work is complete and there is NO CHANGE IN STATUS. We continue to wait for a final Labor and Industry re-inspection of the facility. We continue to work on final closeout of the project.

Current Project Costs are approximately \$427,000  
Project payments to date represent approximately 95.5% of total  
Funding - State Aviation Grant, Airport Funds.

**ACP 13-02**

**Demolition Old Terminal Building**

Design Services – Borton-Lawson Engineering  
Environmental Remediation – Sargent Enterprises, Inc.

This project is broken out into three separate construction projects;  
Environmental Remediation, Building Demolition and Apron Construction.

We have submitted plans to PennDOT Bureau of Aviation and are waiting for comments and are establishing dates for bidding the project.

Current Project Costs are approximately \$709,000  
Project payments to date represent approximately 88% of total.  
Funding – State Capital Fund Grant, Airport Generated PFC Funds.

**ACP 14-03**

**Parking Garage Maintenance**

Design Services – Desman Associates

No major change in status to report. Work continues on plan review as we wait for word on our state grant funding requests.

**CAPITAL PROJECT REPORT – Cont'd...**

Current Project Costs are approximately \$72,088

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Project payments to date represent approximately 69.8% of total.  
Funding - Airport Funds.

**ACP 15-02  
Master Plan Update and Airport Layout Plan (ALP) Update**

Consultant – McFarland-Johnson

We continue to assist the Consultant in information gathering and have begun review of potential projects identified in our stakeholder meetings.

Current Project Costs are approximately \$902,000.  
Project payments to date represent approximately 18.8% of total.  
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds.

**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  
NAVAID's Contractor – Joyce Electric

We are currently working to set up a Final inspection with the FAA on the Site Preparation and NAVAIDs projects.

On the remaining two bid packages; Taxiway Paving and Taxiway Lighting & Signage, we have completed our review of bid drawings and are finalizing review of specifications and anticipate a street date for bidding in the coming week.

Current Project Costs are approximately \$12.1 M  
Project payments to date represent approximately 93.25% of total.

*The remaining contracts for the project will be for Taxiway Paving and Taxiway Lighting & Signage. Estimated costs for construction and inspection approximately \$3,500,000.*

Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds.

**ACP 15-03  
Relocate TSA Checkpoint**

Preliminary Study & Estimate – McFarland-Johnson  
Checkpoint Relocation - Fennick McCredie Architecture

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We are reviewing the draft scope from the consultant. While we are reviewing the scope the consultant has beginning to prepare the fee proposal and we are working on developing the consultant agreement.

Current Project Costs are approximately \$12,000.  
Project payments to date represent approximately 100% of total.  
Funding – Airport Capital Funds

**ITEM 8.**  
**OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:**

Mr. Beardsley updated the Airport Board on several projects. With regard to the State Police Hangar: The developer has submitted their documentation to Pittston Township who has a 60 days to review. The developer is still projecting a July 2016 start date, with completion by year end.

Team AVP is again working with Aviation Technologies to host an Open House here at the Airport called “Wings and Wheels”. It will be a great opportunity for the community to come out and see who we are. This year we are adding Motorcycles to the display. This is scheduled for Saturday, September 17, 2016 with the rain date being Sunday, September 18<sup>th</sup>.

With regard to all the media attention focused on TSA and screening, especially in the larger airports, Mr. Beardsley reported that we are working with TSA here at the airport, and finding that their performance has been outstanding with passenger assistance and screening. Minimal delays have been reported here at AVP.

Lastly, The Airport Ambassador Program and its volunteers were recognized for their remarkable service they have given to AVP for the last ten (10) years. The Program promotes our commitment at AVP to raise customer service to the highest level – “Rising Above” – in a friendly, responsive way so that our customers feel welcomed. Since the program’s inception, our volunteers have logged more than 47,500 hours of service. Ambassadors received a Certificate of Recognition and service pins for their service. Mr. Beardsley also thanked AVP Staff Members Eric McKitish, who founded the program, and Eve Hennigan and Dana Monahan for overseeing and implementing the program.

**ITEM 9.**  
**ADJOURNMENT:**

*(Chairman)*

**MOTION:**

It is recommended to adjourn the meeting.

**MOVED BY:**

Councilman Tim McGinley

**SECONDED BY:**

County Manager C. David Pedri, Esq.

**VOTE:**

Unanimous

The meeting was adjourned at 11:06 A.M.