

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JUNE 16, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 16, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:34 A.M. with Commissioner Patrick O'Malley presiding.

**PRESENT:** Commissioner Laureen Cummings  
Commissioner Patrick O'Malley  
Commissioner Jerry Notarianni  
Councilman Timothy McGinley  
Councilman Rick Williams

**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  
Michelle Bednar, Luzerne County Controller  
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 May 19, 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 May, and for the tenth consecutive month, passenger boardings have increased. Our seat availability, as a whole, is down 4.8% as a result of seasonal schedule changes by American and United Airlines. Allegiant and Delta Air Lines increased the number of seats they offered, providing additional flights and larger aircraft. Our airline load factor is at a very strong 85%, which is 5 percentage points higher than what we experienced in May of 2015. On a very positive note, these numbers were across the board, with all airlines showing between 81% and 88% load factor. General Aviation flights were down 21% for the month of May, however, their year to date numbers have increased by 17% in comparison to the numbers from 2015.

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**ITEM 5**

**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 May 2016, Airport Operations had a net income totaling \$77,718.00 compared to a net income of \$11,828.00 in May 2015, which is a difference of \$65,890.00. Year to date numbers, through May 2016, show a profit of \$50,399.00 which, compared to a net loss of \$90,239.00 through May 2015, a difference of \$140,638.00.

Invoices received since the last meeting for supplies and services totaling \$497,380.05 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$238,117.33.

**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**

Joyce, Carmody & Moran, P.C.	\$ 80.00
Invoice #533, dated May 9, 2016 for Legal Services.	
L.R. Kimball	\$ 2,566.56
Invoice #534069, dated May 6, 2016 for Inspection.	
L.R. Kimball	\$ 1,017.41
Invoice #534070, dated May 3, 2016 for Inspection.	
Leeward Construction	\$130,437.09
Application #20, dated May 31, 2016 for Construction.	
L.R. Kimball	\$ 13,005.87
Invoice #534062, dated May 3, 2016 for Design.	
L.R. Kimball	\$ 12,764.92
Invoice #534061, dated May 3, 2016 for Design.	
McFarland Johnson	\$ 78,245.48
Invoice #5, dates May 23, 2016 for Planning.	

**DISCUSSION:**                   The following PFC transfers are recommended for Airport Board approval. PFC Drawdown # 2016/5 (Check #1057).



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**CAPITAL PROJECTS - Cont'd...**

**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 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 working on addressing their comments. We are coordinating with the Bureau on details regarding timing of the bidding and grant funding requests with the DOT.

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. We are working to complete our plan review with the intent to submit plans to the Bureau of Aviation, in anticipation of potential Capital Grant funding for the project from the State.

Current Project Costs are approximately \$72,088  
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 assisting the Consultant with information gathering and we are reviewing potential projects identified in our stakeholder meetings. We anticipate work on the pavement survey and analysis will begin next week.

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**CAPITAL PROJECTS - Cont'd...**

Current Project Costs are approximately \$902,000.  
Project payments to date represent approximately 27.5% 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  
NAVAIDs Contractor - Joyce Electric

Initial meetings on project closeout on the Site Preparation and  
NAVAIDs project were held last week to review final quantities and  
address project closeout costs. We anticipate closeout of the contracts  
with the Closeout Change Orders at the July or August meeting. Work  
on project and grant paperwork including as-builts is underway.

Bid packages for the remaining two phases: Taxiway Paving and  
Taxiway Lighting & Signage, were advertised and made available to  
bidders on May 31<sup>st</sup>. A pre-bid conference was conducted last  
Wednesday (June 8<sup>th</sup>) and bids will be received until June 28<sup>th</sup>, when  
they will be opened.

We have begun work on the application for FAA Funding and will  
incorporate these bid results along with other project costs into the  
Grant Application.

Current Project Costs are approximately \$12.1 M  
Project payments to date represent approximately 94.6% 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

We now have the Scope and Fee Proposal from the consultant and we  
are working on our review. We anticipate completing the contract for  
the project in the coming week. We project that the design effort will  
be completed before the end of the year.

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**CAPITAL PROJECTS - Cont'd...**

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

**ACP 16-01  
Taxiways B & D (West) Rehabilitation**

This project is the Rehabilitation of the existing portions of the main parallel taxiway to Runway 4-22 and to the portion of Taxiway D West of Runway 4-22.

We have advertised and yesterday received responses to our Request for Qualifications for the design of these taxiway rehabilitations.

A total of twelve packets were emailed to consultants and four responses were received. RDM International, Greenman Pedersen, LR Kimball, and McFarland Johnson were the respondents. Interviews will be scheduled for next week.

Design of the project will proceed through the end of this year and into the beginning of next and we anticipate bidding the first phase of what will likely be a two-phase construction in the 2017 construction season.

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

**ITEM 7**

**OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:**

Metz Culinary Management representatives Rick Sell and Jeff Metz briefed the Airport Board on the transition process currently in progress at the airport food concession. The new General Manager has been hired and has been on-site integrating with the current team. They have had 3 employee meetings, retaining most of the current employees and looking to hire 3-5 additional employees. The concession will be rebranded as "Lucky's Craft Food & Drink". Menu has been finalized and new uniforms ordered. The approval process to work with a local national franchise is complete and they are working on completion of an agreement, at which time an announcement will be made. Drawing and bidding for the kiosk bar, which will add seating to the existing area, is underway. The retail line and merchandise is being upgraded as well. Metz Culinary Management will officially take over the restaurant concession July 1, 2016.

**DISCUSSION:**

Mr. Beardsley briefed the Airport Board on the Quick Turn Around (QTA) Facility. This facility would be used by all the car rental companies which currently service AVP. Benefits of the QTA Facility would include new revenue from the land lease, improvement to the aesthetics of the airport, and better customer service. Site location options were given for optimal service. A feasibility study is the next step going forward with this project.

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**OTHER MATTERS - Cont'd...**

**DISCUSSION:** Mr. Beardsley requested permission from the Airport Board to begin an Internship Program in conjunction with the Aviation Management Programs offered through Marywood University and Lackawanna College.

**MOTION:** Request the board approve an Internship Program at AVP.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

**ITEM 8**

**ADJOURNMENT:**  
*(Chairman)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

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