

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
OCTOBER 20, 2016**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 20, 2016 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:31 A.M. with Commissioner Patrick O'Malley presiding.

**PRESENT:** Commissioner Patrick O'Malley  
Commissioner Laureen Cummings  
Commissioner Jerry Notarianni  
Councilman Timothy McGinley  
Councilman Rick Williams  
County Manager C. David Pedri, Esq.

**ALSO PRESENT:** Carl R. Beardsley, Jr., Executive 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  
Aaron Hojnowski, Luzerne County Deputy 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 September 15, 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 gave the Board a summary of Airline Performance, For the month of September, passenger boardings decreased 1.9%, or 400 passengers, in comparison to September 2015. One of the reasons we've seen a decrease in passenger boardings is because seat availability for September 2016 was down 4.4%. This decreased was due to (1) Allegiant's annual hiatus during the month of September, and (2) American Airlines' 16% decrease in seat capacity compared to that of September 2015. American

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**AIRPORT ACTIVITY REPORT - Cont'd...**

flew one (1) less Charlotte and one (1) less Philadelphia departure in September 2016.

Year-to-date-growth through the end of September 2016 is up 7.1% or 11,000 more passengers, as compared to the previous 12 months. Year-to-date seat availability is also up 5.2%. Our airline load factor during the month of September is an impressive 87%, with United and Delta having a load factor of over 90%.

General Aviation saw an increase of 4%, or 50 flights, as compared to September 2015, with a year-to-date increase of 2% or an additional 214 General Aviation flights as compared to the previous year.

**ITEM 5**

**PERSONNEL:**

*(Carl R. Beardsley, Executive Director)*

**MOTION:** Recommend the Airport Board accept the resignation of Ed Belavitz, 36 Wayman Road, Waymart, PA., from the position of Maintenance, effective October 1, 2016.

**MOVED BY:** Councilman Rick Williams

**SECONDED BY:** Councilman Tim McGinley

**VOTE:** Unanimous

**MOTION:** Recommend the Airport Board approve the appointment of Simon Wrubal, 424 E. Field Street, Nanticoke, PA., from the position of Custodian to the position of Maintenance effective November 1, 2016.

**MOVED BY:** Luzerne County Manager C. David Pedri, Esq.

**SECONDED BY:** Councilman Rick Williams

**VOTE:** Unanimous

**DISCUSSION:** Mr. Beardsley introduced the Airport's two (2) interns, Paul Kreamsner of Milford, PA., and Robert Lewis of Moscow, PA., to the Board. The interns are both students at Marywood University and will be working closely with Administration, Public Safety/Security and our FBO through December 2016.

**ITEM 6**

**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 September 2016, Airport Operations had a net income totaling



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**ITEM 7**

**CONTRACTS and AGREEMENTS**

*(Carl R. Beardsley, Executive Director)*

- A. Recommend the Airport Board approve Supplemental Agreements #1 to the Rental Car Concession and Lease Agreement for Avis, Budget, Enterprise, and Hertz car rental companies, as well as Supplemental Agreement #2 for National Car Rental. These supplemental agreements modify the term of the existing car rental operating agreements by extending the term until October 31, 2017, or until the Airport and each car rental company has agreed upon the terms and conditions for the construction and operation of the planned Car Rental Quick Turn Around Facility (QTA Facility) to be located on the Airport's property, whichever shall occur first. The amendment also extends the current rates and fees for the same period. All other terms and conditions remain the same.

These supplemental agreements will allow the Airport and the Car Rental companies additional time to finalize the terms and conditions of the QTA Facility before entering into further, longer term agreements for the operation of their respective car rental businesses.

**MOTION:**  
**MOVED BY:**  
**SECONDED BY:**  
**VOTE:**

Request the Airport Board approve these agreements.  
Commissioner Laureen Cummings  
Councilman Rick Williams  
Unanimous

- B. The following four (4) firms responded to the RFQ for Labor and Employment Law matters:

Chartwell Law Offices	Scranton, PA
Hourigan, Klugar, & Quinn	Kingston, PA
Joyce, Cormody, & Moran, P.C.	Scranton, PA
Ufberg & Associates, LLP	Scranton, PA

All were interviewed by Management and Solicitors Don Fredrickson and Michael Butera.

Recommend the Airport Board approve the Retainer Agreement covering Labor and Employment Law Matters between the Wilkes-Barre/Scranton International Airport and Ufberg & Associates, LLP, 310 Penn Avenue, Scranton, PA., subject to solicitors' concurrence. Agreement is for a period of five (5) years beginning January 1, 2017 through December 31, 2021.

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**CONTRACTS and AGREEMENTS - Cont'd...**

Retainer amounts for the five (5) year period are as follows:

Effective January 1, 2017	\$21,200 annually
Effective January 1, 2019	\$22,200 annually
Effective January 1, 2021	\$23,400 annually

**MOTION:** Request the Airport Board approve this agreements.  
**MOVED BY:** Councilman Rick Williams  
**SECONDED BY:** Councilman Tim McGinley  
**VOTE:** Unanimous

**ITEM 9**

**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

**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 Site Restoration Construction.

Work continues on the Construction Documents for the Site Restoration Portion of the project, which we have been asked to pair and bid concurrently with the Demolition Bid package. We are reviewing plans from the consultant and hope to have documents out to bid next month.

Current Project Costs are approximately \$709,000

Project payments to date represent approximately 88.1% of total Funding - State Capital Fund Grant, Airport Generated PFC Funds

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

**ACP 14-03**

**Parking Garage Maintenance**

Design Services - Desman Associates

No change in status, we are working to finish documents and specification boiler plate for bidding.

Current Project Costs are approximately \$72,088

Project payments to date represent approximately 75% of total Funding - Airport Funds

**ACP 15-02**

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

Consultant - McFarland-Johnson

We are waiting for FAA comments on Interim Report 1 to get approval on the forecasting to be used for the next phases of the Master Planning process. We are reviewing the results of the pavement analysis that was completed for the project and are working on establishing action limits for the airfield pavements. As before, we continue assisting the Consultant with further information gathering and are reviewing reports and surveys as they are made available.

Current Project Costs are approximately \$902,000.

Project payments to date represent approximately 44.2% of total 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 have begun work with the Consultant and are currently reviewing various layout options that were prepared. Coordination with the various entities within the TSA has begun. And we are working with the consultant on gathering as-built and finish information needed for their specifications.

Current Project Costs are approximately \$121,400.

Project payments to date represent approximately 9.88% of total Funding - Airport Capital Funds

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

**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 parallel of Runway 10-28.

The consultant has prepared preliminary layout plans based on our initial meetings and the pavement evaluation conducted. Various levels of reconstruction and rehabilitation of the existing pavements have been offered and reviewed and preliminary estimates of costs are being made. We are reviewing and will be reviewing these preliminary plans and estimates before proceeding to final design.

Current Project Costs are approximately \$698,405  
Project payments to date represent approximately 0.49% of total Funding - Federal AIP, State Aviation Grant and 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 completed.

Site Preparation Contractor - Leeward Construction  
NAVAID's Contractor - Joyce Electric  
Paving - Popple Construction  
Lighting - Mike Walsh Electrical

Notice to proceed for the project has been issued to both Contractors and work is well underway on the project. Good progress is being made under both contracts. We anticipate that we may begin paving on the project as early as next week. However, we have had some difficulty with scheduling on the project and anticipate some difficulties may be had in completing the work this year. Planned shut downs of the main runway, were not able to be had due to scheduling conflicts with the airlines. As such our opportunities to accomplish work adjacent to the runway, required for our tie-in of the taxiway are limited to night operations. We do not believe at this time that we will be able to complete these tie-ins due to the low night-time temperatures. We are working with each of the contractors to determine how work might be completed and what might be delayed until next year.

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

Current Project Costs are approximately \$14.7 M Project payments to date represent approximately 82.4% of total Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

**ITEM 9**

**OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

**DISCUSSION:** Mr. Beardsley gave the Board a visual and oral update of the Pennsylvania State Police (PSP) Hangar. Miller Brothers Construction reports that site preparation has been completed, and the foundation and building slabs are in place. The pre-fabricated building was delivered last week, and work on the erection of the steel-framed structure is under way. Completion of the framework is anticipated by Thanksgiving and the hangar bay door is scheduled to be completed by the first week of December. Occupancy in the hangar is expected by April, 2017.

**DISCUSSION:** Mr. Beardsley also reported that the restaurant area is undergoing changes. Metz Culinary Management, which operates Lucky's Craft Food & Drink, will be updating the bar area, adding new seating, and new signage both in and outside the area. The restaurant, bar, and gift shop will all be operational throughout the construction process.

**DISCUSSION:** Lastly, Mr. Beardsley reported the 2016 Wings and Wheels was a great success. Over 2500 people attended the family event which was hosted by our partners, Jim & Mike Gallagher of Aviation Technologies. The proceeds from the event are donated to charity, and this year's chosen charity was the PA Wounded Warriors Organization. A check in the amount of \$25,168.70 was presented to Helen Sajer who, with her late husband Major General Gerald Sajer, founded PA Wounded Warriors, an all-volunteer organization which helps veterans in the State of Pennsylvania.

**ITEM 10**

**ADJOURNMENT:**

*(Chairman)*

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

The meeting was adjourned at 11:30 A.M.