

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JANUARY 19, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 19, 2017 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 Jerry Notarianni
Councilman Timothy McGinley
Councilman Rick Williams
County Manager, C. David Pedri, Esq.

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
Attorney Michael Butera, Luzerne County Solicitor
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Aaron Hojnowski, Luzerne County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 2:
AIRPORT BOARD REORGANIZATION.
(Chairman)

MOTION: To nominate Tim McGinley as Chairman for the Airport Bi-County Board for the Year 2017.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Councilman Rick Williams
VOTE: Unanimous

MOTION: To nominate Patrick O'Malley as Vice Chairman for the Airport Bi-County Board for the Year 2017
MOVED BY: Councilman Rick Williams
SECONDED BY: County Manager C. David Pedri, Esq.
VOTE: Unanimous

DISCUSSION: Mr. McGinley expressed thanks to the Board for their confidence and support in nominating him to the Chairmanship. Mr. McGinley also thanked Mr. O'Malley for his great leadership in serving as Chairman the past year. Mr. McGinley also recognized and thanked the Airport Administration and Operations Staffs for the great job they do on a daily basis. He looks forward to continuing the great work in 2017.

ITEM 3:
PUBLIC COMMENTS.
(Chairman) None.

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ITEM 4.
APPROVAL OF MINUTES.

(Chairman)

MOTION: To accept and approve the minutes of the December 15, 2016 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

ITEM 5
AIRPORT ACTIVITY REPORT:

(Carl R. Beardsley, Executive Director)

DISCUSSION: Mr. Beardsley gave the Board a summary of Airline Performance. For the month of December, passenger boardings increased by 3.3%, from 17,878 to 18,466 passengers, in comparison to December 2015.

From a calendar year standpoint, Mr. Beardsley reported that for the second consecutive year, passenger boardings have increased by 5.6%, or an additional 12,000 passengers, for calendar year 2016. Our passenger boardings for 2016 were at a very impressive 233,000, the second highest passenger total over the last decade.

Seat availability through the end of December 2016 also showed an increase up 3.1%, as compared to the previous 12 months.

Airline load factors remain very strong at 83%. This number is consistent with all the airlines, with each having a minimum load factor of 76% during the month of December. Delta, with its flights to Atlanta and Detroit exceeded 91% load factor. Looking at these numbers from a year to year standpoint, calendar year 2016 had the highest average passenger load factor (88%) on record.

DISCUSSION: Mr. Beardsley also reported that the TSA Pre-Check application process, for which passengers can apply for approval for a streamlined security check-in will take place here in the Board Room the week of January 23rd. We've been advertising this on our website and social media and we currently have over 450 people in the local area that have signed up to apply here, which saves them a trip to the nearest application center near Philadelphia.

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ITEM 6

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Director of Finance and Administration)

DISCUSSION: Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of December 2016, Airport Operations had a net loss totaling \$129,645.00 compared to a net income of \$78,891.00 in December 2015, which is a difference of \$208,536.00. Year to date net income, through December 2016, is \$188,319.00, which is a difference of \$166,271.00 compared to a net income of \$354,589.00 through December 2015.

Invoices received since the last meeting for supplies and services totaling \$678,198.52 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$230,681.25.

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 \$ 120.00
Invoice #806, dated December 15, 2016 for Legal Services.

Popple Construction \$ 12,014.62
Invoice #11162016, dated November 16, 2016 for Construction.

L.R. Kimball \$ 28,165.94
Invoice #1612920166, dated November 20, 2016, for Inspection.

L.R. Kimball \$ 6,291.40
Invoice #1612920163, dated November 20, 2016, for Inspection.

**CONSTRUCT HIGH-BAY COMMERCIAL HANGAR
ACP 14-02**

Airport Appraisals \$ 3,750.00
Invoice #L1, dated December 22, 2016, for Professional Services.

Airport Appraisals \$ 4,750.00
Invoice #H1, dated December 22, 2016, for Professional Services.

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FINANCIAL REPORT - Cont'd...

Taxiway B & D
ACP 16-01

L.R. Kimball \$ 30,438.91
Invoice #1612920165, dated November 20, 2016, for Design.

FIDS Replacement
ACP 16-03

ProDIGIQ \$ 145,165.00
Invoice #AVP201701, dated December 27, 2016, for Advance
Payment.

MOTION: Request the Airport Board approve the above transactions and
payments.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

ITEM 7

PERSONNEL:

(Gary Borthwick, Director of Finance and Administration)

A. Position Change

Recommend a change of position for Frank DeMarco, 501
Throop St., Dunmore, PA 18512, from the position of
Mechanic to Maintenance, effective January 20, 2017.

B. Appointments

Recommend Airport Board approve the appointment of
Michael J. Palmer, 214 W. Grove St., Taylor, PA 18517 to the
position of Mechanic, effective February 6, 2017.

MOTION: Request the Airport Board approve these personnel
appointments.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Council Manager C. David Pedri, Esq.
VOTE: Unanimous

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ITEM 8

CAPITOL PROJECT REPORT:

(Steve Mykulyn, P.E., Director of Engineering)

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.

Plans for Phases 2 - Demolition and Phase 3 - Site restoration are currently out to bid. To date 31 contractors have picked up plans on the demolition and 22 on the Site restoration. A pre-bid conference and walk through were conducted yesterday morning. Bids are due on February 1st. We anticipate recommending award at the February 16th board meeting.

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

ACP 14-03

Parking Garage Maintenance

Design Services - Desman Associates

A Tentative Allocation Letter has been received and we are working on establishing a schedule to complete bidding documents and bid the project.

Current Project Costs are approximately \$72,088

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

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CAPITAL PROJECTS REPORT - Cont'd...

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant - McFarland-Johnson

Interim Report 2 was received this week and we are beginning our review of the document. I met yesterday with the consultant to discuss Pavement Maintenance Planning. Another round of Technical Advisory Committee (TAC) and Administrative Stake Holder meetings are scheduled for mid-February.

Current Project Costs are approximately \$902,000. Project payments to date represent approximately 48.6% 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 continue coordination and work with the consultant on the relocation layout and design of the TSA Checkpoint and the associated relocations of the TSA Offices and our Business Center. We are currently meeting bi-weekly with the consultant to review plans, and will begin weekly meetings as we work to finish up design.

We anticipate being able to seek bids in late February/Early March.

Current Project Costs are approximately \$121,400. Project payments to date represent approximately 9.88% 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 parallel of Runway 4-22.

We completed our 30% design review meeting last week, with the consultant and the FAA. We are currently working with the consultant on the electrical lighting and signing and on the phasing of the project. A 60% design review is anticipated in late February.

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CAPITAL PROJECTS REPORT - Cont'd...

Current Project Costs are approximately \$698,405
Project payments to date represent approximately 6.5% 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

As we reported previously, work has been suspended on both
contracts due to weather.

We continue to work with both Contractors, the FAA and the
Airlines on establishing a schedule for the resumption and
completion of the project in the spring.

Current Project Costs are approximately \$14.7 M

Project payments to date represent approximately 91.2% of total
Funding - Federal AIP, State Aviation Grant, Airport Generated
PFC Funds

ITEM 9

OTHER MATTERS:

(Carl R. Beardsley, Executive Director)

DISCUSSION:

A. Sick Bank

The purpose of the Sick Bank is to allow employees to
donate a portion of their sick balance in order to benefit
employees who have exhausted the balance of their sick
and vacation time, and who are absent from work due to
personal illness or family emergency.

The accompanied program summary sets the rules
governing eligibility for receipt of donated sick time. All full
time and part time employees of the Wilkes-Barre/Scranton
International Airport are eligible to take part in this program
as long as they meet the criteria found in the program
summary.

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OTHER MATTERS - Cont'd...

The information contained in the program summary includes the program eligibility requirements, minimum/maximum donation levels and an explanation of sick bank payment policies.

The language of this Sick Bank program was recommended by AVP's labor attorney.

MOTION: Request the Airport Board implement the Sick Bank program.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

DISCUSSION: Lastly, Mr. Beardsley recommended that the Board implement a policy that would prohibit any company that has a pending lawsuit against the Airport from being awarded any airport contracts.

MOTION: Request the Airport Board implement the policy that no company with a pending lawsuit against the Airport can be awarded a new airport contract.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Council Manager C. David Pedri, Esq.
VOTE: Unanimous

ITEM 10
ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

The meeting was adjourned at 11:04 A.M.