

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
MAY 18, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, May 18, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Council Member Tim McGinley 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

**ITEM 2:**  
**PUBLIC COMMENTS.** None.  
*(Chairman)*

**ITEM 3.**  
**APPROVAL OF MINUTES.**  
*(Chairman)*

**MOTION:** To accept and approve the minutes of the April 20, 2017 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri  
**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 April 2017, passenger boardings increased by 17%, in comparison to April 2016. American Airlines, who expanded their service to Charlotte, showed an increase of 37.5%. Allegiant Air and United Airlines also noted increases in passenger boardings.

Mr. Beardsley reported that April enplanements, which totaled 22,797 passengers, were the highest number of enplanements ever recorded at AVP for the month of April.

Seat availability rose to 11.4% and airline load factors remain very strong at 88.2%. This number is consistent with all the airlines for the month of April. Delta's Detroit service is at 94%, United's Chicago service is at 89%, and American's Charlotte service is also over 90% load factor.

General Aviation also saw an increase of 47% compared to April 2016, which equates to an additional 400 flights.

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

**DISCUSSION:** Mr. Beardsley announced that United Airlines has reinstated its morning flight between AVP and Chicago. The flight will be operated by a 50-passenger regional jet.

**DISCUSSION:** Mr. Beardsley reported new information provided by Standard Parking, our parking lot manager, with regard to New York residents flying from AVP. We asked Standard Parking for data to compare this year's data from previous years parking of NY residents. The numbers are astounding. In April 2015, New Yorkers had 1519 parking days; April 2016, 2357 parking dates; and in April 2017 a notable 4624 parking dates. Mr. Beardsley noted this was a result of advertising and residents in the southern tier of New York looking for a place to call home.

Mr. Beardsley also updated the Board with total parking figures for the month of April in years 2015, 2016, and 2017. 20,816 spaces were filled in April 2015; 21,122 spaces in April 2016, and 27,120 spaces in April 2017.

**ITEM 5**

**AIRPORT FINANCIAL REPORT**

*(Gary Borthwick, Director of Finance)*

**DISCUSSION:** **Revenue - Expense Report.**

As noted on the attached profit/loss statements, for the month of April 2017, Airport Operations had a net income totaling **\$32,375.00** compared to a net income of **\$38,474.00** in April 2016, which is a difference of **\$6,099.00**. Year to date, our loss through April 2017 is **\$71,216.00** compared to a loss of **\$3,651.00** through April 2016 which is a difference of **\$67,566.00**.

Invoices received since the last meeting for supplies and services totaling **\$787,572.18** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$510,769.51**.

**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:

**Rehab and Extend Taxiway B  
ACP 11-01**

Popple Construction \$142,796.05  
Application#5, dated April 30, 2017, for Construction.

**Taxiway B & D  
ACP 16-01**

Luzerne Co. Planning Commission \$ 50.00  
Invoice #1, dated April 21, 2017, for Land Use Letter.





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**ENGINEERING REPORT - Cont'd...**

**B. Change Order**

Recommend the Airport Board approve Change Order #1, increasing Popple Construction Company, Inc.'s contract, \$299,311.69 from \$2,040,538.00 to \$2,339,849.69, subject to FAA, PennDOT and solicitor's concurrence. This change order includes the additional work required due to the loss of originally scheduled Saturday runway closures, during which work within the runway safety area was to occur.

The loss of the originally scheduled day-time closure periods resulted in the need to move this work to a night-time operation. As it was not possible to achieve the work in the late fall because of the lower overnight temperatures the project was shut down for the winter and scheduled to resume in the Spring.

The costs included in this change order reflect the work required for the winter shutdown and remobilization as well as allowances for the increased difficulties associated with night-time work within a shortened operational runway closure. In addition the change order includes some additional milling and paving of some runway shoulder areas. Contract quantities for items of work that have been completed have also been adjusted to as-built quantities.

We ask the Board to approve this Change Order.

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

Councilman Rick Williams  
Commissioner Patrick O'Malley  
Unanimous

**DISCUSSION:**

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 99% 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.

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**ENGINEERING REPORT - Cont'd...**

A pre-construction meeting for the demolition contract was held last week and the Notice to Proceed has been issued and work on this contract is scheduled to commence on May 22, 2017. The demolition contract is 90 days after which the site restoration work will begin.

Current Project Costs are approximately \$2,180,166  
Project payments to date represent approximately 30.0% of total  
Funding - State Capital Fund Grant, Airport Generated PFC Funds

**ACP 14-03  
Parking Garage Maintenance**

Design Services - Desman Associates

The consultant is completing work on the plans and specifications and we anticipate bidding in June with a bid opening in July and start of construction in August to take advantage Allegiant Airline's annual hiatus.

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 continue to review partial draft submissions and provide comment and input. We are currently scheduled to participate in a Draft Development Alternatives Workshop in mid -June and expect that the draft of the entire report will be available in July.

Current Project Costs are approximately \$902,000.  
Project payments to date represent approximately 65.8% 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 determined Base Bid and Alternates for the work for bidding and are finalizing plans and specifications to advertise for bids.

Current Project Costs are approximately \$121,400.  
Project payments to date represent approximately 96.2% of total  
Funding - Airport Capital Funds

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**ENGINEERING REPORT - Cont'd...**

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

Design Services Consultant - CDI - L.R. Kimball.

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 completed a 99% design review meeting last week and are finalizing plans and will be advertising for bid next week. Bid opening is planned for June 14, 2017.

Current Project Costs are approximately \$698,405  
Project payments to date represent approximately 45.8% 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

Work on both projects has restarted and we anticipate completion of the main work within the runway safety area before the end of the month. It is anticipated that the paving contract will be complete in June and the Lighting contract in July.

Current Project Costs are approximately \$14.7 M  
Project payments to date represent approximately 95.6% of total

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

**ITEM 8  
OTHER MATTERS:**

*(Carl R. Beardsley, Executive Director)*

- A. Commissioner Patrick O'Malley made a motion that the Administration develops a policy for the Board's approval, stating that our security personnel at the Wilkes-Barre/Scranton International Airport will not assist the airlines in forcibly removing passengers from airplanes that are overbooked.

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

Commissioner Patrick O'Malley  
Councilman Rick Williams  
Unanimous

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

**B. Award of Air Show 2017 Master Food, Beverage and Novelty Contract to the Air Show Network**

This contract involves entering into agreement with a Master Food, Beverage and Novelty Concessionaire for Air Show 2017. This organization will manage and oversee the various food, beverage and souvenir booths and tents for the event.

In order to ensure the NEPA Air Show 2017 is maximizing revenues from this concessionaire contract, and experienced air show service provider was secured, a Request for Proposal (RFP) was released on March 24<sup>th</sup>, 2017 with a return deadline of April 28, 2017. A grand total of four (4) organizations responded to the Request before the previously referenced deadline.

The four organizations were as follows:

- The Air Show Network
- Air Show Vendors
- National Concession Company
- San Francisco Puffs & Stuff

Following a thorough review of all four (4) responses, The Air Show Network was chosen based on its financial proposal and experience. Of great importance, The Air Show Network has extensive local experience as they were the concessionaire of choice for previous AVP Air Shows.

**MOTION:**

Request the Airport Board award the Air Show 2017 Master Food, Beverage and Novelty Contract to the Air Show Network.

**MOVED BY:**

Commissioner Patrick O'Malley

**SECONDED BY:**

County Manager David Pedri

**VOTE:**

Unanimous

**C. RESIGNATION**

Mr. Beardsley asked the Board to accept the resignation of Michael Conner, 102 Cherokee Drive, Shickshinny, PA from the position of Assistant Airport Director effective May 18, 2017.

**MOVED BY:**

Councilman Rick Williams

**SECONDED BY:**

Commissioner Patrick O'Malley

**VOTE:**

Unanimous, with regret.

**D. REAL ID PROGRAM**

Mr. Beardsley updated the Board on the Federal Program known as Real ID Act. This act mandates that state licenses must meet minimum federal security requirements. If a state's licenses do not meet the federal requirements by a determined deadline use of the license becomes restricted. Currently, the majority of states meet the



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

requirements of the Real ID Act. Conversely, Pennsylvania is not currently in compliance with the requirements of Real ID and, if they still aren't in compliance by January 22, 2018, Pennsylvania residents will not be able to use their driver's license as an acceptable form of identification when traveling domestically on commercial aircraft. This issue is very concerning to commercial airports across the state.

Mr. Beardsley explained two (2) legislative options that are currently being discussed in Harrisburg presently. One is for Pennsylvania to request an extension on licenses compliance until 2020. In order to receive an extension Pennsylvania is going to need to show the federal government that it is making progress to becoming compliant with REAL ID requirements. The second option is to implement a program where drivers will have the option of getting a license that complies with Real ID act at an additional cost. In this scenario, drivers would still be able to obtain a non-compliant license at a lower cost.

Motion to send a letter to state legislators asking them to implement a program of getting a driver's license that complies with the Real ID Act.

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

**ITEM 9**  
**ADJOURNMENT:**  
*(Chairman)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous

The meeting was adjourned at 11:10 A.M.