

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
AUGUST 31, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 31, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:35 A.M. with Council Member Tim McGinley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Commissioner Laureen Cummings
Councilman Timothy McGinley
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
Michelle Bednar, Luzerne County Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Aaron Hojnowski, Luzerne County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Councilman Rick Williams
Attorney Michael Butera, Luzerne County Solicitor

ITEM 1:
PUBLIC COMMENTS. None.
(Tim McGinley, Chairman)

ITEM 2.
APPROVAL OF MINUTES.
(Tim McGinley, Chairman)

MOTION: To accept and approve the minutes of the July 20, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous.

ITEM 3
AIRPORT ACTIVITY REPORT:
(Carl R. Beardsley, Jr., Executive Director)

DISCUSSION: Mr. Beardsley gave the Board a summary of our Airline's Performance. For the month of July 2017, passenger boardings continue to increase significantly. When comparing July of 2017 to July of 2016, passenger boardings were up 21.7%. American Airlines, who expanded their service to Charlotte, showed an increase of 41%. Delta an 11% and Allegiant showed an increase of 4.2%. United Airlines was our only carrier that saw a slight decrease of 4.8%, much of that due to weather cancellations.

Mr. Beardsley also reported that July 2017 was the third consecutive record-breaking month for AVP. July 2017 enplanements, which totaled 25,671 are now the highest enplanement numbers on record at AVP, which beat June 2017, which beat May 2017.

Seat availability rose to 12.8% and airline load factors remain very strong at 91.1%. Delta and American service had a load factor of 92%; Allegiant at 90.5% and United at a respectable 86.5%.

General Aviation saw a slight decrease of 2% compared to July 2016, which equates to 29 less general aviation flights.

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**ITEM 4
PERSONNEL:**

A. Custodians

(Carl R. Beardsley, Jr., Executive Director)

Recommend Airport Board approve the appointment of Brian Russo, 916 Cherry St., Avoca, PA 18641 and William Sabol, 284 Parrish St., Wilkes-Barre, PA 18702 to the position of Custodians, effective September 5, 2017.

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

To approve the two (2) personnel recommendations for Custodian positions.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

B. Executive Director

(Tim McGinley, AVP Bi-County Board Chairman)

Recommend the Airport Board extend the contract of Executive Director, Carl R. Beardsley, Jr., for an additional three (3) year term, commencing January 1, 2018. This employment Agreement may be extended on the same terms and conditions for an additional two (2) years. Thereafter, this agreement may continue for an additional two (2) years each, unless either party gives ninety (90) days written notice to the other party that the party does not want to extend this Agreement for the additional two (2) year term.

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

To extend Executive Director Carl Beardsley's contract.
Commissioner Patrick O'Malley
County Manager David Pedri

DISCUSSION:

Several AVP Board members praised Mr. Beardsley for his leadership the past two (2) years and look forward to working with him and his staff on future endeavors.

VOTE:

Unanimous.

ITEM 5

AGREEMENTS and AWARDS:

(Gary Borthwick, Director of Finance)

A. KR Transportation Solutions

Recommend the Airport Board approve the Airport Cargo Facility Lease Agreement between KR Transportation, Kevin Ryczak, 1332 Heart Lake Road, Scott Twp., PA 18433 and the Wilkes-Barre/Scranton International Airport effective September 1, 2017. This Lease shall commence on September 1, 2017 and continue for a term of two (2) years, until August 31, 2019. KR Transportation may request an option to renew for up to four (4) additional one (1) year terms. KR Transportation shall pay the Airport \$550.00 per month during the Initial term. If the renewal term becomes effective, the rates will be negotiated for that term.

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

To approve the lease agreement to KR Transportation Solutions.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

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AGREEMENTS and AWARDS – Cont’d...

B. Elevator/Escalator Maintenance Contract

Bids for the Wilkes-Barre/Scranton International Airport Elevator/Escalator Maintenance Contract were opened on Monday, August 28, 2017 at 2:00 P.M. in the Airport Board Room by Airport Administration and Lackawanna County Chief Internal Auditor Reggie Mariani. Three (3) bid packages were received; however, the bid package from Otis United Technologies did not contain the required Bid Bond and could not be read. Recommend the Airport Board accept the low bid by Kone Elevators Escalators, Mechanicsburg, PA., in the amount of \$103,692.00 (total 3 year base bid), subject to final administrative review and solicitors' concurrence. Bid Tabulation below:

<u>Bidder</u>	<u>3-Year Base Bid Total</u>
Kone Elevators & Escalators	\$103,692.00
Schindler Elevators & Escalators	\$147,769.68

MOTION: To award the elevator/escalator contract to Kone Elevators & Escalators.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: County Manager David Pedri

ITEM 6
AIRPORT FINANCIAL REPORT:
(Gary Borthwick, Director of Finance)

DISCUSSION: **Revenue – Expense Report.**

As noted on the attached profit/loss statements, for the month of July 2017, Airport Operations had a net income totaling **\$103,558.00** compared to a net income of **\$80,980.00** in July 2016, which is a difference of **\$22,579.00**. Year to date, our income through July 2017 is **\$150,641.00** compared to a net income of **\$196,306.00** through July 2016 which is a difference of **\$45,666.00**.

Invoices received since the last meeting for supplies and services totaling **\$542,374.36** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$233,337.48**.

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 Contruction \$119,305.59
Application #8, dated August 20, 2017, for Construction.

Mike Walsh Electrical \$ 90,031.19
Application #5, dated August 20, 2017, for Construction.

Demolish Old Terminal
ACP 13-02

Borton Lawson \$ 2,480.71
Invoice #2014-0787-003-0000003, dated July 31, 2017, for Inspection.

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AIRPORT FINANCIAL REPORT – Cont'd...

Parking Garage Maintenance
ACP 14-03

ARC \$ 18.87
Invoice #72-120788, dated July 14, 2017, for printing.

ARC \$ 329.92
Invoice #72-122479, dated July 31, 2017, for printing.

Master Plan Update
ACP 15-02

McFarland Johnson \$16,471.20
Invoice #13, dated August 10, 2017, for planning.

Taxiway B & D
ACP 16-01

C & S Engineers, Inc. \$2,700.00
Invoice #0166862, dated August 14, 2017 for Engineering.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.

PFC Drawdown # 2017/6 (Check #1068).

Demolish Old Terminal
Project #09-015

Borton Lawson	\$ 1,240.36	CIP 19613-02
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Taxiway B Extension
Project #09-015

Popple Construction	\$ 5,965.28	CIP 19611-01
Mike Walsh Electrical	\$ 4,601.56	CIP 19611-01

Master Plan Update
Project #12-003

McFarland Johnson	\$ 823.56	CIP 19615-02
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Rehabilitate Taxiways B & D
Project #12-007

C & S Engineers, Inc.	\$ 135.00	CIP 19616-01
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MOTION:

Request the Airport Board approve the above transactions and payments, and transfers as indicated.

MOVED BY:

County Manager David Pedri

SECONDED BY:

Commissioner Patrick O'Malley

VOTE:

Unanimous.

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ITEM 7

ENGINEERING REPORT:

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

A. Bid Award

Bids for the Wilkes-Barre/Scranton International Airport Parking Garage Rehabilitation were opened on Wednesday, August 2, 2017 at 2:00 P.M. in the Airport Board Room by Airport Administration and Luzerne County Deputy Controller Aaron Hojnowski. Eleven (11) bid packages were received and opened. After review and tabulation of the bids, it is recommended by the Project Consultant, Desman Associates (see attached) to accept the low bid by Krishna Construction, North Attleboro, Massachusetts, in the amount of \$634,000.00. Bid Tabulation below:

<u>Bidder</u>	<u>Base Bid</u>
Atlantic Concrete Group	\$ 934,126.00
D & M Construction	\$1,872,330.00
Krishna Construction	\$ 634,000.00
Gottstein	\$1,665,050.00
Maarv Waterproofing	\$ 802,500.00
Melrose	\$1,185,800.00
Multiscape	\$ 733,504.00
Nathan Contracting	\$1,035,888.00
Petterson-Stevens	\$1,085,000.00
Quinn Construction	\$1,618,402.00
T.Brennan Heavy Equipment	\$1,182,822.50

MOTION: Request the Airport Board award the Parking Garage Rehabilitation Project to Krishna Construction.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: County Manager David Pedri

DISCUSSION: Several board members inquired about the difference in bid amounts. Mr. Mykulyn noted the Project Consultant (Desman Associates) addressed that initial concern in their attached letter and deemed that their bid and qualifications are acceptable.

VOTE: YES: Commissioners Patrick O'Malley and Jerry Notarianni, Councilman Tim McGinley and County Manager David Pedri

ABSTAIN: Commissioner Lauren Cummings

B. Contracts

1. Taxiway B & D Contractor

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Popple Construction, Inc., Laflin, PA (low bidder for the project) for construction of the Rehabilitate Taxiways B & D (West) project subject to FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$8,035,450.88.

MOTION: To award the contract presented.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: County Manager David Pedri

VOTE: Unanimous.

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ENGINEERING REPORT – Cont'd...

2. Taxiway B & D Consultant

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and McFarland-Johnson, Inc., Binghamton, NY for construction monitoring services for the Rehabilitate Taxiways B & D (West) Construction project subject to FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$1,253,413.00.

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

To award the contract presented.
Commissioner Patrick O'Malley
County Manager David Pedri
Unanimous.

3. TSA Checkpoint

a.) General Construction

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and D&M Construction Unlimited, Inc., Clarks Summit, PA (low bidder for the project) for construction of the TSA Checkpoint Relocation - General Construction Project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$591,217.00.

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

To award the contract presented.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

b.) Fire Suppression & Protection Construction

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Scranton Electric Heating & Cooling Services, Inc., Throop, PA (low bidder for the project) for construction of the TSA Checkpoint Relocation - Fire Suppression & Protection Construction Project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$ 29,410.00.

c.) Mechanical (HVAC) Construction

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Scranton Electric Heating & Cooling Services, Inc., Throop, PA (low bidder for the project) for construction of the TSA Checkpoint Relocation - Mechanical (HVAC) Construction Project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$ 7,930.00.

d.) Electrical Construction

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Everon Electrical Contractors, Inc, Scranton, PA (low bidder for the project) for construction of the TSA Checkpoint Relocation - Electrical Construction Project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$ 219,440.00.

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

To award the contracts presented.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

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ENGINEERING REPORT – Cont’d...

4. TSA Checkpoint Consultant

Recommend the Airport Board approve Supplement No. 1 Agreement between the Wilke-Barre/Scranton International Airport and Fennick-McCredie Architecture, Ltd. for construction monitoring services for the TSA Checkpoint Relocation project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$147,550.00.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To award the contract presented.
Commissioner Patrick O'Malley
County Manager David Pedri
Unanimous.

5. Parking Garage Rehabilitation Contractor

Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Krishna Construction (low bidder for the project) for construction of the Parking Garage Rehabilitation subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$634,000.00.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To award the contract presented.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

6. Parking Garage Rehabilitation Consultant

Recommend the Airport Board approve Supplement No. 2 Agreement between the Wilke-Barre/Scranton International Airport and Desman Associates for construction monitoring services for the Parking Garage Rehabilitation project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$41,500.00.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To award the contract presented.
County Manager David Pedri
Commissioner Patrick O'Malley
Unanimous.

DISCUSSION:

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

ACP 11-01

Extend Taxiway B (Runway 22 Approach End)

Design and Construction Monitoring Services – CDI - L.R. Kimball.
Construction of this project is to be completed over four construction projects.
Site Preparation Contractor - Leeward Construction
NAVAID's Contractor - Joyce Electric
Paving - Popple Construction
Lighting - Mike Walsh Electrical

The work under both remaining projects is substantially and we are continuing to work on project closeout.

Current Project Costs are approximately \$15.2 M
Project payments to date represent approximately 97.7% of total
Funding - Federal AIP, State Aviation Grant, Airport Generated PFC Funds

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ENGINEERING REPORT – Cont'd...

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 on the demolition contract continues. The building is down and removal of the construction debris and steel and other metals is more than 75% complete. At this time we anticipate completion of the demolition contract in mid-September. The Contractor for the site restoration project has been issued a limited Notice to Proceed so that work on submittals and shop drawings as well as procurement can begin.

Current Project Costs are approximately \$2,180,166
Project payments to date represent approximately 33.34% of total Funding – State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services – Desman Associates
Construction – Krisha Construction, Inc.
Construction Monitoring – Desman Associates

Bids for the project were received and opened and the award made at today's meeting contracts for construction and inspection are prepared. We are completing the work on State Grant applications and will make submission next week.

Current Project Costs are approximately \$750,000
Project payments to date represent approximately 7.19% of total Funding – State Capital Grant, Airport Funds

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant – McFarland-Johnson

We have completed our review of Interim Report No. 3 of the Master Plan Update Report. Our next round of meetings which includes a Public Workshop is scheduled for September 25th and 26th.

Current Project Costs are approximately \$902,000.
Project payments to date represent approximately 73.4% 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
General Construction – D&M Construction Unlimited, Inc.
Fire Suppression & Plumbing Construction – Scranton Electric Heating & Cooling Services, Inc.
Mechanical (HVAC) Construction – Scranton Electric Heating & Cooling Services, Inc.
Electrical Construction – Everon Electrical Contractors, Inc.
Construction Monitoring – Fennick McCredie Architecture, Ltd.

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ENGINEERING REPORT - Cont'd...

Contracts for Construction and Construction Monitoring were reviewed and approved earlier. Grant application will be made next week.

Current Project Costs are approximately \$1,121,000.
Project payments to date represent approximately 10.5% of total
Funding - State Capital Grant, Airport Capital Funds

ACP 16-01

Taxiways B & D (West) Rehabilitation

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

Contractor - Popple Construction

Construction Monitoring - McFarland-Johnson, Inc.

Contracts for construction and construction monitoring were just discussed and approved. The FAA Grant has been received and accepted. A preconstruction conference has been set up for next week.

Current Project Costs are approximately \$10,057,867
Project payments to date represent approximately 5.48% of total
Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ITEM 8

OTHER MATTERS:

(Carl R. Beardsley, Jr., Executive Director)

A. TSA Pre-Check

Mr. Beardsley reported that there is another TSA Pre-Check Application Enrollment going on this week in the Pocono Club and Business Center. This enrollment center gives our area customers the opportunity to sign up for Pre-Check, here at AVP. We are also in touch with the TSA Administration about expanding the hours of TSA Pre-Check here at the airport. It's currently available in the morning hours, but our afternoons are also very busy, so TSA is working on staffing issues so that we are able to offer Pre-Check during the afternoon hours.

B. NEPAirshow 2017

Mr. Beardsley talked about our recent Airshow. Total attendance was 25,000 (10,000 Saturday; 15,000 Sunday). The Airshow was a great community event for families and AVP.

From a financial stand-point, the Airshow lost approximately \$70,000.00. The loss was mainly attributed to this being our first airshow in seventeen (17) years, so there were start-up costs: materials, fencing, signage, etc. Also, sponsorships received were lower than anticipated. Additionally, the Airshow committee kept the ticket prices lower than other airshow standards, so that families could afford to participate.

The Airshow did have a positive economic impact on our area. Hotel rooms in the area were sold out; area restaurants were filled with airshow performers for the weekend; local food vendors sold their food at the airshow; and we had a great community partnership with area organizations using their memberships as volunteers for the event. In turn, these organizations were paid, thus, raising money for their groups.

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OTHER MATTERS – Cont'd...

Mr. Beardsley and the Bi-County Airport Board recognized these organizations and thanked them for their service. They were: Brick United Methodist Church; Civil Air Patrol; Dunmore High School Cheer Squad; Duryea Boy Scout Troop #285; Keystone Karma; Lackawanna County Scale Modelers; Marywood University Aviation Management Program; Old Forge High School Cross Country; Old Forge High School Lady Devils Basketball; Old Forge High School Quarterback Club; Old Forge High School Spirit Elite Club; Pittston Area Band Boosters; Riverside Vikings Helping Vikings; Riverside Vikings PTA, Inc. and Wyoming Valley West Marching Band Parent Association.

DISCUSSION:

Mr. O'Malley presented a Certificate of Recognition to Mr. Beardsley, his staff, and all the volunteers who assisted in making the 2017 Northeastern Pennsylvania Air Show a HUGE success.

DISCUSSION:

Mike Gallagher from Aviation Technologies also reported that their Third Annual Wings and Wheels fundraiser, held on Saturday of the Airshow, showed a profit of approximately \$16,000.00 which will be donated to the Pennsylvania Wounded Warrior organization.

DISCUSSION:

In closing, Mr. McGinley again recognized the success and efficiency of the Airport, not only with regard to the success of the 2017 Airshow, but also with all the ongoing projects and construction. All of these great successes could not be accomplishment without the fine work of the Airport Staff, Airport Operations, volunteers, and the citizens that support the airport. Mr. McGinley said it was an honor to be a part of this organization, and thanked everyone here, for continuing to work to make this airport the best place possible for Northeastern Pennsylvania.

ITEM 9

ADJOURNMENT:
(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.
Commissioner Jerry Notarianni
Commissioner Patrick O'Malley
Unanimous

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