

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
SEPTEMBER 21, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, September 21, 2017 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:45 A.M. with Council Member Tim McGinley presiding.

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

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
Aaron Hojnowski, Luzerne County Deputy Controller

ABSENT: County Manager, C. David Pedri, Esq.
Commissioner Jerry Notarianni
Attorney Michael Butera, Luzerne County Solicitor
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

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 August 31, 2017 Bi-County Airport Board Meeting minutes.
MOVED BY: Commissioner Patrick O'Malley
SECONDED BY: Commissioner Laureen Cummings
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 August 2017, passenger boardings continue to increase. When comparing August of 2017 to August of 2016, passenger boardings were up 15.2%. American Airlines, Delta Air Lines, and United all showed growth ranging from American's 34% increase to a 1% from United. Allegiant who had one (1) less flight in August 2017 as compared to August 2016 had a 4.5% decrease in passenger boarding as a result of this flight decrease.

Mr. Beardsley also reported that although we did not again have a record-breaking month as we had the last three (3) months, we did have a record breaking August. August 2017 enplanements, which totaled 23,891 is now the highest enplanement numbers for the month of August recorded at AVP.

Seat availability rose to 11% and airline load factors remain very strong at a 93% average. Delta and American service had a load factor of 94%; Allegiant at 93% and United at a respectable 87.1%.

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AIRPORT ACTIVITY REPORT – Cont’d...

General Aviation saw an increase of 6% compared to August 2016, which equates to 82 more general aviation flights. Much of this can be attributed to Airshow 2017.

DISCUSSION: Mr. Beardsley shared news with the Airport Board that American and United are replacing their Turbo Prop Dash-8, which typically holds between 34 and 37 passengers, with 50-passenger Regional Jets in our market. Much of this decision has to do with the very high load factors we have been experiencing here at AVP.

DISCUSSION: Mr. Beardsley updated the Airport Board with New York overnight-parkers statistics. We’re still seeing double the amount of New York plates of what we had in previous years. We are also seeing growth in parking in general. Mr. Beardsley attributed the growth to marketing as well as customers who have chosen to now use AVP as their preferred airport.

ITEM 4

AGREEMENTS & AUTHORIZATIONS

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

A. Trash and Recycling Removal Services Agreement Extension

MOTION: To approve recommend the Airport Board approve Extension #2 to the Agreement between the Wilkes-Barre/Scranton International Airport and Waste Management, 13 Peggy Parkway, Dunmore, PA 18512.

MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous.

B. Authorization

MOTION: To request the Airport Board authorize the solicitation of Bids for the Supply and Cleaning of Airport Work Uniforms.

MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

C. Authorization

MOTION: To request the Airport Board authorize the solicitation for a Request for Qualifications (RFQ) for an Airport Wildlife Assessment Consultant.

MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous.

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 August 2017, Airport Operations had a net income totaling **\$175,296.00** compared to a net income of **\$34,385.00** in August 2016, which is a difference of **\$140,911.00**. Year to date, our income through August 2017 is **\$325,941.00** compared to a net income of **\$230,515.00** through August 2016 which is a difference of **\$95,426.00**.

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AIRPORT FINANCIAL REPORT – Cont'd...

Invoices received since the last meeting for supplies and services totaling **\$429,247.91** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$218,287.51**.

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**

Mike Walsh Electrical \$ 48,639.35
Application #6, dated August 31, 2017, for Construction.

**Demolish Old Terminal
ACP 13-02**

Smart Recycling \$ 29,577.60
Application #3, dated August 5, 2017, for Construction.

Smart Recycling \$ 31,129.20
Application #4, dated September 5, 2017, for Construction.

Borton Lawson \$ 3,003.37
Invoice #2014-0787-003-0000004, dated August 21, 2017, for Inspection.

Borton Lawson \$ 5,930.06
Invoice #2014-0787-001-0000022, dated August 21, 2017, for Design.

Borton Lawson \$ 633.66
Invoice #2014-0787-004-0000002, dated August 21, 2017, for Inspection.

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

L.R. Kimball \$ 54,695.27
Invoice #1708920120, dated August 22, 2017 for Design.

**Update Access Control
ACP 17-09**

Johnson Controls \$ 44,679.00
Invoice #40503646, dated August 25, 2017, for C Cure Update.

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval.

PFC Drawdown # 2017/8 (Check #1069).

**Demolish Old Terminal
Project #09-015**

Smart Recycling	\$ 14,788.80	CIP 19613-02
Smart Recycling	\$ 15,564.60	CIP 19613-02
Borton Lawson	\$ 1,501.69	CIP 19613-02
Borton Lawson	\$ 2,965.03	CIP 19613-02
Borton Lawson	\$ 316.83	CIP 19613-02

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AIRPORT FINANCIAL REPORT – Cont'd...

Taxiway B Extension
Project #09-015

Mike Walsh Electrical \$ 2,431.97 CIP 19611-01

Rehabilitate Taxiways B & D
Project #12-007

L.R. Kimball \$ 2,734.76 CIP 19616-01

Update Access Control
Project #12-011

Johnson Controls \$ 44,679.00 CIP 19616-09

MOTION: Request the Airport Board approve the above transactions and payments, and transfers as indicated.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Laureen Cummings
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

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

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

NO CHANGE in status to report, project 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 98.0% 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 on the demolition is expected to be completed this week. We are in the process of scheduling a pre-construction meeting with the Contractor for the site restoration project early next week.

Current Project Costs are approximately \$2,180,166

Project payments to date represent approximately 36.2% of total

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ENGINEERING REPORT – Cont'd...

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

The Grant for this project has been received. We had a pre-construction meeting yesterday for the project and we will be starting work on the project 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

The consultant has prepared and we have reviewed the presentations for the next round of meetings, including the Public Workshop, 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.

We anticipate that the final grant condition paper work will be submitted late this week or early next week. We expect that we will be scheduling the pre-construction conference for the first week in October.

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.

We have had our pre-construction conference on the project and have issued a Notice to Proceed to the Contractor. Preliminary survey control work, mobilization and installation of barricades and other traffic control devices is underway.

Current Project Costs are approximately \$10,057,867

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ENGINEERING REPORT – Cont’d...

Project payments to date represent approximately 6.02% of total
Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ITEM 7

OTHER MATTERS:

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

- A. Mr. McGinley asked Mr. Beardsley to explain the idea of a Cell Phone Lot to the Board Members. Mr. Beardsley said the newest trend at airports, and something we would also like to have here at AVP is a Cell Phone Lot. The purpose of having a cell phone lot is making sure the front of the terminal is clear of traffic. Instead of people circling or having to park to pick up passengers, you will be able to park in the cell phone lot. When your passenger arrives and retrieves their luggage, they can contact you to pick them up.

- B. Mr. Williams questioned the appearance of some of the metal panels in the front of the terminal. He asked if this can be remedied. Steve Mykulyn explained although we have received manufacturer recommendations on how to keep these panels clean, we have not been successful because when water from weather flows over them, it also collects dust and particles that dry on the panels. It is an expensive process for reflashing all panels. He will continue looking for a solution for this issue.

ITEM 8

ADJOURNMENT:

(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.
Councilman Rick Williams
Commissioner Patrick O'Malley
Unanimous

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