

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, November 16, 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
Commissioner Laureen Cummings
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
Attorney Don Frederickson, Lackawanna County Solicitor
Attorney Michael Butera, Luzerne County Solicitor
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller
Aaron Hojnowski, Luzerne County Deputy Controller

ABSENT: Stephen Mykulyn, Director of Engineering

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 October 19, 2017 Bi-County Airport Board Meeting minutes.

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

ITEM 3
COMMONWEALTH ENERGY PRESENTATION
(Lou Evans, President Commonwealth Energy)

Mr. Evans updated the Airport Board on additional energy saving opportunities available to AVP for HVAC, water and sewer credits, heat loss analysis, domestic water, and many others. They will be putting together a budgetary project analysis together, similar to their prior plan, for the airport to look at these opportunities.

ITEM 4
METZ CULINARY MANAGEMENT PRESENTATION
(Rick Sell, Vice-President of Operations Metz Culinary Management)

Mr. Sell updated the Airport Board with a brief synopsis of the last 16 months since Metz Culinary Management took over as the restaurant concessionaire.

Highlights of the past year include: Growth in excess of 35%; retention of more than 50% of the original restaurant staff; introduction of the Lucky's Craft Food and Drink brand; a newly remodeled bar area; the addition of draft beer featuring Pennsylvania Craft brewers; expansion of the news and gift merchandise line; rebranding of Kiosk in gate area to "Lucky's Too" as well as the addition of turbo chef and hot sandwiches. Also, Dunkin Donuts opened in December 2016 and the Team has recently been approved as a NetJet's

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

METZ CULINARY MANAGEMENT PRESENTATION – Cont'd...

approved caterer. Large event catering here at AVP during this year's Wings and Wheels Car Show, the 2017 Airshow VIP tent, Pocono Wing Fest, and Aviation Technologies Christmas Party has been a great experience. They have been a sponsor for various AVP events, as well as the PA Wounded Warriors, Dinners for Kids, and the America Red Cross of NEPA Hurricane Relief Fund.

Mr. Sell looks forward to their future here, especially the TSA Security Checkpoint move, which will put Lucky's and Dunkin after security for all our passengers to enjoy. Mr. Sell recognized General Manager Wesley Epstein and the hourly team who work every day to make the customers experience a good one and thanked Airport Administration for their continued support.

**ITEM 5
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 October 2017, passenger boardings continue to increase. When comparing October of 2017 to October of 2016, passenger boardings were up 18.7%. American Airlines had a 54% increase and United Airlines reflected an 11% increase.

Mr. Beardsley noted that October 2017 is the highest October enplanements on record with more than 25,000 passengers going through AVP to get to their destinations. Furthermore, October is the second highest overall enplanement month on record and the eighth month of 2017 with record enplanements.

Seat availability rose to 17.4% and airline load factors also remained very strong at a 90% average load factor among all the airlines.

General Aviation saw an increase of 23% of aircraft operations or 272 additional GA flights coming into AVP.

DISCUSSION:

Mr. Beardsley also updated the Airport Board on the New York overnight vehicle totals. In the month of October we saw another surge of overnight vehicles similar to the one we saw in April. In October 2017, we had 2646 (overnight) parkings from New York state vehicles. Comparing those numbers to the previous year, we have doubled the amount of New York parkers and tripled the amount from 2015.

**ITEM 6
AWARDS & CONTRACTS**

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

A. UNIFORMS

Bids for the Supply and Cleaning of Airport Work Uniforms for the Wilkes-Barre/Scranton International Airport were opened on Wednesday, November 8, 2017 at 2:00 P.M. in the Airport Board Room by Airport Administration and Luzerne County Deputy Controller Aaron Hojnowski. Two (2) bid packages were received. It is recommended that the Airport Board accept the low bid by Cintas Corporation, 1065 Hanover St., Wilkes-Barre, PA 18706, in the amount of \$14,966.12 annually, subject to final administrative review and solicitors' concurrence. This is a five (5) year contract. Bid Tabulation below:

<u>Bidder</u>	<u>Base Bid Total</u>
Cintas, Corp.	\$14,966.12
UniFirst	\$19,848.24

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

AWARDS & CONTRACTS – Cont’d...

MOTION: Recommended that the Airport Board accept the low bid by Cintas Corporation.
MOVED BY: Councilman Rick Williams
SECONDED BY: Commissioner Patrick O’Malley
VOTE: Unanimous.

B. CONTRACT

MOTION: Recommend the Airport Board approve the Contract between the Wilkes-Barre/Scranton International Airport and Nasser Real Estate & Appraisals, Inc. of 304 North Main Street Scranton, PA 18504 to perform an appraisal of parcels adjacent to airport property for the purposes of determining fair market value. The final agreement is pending solicitor’s review and approval. This appraisal is expected to take no more than 30 days.
MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Council Manager David Pedri
VOTE: Unanimous.

ITEM 7

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Director of Finance)

DISCUSSION: Revenue – Expense Report.

As noted on the attached profit/loss statements, for the month of October 2017, Airport Operations had a net income totaling **\$94,500.00** compared to a net loss of **\$3,981.00** in October 2016, which is a difference of **\$98,481.00**. Year to date, our income through October 2017 is **\$549,250.00** compared to a net income of **\$244,824.00** through October 2016 which is a difference of **\$304,425.00**.

Invoices received since the last meeting for supplies and services totaling **\$801,381.01** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$513,033.20**.

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:

Demolish Old Terminal
ACP 13-02

Borton Lawson \$ 1,576.28
Invoice #2014-0787-004-0000003, dated October 13, 2017, for Inspection.

Borton Lawson \$ 4,682.47
Invoice #2014-0787-003-0000006, dated October 13, 2017, for Inspection.

TSE Incorporated \$ 111,080.56
Application #1, dated November 9, 2017, for Construction.

Parking Garage Maintenance
ACP 14-03

ARC \$ 45.12
Invoice #72-120686, dated July 13, 2017, for Repographic

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

AIRPORT FINANCIAL REPORT – Cont’d...

Desman Design Management \$ 8,295.25
Invoice #17-219, dated October 31, 2017, for Inspection.

Krishna Construction \$ 45,725.40
Application #2, dated November 3, 2017 for Construction.

**Relocate TSA Checkpoint
ACP 15-03**

ARC \$ 95.04
Invoice #72-120293, dated July 7, 2017, for Repographic.

**Rehabilitate Taxiways B & D
ACP 16-01**

Popple Construction \$324,498.06
Application #1, dated October 23, 2017, for Construction.

**ARFF Protective Gear
ACP 17-07**

Onesource Fire Rescue Equipment \$ 17,035.00
Invoice #1601009, dated October 13, 2017, for Equipment.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval.

PFC Drawdown # 2017/10 (Check #1071).

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

Borton Lawson	\$ 788.14	CIP 19613-02
Borton Lawson	\$ 2,341.24	CIP 19613-02
TSE Incorporated	\$55,540.28	CIP 19613-02

**Rehabilitate Taxiways B & D
Project #12-007**

Popple Construction \$16,224.90 CIP 19616-01

**ARFF Protective Gear
Project #12-009**

Onesource Fire Rescue Equipment	\$17,000.00	CIP 19617-07
------------------------------------	-------------	--------------

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

DISCUSSION: Mr. Borthwick also submitted a Draft Budget for 2018 to the Board Members. He asked the members to review and contact the administration to schedule a time to discuss it.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

ITEM 8

ENGINEERING REPORT:

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

DISCUSSION:

Mr. Beardsley gave a report on the status of the following projects on behalf of AVP Engineer, Steve Mykulyn:

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 complete 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.

Building Demolition - Smart Recycling, Inc.

Site Restoration - TSE, Inc.

This project is broken out into three separate construction projects: Environmental Remediation, Building Demolition and Site Restoration Construction.

Work on the demolition is now complete and we are working on closing out that contract.

The Contractor for the site restoration project continues to work on site grading and placement of the subbase for both the airside and landside pavement areas. Work on utilities and storm water are anticipated in the coming week.

Current Project Costs are approximately \$2,205,811.00

Project payments to date represent approximately 36.6% of total

Funding - State Capital Fund Grant, Airport Generated PFC Funds

ACP 14-03

Parking Garage Maintenance

Design Services - Desman Associates

Construction - Krishna Construction, Inc.

Construction Monitoring - Desman Associates

Work is finishing up on the roof level and roof to 3rd level ramp. We will be meeting next week to discuss suspension of work on the major work items and what limited work may continue through the winter. We continue to be able to accommodate the areas requiring closure and provide sufficient areas for customer parking.

Current Project Costs are approximately \$750,000

Project payments to date represent approximately 15.6% of total

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

ENGINEERING REPORT – Cont’d...

Funding – State Capital Grant, Airport Funds

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant – McFarland-Johnson

We continue to work on our review of the draft submission on the last chapters of the Plan.

Current Project Costs are approximately \$902,000.

Project payments to date represent approximately 77.9% 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, Ltd.

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.

Contractors were given “Notice to Proceed” on the project last week and we are beginning our review and coordination of submittals and schedules for the work.

Current Project Costs are approximately \$1,121,000.

Project payments to date represent approximately 10.8% 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.

Work continues on project Phases 1, 2 and 3. Work in Phase 2, which involves removing old pavements and regrading areas on the East side of the runway, is complete for the season. However, weather permitting, when delivered, storm water structures and piping will be installed in Phase 2. Work in Phase 3, which involves work on Taxiway B, is expected to be completed and reopened in the next few weeks. Work on Phase 1, which involves work on Taxiway D, will continue as weather permits. Taxiway D (West) will remain closed through the winter and work will only continue as weather and material delivery permit.

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

Project payments to date represent approximately 9.3% of total

Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

ITEM 9

OTHER MATTERS:

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

A. Real ID

Mr. Beardsley explained news regarding “Real ID”, a federal mandate requiring state drivers’ licenses to meet federal standards needed to

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
NOVEMBER 16, 2017**

OTHER MATTERS – Cont'd...

board a commercial airliner or get into a federal worksite. The deadline to get this enhanced license has been extended until October 10, 2018. We will be educating the public on our website, blast e-mails, and social media so that passengers will know what to expect and what they will need when flying out of AVP after October, 2018.

**ITEM 10
ADJOURNMENT:
(Chairman)**

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

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

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