

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 21, 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

**ALSO PRESENT:** Carl R. Beardsley, Jr., Executive Director  
Gary Borthwick, Director of Finance  
Stephen Mykulyn, Director of Engineering  
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:** County Manager, C. David Pedri, Esq

**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 November 16, 2017 Bi-County Airport Board Meeting minutes.

**MOVED BY:** Commissioner Jerry Notarianni

**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.

The theme of 2017 has been the fact that passenger boardings have increased significantly at AVP, and the month of November was no different. Mr. Beardsley noted that November 2017 is the highest November enplanements on record with 22,742 passengers going through AVP to get to their destinations, a 17.1% increase - or 3,000 more passengers - than November 2016.

American Airlines, who added an additional flight to Charlotte, showed a 44% increase, United Airlines reflected a 10% increase, and Allegiant Air showed a 3% increase.

Seat availability also rose to 17.4% and airline load factors remained very strong at an 87% average load factor among all the airlines. Even with their new service to Charlotte, American Airlines had a 92% load factor on its flights. Delta Airlines' service to Atlanta and Detroit showed a very strong 88% load factor.

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AIRPORT ACTIVITY REPORT – Cont’d...

General Aviation saw a decrease of 10% of aircraft operations or 114 less GA flights coming into AVP.

**ITEM 4**

**AWARDS & CONTRACTS**

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

**A. WILDLIFE HAZARD ASSESSMENT**

A Request for Qualifications (RFQ) was recently advertised to conduct a wildlife hazard assessment at the Airport. Four (4) companies responded to the RFQ:

1. USDA APHIS Wildlife Services of Pennsylvania
2. SWCA Environmental Consultants
3. McFarland Johnson
4. Applied Ecological Services

After reviewing the four (4) Requests for Qualifications received, the USDA was ranked as the best qualified party to perform the assessment at AVP. It is recommended that the USDA be chosen for the Wildlife Hazard Assessment.

**MOTION:**

Recommended that the Airport Board choose the USDA to conduct the Wildlife Hazard Assessment.

**MOVED BY:**

Commissioner Jerry Notarianni

**SECONDED BY:**

Commissioner Patrick O'Malley

**VOTE:**

Unanimous.

**B. CONTRACT**

Recommend the Airport Board approve the Airport Supply and Cleaning of Airport Uniforms Agreement between Cintas Corporation Northeast Group, 1065 Hanover St., Suite 105, Wilkes-Barre, PA and the Wilkes-Barre/Scranton International Airport effective February 1, 2018 through January 31, 2023 at an annual fee of \$14,966.12.

**MOTION:**

Approve the contract as presented.

**MOVED BY:**

Commissioner Laureen Cummings

**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 November 2017, Airport Operations had a net income totaling **\$59,985.00** compared to a net income of **\$73,135.00** in November 2016, which is a difference of **\$13,150.00**. Year to date, our income through November 2017 is **\$612,192.00** compared to a net income of **\$317,964.00** through November 2016 which is a difference of **\$294,228.00**.

Invoices received since the last meeting for supplies and services totaling **\$1,647,175.20** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$1,341,225.46**.



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AIRPORT FINANCIAL REPORT – Cont’d...

**Taxiway B Extension  
Project #09-015**

Popple Construction	\$6,402.64	CIP 19611-01
Mike Walsh Electrical	\$ 907.09	CIP 19611-01

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

Borton Lawson	\$ 3,688.73	CIP 19613-02
TSE Incorporated	\$79,247.66	CIP 19613-02

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

Popple Construction	\$41,259.18	CIP 19616-01
McFarland Johnson	\$6,059.82	CIP 19616-01

**Master Plan Update  
Project #12-003**

McFarland Johnson	\$ 3,746.55	CIP 19615-02
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**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.

**ITEM 6  
ENGINEERING REPORT:**  
*(Steve Mykulyn, P.E., Director of Engineering)*

**DISCUSSION:**       A.       **Change Orders**

**Extend Taxiway B (Runway 22 Approach End) – Paving Contract**

Recommend the Airport Board approve Change Order #2 (Final), decreasing the Popple Construction, Inc. contract, \$65,844.63 from \$2,339,849.69 to \$2,274,005.06, subject to FAA, PennDOT and solicitor’s concurrence. This change order includes the update of as-bid quantities to as-built quantities.

**MOTION:** Request the Airport Board approve the Final Close-Out Change Order.  
**MOVED BY:** Councilman Rick Williams  
**SECONDED BY:** Commissioner Patrick O’Malley  
**VOTE:** Unanimous.

We ask the Board to approve this Final Close-Out Change Order.

**Extend Taxiway B (Runway 22 Approach End) – Lighting Contract**

Recommend the Airport Board approve Change Order #2 (Final), decreasing the Walsh Electrical contract, \$6,863.59 from \$592,172.41 to \$585,308.82, subject to FAA, PennDOT and solicitor’s concurrence. This change order includes additional work required to complete the REILS replacement, level an existing taxiway edge light, furnish and install extension rings on taxiway edge lights, and the adjustment of As-bid quantities to as-bid quantities.

**MOTION:** Request the Airport Board approve the Final Close-Out Change Order.  
**MOVED BY:** Councilman Rick Williams

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**ENGINEERING REPORT – Cont’d...**

**SECONDED BY:** Commissioner Jerry Notarriani  
**VOTE:** Unanimous.

**B. 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

Final Close-Out Change Orders and Final Payment have been approved today for the Paving and Lighting Contracts.

Current Project Costs are approximately \$15.2M  
Project payments to date represent approximately 99.46% 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 environmental remediation and demolition projects have been completed. We are currently working on closing out the demolition contract.

Major work on the site restoration project has been suspended at the request of the contractor and will resume in the spring. As weather permits we anticipate that the contractor will complete some less temperature dependent items through the winter.

Current Project Costs are approximately \$2,205,811  
Project payments to date represent approximately 49.20% 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

Major Work is finished for the year and will resume in the spring. Some limited work on less weather dependent items will continue through the winter.

Current Project Costs are approximately \$750,000  
Project payments to date represent approximately 15.60% of total  
Funding – State Capital Grant, Airport Funds

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**ENGINEERING REPORT – Cont'd...**

**ACP 15-02**

**Master Plan Update and Airport Layout Plan (ALP) Update**

Consultant – McFarland-Johnson, Inc.

We have returned comments on the final draft document and are working with the consultant to incorporate those comments.

Current Project Costs are approximately \$902,000.

Project payments to date represent approximately 86.21% 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 have been given the Notice to Proceed on the project, permits have been acquired and work on demolition has begun. Work on Layout and construction of the relocated checkpoint walls will begin next week.

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 Phase 3 (the rehabilitation of Taxiway B from Runway 10-28 to B-5) is complete and reopened. Work on Phases 2 and 3 is partially complete. We have granted a suspension of work to the Contractor until the Spring when work on these two Phases and the remaining project Phases will be completed. However, as weather permits some less weather and temperature work may resume in the Phase 1 & 2 areas.

We met last week with airlines to review schedules for the work set to resume in the Spring and discuss a request for changes in flight schedule to increase the overnight operational window to permit a longer work period for the Contractor during overnight runway closures for work in the Runway Safety Area.

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

Project payments to date represent approximately 18.71% of total Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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**ITEM 7**

**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 board a commercial airliner or get into a federal worksite. The deadline to get this enhanced license has been extended until October 10, 2018.

PennDOT has asked the Federal Government to move the October 2018 deadline to October 2020 so that they can have the time to issue Real ID licenses.

We will continue to educate 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.

**B. Personnel**

**MOTION:**

Recommend the Airport Board ratify the appointment of Gary Borthwick, of 503 Clarke Ave., Clarks Summit, PA to the position of Assistant Director, effective December 21, 2017.

**MOVED AND SECONDED:**

Commissioners Patrick O’Malley, Laureen Cummings, Jerry Notarianni, and Councilmen Tim McGinley and Rick Williams.

**VOTE:**

Unanimous

Mr. Borthwick, who was currently the Director of Finance, thanked the Airport Board for their decision and assured them he would continue working for the airport’s success.

**C. Other Matters**

Mr. McGinley recognized and thanked fellow Board Member Rick Williams, who chose not to run for re-election. Mr. Williams was presented a commemorative plaque for his service.

Mr. McGinley wished everyone a Happy Holiday and looks forward to continuing the great work the Airport is doing.

**ITEM 8**

**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 11:07 A.M.