

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
JUNE 28, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 28, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Commissioner Patrick O'Malley presiding.

PRESENT: Commissioner Patrick O'Malley
Commissioner Jerry Notarianni
Councilman Timothy McGinley
Councilwoman Jane Walsh Waitkus

ALSO PRESENT: Carl R. Beardsley, Jr., Executive Director
Gary Borthwick, Assistant Airport Director
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
Mark Majikes, Luzerne County Deputy Controller

ABSENT: Commissioner Laureen Cummings
County Manager David Pedri
Michelle Bednar, Luzerne County Controller

ITEM 1:
PUBLIC COMMENTS: None.
(Patrick O'Malley, Chairman)

ITEM 2:
APPROVAL OF MINUTES:
(Patrick O'Malley, Chairman)

MOTION: To accept and approve the minutes of the May 23, 2018 Bi-County Airport Board Meeting minutes.
MOVED BY: Councilwoman Jan Walsh Waitkus
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 3:
AUTHORIZATION:
(Carl R. Beardsley, Jr., Executive Director)

DISCUSSION: The Wilkes-Barre/Scranton International Airport is requesting authorization to purchase 14.56 acres of land located nearby Interstate 81 to the west. Airport property bounds the property to the east. It is bound to the north by the former GoEx property.

MOTION: To authorize the land purchase.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

SERVICE REPORT:
(Rick Sell, Metz Culinary Management)

DISCUSSION: Mr. Sell gave the Board an update on the impact of April's TSA relocation. He reported that sales have exceeded their expectations and travelers are extremely pleased with the move.

Mr. Sell also reported their new "Buy Local" area of the gift shop, which highlights local products and vendors, has been a successful addition. Also added are new menu items as well as pre-security ordering for people that are not traveling. He explained that if someone comes to the airport to pick-up or drop-off passengers and would like something from either Dunkin Donuts or

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SERVICE REPORT - Cont'd...

Lucky's, they would just contact them, place their order, and one of their employees will bring the order out to their location in the terminal. The pre-security ordering is in the early stages, and Mr. Sell envisions future ordering from tablets in various terminal locations.

In closing, Mr. Sell thanked the Airport Board and Mr. Beardsley and his staff for the recently added new flights to Charlotte, Philadelphia and Chicago and looks forward to October and United's new service to Washington Dulles. The additional flights have had a positive impact on their business.

Mr. Beardsley echoed Mr. Sell's comments by saying the partnership the Airport has with Metz Corporation has been extremely rewarding.

ITEM 4

AIRPORT ACTIVITY REPORT:

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

DISCUSSION:

Mr. Beardsley compared Airport Performance from May 2018 to the average of the past 5 years. In May 2018, we had 22,270 passengers pass through our Airport. Comparing the time period of 2014 through 2018 and averaging them, we had 21,295 passengers going through the airport, which equates to an increase of 4.5% percent. Year-to-date, using this timetable, we are seeing an increase of 3.63%.

Not only has Metz Corporation seen the positive impact from the new service to Chicago on American Airlines that began June 7th, 2018, American Airlines is also very happy with the initial load factors from these flights. The load factor on the very first arrival from Chicago was over 80%, which is very good percentage for new service.

Mr. Beardsley also reported that the load factors on other flights is also very strong: Charlotte, which added an additional flight in May, showed a load factor of 87%; Philadelphia, which also added an additional flight is over 75%; Delta's flights to both Detroit and Atlanta are showing load factors over 87%; United's service to Chicago is showing an 89% load factor and it's Newark service is at a 71% load factor. New service to Pittsburgh on Regional Sky is showing a 40% load factor.

General Aviation saw 1,232 aircraft operations in the month of May 2018, exceeding both 2017 and 2016 by an average of 100 flights.

ITEM 5

AWARDS, AUTHORIZATIONS, & AGREEMENTS:

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

A. RFQ AUTHORIZATION

The Wilkes-Barre Scranton International Airport is requesting authorization to release a Request for Qualifications (RFQ) pertaining to private airport security services.

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

To authorize the release of a Security RFQ.

Councilman Tim McGinley

Commissioner Jerry Notarianni

Unanimous

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AWARDS, AUTHORIZATIONS & AGREEMENTS - Cont'd...

B. MARKETING AGREEMENT

The Wilkes-Barre/Scranton International Airport is requesting authorization to enter into a consultant agreement with Maslow Lumia Bartorillo (MLB) Advertising of 182 North Franklin Street, Wilkes-Barre, PA 18701.

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

To approve the Marketing Agreement.
Councilwoman Jan Walsh Waitkus
Councilman Tim McGinley
Unanimous.

C. PURCHASING POLICY

Request the Airport Board approve an updated Airport Purchasing and Contracting Policy. This policy follows all FAA Government guidelines for purchasing and contracting. Contents include general procedures, purchase limits, professional service contracts, legal and accounting services, construction contracts, operation contracts, utility contracts, and other purchases, including emergency purchases.

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

To approve the policy.
Councilman Tim McGinley
Commissioner Jerry Notarianni
Unanimous

AIRPORT FINANCIAL REPORT:
(Gary Borthwick, Assistant Airport Director)

DISCUSSION: A. Financial Report

(1) Revenue – Expense Report.

As noted on the attached profit/loss statements, for the month of May 2018, Airport Operations had a net income totaling \$112,599.00 compared to a net income of \$8,338.00 in May 2017, which is a difference of \$104,262.00. Year to date, our net income through May 2018 is \$211,949.00 compared to a net loss of \$62,867.00 through May 2017 which is a difference of \$274,815.00.

Invoices received since the last meeting for supplies and services totaling \$1,338,617.54 are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of \$1,079,675.35.

(2) 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 Building
ACP 13-02

Borton Lawson \$ 1,305.49
Invoice #2014-0787-004-0000009, dated May 23, 2018, for Inspection.

TSE Inc. \$ 37,719.00
Application #5, dated May 14, 2018, for Construction.

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AIRPORT FINANCIAL REPORT - Cont'd...

TSE Inc. \$352,828.69
Application #6, dated June 14, 2018, for Construction.

Borton Lawson \$ 12,805.98
Invoice #2014-0787-004-0000010, dated June 7, 2018, for Inspection.

**Wildlife Assessment Survey
ACP 17-06**

USDA \$ 3,038.27
Invoice #3002758170, dated June 1, 2018, for Survey.

**Update Airfield Lighting Computers & Digitracs
ACP 17-08**

Borton Lawson \$ 4,844.42
Invoice #2018-3723-001-0000001, dated May 23, 2018, for Design.

Borton Lawson \$ 849.36
Invoice #2018-3723-001-0000002, dated June 18, 2018, for Design.

**Relocate TSA Checkpoint
ACP 15-03**

Fennick McCredie \$ 57,558.51
Architecture
Invoice #1124-7, dated June 1, 2018, for Inspection.

D&M Construction \$70,498.87
Application #4, dated June 1, 2018, for Construction.

D&M Construction \$22,860.22
Application #5, dated June 20, 2018, for Construction.

Everon Electrical \$ 51,624.00
Application #5, dated June 30, 2018, for Electrical.

**Rehabilitate Taxiway B & D (West)
ACP 16-01**

McFarland Johnson \$157,817.31
Invoice #4, dated June 8, 2018, for Inspection.

**Acquire Airport Maintenance Equipment
ACP 17-13**

Best Line Equipment \$104,223.98
Invoice #E06681, dated May 21, 2018, for Articulation Lift.

Legacy \$ 39,246.64
Invoice #30177, dated June 1, 2018, for Isuzu.

EZ-Liner \$ 79,631.60
Invoice #63813, dated May 30, 2018, for Skid Mount Paint Machine.

W.S. Bonacci \$ 4,650.00
Invoice #169, dated for May 30, 2018, for Instillation of gas line & electrical.

Tennant \$78,173.01
Invoice #915458400, dated May 24, 2018, for Power Sweeper.

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AIRPORT FINANCIAL REPORT - Cont'd...

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/5 (Check #1079).

**Update Airfield Lighting Computers & Digitracs
Project #12-010**

Borton Lawson	\$ 849.36	CIP 19617-08
Borton Lawson	\$4,844.42	CIP 19617-08

**Wildlife Assessment Survey
Project #12-008**

USDA	\$ 3,038.27	CIP 19617-06
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**Demolish Old Terminal
Project #09-015**

Borton Lawson	\$ 652.75	CIP 19613-02
TSE, Inc.	\$176,414.35	CIP 19613-02
TSE, Inc.	\$ 18,859.50	CIP 19613-02
Borton Lawson	\$ 6,402.99	CIP 19613-02

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

McFarland Johnson	\$ 7,890.87	CIP 19616-01
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MOTION: Request the Airport Board approve the above transactions, payments, and transfers as indicated.
MOVED BY: Councilwoman Jan Walsh Waitkus
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous.

ITEM 6

ENGINEERING REPORT:

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

A. Change Orders

1. Change Order – TSA Checkpoint Relocation – General Construction Contract

Recommend the Airport Board approve Change Order #1 (FINAL), increasing our contract with D&M Construction Unlimited, Inc., \$37,219.97 from \$591,217.00 to \$628,436.97, subject to PennDOT and solicitor's concurrence.

This change order covers the additional costs incurred due to field modifications and corrections in ceiling and floor finishes. It also removes the floor graphics and security mesh (in extended walls above the ceiling). In addition the change order covers the cost of a portion of a second night for the checkpoint relocation move. The TSA approved checkpoint relocation plan had two items incorrectly located. Due to the limited closure period for the checkpoint there was not sufficient time to correct the location, the contractor was therefore directed to complete the switch on a second night. Additional sub-contractor and oversight costs were incurred.

We request that the Board approve this change order.

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ENGINEERING REPORT - Cont'd...

MOTION: To approve the change order.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous

2. Change Order - TSA Checkpoint Relocation - Electrical Construction Contract

Recommend the Airport Board approve Change Order #1 (FINAL), increasing our contract with Everon Electrical Contractors, Inc., \$40,652.00 from \$219,440.00 to \$260,092.00, subject to PennDOT and solicitor's concurrence.

This change order covers the additional costs incurred due to field modifications requested either by the TSA or the Airport. The change order also includes the installation of additional security devices and access controls components not included in the bid documents, these included;

Three additional floor outlets, three additional card readers, hardwiring of an additional duress button, additional wiring for exit lane card reader, magnetic latch for roll up door, outlets for horn strobe signaling, additional card reader wiring, additional signaling at the Local Law Enforcement Officer podium, installation of additional lighting in the passenger queuing area, electrical support for the second night of TSA checkpoint move, additional wiring and work in coordinating automatic e-lane doors, and the installation of light dimmers in the checkpoint area.

We request that the Board approve this change order.

MOTION: To approve the change order.
MOVED BY: Councilwoman Jane Walsh-Waitkus
SECONDED BY: Councilman Tim McGinley
VOTE: Unanimous

3. Change Order - Terminal Demolition Phase 3, Site Restoration

Recommend the Airport Board approve Change Order #1, increasing our contract with TSE, Inc., \$207,588.40 from \$1,093,111.75 to \$1,300,700.15, subject to PennDOT and solicitor's concurrence.

This change order covers the additional costs incurred as follows:

Removal of additional asphalt paving to provide for better transitions between new areas and existing pavements and to accommodate the installation of new concrete pavements in the Ground Service Equipment (GSE) parking area; Removal of additional duct bank encountered; Installation of additional storm water piping, installation of and additional inlet and relocation of an inlet to accommodate changes in the blast fence foundation design; Relocation of security fence to accommodate drainage work; Significant changes in the blast fence foundation from information provided in design to design provided in submittal phase; Additional topsoil required in lawn areas, and the change of asphalt pavement in the GSE parking areas to concrete pavement to eliminate future problems with rutting.

We request that the Board approve this change order.

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ENGINEERING REPORT - Cont'd...

DISCUSSION: Mr. McGinley said that he believed that amount was excessive. Mr. Mykulyn explained that in the overall picture for the multi-phase project, it's the first time that we have seen an addition on anything on the project. A few of the things that are in this change order (as we progressed through the construction) we realized there were things that were going to cause problems down the road and since we have the project open and have the opportunity to make changes to the PFC funding, we elected to make some of those changes.

He continued that there was a considerable change in the concrete for the GSE parking area. It was something that down the road would potentially be a problem because of the weight of the big equipment that services the aircraft. Also, the information provided to the original design team during the design and bid document preparation for the foundation for the blast fence was considerably different from what was provided to the contractor. The manufacturer that was contacted during the design was the same manufacturer that the contractor elected to use. Mr. Mykulyn indicated that the initial foundation information provided during design was considerably different, to the point that there was no way the contractor could have done it for what they bid. We went from having individual small foundations to having one large continuous foundation and those were things that could not be avoided.

Mr. McGinley asked who provided the incorrect information to which Mr. Mykulyn responded that the information the blast fence manufacturer provided does not appear to have been correct based on what the design criteria later provided. Mr. Mykulyn indicated that when they (the fence manufacturer) provided the information, we then provided information on the drawings based on what the consultant was given. When we went through the submittal phase (and final design was completed by the fence manufacturer) a different foundation design was required.

Mr. McGinley asked if there was any recourse for this to which Mr. Mykulyn replied he believed there is no way around it and that the cost is not a cost that the fence manufacturer bears in any way.

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

To approve the change order.
Commissioner Jerry Notarianni
Councilwoman Jane Walsh-Waitkus
Yes: Commissioner O'Malley
Commissioner Notarianni
Councilwoman Waitkus
No: Councilman McGinley
Motion Fails.

DISCUSSION:

Mr. McGinley reiterated that he believes there should be recourse to whoever provided the incorrect information and this major increase in the change order, 20% of the contract, which is significant.

Mr. Mykulyn reiterated that 20% is the total change order and only a portion relates to the blast fence. He doesn't believe the issue is with the contractor, but perhaps the consultant or manufacturer. He doesn't believe there is a footing in this situation. Cost of foundation change is \$61,500.00.

Mr. McGinley motioned to pay the change order amount, less the \$61,500.00, until more research is done on that amount.

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MOTION: To approve the change order, less \$61,500.00.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

B. Authorizations

Recommend the Airport Board approve the solicitation of bids for the following:

Update Airfield Lighting Computers & Controls (ACP 17-08)

MOTION: To approve the authorization.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Commissioner Jerry Notarianni
VOTE: Unanimous.

C. Awards

1. Taxiway B Extension (Runway 4 Approach End)

The Airport issued a Request for Qualifications (RFQ) for the Taxiway B Extension (Runway 4 Approach End) project via public advertisement beginning on May 26, 2018. Submittals were due on June 11, 2018. Four consultant teams submitted on the project. Their submittals were reviewed and all were notified that they were short-listed for interview. Interviews were conducted on June 21 & 22, 2018. Recommend the Airport Board award the project to McFarland-Johnson, Inc. (Binghamton, NY).

All teams were interviewed by a panel consisting of select Airport staff. McFarland-Johnson was selected by the panel as the most qualified for the Project due to the team's experience in similar projects, extensive experience with geo-technical conditions at the airport, and local experience in permitting and storm water management. The funding for this project will be multi-phased and will be through FAA and State Grants and the remaining local share portion will be paid through Passenger Facility Charges.

The Airport recommends the Board approve the selection of McFarland-Johnson for consulting services for the project and authorize Airport staff to negotiate a scope and fee proposal and contract for the Environmental Assessment and Preliminary Engineering/Design Consulting Services, the first phase of the design effort. The Award of the negotiated contract is pending approval at a future Airport Board Meeting.

MOTION: To approve the the selection of McFarland-Johnson.
MOVED BY: Councilman Tim McGinley
SECONDED BY: Councilwoman Jane Walsh-Waitkus
VOTE: Unanimous.

2. Rehabilitate Taxiway D (East)

The Airport issued a Request for Qualifications (RFQ) for the Taxiway B Extension (Runway 4 Approach End) project via public advertisement beginning on May 26, 2018. Submittals were due on June 11, 2018. Four consultant teams submitted on the project. Their submittals were reviewed and all were notified that they were short-listed for interview. Interviews were

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conducted on June 21 & 22, 2018. Recommend the Airport Board award the project to C&S Companies, Inc. (Syracuse, NY).

All teams were interviewed by a panel consisting of select Airport staff. C&S was selected by the panel as the most qualified for the Project due to the team's experience in similar projects, recommendations, and local experience in permitting and storm water management. The funding for this project will be multi-phased and will be through FAA and State Grants and the remaining local share portion will be paid through Passenger Facility Charges.

The Airport recommends the Board approve the selection of C&S Companies, Inc. for consulting services for the project and authorize Airport staff to negotiate a scope and fee proposal and contract for the Engineering/Design Consulting Services. Award of the negotiated contract is pending approval at a future Airport Board Meeting.

MOTION:
MOVED BY:
SECONDED BY:
VOTE:

To approve the the selection of C&S Company.
Councilman Tim McGinley
Commissioner Jerry Notarianni
Unanimous.

DISCUSSION:

Mr. Beardsley noted to the Board that whenever there is a capital project that is funded with federal money, the staff goes out and does an "Independent Fee Estimate" to be sure we are getting the proper costs associated with the project.

D. Projects

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.

Work is complete on most of the airside pavement and the concrete Ground Service Equipment (GSE) parking pad. The foundation wall for the blast fence is also complete and delivery of the fence system is anticipated next week. Pavement placement for the parking area is expected next week as well. Work on electrical continues.

Current Project Costs are approximately \$2,410,100.00
Project payments to date represent approximately 69.2% 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

We met this week with the Contractor and our Consultant and work is schedule to resume on July 9th. It is anticipated that construction will run for approximately 3 ½ months to completion. Operations staff will begin closing off parking spaces for the work this weekend to allow vehicles to clear out.

Current Project Costs are approximately \$750,000.00

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Project payments to date represent approximately 31.05% of total Funding: State Capital Grant, Airport Funds

**ACP 15-02
Master Plan Update and Airport Layout Plan (ALP) Update**

Consultant: McFarland-Johnson, Inc.

NO CHANGE in status as work continues on the additional survey.

Current Project Costs are approximately \$927,688.00.
Project payments to date represent approximately 87.61% 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.

Final punch list work has been completed and we are working on close-out with each of the contractors.

Current Project Costs are approximately \$1,194,821.00.
Project payments to date represent approximately 92.44% 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 the project with taxiway lighting, milling, drainage, grading and sub-base placement in the mid-field work area. Work on Taxiway D is near completion and we anticipate reopening the taxiway in the next two weeks. The Contractor will be adding Saturdays to its work schedule to accelerate progress and complete on time.

Current Project Costs are approximately \$10,057,867
Project payments to date represent approximately 26.5% of total Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

**ACP 17-08
Upgrade Airfield Lighting Computers and Controls**

Design Services - Borton-Lawson Engineering

This project provides for the replacement of existing computer equipment used to control our airfield lighting system. Associated with the work is an operating system upgrade as well as an update of the airfield lighting controls software.

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ENGINEERING REPORT - Cont'd...

Bidding documents will be completed this week and will be available next week for bidders.

Current Project Costs are approximately \$8000.00
Project payment to date represents approximately 71.2% of total
Funding - Airport Generated PFC Funds

ITEM 7

OTHER MATTERS:

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

DISCUSSION:

Mr. Beardsley updated the Board on Community Outreach events that he and his staff have participated.

- The Everhart Museum participated in our Airport Tour just yesterday.
- Participated at Legislative Advocacy Day in Harrisburg focusing on the Real ID program and promoting community awareness.
- Participated in events with Penn's Northeast which concentrates on developing the Airport.
- Attended the "Jump Start" Conference where we met with various airlines on expanding or starting new service here at AVP.
- Attended a Business Cargo Workshop.
- Attended Scranton Chamber of Commerce's 150th Anniversary Celebration.
- Hosted the Commemorative Aircraft Museum from June 13-17th. The Museum reported that over 1600+ people tour the Aircraft.

ITEM 8

ADJOURNMENT:

(Chairman)

MOTION:

MOVED BY:

SECONDED BY:

VOTE:

It is recommended to adjourn the meeting.

Councilman Tim McGinley

Commissioner Jerry Notarianni

Unanimous

The meeting was adjourned at 11:17 A.M.