

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, August 23, 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  
Commissioner Laureen Cummings  
Councilman Timothy McGinley  
Councilwoman Jane Walsh Waitkus  
County Manager David Pedri

**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  
Michelle Bednar, Luzerne County Controller  
Mark Majikes, Luzerne County Deputy Controller

**ABSENT:** Germaine Helcoski, Lackawanna County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**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 July 26, 2018, Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous.

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

**DISCUSSION:** Mr. Beardsley reported that passenger boardings for the month of July 2018 were extremely good, in fact, the second highest number of enplanements in AVP's history. In comparing boardings from July 2018 to the average boardings of July 2012 through 2017, we are seeing an increase of 13.64%. American Airlines and United showed a 31% and 11.2% enplanement increases respectively.

Seat availability and load factors also showed increases across the board from all the airlines, averaging at an 86% load factor. Delta's flights going to Detroit and Atlanta boasts an 89% load factor.

General Aviation flights are down slightly, by five (5) percent or 72 less flights during the July.

Mr. Beardsley pointed out on a displayed graph that enplanements in July 2017, our record breaking year, and July 2018 just about overlap each other. He noted that although we no longer have Allegiant Air, with the flights added by American and United, we are overcoming the boardings we lost when Allegiant initially left our market.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**AIRPORT ACTIVITY REPORT - Cont'd...**

Mr. Beardsley also showed a graph with outbound load factors based on destinations. He pointed out that the United and American load factors to Chicago O'Hare Airport are both showing an 88% load factor. So not only is the existing service to Chicago thriving, the new service is also successful.

Mr. Pedri reported that numerous frequent travelers have expressed that they are delighted with the additional Chicago service.

**DISCUSSION:**

Mr. Beardsley informed the Board that Southern Airways will begin offering non-stop Pittsburgh service on September 5, 2018. Introductory fares begin at \$129.00 each way. The community has been very supportive of this service and Southern Airways has reported double digit sales before the service even starts. There will be two (2) daily departures, Monday through Friday, and one (1) weekend departure.

**DISCUSSION:**

Mr. Beardsley reported that AVP will have another TSA Pre-Check program the week of October 1-5, 2018. Passengers with approved TSA Pre-Check are allowed to pass through security without removing your shoes, laptop, liquids, belts, and light jackets. The cost is \$85.00 and approved membership is for five (5) years.

**ITEM 4**

**AUTHORIZATIONS, AWARDS and PERSONNEL**

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

**A. Energy Consultant**

In an effort to secure an Energy Consultant, AVP Staff sent out over 32 related RFQ's. Six (6) replies were received from companies across the country. Each of the six (6) responses was analyzed and the top three (3) were scheduled for interviews. After these interviews, it is our recommendation to approve Commonwealth Energy Group (CEG) as our Energy Consultant.

**MOTION:**

To approve the recommendation.

**MOVED BY:**

Councilman Tim McGinley

**SECONDED BY:**

Commissioner Jerry Notarianni

**DISCUSSION:**

Mr. Pedri reported that he had some concerns at the last Board Meeting regarding this approval and asked the Administration and representatives from Commonwealth Energy to address these concerns. All of his questions and concerns were addressed and it is in the best interest of the Airport to enter into this agreement.

**VOTE:**

Unanimous

**B. Ignite Strategies**

Recommend the Airport Board approve a contract with Ignite Strategies to assist AVP in securing sponsorships in support of the Northeast PA Airshow 2019. Sponsorships are a vital component of the Airport's ability to put on a financially viable airshow. Payment of services provided will consist of a combination of a retainer and commission based arrangement. This contract is pending solicitor's concurrence.

**MOTION:**

To approve the recommendation.

**MOVED BY:**

County Manager David Pedri

**SECONDED BY:**

Commissioner Laureen Cummings

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**AUTHORIZATIONS, AWARDS and PERSONNEL – Cont'd...**

**DISCUSSION:** Mr. McGinley asked if the contract was set. Mr. Beardsley acknowledged that he contacted Ignite Strategies and they agreed to the amount discussed.

**VOTE:** Unanimous

**C. Geisinger Extension**

AVP Staff recommends the Airport Board approve a supplemental agreement with Geisinger to lease space in the General Aviation Hangars. This supplemental agreement includes changes to the original agreement. For example, an annual adjustment of 3% to the lease rates during the three (3) year term.

**MOTION:** To approve the supplemental agreement.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**D. Personnel**

Recommend a change of position for Patrick McGowen, 619 S. Webster Ave., Scranton PA 18505, from the position of Custodian to Maintenance, effective September 2, 2018.

**MOTION:** To approve the personnel change of position.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous.

Recommend the Airport Board ratify the appointment of Jordan Rose, 323 Front St., Dupont, PA., to the position of Custodian, effective September 6, 2018.

**MOTION:** To approve the appointment.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** County Manager C. David Pedri

**DISCUSSION:** Ms. Cummings asked how many people applied for the position. Mr. Beardsley reported ten (10) people applied.

**VOTE:** Unanimous.

**ITEM 5**

**AIRPORT FINANCIAL REPORT:**

*(Gary Borthwick, Assistant Airport Director)*

**DISCUSSION: Financial Report**

(1) Revenue – Expense Report.

As noted on the attached profit/loss statements, for the month of July 2018, Airport Operations had a net income totaling **\$147,509.00** compared to a net income of **\$103,558.00** in July 2017, which is a difference of **\$43,951.00**. Year to date, our net income through July 2018 is **\$460,311.00** compared to a net income of **\$150,642.00** through July 2017 which is a difference of **\$309,669.00**.

Invoices received since the last meeting for supplies and services totaling **\$796,140.13** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$501,023.93**.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**AIRPORT FINANCIAL REPORT - Cont'd...**

(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**

TSE Inc. \$168,738.20  
Application #8, dated August 13, 2018, for Construction.

Borton Lawson \$ 12,681.31  
Invoice# 2014-0787-004-0000011, dated July 25, 2018, for Inspection.

Friedman Electric \$ 275.26  
Invoice# S033783227-002, dated August 16, 2018, for Construction.

Friedman Electric \$ 95.07  
Invoice# S033783227-003, dated August 13, 2018, for Construction.

Friedman Electric \$ 516.40  
Invoice# S033784522-002, dated August 16, 2018, for Construction.

Friedman Electric \$ 266.08  
Invoice# S033783227.001, dated August 15, 2018, for Construction.

Friedman Electric \$ 750.68  
Invoice# S033783227.001, dated August 15, 2018, for Construction.

Friedman Electric \$ 1,015.54  
Invoice# S033784522.001, dated August 15, 2018, for Construction.

Fast Signs \$ 1,015.54  
Invoice# 78-86590, dated August 13, 2018, for Construction.

**Parking Garage Maintenance**  
**ACP 14-03**

Midlantic Engineering \$ 454.00  
Invoice #18-07119, dated July 29, 2018, for testing.

Krishna Construction \$55,556.10  
Application #4, dated August 17, 2018, for Construction.

**Master Plan Update**  
**ACP 15-02**

McFarland Johnson \$12,549.06  
Invoice #18, dated July 17, 2017, for Planning.

**Extend Taxiway B**  
**ACP 18-03**

Passero Associates \$ 2,000.00  
Invoice #0-1, dated July 8, 2018, for Estimating.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**AIRPORT FINANCIAL REPORT - Cont'd...**

**Rehabilitate Taxiway D  
ACP 17-14**

Passero Associates     \$ 2,000.00  
Invoice #0-2, dated July 9, 2018, for Estimating.

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

McFarland Johnson     \$238,527.24  
Invoice# 5, dated July 31, 2018, for Inspection.

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

Borton-Lawson                     \$    609.05  
Invoice# 2018-3723-001-0000003, dated July 30, 2018, for Design.

**Wildlife Assessment Survey  
ACP 17-06**

C & S Companies                     \$2,000.00  
Invoice# 172087, dated June 5, 2018, for Wildlife Hazard Assessment.

USDA                                     \$2,989.94  
Invoice #3002817975, dated August 1, 2018, for Wildlife Assessment Survey.

**DISCUSSION:**

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/6 (Check #1081).

**Security Cameras & Card Readers  
Project #09-011**

Johnson Controls	\$18,073.08	CIP 19614-01
------------------	-------------	--------------

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

McFarland Johnson	\$ 2,249.46	CIP 19615-02
-------------------	-------------	--------------

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

C&S Companies	\$ 2,000.00	CIP 19617-06
USDA	\$ 2,989.94	CIP 19617-06

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

Borton Lawson	\$ 609.05	CIP 19617-08
---------------	-----------	--------------

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

McFarland Johnson	\$11,926.36	CIP 19616-01
-------------------	-------------	--------------

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**AIRPORT FINANCIAL REPORT - Cont'd...**

**MOTION:** Request the Airport Board approve the above transactions, payments, and transfers as indicated.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** County Manager David Pedri  
**VOTE:** Unanimous.

**ITEM 6**

**ENGINEERING REPORT:**

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

**A. Change Order - Taxiway B & D (West) Rehab**

Recommend the Airport Board Approve Change Order #1, increasing our contract with New Enterprise Stone and Lime Company, Inc., \$278,146.61 from \$8,035,450.88 to \$8,313,597.49, subject to FAA, PennDOT-BOA and solicitor's concurrence.

This change order covers the additions and deductions to the contract as reviewed and recommended by the Engineer as follows:

Addition:	THERMOPLASTIC SURFACE PAINTED HOLD SIGNS
Deduction:	PERMANENT SURFACE PAINTED HOLD SIGNS
Addition:	AIRFIELD SIGNAGE CHANGES
Deduction:	PAVEMENT EXCAVATION,
Deduction:	UNCLASSIFIED EXCAVATION AND
Deduction:	UNSUITABLE EXCAVATION
Addition:	LIGHT BASE ELEVATION ADJUSTMENT
Deduction:	FURNISH AND INSTALL L-86LT LED MITL W/ HEATER AND
	BASE.
Deduction:	TEMPORARY NON-REFLECTIVE BLACK OUTLINE MARKINGS
Deduction:	BITUMINOUS BASE COURSE 8" DEPTH
Deduction:	BITUMINOUS SURFACE COURSE 2" DEPTH
Deduction:	BITUMINOUS LEVELING COURSE 2.5" DEPTH
Addition:	ROCK EXCAVATION
Addition:	CONCRETE PAVEMENT BREAKING
Addition:	FURNISH AND INSTALL 6-WAY 3-INCH CONCRETE ENCASED
	ELECTRICAL DUCT

These additions and deductions were further explained in the attached change order and Narrative.

We request that the Board approve this this change order.

**MOTION:** To approve the change order.  
**MOVED BY:** County Manager David Pedri  
**SECONDED BY:** Commissioner Jerry Notarianni

**DISCUSSION:** Mr. McGinley questioned the charges for rock. Mr. Mykulyn noted the Airport negotiated the cost with the Contractor. Mr. McGinley suggested that future contracts include the use of rock available on the property.

**VOTE:** Unanimous.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**ENGINEERING REPORT - Cont'd...**

**B. 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.

The blast fence has been installed and the last portions of the fence adjacent to the blast fence will be installed today allowing us to open the Ground Service Equipment (GSE) parking area in the next two (2) weeks. We are working to close out work with the contractor and will be completing remaining items on electrical and fencing with operations staff.

Current Project Costs are approximately \$2,413,400.00  
Project payments to date represent approximately 83.42% 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 on the parking garage maintenance repairs continues. It is anticipated that construction will run into October to completion. Operations and Security Staff continue to work with the Contractor on closing off parking spaces for the work to progress.

Current Project Costs are approximately \$750,000.00  
Project payments to date represent approximately 40.79% of total.  
Funding: State Capital Grant, Airport Funds

**ACP 15-02**

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

Consultant: McFarland-Johnson, Inc.

The Airport Layout Plan (ALP) was completed and sent to the FAA for review and we anticipate the remaining portions of the Master Plan will be completed and submitted for review in the next few weeks.

Current Project Costs are approximately \$927,688.00.  
Project payments to date represent approximately 88.96% of total.  
Funding: Federal AIP, State Aviation Grant, Airport Generated PFC Funds

**ACP 16-01**

**Taxiways B & D (West) Rehabilitation**

Design Services Consultant - CDI - L.R. Kimball.  
Contractor - New Enterprise Sand and Limestone (formerly Popple Construction)  
Construction Monitoring - McFarland-Johnson, Inc.

The final work on Taxiway D (West) will be completed by the end of the month and we will be re-opening Runway 10-28 and Taxiway D (West) next Friday. Work continues on the project with taxiway lighting, signage, milling, drainage, grading and subbase placement in the midfield work area. We continue to work with the Contractor to move forward with the schedule and reopen other areas closed to traffic so that we can proceed into the next phase of work.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
AUGUST 23, 2018**

**ENGINEERING REPORT - Cont'd...**

Current Project Costs are approximately \$10,057,867.00  
Project payments to date represent approximately 48.07% 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

We are working to schedule a pre-construction meeting with the Contractor and begin the process of submitting and reviewing shop drawings.

Current Project Costs are approximately \$64,900.00  
Project payment to date represents approximately 12.64% of total  
Funding - Airport Generated PFC Funds

**ITEM 7**

**OTHER MATTERS:**

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

**DISCUSSION:** Mr. Beardsley reported the Staff participated in the following Community Outreach events: The Governor's Awards for the Arts in PA; NEC-AAAE Conference and International Aviation Forecast Summit.

**DISCUSSION:** Mr. Beardsley also introduced Marywood University student Momar Fall, who is studying Aviation Management and will be interning at AVP through October.

**DISCUSSION:** Mr. Beardsley recognized Airport Ambassador Ed Hanadel on his ten (10) year anniversary of dedicated service here at AVP. Ed began volunteering here in July, 2008 and has logged 4,668 hours - so far!

**DISCUSSION:** Mr. Beardsley reminded everyone that the 38<sup>th</sup> Annual Aviation Conference of Pennsylvania will be held September 17-19, 2018 at the Radisson Lackawanna Station Hotel and AVP is this year's host.

**DISCUSSION:** Finally, Mr. Beardsley reported the Annual Wings and Wheels will be held this year on September 22, 2018 at our Fixed Base Operator (FBO) Aviation Technologies. Proceeds from this annual event benefit PA Wounded Warriors who assist state and local veterans.

**ITEM 8**

**ADJOURNMENT:**

*(Chairman)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jane Walsh-Waitkus  
**VOTE:** Unanimous

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