

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
OCTOBER 25, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, October 25, 2018 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:35 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
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller
Reggie Mariani, Lackawanna County Chief Internal Auditor

ABSENT: Attorney Michael Butera, Luzerne County Solicitor

A moment of silence was offered for Rep. Sid Michaels Kavulich who died earlier in the week.

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 September 27, 2018, Bi-County Airport Board Meeting minutes.

MOVED BY: Councilman Tim McGinley

SECONDED BY: Commissioner Laureen Cummings

VOTE: Unanimous.

ITEM 3

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

DISCUSSION: Mr. Beardsley recognized and thanked AVP's Public Safety Director George Bieber for another fantastic job working the logistics involved in planning Vice-President Pence's recent visit. Any VIP visit requires very detailed cooperation with Secret Service and other agencies, and George always makes these visits run flawlessly.

DISCUSSION: Mr. Beardsley reported that passenger boardings for the month of September 2018 as compared to September 2017 have increased by 12% making it the highest September monthly enplanements on record, just short of 23,000 passengers. Also, when comparing the September 2018 to the average of the last five (5) years, our enplanements are up 24%.

Seat availability increased by 16.1%, mainly due to American's new Chicago service. Load factors are staying at a respectable 85% average, with American showing 86%, Delta showing 85%, and United 80%.

DISCUSSION: Mr. Beardsley reported United's new service to Washington Dulles Airport has been very successful thus far. Departures at 6:00 AM and 2:10 PM make great connections both domestically and internationally. United Airlines also has three (3) Chicago departures which are also doing very well, even with American's recent new flight

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AIRPORT ACTIVITY REPORT - Cont'd...

additions to Chicago. He noted that in January 2018, there were 339 weekly departure seats going to Chicago on United Airlines. Today, with United and American's combined service to Chicago, we have 1660 weekly departure seats, a 389.7% increase. Load factors for this market is extremely positive, with United showing a 90% load factor and American at a 94% load factor.

DISCUSSION: Mr. Beardsley informed the Board that NY overnight vehicle parking was down slightly in September; however, we expect to see more growth in the month of October. September is historically a slower travel month as it is the end of the fiscal year for many businesses; kids are going back to school, etc.

DISCUSSION: AVP is seeing growth with Uber and Lyft services with an average of passengers using these services 33 seats per day.

DISCUSSION: Mr. Beardsley announced there will be a Real ID Pop Up Event here at the Airport on Thursday, November 8th; Thursday, December 13th; and Thursday, January 17th from 5:00-8:00 PM. During these events people will have the opportunity to bring the documents needed to obtain a REAL ID driver's license. The PA Department of Motor Vehicles (DMV) representative will collect this information so that when REAL ID licenses become available in March 2019, they will be able to process your application immediately.

DISCUSSION: Mr. Beardsley also stated there will be another TSA Pre-Check application event here at AVP from December 17 through December 21st. Our last TSA Pre-Check event completely sold out earlier this month.

ITEM 4

AIRPORT FINANCIAL REPORT:

(Gary Borthwick, Assistant Airport Director)

Financial Report

(1) Revenue - Expense Report.

As noted on the attached profit/loss statements, for the month of September 2018, Airport Operations had a net income totaling **\$106,903.00** compared to a net income of **\$103,745.00** in September 2017, which is a difference of **\$3,158.00**. Year to date, our net income through September 2018 is **\$683,017.00** compared to a net income of **\$429,696.00** through September 2017 which is a difference of **\$253,321.00**.

Invoices received since the last meeting for supplies and services totaling **\$665,926.69** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$282,628.72**.

(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

Action Fence \$ 1,994.00
Invoice #20189334, dated October 4, 2018, for Additional Fencing.

TSE Inc. \$18,708.20
Application #10, dated October 23, 2018, for Construction.

Borton Lawson \$ 2,213.89
Invoice# 2014-0787-004-0000014, dated October 15, 2018, for Construction.

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AIRPORT FINANCIAL REPORT - Cont'd...

Demolish Old Terminal Building-Design
Project #09-015

TSE	\$18,708.20	CIP 19613-02
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Master Plan Update
Project #12-003

McFarland Johnson	\$ 428.72	CIP 19615-02
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Security Cameras & Card Readers
Project #09-011

Johnson Controls	\$ 2,462.05	CIP 19614-01
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Rehab Taxiways B & D
Project #12-007

McFarland Johnson	\$10,395.10	CIP 19616-01
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Video Surveillance Server System
Project #12-005

Johnson Controls	\$16,427.65	CIP 19617-04
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Wildlife Assessment Survey
Project #12-008

USDA	\$ 2,355.02	CIP 19617-06
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Update Airfield Lighting Computers & Digitracs
Project #12-010

Borton Lawson	\$ 718.63	CIP 19617-08
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Rehabilitate Taxiway D (East)
Project #13-012

Passero Associates	\$ 100.00	CIP 19617-14
C&S Companies	\$ 52.46	CIP 19617-14

RW 4-22 Lights, Transformers, Cables
Project #09-004

Eaton	\$ 3,010.00	CIP 19618-11
Eaton	\$ 6,562.50	CIP 19618-11

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.

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ITEM 5

ENGINEERING REPORT:

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

**A. Change Order
Terminal Building Demolition -
Contract 3, Site Restoration**

Recommend the Airport Board approve Change Order #2 (final), decreasing our contract with TSE, Inc., \$43,972.19 from \$1,300,700.15 to 1,256,727.96, subject to PennDOT and solicitor's concurrence. This change order covers costs incurred and contract items removed as follows:

Removal of contract items from the work including Block Heater Receptacles, Concrete Island, Concrete Wheel Stops, Signs, Storm Pipe Removal, and Pavement Markings (a decrease in contract of \$26,150.00).

Unit Quantity Adjustments (as enumerated in the Change Order) adjusting the contract quantities to reflect the quantity of work completed in the field (a net decrease of \$32,716.79).

And final negotiated items for additional work associated with the project scope changes; including additional project survey and stakeout, test pits foundation removal and additional ground service parking area costs.

We request that the Board approve this final deduct change order on the Site Restoration Contract.

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

Request the Airport Board approve the change order.
Councilman Tim McGinley
Councilwoman Jane Walsh Waitkus
Unanimous

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.

We have executed a final close-out change order and made final payment to the Site Restoration Contractor at today's meeting.

We will close out the Demolition contract at next month's meeting, having help retainage until we had addressed the repair of some damaged panels on the Terminal Building.

We have completed work on the area lighting and the parking area marking. Operations staff continues to work on completing the last remaining parking control, electrical and fencing items.

Current Project Costs are approximately \$2,413,400.00
Project payments to date represent approximately 88.14% 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

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ENGINEERING REPORT - Cont'd...

Work on the parking garage maintenance repairs continue. It is anticipated that construction will run through October and into November to completion. Work on the expansion joint rubber seals and some concrete repairs are all that remains in the contract to be completed this year. We have had discussions with the State (who is providing the 50% grant for the project regarding expanding the scope to add repairs to the garage's fire suppression system and applying a membrane seal to the entire roof level and the ramp leading from the roof level to the 3rd floor. The funding is available and we will be filing the necessary paperwork to secure that funding. We anticipate that that work will be completed next year.

Current Project Costs are approximately \$750,000.00
Project payments to date represent approximately 50.28% of total.
Funding: State Capital Grant, Airport Funds

ACP 15-02

Master Plan Update and Airport Layout Plan (ALP) Update

Consultant: McFarland-Johnson, Inc.

We are reviewing the comments received back from the FAA review of the Airport Layout Plan (ALP) and will be submitting the remaining portions of the Master Plan in the coming month.

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.

Taxiway D (West) has been completed and Taxiway D along with Runway 10-28 has been reopened. Work continues on the project with taxiway lighting, signage, milling, drainage, and grading 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.

Current Project Costs are approximately \$10,057,867.00
Project payments to date represent approximately 59.4% 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

Our Operations Staff recently participated in a review of our new prepared controlled system. The owner comes in to review everything with the system to be sure everything is working properly before the package gets delivered to the Airport. We expect delivery in the next few weeks and anticipate installation on November 5th.

Current Project Costs are approximately \$64,900.00
Project payment to date represents approximately 14.3% of total
Funding - Airport Generated PFC Funds

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ITEM 6

OTHER MATTERS:

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

DISCUSSION: Mr. Beardsley reported that Metz Culinary Services, who operates Lucky's Restaurant here at AVP, has developed a program for people who are not flying out, but would like to enjoy a meal with their family members or while they are waiting to pick up passengers. The public can call Lucky's with their order, and a representative will deliver the food to them in the terminal. Their manager reports 5-7 people ordering per day for this new service.

DISCUSSION: Mr. Beardsley recently visited Scranton High School regarding jobs in the aviation field. He explained to the students that there is expected to be a shortage in the near future of pilots and mechanics and employers will be looking to fill many positions. Additionally, he met with Johnson College and spoke about the possibility of them offering coursework in those fields.

DISCUSSION: Mr. Beardsley was recently a guest columnist in the Scranton Times-Tribune newspaper. He spoke about recent growth here at AVP as well as new services being offered to the community.

DISCUSSION: Mr. Beardsley and the Airport Board recognized and acknowledged Lead Firefighter Jack Davis who will be retiring November 4th. He thanked Mr. Davis for his outstanding service to AVP for the last 15+ years.

DISCUSSION: Mr. Beardsley asked the Chairman to adjourn and proceed to the Display Case for a ceremony to unveil the new exhibit created by Northeastern Pennsylvania Sports Hall of Fame.

ITEM 7

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 11:13 A.M.