

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, January 24, 2019 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:32 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

**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  
Reggie Mariani, Lackawanna County Chief Internal Auditor  
Mark Majikes, Luzerne County Deputy Controller  
Germaine Helcoski, Lackawanna County Deputy Controller

**ABSENT:** 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 December 20, 2018, Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilwoman Jane Walsh Waitkus  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous.

**ITEM 3:**  
**AIRPORT BOARD REORGANIZATION:**

**MOTION:** To nominate Councilman Tim McGinley as Chairman for the Airport Bi-County Board for the Year 2019.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Commissioner Laureen Cummings  
**VOTE:** Unanimous

**MOTION:** To nominate Patrick O'Malley as Vice-Chairman for the Airport Bi-County Board for the Year 2019.  
**MOVED BY:** Councilman Tim McGinley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**ITEM 4:**  
**CONTRACTS, AGREEMENTS & AUTHORIZATIONS**  
*(Carl R. Beardsley, Jr., Executive Director, and Gary Borthwick, Assistant Airport Director)*

**A. Airline Operating Agreement**

Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for an Airline Operating Agreement Consultant. This consultant will work with the airport to update policies, rules, regulations and finance calculations.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

**CONTRACTS, AGREEMENTS & AUTHORIZATIONS – Cont'd...**

**MOTION:** To approve the RFQ recommendation.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**B. Becker Airport Services**

Request the Airport Board approve the First Amendment to Airport Cargo Facility Lease Agreement between the Wilkes-Barre/Scranton International Airport and Becker Airport Services. This is a four (4) year extension commencing March 1, 2019 and ending February 28, 2023.

**MOTION:** To approve the First Amendment for Becker Airport Services.  
**MOVED BY:** Councilwoman Jane Walsh Waitkus  
**SECONDED BY:** Commissioner Patrick O'Malley  
**VOTE:** Unanimous

**C. Hawk Transport & Courier Service LLC**

Request the Airport Board approve the First Amendment to Airport Cargo Facility Lease Agreement between the Wilkes-Barre/Scranton International Airport and Hawk Transport & Courier Service LLC. This is a two (2) year extension commencing March 1, 2019 and ending February 28, 2021.

**MOTION:** To approve the First Amendment to Hawk Transport & Courier.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**ITEM 5:**  
**AIRPORT ACTIVITY REPORT/DIRECTOR'S REPORT**  
*(Carl R. Beardsley, Jr., Executive Director)*

**DISCUSSION:** Mr. Beardsley reported that passenger boardings for the month of December 2018 as compared to December 2017 increased by 6.9% making it the highest December monthly enplanements on record, with a total of 22,100 passengers. This is also the fifth consecutive month in 2018 that AVP has had record monthly enplanements. This means that we have overcome the Allegiant departure earlier in the year.

Seat availability increased by 13.2% and airline load factors are staying at a respectable 82% average for American, Delta and United.

In reviewing the past year, Mr. Beardsley reported that 2018 was the second highest record enplanements on record – second only to 2017's record breaking year. Over 260,000 passengers used AVP. Additionally, annual total passengers for the year 2018 were over 500,000.

Mr. Beardsley cited new, larger aircraft in the markets we serve, as well as the loyalty of our community. Marketing to southern tier of New York is also contributing to the increases we are seeing.

Mr. Beardsley reviewed the comparison between enplanements during December 2018 versus the average of Decembers 2013 through 2017, again showing a significant 21% growth. He also looked at the calendar year 2018 versus the average of calendar years 2013 through 2017 and saw an increase of 15%.

Load factors by destinations show Chicago flights on both American and United are at 87%. This is good competition for the local community which result in lower fares.



**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

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

**Master Plan Update  
ACP 15-02**

McFarland Johnson                   \$ 14,754.25  
Invoice #20, dated December 31, 2018, for Planning.

**Rehabilitate Taxiway D  
ACP 17-14**

C&S Companies                         \$ 6,209.66  
Invoice #176141, dated December 20, 2018, for Engineering.

**Purchase Snow Removal Equipment  
ACP 18-07**

M-B Companies, Inc.                   \$ 89,102.13  
Invoice #233289, dated December 14, 2018 for Pivot Lift Broom Head.

**DISCUSSION:**                   The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/11 (Check #1086).

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

McFarland Johnson                   \$ 416.21                                 CIP 19615-02

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

New Enterprise Stone & Lime         \$22,828.90                               CIP 19616-01

**Rehabilitate Taxiway  
Project #13-012**

Borton Lawson                         \$ 310.48                                 CIP 19617-08

**Purchase Snow Removal Equipment  
Project #12-003**

M-B Companies, Inc.                   \$89,102.13                               CIP 19618-07

**MOTION:**                         Request the Airport Board approve the above transactions, payments, and transfers as indicated.

**MOVED BY:**                     Councilwoman Jane Walsh Waitkus

**SECONDED BY:**                Commissioner Patrick O'Malley

**VOTE:**                            Unanimous.

**ITEM 7:**

**ENGINEERING REPORT:**

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

**A.     Change Order No. 2 - Taxiway B & D (West) Rehabilitation**

Recommend the Airport Board Approve Change Order #2 decreasing our Contract with New Enterprise Stone and Lime Company, Inc., (\$42,437.20) from \$8,313,597.49 to \$8,271,160.28, subject to FAA, PennDOT-BOA and solicitor's concurrence.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

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

Construction Phases 1, 3 and 5 are substantially complete allowing contract pay items over and under runs to be reconciled and the total contract value adjusted accordingly.

These additions and deductions yielded an increase of \$209,817.14 offset by a decrease of (\$252,254.34) resulting in a NET decrease of (\$42,437.20) and are further explained in the attached change order and narrative.

We request that the Board approve this change order.

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

Request the Airport Board approve the change order.  
Commissioner Patrick O'Malley  
Councilwoman Jane Walsh Waitkus  
Unanimous.

**B. Authorization**

Request the Airport Board approve the solicitation of responses to a Request for Qualifications (RFQ) for Engineering/Design, Bid, and Construction Phase Services for our Rehabilitate Access Road (Terminal Drive) Project.

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

Request the Airport Board approve the RFQ solicitation.  
Commissioner Patrick O'Malley  
Councilwoman Jane Walsh Waitkus  
Unanimous.

**C. Projects**

**ACP 14-03**

**Parking Garage Maintenance**

Design Services: Desman Associates  
Construction: Krisha Construction, Inc.  
Construction Monitoring: Desman Associates

Work on less weather dependent items continues. Other work, to complete the project, will resume in the Spring with some additional work added, as we have previously discussed.

Current Project Costs are approximately \$750,000.00  
Project payments to date represent approximately 66.24% 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 working on final changes and are anticipating completion of the approved plan late in March.

Current Project Costs are approximately \$927,688.00.  
Project payments to date represent approximately 91.48% 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  
Construction Monitoring - McFarland-Johnson, Inc.

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

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

This project has been shut down for the winter. We are working with the Contractor and the Consultant to determine when work will resume and the project schedules for completion.

Current Project Costs are approximately \$10,293,576.00  
Project payments to date represent approximately 69.24% 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

Contract is complete. We are waiting on delivery of new touch screen monitors for the tower cab and base building.

Current Project Costs are approximately \$65,898.00  
Project payment to date represents approximately 99.12% of total  
Funding - Airport Generated PFC Funds

**ACP 17-14**  
**Taxiway D (East) Rehabilitation**  
Design Services - C&S Engineering

Design work continues along with the preparation of contract documents. We anticipate bidding the project in the Spring and construction of the project in late Summer.

Current Project Costs are approximately \$384,529.00  
Project payments to date represent approximately 6.77% of total  
Funding - State Capital Fund Grant, Airport Generated PFC Funds

**ACP 18-03**  
**Taxiway B Extension (Runway 4 Approach End)**  
Design Services - McFarland-Johnson, Inc.

Design work and work on the Environmental Assessment continues. We are proceeding with the environmental based on the initial information provided by the FAA regarding alternative locations for NAVAIDs impacted by the project.

Current Project Costs are approximately \$510,788.00  
Project payments to date represent approximately 10.38% of total  
Funding - State Capital Fund Grant, Airport Generated PFC Funds

**ITEM 8:**

**OTHER MATTERS:**

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

**A. Outstanding Service Award**

Mr. Beardsley and the Airport Board recognized Public Safety Director George Bieber, who celebrated 15 years here at AVP. Mr. Beardsley thanked him for his loyal and dedicated service.

**B. Marywood University and Johnson College**

We continue to work with both Marywood University and Johnson College to develop more Aviation programs in this area. Marywood's flight school recently moved its operations to AVP and Johnson College has interest in starting an

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JANUARY 24, 2019**

**OTHER MATTERS - Cont'd...**

airplane mechanics program here as well. This is very important in our industry as there is a significant shortage for both pilots and mechanics.

**C. Santa Parade**

Our staff recently participated in the Santa Parade in downtown Scranton. We will continue to take part in the community events in 2019.

**D. Air Service Year in Review**

Southern Airways continues to offer non-stop service to Pittsburgh, and United Airlines now offers twice daily service to Washington Dulles.

**E. Real ID**

We continue to inform the community that they will need to update their driver's license to be Real ID compliant. The deadline to have this new secured identification in order to board commercial airlines and enter federal buildings is October 2020.

**F. TSA Precheck**

The next event here at AVP will be March 4-9, 2019.

**G. Food Pantry**

Our staff has started a Food Pantry for Federal employees affected by the government shut-down. Businesses have also joined us in this effort.

**DISCUSSION:**

Mr. McGinley thanked Mr. O'Malley for his leadership the past year. He also thanked Team AVP for their efforts the past year. As we can see with the yearend numbers, they've done a great job and should be commended. He looks forward to 2019 being another great year for the Airport and the communities of Northeastern Pennsylvania.

**ITEM 9:  
ADJOURNMENT:**  
*(Chairman)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

The meeting was adjourned at 11:06 A.M.