

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
BOARD MEETING
DECEMBER 20, 2018**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, December 20, 2018 in the Airport Rescue & Fire Fighter (ARFF) Building at the Airport. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

PRESENT: Commissioner Patrick O'Malley (via phone)
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
Michelle Bednar, Luzerne County Controller
Mark Majikes, Luzerne County Deputy Controller
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Attorney Michael Butera, Luzerne County Solicitor
County Manager David Pedri
Reggie Mariani, Lackawanna County Chief Internal Auditor

ITEM 1:

PUBLIC COMMENTS: None.
(Tim McGinley, Vice-Chairman)

ITEM 2:

APPROVAL OF MINUTES:
(Tim McGinley, Vice-Chairman)

MOTION: To accept and approve the minutes of the November 5, 2018, Bi-County Airport Board Meeting minutes.

MOVED BY: Councilwoman Jane Walsh-Waitkus

SECONDED BY: Commissioner Laureen Cummings

VOTE: Unanimous.

ITEM 3:

JOHNSON COLLEGE PRESENTATION:
(Katie Leonard, President/CEO and Kellyn Nolan, Chief Academic Officer)

Ms. Leonard gave a brief synopsis of Johnson College, a local two (2) year technical college that offers fourteen (14) associate degree programs. They currently have 450 students. Johnson College offers their students hands-on experience due to their great partnership with local industries.

Ms. Nolan announced that the College recently received a grant which will be used to educate 8th grade students about job opportunities in the aviation industry. They will work closely with the Airport to develop a half-day program which will bring the students into our facility and interact with the various tenants and discuss future prospects.

ITEM 4:

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

DISCUSSION: Mr. Beardsley reported that passenger boardings for the month of November 2018 as compared to November 2017 have increased by 1.4% making it the highest November monthly enplanements on record, with over 22,000 passengers.

Seat availability increased by 2.8% and airline load factors are staying at a respectable 86% average for American, Delta and United.

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AIRPORT ACTIVITY REPORT - Cont'd...

Mr. Beardsley reviewed the comparison between enplanements during November 2018 versus the average of Novembers 2013 through 2017, again showing a significant 18% growth.

DISCUSSION: Mr. Beardsley informed the Board that NY overnight vehicle parking for November 2018 was even with November 2017, confirming that NY residents continue to use AVP.

DISCUSSION: Mr. Beardsley reported that Uber and Lyft services averaged 34 rides per day in the month of November. Although these services are new to AVP, we're not seeing a decrease in passengers using our parking lots.

DISCUSSION: Mr. Beardsley reported that the Real ID Popup events continue at AVP and the Airport will continue to market these events and encourage passengers to sign up for Real ID.

Also, this week's TSA Pre-check event has again sold out and another event is scheduled for March, 2019.

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 November 2018, Airport Operations had a net income totaling **\$122,936.00** compared to a net income of **\$59,985.00** in November 2017, which is a difference of **\$62,952.00**. Year to date, our net income through November 2018 is **\$884,812.00** compared to a net income of **\$587,136.00** through November 2017 which is a difference of **\$297,676.00**.

Invoices received since the last meeting for supplies and services totaling **\$375,362.44** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$89,293.48**.

(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

Friedman Electric \$ 5532.43
Multiple invoices, dated November 21-December 5, 2018, for Electrical Supplies.

Borton Lawson \$ 4552.16
Multiple invoices, dated November 19-December 12, 2018, for Inspection.

Parking Garage Maintenance
ACP 14-03

Desman Associates \$8,009.46
Invoice #18-287, dated September 30, 2018, for Inspection.

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AIRPORT FINANCIAL REPORT – Cont'd...

Rehab Taxiways B & D
ACP 16-01

Eaton \$ 87.21
Invoice #935030276, dated October 24, 2018, for Transformer.

Wildlife Assessment Survey
ACP 17-06

USDA \$2,227.68
Invoice #3002932340, dated December 3, 2018, for Survey.

Rehabilitate Taxiway D
ACP 17-14

C&S Companies \$10,933.67
Invoice #175563, dated November 21, 2018, for Engineering.

Update Airfield Lighting Computers & Digitracs
ACP 17-08

Borton Lawson \$ 319.46
Invoice #2018-3723-001-00000006, dated November 19, 2018 for Inspection.

Walsh Electrical \$55,000.00
Application #1, dated November 30, 2018, for Construction

DISCUSSION:

The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2018/10 (Check #1085).

Wildlife Assessment Survey
Project #12-008

USDA \$2,227.68 CIP 19617-06

Update Airfield Lighting Computers & Digitracs
Project #12-010

Borton Lawson \$ 319.46 CIP 19617-08
Walsh Electrical \$55,000.00 CIP 19617-08

Rehabilitate Taxiway D (East)
Project #13-012

C&S Companies \$ 546.68 CIP 19617-14

MOTION:

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

MOVED BY:

Commissioner Patrick O'Malley

SECONDED BY:

Councilwoman Jane Walsh-Waitkus

VOTE:

Unanimous.

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**ITEM 6:
ENGINEERING REPORT:**

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

ACP 14-03

Parking Garage Maintenance

Design Services: Desman Associates

Construction: Krisha Construction, Inc.

Construction Monitoring: Desman Associates

Three to four weeks of less weather dependent work remains until the project is shut-down for the winter. Work 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.

Comments from the FAA were received on the Airport Layout Plan submitted and the Consultant is working on addressing those comments.

Current Project Costs are approximately \$927,688.00.

Project payments to date represent approximately 89.89% 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.

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 \$10,057,867.00

Project payments to date represent approximately 66.32% 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

Work on the project has been completed, final inspection has been made and application for final payment has been made by the Contractor.

Current Project Costs are approximately \$65,898.00

Project payment to date represents approximately 99.12% of total

Funding - Airport Generated PFC Funds

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ENGINEERING REPORT - Cont'd...

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services - C&S Engineering

Work continues on soils testing and preliminary design work is underway for the project.

Current Project Costs are approximately \$384,529.00

Project payments to date represent approximately 5.15% 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.

Work continues on soils testing and preliminary design work is underway. We met recently with the FAA to discuss alternates for the NAVAIDs relocations required for 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 7:

OTHER MATTERS:

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

A. Topsy Turtle Lease Agreement

Pending solicitors' approval, AVP staff recommends the Airport Board approve a two (2) year extension with Topsy Turtle Airport Pub to provide Airport Restaurant services at Wilkes-Barre/Scranton International Airport, 28 Concorde Drive, Avoca, PA 18641. The new term will commence April 1, 2019 and last until March 31, 2021. The rental rate during this term will be at a rate of \$3,000 per month, or \$36,000 per year.

Upon completion of the previously referenced two (2) year renewal term, a second two (2) year renewal will commence unless tenant notifies the airport within 120 days in writing of its intent not to renew.

MOTION: Request the Airport Board approve the renewal.
MOVED BY: Councilwoman Jane Walsh-Waitkus
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous.

DISCUSSION: Mr. Beardsley reported that the AVP Staff participated in the Mid-Valley Career Day, which educated high school students on different job opportunities in the aviation field.

DISCUSSION: Finally, Mr. Beardsley announced that due to PennDot traffic concerns involving the PA Turnpike from Wyoming Valley to Clarks Summit over the Memorial Day Weekend, the 2019 Airshow has been postponed until August 22 and 23, 2020. The Airshow will have a great line-up, featuring the Thunderbirds.

DISCUSSION: Mr. McGinley, on behalf of the AVP Board Members, wished everyone a Merry Christmas, Happy New Year and hopes to continue success and new challenges in 2019.

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ITEM 8:
ADJOURNMENT:
(Chairman)

MOTION: It is recommended to adjourn the meeting.
MOVED BY: Commissioner Jerry Notarianni
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous

The meeting was adjourned at 11:05 A.M.