

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
APRIL 25, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, April 25, 2019 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:32 A.M. with Councilman Timothy McGinley 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  
Germaine Helcoski, Lackawanna County Deputy Controller  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 1:**

**PUBLIC COMMENTS:**

*(Timothy McGinley, Chairman)*

South Abington Township resident Heath Goldstein expressed concerns and suggestions on various items.

**ITEM 2:**

**APPROVAL OF MINUTES:**

*(Timothy McGinley, Chairman)*

**MOTION:** To accept and approve the minutes of the March 21, 2019, Bi-County Airport Board Meeting minutes.

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

**SECONDED BY:** Councilwoman Jane Walsh Waitkus

**VOTE:** Unanimous.

**ITEM 3:**

**DIRECTOR'S REPORT**

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

**DISCUSSION:** Mr. Beardsley reported that passenger boardings for the month of March 2019 as compared to March 2018 increased by 41.2% United Airlines showed a significant increase of 83% with their expanded service into Chicago O'Hare. Enplanements for the month of March 2019 were the highest enplanements on record at AVP. Combining enplanements and deplanements (51,554) for March 2019, gave us the highest total passengers on record (for any month) at AVP.

Seat availability increased by 43.0% and airline load factors are staying at a respectable 84% average for American, Delta and United.

General Aviation flights are up by 2.9%, which is an additional 26 take-off/landings.

**ITEM 4:**

**CARGO PRESENTATION**

*(Michael Webber, Landrum & Brown)*

Mr. Webber gave the Airport Board a report on current and future cargo needs and opportunities that exist at AVP and the surrounding areas.

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**ITEM 5:  
PERSONNEL**

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

- A. Recommend the Airport Board approve the appointment of Matthew J. McGlynn, 742 Foote Ave., Duryea PA 18642 to the position of Custodian, effective May 6, 2019.

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

- B. Recommend the Airport Board approve the appointment of John W. Hapersberger, 3 Sunset Lane, Dupont PA 18641 to the position of Custodian, effective May 6, 2019.

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

**ITEM 6:  
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 March 2019, Airport Operations had a net income totaling **\$71,438.00** compared to a net income of **\$34,763.00** in March 2018, which is a difference of **\$36,675.00**. Year to date, our net loss through March 2019 is **\$707.00** compared to a net loss of **\$17,239.00** through March 2018 which is a difference of **\$16,532.00**.

Invoices received since the last meeting for supplies and services totaling **\$450,269.68** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$91,650.36**.

(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   \$ 1,594.46  
Three (3) Invoices, dated March 2019, for Electrical Supplies.

Bassler Equipment   \$ 386.35  
Invoice #197012, dated March 27, 2019, for Electrical Supplies.

Rexel   \$ 759.64  
Two (2) Invoices, dated March/April 2019 for Electrical Supplies.

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

**Rehabilitate Taxiway D  
ACP 17-14**

C&S Engineering \$ 56,836.10  
Invoice #177925, dated March 21, 2019, for Engineering.

**Wildlife Assessment Survey  
ACP 17-06**

USDA \$ 3,426.81  
Invoice #3003051893, dated April 1, 2019, for Wildlife Assessment Survey.

**Parking Garage Maintenance  
ACP 14-03**

Krishna Construction \$ 28,647.00  
Application #8, dated April 11, 2019, for Construction.

**DISCUSSION:** The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2019/3 (Check #1089).

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

McFarland Johnson \$ 5,252.89 CIP 19616-01

**Rehabilitate Taxiway D  
Project #13-012**

C&S Companies \$ 2,841.81 CIP 19617-14

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

USDA \$ 3,426.81 CIP 19617-06

**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. Request for Qualifications**

**(1)** Recommend the Airport Board approve the solicitation of Request for Qualifications (RFQ) for Engineering Design Services for (ACP 18-12) Rehabilitate Runway 10-28 Project.

**MOTION:** To approve the solicitation.

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

**SECONDED BY:** Councilwoman Jane Walsh Waitkus

**VOTE:** Unanimous.

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

(2) Recommend the Airport Board approve the solicitation of Bids for Construction on (ACP 17-14) Rehabilitate Taxiway D (East) Project.

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

**B. Contract Awards/Agreements**

(1) Parking Garage Rehabilitation

Recommend the Airport Board approve Supplement No. 3 Agreement between the Wilkes-Barre/Scranton International Airport and Desman Associates for construction monitoring services for the Parking Garage Rehabilitation project subject to Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total contract cost \$32,000.00. This additional fee will cover construction monitoring for an increased scope of work which will include a waterproof membrane seal on the roof level of the garage and replacement of deteriorated piping in the garage's fire protection system. Fifty percent State matching funds are being sought to cover the scope change.

**MOTION:** To approve Supplement No. 3.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

(2) Rehabilitate Taxiways B & D (West)

Recommend the Airport Board approve Supplement No. 1 Agreement between the Wilkes-Barre/Scranton International Airport and McFarland-Johnson Inc. for additional construction monitoring services for the Rehabilitate Taxiways B & D (West) project subject to the FAA, Pennsylvania Department of Transportation - Bureau of Aviation and solicitor's concurrence. Total supplement cost is \$231,150.00. This contract has been in construction longer than anticipated and this additional fee covers some time beyond the contract limit expended before the project winter shut-down in December and the time anticipated for project completion this construction season.

**MOTION:** To approve Supplement #1.  
**MOVED BY:** Councilwoman Jane Walsh Waitkus  
**SECONDED BY:** Commissioner Patrick O'Malley  
**VOTE:** Unanimous.

**C. Projects**

**ACP 14-03**

**Parking Garage Maintenance**

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

We are compiling costs for the change order adding roof level waterproofing and fire suppression piping replacement to the rehabilitation scope. Some work has resumes as temperatures have permitted. We anticipate full time work will resume in the coming weeks.

Current Project Costs are approximately \$750,000.00  
Project payments to date represent approximately 78.91% of total.  
Funding: State Capital Grant, Airport Funds

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

**ACP 15-02**

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

Consultant: McFarland-Johnson, Inc.

Plans have been submitted to the FAA and we are waiting for them to complete their review and approval.

Current Project Costs are approximately \$927,688.00.

Project payments to date represent approximately 92.26% 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.

Our winter shut down continues. The Contractor has begun the process of reactivating access badges for personnel and we are awaiting a schedule for restart of construction from the contractor. Preliminary schedules from the contractor indicate roughly 40 more days in construction to substantial completion and included 20 nights within those 40 days.

Current Project Costs are approximately \$10,293,576.00

Project payments to date represent approximately 70.26% of total.

Funding - Federal AIP, State Aviation Grant and Airport Generated PFC Funds

**ACP 17-14**

**Taxiway D (East) Rehabilitation**

Design Services - C&S Engineering

Design work has progressed to Draft Final Plans and Specifications, and we are currently reviewing those documents in preparation for bidding. 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 39.52% 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 working to have the environmental report submitted next week.

Current Project Costs are approximately \$510,788.00

Project payments to date represent approximately 43.48% of total

Funding - State Capital Fund Grant, Airport Generated PFC Funds

**ITEM 8**

**OTHER MATTERS:**

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

**A. Minimum Standard for Aeronautical & Non-Aeronautical Activities**

In October of 2014, Airport staff worked with the Airport Board to develop a document defining the minimum requirements for those interested in performing Aeronautical Activities at the Wilkes-Barre/Scranton International Airport.

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**OTHER MATTERS – Cont’d...**

The purpose of imposing standards is to ensure a safe, efficient and adequate level of operation and services is offered to the public. The standards were specifically prepared according to the Federal Aviation Administration (FAA) guidelines to be reasonable and not unjustly discriminatory.

The Airport recommends that the Bi-County Board approve the newly updated Minimum Standards for Aeronautical and Non-Aeronautical Activities at the Wilkes-Barre/Scranton International Airport.

**MOTION:** To approve the Minimum Standards.  
**MOVED BY:** Commissioner Patrick O’Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**B. Ambassador Recognition**

Mr. Beardsley introduced AVP Ambassador Ed Hanadel. Recently, Mr. Hanadel surpassed 5,000 volunteer hours here at AVP. He was presented with a Certificate of Recognition and Proclamation by Mr. Beardsley and the Airport Board.

**C. Blue Star Mothers of NEPA**

Mr. Beardsley introduced members of the Blue Star Mothers of NEPA who recently partnered with the Airport to assist with stocking our Military Appreciation Room with items that will help the veterans and their families who utilize the room when traveling. Airport Board President McGinley thanked the group for their generous efforts.

**D. Geisinger Presentation**

Mr. Beardsley introduced Kathryn Bommer, Trauma Education/ Outreach Coordinator at Geisinger CMC. Ms. Bommer presented the Airport, on behalf of Geisinger, with five (5) bleeding control kits that will be wall mounted near the AED (Automated External Defibrillator) and can be used in case of an emergency.

**E. 2019 Budget**

Request the Airport Board approve the Fiscal year 2019 budget as presented.

**MOTION:** To approve the 2019 Budget.  
**MOVED BY:** Commissioner Patrick O’Malley  
**SECONDED BY:** Councilwoman Jane Walsh Waitkus  
**VOTE:** Unanimous

**F. RFP/RFQ Authorization**

Request the authorization to develop and release an RFP/RFQ pertaining to the design and construction of a High Tail Hangar including the implementation with a strict time requirement.

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

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

**DISCUSSION:** Mr. McGinley inquired about this morning's report regarding the loss of a Philadelphia flight. Mr. Beardsley responded that the American Airlines Philadelphia flight went from four (4) flights daily to three (3) flights daily in May and June, and then will return to four (4) flights daily in July. The reason for this is because there are upgrades being done to the interior of the aircraft.

**DISCUSSION:** Mr. Beardsley also reported there is a newly landscaped area by the lower parking garage area, and thanked staff member Tia Toney with the assistance with this project.

**ITEM 9**

**ADJOURNMENT:**

*(Chairman)*

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

The meeting was adjourned at 11:52 AM.