

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
MAY 31, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Friday, May 31 2019 in the Terminal Building Conference Room at the Airport. The meeting was called to order at 10:30 A.M. with Councilman Timothy McGinley presiding.

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

**ABSENT:** Commissioner Patrick O'Malley  
County Manager David Pedri  
Attorney Michael Butera, Luzerne County Solicitor  
Mark Majikes, Luzerne County Deputy Controller

**ITEM 1:**

**PUBLIC COMMENTS:**

*(Timothy McGinley, Chairman)*

None.

**ITEM 2:**

**APPROVAL OF MINUTES:**

*(Timothy McGinley, Chairman)*

**MOTION:** To accept and approve the minutes of the April 25, 2019 Bi-County Airport Board Meeting minutes.

**MOVED BY:** Councilwoman Jane Walsh Waitkus

**SECONDED BY:** Commissioner Laureen Cummings

**VOTE:** Unanimous.

**ITEM 3:**

**DIRECTOR'S REPORT**

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

**DISCUSSION:** Mr. Beardsley reported that passenger boardings for the month of April 2019 as compared to April 2018 increased by 21.6% overall. United Airlines showed a significant increase of 53% with their expanded service into Chicago O'Hare. Enplanements totaling 26,546 for the month of April 2019 are now the highest enplanements on record at AVP for any month. Combining enplanements and deplanements for the month of April 2019, we again, set a new record of 52,772 total passengers coming through AVP.

Seat availability increased by 18.3% and airline load factors are staying at a respectable 84% average for American, Delta and United.

Bad weather played a part in the decrease of General Aviation flights; down 5.4%, which equates to 52 less take-off/landings at AVP.

Mr. Beardsley also reported overnight parking at AVP has increased 20% in April 2019 as compared to April 2018. We have added more parking options by opening additional lots for our customers. Additionally, Uber and Lyft rides experienced a 41% growth in April 2019 in comparison to April 2018.

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**ITEM 4:  
PERSONNEL**

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

- A. Recommend the Airport Board approve the promotion of Mark Misencik from the position of Custodian to Maintenance, effective May 31, 2019.

**MOTION:** To approve the appointment.  
**MOVED BY:** Councilwoman Jane Walsh Waitkus  
**SECONDED BY:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous.

**ITEM 5:  
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 April 2019, Airport Operations had a net income totaling **\$211,634.00** compared to a net income of **\$97,886.00** in April 2018, which is a difference of **\$113,748.00**. Year to date, our net income through April 2019 is **\$210,938.00** compared to a net income of **\$80,649.00** through April 2018 which is a difference of **\$130,289.00**.

Invoices received since the last meeting for supplies and services totaling **\$516,056.55** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$248,300.81**.

(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**

Keystone Fence Northeast Inc. \$ 1,653.58  
Invoice #4914, dated April 17, 2019, for Galvanized Fence.

**Rehabilitate Taxiway D**  
**ACP 17-14**

C&S Engineering \$45,140.31  
Invoice #178323, dated April 10, 2019, for Engineering.

**Wildlife Assessment Survey**  
**ACP 17-06**

USDA \$ 1,545.67  
Invoice #3002813555, dated July 9, 2018, for Wildlife Assessment Survey.

USDA \$ 885.04  
Invoice #3003079778, dated May 1, 2019, for Wildlife Assessment Survey.

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

Eaton \$ 3,232.10  
Invoice #935573967, dated February 6, 2019, for Touch Screen Monitors.

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

**Master Plan Update  
ACP 15-02**

McFarland Johnson                   \$ 2,577.27  
Invoice #22, dated May 7, 2019, for Planning.

**Extend Taxiway B - Runway 4 Approach  
ACP 18-03**

McFarland Johnson                   \$ 193,266.84  
Invoice #2, dated May 3, 2019, for Design.

**DISCUSSION:**                   The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2019/4 (Check #1090).

**Taxiway B Runway 22  
Project #11-001**

Various Invoices	\$166,438	CIP 19611-01
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**Extend Taxiway B Runway 4 Approach  
Project #13-012**

McFarland Johnson	\$9,663.34	CIP 19618-03
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**Wildlife Assessment Survey  
Project #12-008**

USDA	\$2,430.71	CIP 19617-06
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**Rehabilitate Taxiway D  
Project #13-012**

	\$2,257.02	CIP 19617-14
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**Master Plan Update  
Project 12-003**

	\$ 128.86	CIP 19615-02
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**Update Airfield Lighting Computers & Digitracs  
Project #12-010**

	\$3,232.10	CIP 19617-08
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**MOTION:**                   Request the Airport Board approve the above transactions, payments, and transfers as indicated.

**MOVED BY:**               Councilwoman Jane Walsh Waitkus

**SECONDED BY:**       Commissioner Laureen Cummings

**VOTE:**                   Unanimous.

**ITEM 6**

**ENGINEERING REPORT:**

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

**A.     Projects**

**ACP 14-03**

**Parking Garage Maintenance**

Design Services: Desman Associates

Construction: Krisha Construction, Inc.

Construction Monitoring: Desman Associates

We are waiting on word from the State on funding for our expanded scope, which includes adding roof level waterproofing and fire suppression piping replacement to

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

the existing rehabilitation scope. Once we have assurance of the funding we will execute a change order and resume work.

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

**ACP 15-02**

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

Consultant: McFarland-Johnson, Inc.

Review comments were received yesterday. Comments were limited to our property exhibit map. We anticipate submitting those final changes next week and having the project completed and closed out by the end of June.

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.

Work on the project has resumed. Unfortunately, the rainy weather has as well. The Contractor has remobilized and begun work for to prep for paving. Work on the paving transitions at the Runway edge will begin with night work next week.

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

Advertisement has been made and bid packages for construction are available. Bids for the project are due June 20<sup>th</sup>. We will open bids and make recommendation for award at the June 27<sup>th</sup> Board meeting. We are working to complete Federal Grant Applications for the end of June once the project is awarded. We have also begun working with the consultant on scope for Construction Monitoring.

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.

The Environmental Assessment has been completed and a Finding of No Significant Impact has been made. The required Public Advertisement Phase will begin next week and the document will be available for review for 30 days. With this phase complete, we will begin developing the scope and negotiating fees for the remaining design.

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

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 7**

**OTHER MATTERS:**

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

**A. QTA Budget Summary**

Mr. Beardsley presented the proposed financial summary for the QTA Building to the Board. The next step is a feasibility study to have a greater understanding at what level CFC's will be collected and feedback from the current car rental agencies on the design of the QTA facility.

**B. Tuskegee Airman Welcome**

Lt. Col. James Harvey III, one of the surviving members of the Tuskegee Airman group who flew in World War II, was recently given a Hero's Welcome Ceremony when he flew into AVP on May 4, 2019. Lackawanna and Luzerne counties gave him a Proclamation dedicating May 4, 2019 as Lt. Col. James Harvey III Day. Lt. Col. Harvey grew up in the Mountain Top area of Luzerne County.

**C. Employee Recognition**

Mr. Beardsley introduced AVP Marketing Director Eric McKitish, who is celebrating his 30-year Anniversary at AVP, and presented him with a Certificate of Appreciation.

**D. AVP Red Tails Program**

Mr. Beardsley reported that Team AVP will be introducing the newest program at AVP: The AVP Red Tails Pet Therapy Program after the Board Meeting. This new program hopes to assist travelers who experience high stress levels when flying.

**E. Ambassador Recognition**

Mr. Beardsley introduced AVP Ambassador John Brundage. Recently, Mr. Brundage surpassed 1,500 volunteer hours here at AVP. He was presented with a Certificate of Recognition by Mr. Beardsley and the Airport Board.

**ITEM 8**

**ADJOURNMENT:**

*(Chairman)*

**MOTION:**

To adjourn the meeting.

**MOVED BY:**

Councilwoman Jane Walsh Waitkus

**SECONDED BY:**

Commissioner Jerry Notarianni

**VOTE:**

Unanimous.

The meeting was adjourned at 10:56 AM.