

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
JUNE 27, 2019**

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, June 27, 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 (via phone)  
Commissioner Patrick O'Malley  
Councilman Timothy McGinley  
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:** Councilwoman Jane Walsh Waitkus  
Attorney Michael Butera, Luzerne County Solicitor

**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 May 31, 2019 Bi-County Airport Board Meeting minutes.

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

**SECONDED BY:** Commissioner Jerry Notarianni

**VOTE:** Unanimous.

**ITEM 3:**

**DIRECTOR'S REPORT:**

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

**DISCUSSION:** Mr. Beardsley reported outstanding results for May 2019 when compared to May 2018. Passenger boardings increased by 22.6% overall. United Airlines' new service to Dulles and expanded service to Chicago O'Hare showed an incredible 40% increase. American's expanded service to Charlotte and Chicago O'Hare showed a 29% increase, and Delta's increase was 1.1%. In summation, Mr. Beardsley announced that May 2019 now hold the record for enplanements in any month with over 27,000 passengers, and also the highest total passenger enplanements/deplanements with 55,115 passengers traveling through AVP.

Seat availability increased by 20.8% and airline load factors are staying at a respectable 85% average for American, Delta and United. General Aviation flights are down 14.4%, which equates to 177 less take-off/landings at AVP.

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**ITEM 4:  
CONTRACTS:**

- A. Recommend the Airport Board approve the First Amendment to the Airport Cargo Facility Lease Agreement between the Wilkes-Barre/Scranton International Airport and KR Transportation, Kevin Ryczak. This is a lease term extension for an additional two (2) years commencing September 1, 2019 and terminating August 31, 2021.

**MOTION:** To approve this appointment.  
Meeting minutes.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri

**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 May 2019, Airport Operations had a net income totaling **\$176,537.00** compared to a net income of **\$112,599.00** in May 2018, which is a difference of **\$63,938.00**. Year to date, our net income through May 2019 is **\$389,096.00** compared to a net income of **\$193,244.00** through May 2018 which is a difference of **\$195,583.00**.

Invoices received since the last meeting for supplies and services totaling **\$422,194.28** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$92,757.28**.

(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.

**Rehabilitate Taxiway D (West)**  
**ACP 17-14**

C&S Engineering                      \$60,626.81  
Invoice #179145, dated May 22, 2019, for Engineering.

C&S Engineering                      \$28,461.72  
Invoice #179682, dated June 13, 2019, for Engineering.

**Rehabilitate Taxiways B & D (West)**  
**ACP 16-01**

Century Security Services      \$3,668.75  
Invoice #23539, dated June 5, 2019, for Security Guard Service.

**DISCUSSION:** The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2019/5 (Check #1091).

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

C&S Engineering	\$1,423.09	CIP 19617-14
C&S Engineering	\$3,031.34	CIP 19617-14

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

**Rehabilitate Taxiway B&D (West)  
Project #12-007**

Century Security Services     \$183.44                             CIP 19616-01

**MOTION:** Request the Airport Board approve the above transactions, payments, and transfers as indicated.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri  
**VOTE:** Unanimous.

**ITEM 6:  
ENGINEERING REPORT:**  
*(Steve Mykulyyn, P.E., Director of Engineering)*

**A.     Awards**

**ACP 17-14 Rehabilitate Taxiway D (East) Construction**

Bids for Construction of the "Rehabilitate Taxiway D (East)" Project were opened on Thursday, June 20, 2019 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Controller, Michelle Bednar and Luzerne County Deputy Controller Mark Majikes. A total of three bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, C&S Engineers, Inc., provided a recommendation as to award. C&S recommended award of the Contract in the amount of \$2,773,752.34 to the low bidder, New Enterprise Stone & Lime Co., Inc. (see attached). Bid tabulation is provided below.

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
New Enterprise Stone & Lime Co., Inc.	\$2,773,752.34
Pike's Creek Site Contractors Division of H&K Group, Inc.	\$2,960,144.05
Kruger Construction	\$3,097,350.00

Recommend the Airport Board award the Construction Project to New Enterprise Stone & Lime Co., Inc., and authorize Airport Staff to prepare a contract for approval at a future board meeting, pending FAA, PennDOT - Bureau of Aviation and Solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collection.

**MOTION:** To award the construction project as recommended.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri  
**VOTE:** Unanimous.

**B.     Consultant Selection**

**ACP 18-04 Rehabilitate Access Road (Terminal Drive)**

On May 28, 2019, the Airport issued a Request for Qualifications (RFQ) for Engineering/Design, Bid and Construction Phase Services for the "Rehabilitate Access Road (Terminal Drive)" project. Submittals were due on June 19, 2019. A total of eight firms provided responses to the RFQ. After review of these responses four were shortlisted by Airport Administration Staff for interviews. The four firms shortlisted were: Alfred Benesch & Company, Hazleton, PA; Borton-Lawson, Engineering, Inc.,

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

Wilkes-Barre, PA; Greenman Pedersen, Inc. (GPI), Scranton, PA and KBA Engineering, p.c., Jermyn, PA.

Interviews were conducted on June 19, 2019. These four teams were interviewed by a panel consisting of select Airport staff and Airport Board Chairman, Mr. Tim McGinley.

KBA Engineering, P.C., was selected as the most qualified for the project due to their experience in previous work on the access road and experience in rehabilitation work.

The Airport recommends the Board award the project to KBA Engineering, P.C.

Recommend the Airport Board award the Construction Project to New Enterprise Stone & Lime Co., Inc., and authorize Airport Staff to prepare a contract for approval at a future board meeting, pending FAA, PennDOT - Bureau of Aviation and Solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collection.

**MOTION:** To select the consultant as recommended.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri  
**VOTE:** Unanimous.

**C. Contracts**

**1. ACP 17-14 Rehabilitate Taxiway D (East) Construction Administration**

Recommend the Airport Board approve Supplement No. 1 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and C&S Engineering, Inc., Syracuse, NY, for Construction Administration Services for the Rehabilitate Taxiway D (East) project, subject to FAA, PennDOT-Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$382,200.00. This amount is supported by an Independent Fee Estimate.

**MOTION:** To approve the Supplement as indicated.  
**MOVED BY:** Commissioner Patrick O'Malley  
**SECONDED BY:** County Manager David Pedri  
**VOTE:** Unanimous.

**2. ACP 18-04 Rehabilitate Access Road (Terminal Drive)**

Recommend the Airport Board approve the Contract between The Wilkes-Barre/Scranton International Airport and KBA Engineering, p.c., Jermyn, PA, for Rehabilitate Access Road (Terminal Drive), Design and Bid Phase Services, subject to FAA, PennDOT-Bureau of Aviation and solicitor's concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$177,591.33. This amount is supported by an Independent Fee Estimate.

**MOTION:** To approve the Contract as indicated.  
**MOVED BY:** County Manager David Pedri  
**SECONDED BY:** Commissioner Patrick O'Malley  
**VOTE:** Unanimous.

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**ENGINEERING REPORT – Cont'd...**

**D. Projects**

**ACP 14-03**

**Parking Garage Maintenance**

Design Services: Desman Associates

Construction: Krisha Construction, Inc.

Construction Monitoring: Desman Associates

No change in status, while we wait for additional funding.

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.

We Submitted Final signed ALP drawings last week and anticipate all final documents will be approved and returned in the next few weeks.

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. Construction of the pavement at the new mid-field taxiway is nearing completion. We anticipate completion of the current phase in the next two weeks after which we can move into the final phase of the rehabilitation.

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

Bids for the project were opened on June 20<sup>th</sup>. We have made recommendation for award at today's meeting and we will be submitting application for a FAA grant tomorrow for the construction and construction monitoring.

Current Project Costs are approximately \$3,540,481.00

Project payments to date represent approximately 8.08% 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 Draft Environmental Assessment is currently out for public comment. The document **will** be available for review for 30 days. With this phase complete, we will begin developing the scope and negotiation fees for the remaining design.

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**ENGINEERING REPORT – Cont'd...**

Current Project Costs are approximately \$505,758.00  
Project payments to date represent approximately 81.70% of total Funding – State  
Capital Fund Grant, Airport Generated PFC Funds

**ACP 18-04**  
**Rehabilitate Access Road (Terminal Drive)**  
Design Services – KBA Engineering, P.C.

Consulting services have been solicited and interviews conducted. A design consultant  
was selected and has been approved at today's meeting. A FAA grant application is  
being prepared for the design costs and will be submitted tomorrow.

Current Project Costs are approximately \$177,591.00  
Project payments to date represent approximately 0% of total Funding – Federal AIP,  
State Aviation Grant and Airport Generated PFC Funds

**ITEM 7:**  
**OTHER MATTERS:**

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

**A. QTA**

The Rent-A-Car Companies (RACs) operating at the Wilkes- Barre/  
Scranton International Airport (AVP) introduced Conrac Solutions Project  
Delivery (CS Project Delivery) to AVP to evaluate the development and  
financing of a new quick turn-around facility (QTA) at the Airport on the  
RAC industry's behalf. CS Project Delivery has worked with the RAC's and  
Airport over the past several years toward making a QTA a viable reality.  
The initial step of the process was to conduct a feasibility study to  
determine project viability and affordability. Elements of this study include  
site selection, conceptual design, project scope, business terms outline,  
development of preliminary project budget, a financing plan and project  
schedule.

The following report summarizes findings and decisions reached to date.  
Upon RAC and Airport acceptance of this report, CS Project Delivery will  
commence advancement of design, pricing, negotiation of business terms,  
preparation of legal documents and development of an executable finance  
plan.

Pending Solicitor's concurrence, AVP staff recommends the Airport Board  
approve the feasibility developed by CS Project Delivery.

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

To approve the Contract as indicated.  
Commissioner Patrick O'Malley  
County Manager David Pedri  
Unanimous.

**B. Ambassador Recognition**

Mr. Beardsley recognized AVP Ambassador Joe Andrews on his 1000+  
volunteer hours here at AVP. Joe, a former Pittston Area School District  
teacher, plays a significant part in leading the Airport Tours for the  
students in the area. He was presented with a Certificate of Recognition  
by Mr. Beardsley and the Airport Board.

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

**C. Employee Recognition**

Mr. Beardsley introduced AVP Operations Supervisor Bob Grunza, who is celebrating his 30-year Anniversary at AVP. Bobby G was also presented with a Certificate of Appreciation.

**D. Lactation Room**

Mr. Beardsley reported that a second Mother's Lactation Room has been added past the Security Checkpoint.

**E. NEPA Alliance**

Mr. Beardsley informed the Board that he has been asked to service as a Board Member on the NEPA Alliance.

**ITEM 8:  
ADJOURNMENT:  
*(Chairman)***

<b>MOTION:</b>	To adjourn the meeting.
<b>MOVED BY:</b>	County Manager David Pedri
<b>SECONDED BY:</b>	Commissioner Patrick O'Malley
<b>VOTE:</b>	Unanimous.

The meeting was adjourned at 10:55 A.M.