

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

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, July 25, 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
Commissioner Patrick O'Malley (via phone)
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
Germaine Helcoski, Lackawanna County Deputy Controller

ABSENT: Reggie Mariani, Lackawanna County Chief Internal Auditor
Michelle Bednar, Luzerne County Controller
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 June 27, 2019 Bi-County Airport Board Meeting minutes.

MOVED BY: Commissioner Patrick O'Malley

SECONDED BY: Councilwoman Jane Walsh Waitkus

VOTE: Unanimous.

ITEM 3:

ESCO Presentation

(Lou Evans, President, Commonwealth Energy)

Louis Evans, Founder/President of Commonwealth Energy, gave the Board a report on their search for an Energy Service Company (ESCO) for the airport. Engie USA was chosen to provide a no-fee contract that will allow them to survey the airport property and review any and all ways that can save energy and costs in the airport.

ITEM 4:

DIRECTOR'S REPORT

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

DISCUSSION: Mr. Beardsley reported outstanding results for June 2019 when compared to June 2018. Passenger boardings increased by 12% overall. All three (3) airlines noted increases in their individual passenger boardings. The numbers for June 2019 are now the highest June enplanements on record at AVP.

Seat availability increased by 9.8% and airline load factors are staying at a respectable 85% average for American, Delta and United. Looking at load factors by destination, we're seeing Chicago service provided by both American and United soaring with an average 90% load factor.

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DIRECTOR'S REPORT - Cont'd...

General Aviation flights are down 22.5%, which equates to 324 less take-off/landings at AVP.

**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 June 2019, Airport Operations had a net income totaling **\$237,540.00** compared to a net income of **\$100,850.00** in June 2018, which is a difference of **\$136,690.00**. Year to date, our net income through June 2019 is **\$626,634.00** compared to a net income of **\$294,106.00** through June 2018 which is a difference of **\$332,528.00**.

Invoices received since the last meeting for supplies and services totaling **\$1,036,780.27** are presented on the attached sheets for review and approval of the Board. These invoices include major construction project costs of **\$748,386.38**.

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

New Enterprise Stone \$488,205.95
Application #8, dated July 1, 2019, for Construction.

McFarland Johnson \$260,180.43
Invoice #9, dated July 12, 2019, for Inspection.

DISCUSSION: The following PFC transfers are recommended for Airport Board approval. PFC Drawdown #2019/5 (Check #1092).

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

New Enterprise Stone	\$24,410.30	CIP 19616-01
McFarland Johnson	\$13,009.02	CIP 19616-01

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

MOVED BY: County Manager David Pedri
SECONDED BY: Commissioner Patrick O'Malley
VOTE: Unanimous.

**ITEM 6:
ENGINEERING REPORT:**

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

A. Agreement

Rehabilitate Taxiways B & D (West)

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ENGINEERING REPORT – Cont'd...

Recommend the Airport Board approve Supplement No. 2 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 \$68,662.00. While progress is being made in construction, work is taking longer than the Contractor had estimated. This additional fee covers needed construction.

MOTION: Request the Airport Board approve the above supplement.
MOVED BY: Commissioner Patrick O’Malley
SECONDED BY: Councilwoman Jane Walsh Waitkus
VOTE: Unanimous.

B. 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.

The plan has been submitted and approved and the Consultant will make a final presentation of the plan at the August Board Meeting.

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 is progressing on the project. With work on Phase 6 now substantially complete we have reopened that area along with the new Bravo Three Stub which provides mid field access from the parallel taxiway to Runway 4-22. Work has now moved into the phase 4, which is the final phase of work for the project. We hope to be completed with all of the work by the end of August.

Current Project Costs are approximately \$10,593,388.00
Project payments to date represent approximately 75.33% of total.
Funding – Federal AIP, State Aviation Grant and Airport Generated PFC Funds

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ENGINEERING REPORT – Cont'd...

ACP 17-14

Taxiway D (East) Rehabilitation

Design Services – C&S Engineering

We have submitted for our FAA Grant for the project which will cover the Construction and the Construction Monitoring Contracts. We are preparing the contract for construction and will execute that contract once the final grant offer has been received.

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 comment period for the Environmental Assessment has elapsed, with no comment received. With this phase complete, we will begin developing the scope and negotiating fees for the remaining design. A review meeting for the completion of the preliminary design and a predesign meeting for the final design will be held next week with Airport Staff, the Consultant and the FAA and PennDOT-BOA.

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.

The FAA grant application has been submitted and in anticipation of the grant we will conduct a predesign meeting next week with Airport Staff, the Consultant and the FAA and PennDOT-BOA.

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. Contract

Recommend the Airport Board approve a contract with Ignite Strategies to provide sponsorship and other services for NEPA Airshow 2020.

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

To approve the Contract as indicated.
Councilwoman Jane Walsh Waitkus
County Manager David Pedri
Unanimous.

B. AVP Loyalty Program

Mr. Beardsley unveiled the newest program for our faithful customers at AVP: MyAVP Loyalty Program. This free program allows our customers to sign up for the program with benefits such as express check-in/check-out, account loyalty points that can be redeemed for FREE parking, gift cards, and airline frequent

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OTHER MATTERS - Cont'd...

flyer points. As an added perk, Program Members can earn 12-months of a dedicated parking space on the second level of our Garage. To earn a Premium Parking space, a member must have parked a minimum of 100 days (does not have to be consecutive) in the Garage in a 12-month period. To earn a Deluxe Parking space, a member must have parked a minimum of 30 days (does not have to be consecutive) in the Garage in a 12-month period.

Frequent Parker Mr. Ed Keller, of Bloomsburg, spoke to the board via phone and discussed why he loves flying from AVP. Mr. Keller has flown out of AVP since 1998, and chooses AVP because of the all the improvements the airport continues to make, especially in the last few years. Mr. Keller praised the entire AVP Team, including Administration, Airline personnel, and TSA.

C. Employee Retirement

Mr. Beardsley introduced AVP Maintenance Team member Paul Sunday who is retiring on July 31, 2019 after 13 years at AVP. Paul was also presented with an Outstanding Service Award from Mr. Beardsley on behalf of the Board.

D. TSA Pre-check

Mr. Beardsley announced AVP will be hosting another TSA Pre-check event at AVP on September 9th through 13th, 2019. Details and a link to sign-up and schedule an appointment are on our website.

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

MOTION:	To adjourn the meeting.
MOVED BY:	Commissioner Laureen Cummings
SECONDED BY:	Councilwoman Jane Walsh Waitkus
VOTE:	Unanimous.

The meeting was adjourned at 11:14 A.M.