



County of Luzerne Contract Review Worksheet

Contract Number: <small>(Dept., Division, FY, #)</small>	
Authority:	
<input type="checkbox"/>	County Manager Execute
<input type="checkbox"/>	Council Approval Required

1. Dept. Name / Account: 350.50.4315.430.20		2. Date: 6/30/2023	
3. Contract Administrator: Greg Kurtz		4. Phone : 570-825-1608	
5. Contract Attributes:		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment/Change Order Bid/RFP Required? Sole Source Contract? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Bid/RFP No: Date: Please attach copy of Bid/RFP or justification.	
<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Intergovernmental <input type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		Amendment/Change Order Number: Contract No: Date: Please attach copies of original/amendments.	
6. Description of Contract: Lease contract to Lessee (Valley Aviation, Inc.) of the property known as the Wilkes-Barre Wyoming Valley Airport and further contracts with Lessee to provide the County the FBO services and related management, operational and miscellaneous services at the Airport from 7-1-23 through 6-30-28.			
7. Name of Contractor: Valley Aviation, Inc.		8. EIN 23 - - SSN - -	
9. Has County contracted with Contractor previously during this fiscal year? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Please list County department if other than the department listed on number 1 above.			
10. Effective Date: 7/1/2023		11. Termination Date: June 30, 2028	
12. Contract Budget:		13. Payment Terms:	
Original Contract Amt: \$ 98,000 Total of Previous Amendments: \$ Current Amendment: \$ Total Contract Amt \$ 98,000		<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> Arrears <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Actual <input type="checkbox"/> Not To Ex <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Progress <input type="checkbox"/> Other	
14. Source of Funds: <input type="checkbox"/> Fed/State Grant: % <input type="checkbox"/> State Allocation: % <input type="checkbox"/> County: 100% Fed Catalog No: . State Agency:			
15. Fund: 350 Div Code 50 Dept. Code : 4315 Description Number: 430.20		16. Current Approp. Sufficient? <input type="checkbox"/> YES <input type="checkbox"/> NO	
17. County Council Agenda Date, if required. Please attach agenda item. 7/11/23			
18. Remarks: The County contracts with Lessee as an independent contractor on a non-exclusive basis for the Lessee to establish a full-time on-site Fixed Base Operator business at the Airport (the "FBO"). The minimum services and equipment to be provided by the FBO are described in Exhibit "B" of this Agreement. The County reserves the right to enter into future licenses, leases, ground leases, operating agreements and other contracts with other enterprises at locations on the Airport as the County deems in the best interest of the facility on terms that are equitable with the existing FBO.			
19. Signature Route:			
 Contract Administrator		7-3-2023 Dated	
 Division Head		7-3-2023 Dated	
		Purchasing Director Dated	
		County Solicitor Dated	