

**Westmoreland County Airport Authority
Regularly Scheduled Meeting
September 9, 2014**

Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held Tuesday, Sept. 9, 2014, at 9 a.m. at Arnold Palmer Regional Airport in Unity Township, Pennsylvania, in accordance with notice given.

Authority Chairman Oland Canterna led the Pledge of Allegiance, called the meeting to order and directed that the following members be recorded as present:

Oland Canterna - Chairman
Edward Kilkeary, Sr. - Vice Chairman
Donald Rossi - Assistant Secretary/Treasurer
Mark Gera
Arnold Palmer
Samuel Scanlon
Janice Smarto

Also present were: Executive Director Gabriel E. Monzo, Sr.; Attorney Donald Snyder of McDonald, Snyder & Lightcap, authority solicitor; Scott Kunselman of GAI Consultants, authority engineer; Donald “Doc” Giffin, accompanying Arnold Palmer; reporters Nick Cammuso of the Latrobe Bulletin and Stacey Federoff of the Tribune Review; Valetta Mowry; Stephen Hammel of Michael Baker Engineering; and authority administrative staff Linda Brasile and Dwayne Pickels.

Public Comment - None

Approval of Minutes

Upon the motion of Mr. Rossi, seconded by Mrs. Smarto, minutes of the Aug. 12, 2014, Regular Meeting were unanimously approved.

Recognition of Board Members and Partial Reorganization

Mr. Canterna recognized newly appointed board members Samuel Scanlon, replacing Mr. Finfrock, and Paul Puleo, who was not present, replacing Mr. Ferrante.

Discussion was held on partial reorganization to fill the vacancy in the position of board officers.

Upon the motion of Mrs. Smarto, seconded by Mr. Gera, the following new roster of officers was unanimously approved:

Oland Canterna - Chairman
Edward Kilkeary Sr. - Vice Chairman
Janice Smarto - Secretary
Donald Rossi - Treasurer
Samuel Scanlon - Asst. Secretary/Treasurer

Arnold Palmer Regional Airport Treasurer's Report by Mrs. Smarto

Mr. Ferrante reviewed financial statement, expenses disbursed and accounts payable for August, 2014, for Arnold Palmer Regional Airport.

Upon the motion of Mrs. Smarto, seconded by Mr. Gera, the financial statement, expenses disbursed and accounts payable for August, 2014, for Arnold Palmer Regional Airport were unanimously approved (copies attached).

Rostraver Airport Treasurer's Report by Mrs. Smarto

Mr. Ferrante reviewed financial statement, expenses disbursed and accounts payable for August, 2014, for Rostraver Airport.

Upon the motion of Mrs. Smarto, seconded by Mr. Palmer, the financial statement, expenses disbursed and accounts payable for August, 2014, for Rostraver Airport were unanimously approved (copies attached).

Engineer's Report - by Mr. Kunselman

ARNOLD PALMER REGIONAL AIRPORT

Parallel Taxiway Rehabilitation FAA Project No. 3-42-0050-47-2014

Mr. Kunselman said the project will consist of rehabilitation of sections of the parallel taxiway to Runway 5-23. Grant funding has been awarded by the Federal Aviation Administration and a pre-construction meeting was held on Sept. 3, 2014. Anticipated Notice to Proceed is Sept. 22, 2014.

Public Safety Building

Mr. Kunselman said the project is complete. A final inspection was held of July 15, 2014, and the contractors are working on punch list items.

Airport Master Plan - FAA Project 3-42-0050-044-2013

Airport Sustainable Master Plan - FAA Project 3-42-0050-46-2013

Mr. Kunselman said work is proceeding on alternatives analysis, environmental overview, sustainability and the terminal building planning and programming sections of the plan.

Terminal Restrooms

The project is complete, the engineer reported, recommending final acceptance.

Upon the motion of Mr. Rossi, seconded by Mr. Gera, final acceptance of the project was unanimously approved.

Main Terminal Apron Rehabilitation - FAA Project No. 3-42-0050-48-2014

Mr. Kunselman said the project will consist of rehabilitating the edge of the concrete deicing pad area and bituminous area of the apron. Grant funding has been awarded by the FAA and a pre-construction meeting was held on Sept. 3, 2014. Anticipated Notice to Proceed is Sept. 22, 2014.

ROSTRAVER AIRPORT:

Obstruction Removal - FAA Project No. 3-42-0061-021-2013

Plats are being generated for properties with identified obstructions for use by the appraisers.

Hangar Apron Rehabilitation - FAA Project No. 3-42-0061-22-2014

Mr. Kunselman said the project will consist of rehabilitating the apron in the vicinity of Hangar 102. FAA grant funding has been awarded and a pre-construction meeting was held on Sept. 4, 2014. Notice to Proceed is anticipated on Oct. 6, 2014.

Requisitions - Mr. Pickels reviewed the requisitions for August, 2014.

Arnold Palmer Regional Airport

Latrobe Project 44-13 (Master Plan Update) Requisition No. 11, totaling \$30,999.84;
Latrobe Project 45-13 (Rehab Parallel TW) Requisition No. 13 totaling \$348.66;
Latrobe Project 46-13 (Sustainability Master Plan) Requisition No. 8, totaling \$13,936.80;
Latrobe Project 47-14 (Rehab Parallel Taxiway) Requisition No. 1, totaling \$4,715.18;
Latrobe Project 48-14 (Rehab Main Apron) Requisition No. 1, totaling \$19,256.61;
Latrobe Project PSB-001 (Public Safety Building) Requisition No. 25, totaling \$41,437.990;
Latrobe CB-2013 WC AA-00010 (Terminal Restrooms) Requisition No. 5, totaling \$2,302.09;
Latrobe ADP-2013-WC AA-00056 (Acquire Field Maint Equip) Requisition No. 1, \$111,396.02.

Rostraver Airport

Rostraver Project 21-13 (Obstruction Removal Ph.I) Requisition No. 9, totaling \$1,164.80
Rostraver Project 22-14 (Hangar 102 Apron Rehab) Requisition No. 1, totaling \$13,706.14

Special Projects Account No. 7110075814

Requisition No. 138, totaling \$120,309.72

Upon the motion of Mr. Rossi, seconded by Mr. Smarto, requisitions for August, 2014, were unanimously approved (copies attached).

Solicitor's Report - Don Snyder

Mr. Snyder presented a proposed agreement with DAC Bond company to perform reporting and disclosure services newly required by the SEC for the authority's pending bond issuance. Recommended by PNC Financial Services, DAC Bond is seeking with the agreement \$4,000 in initial cost plus \$1,500 in annual charges for ongoing filing and storage services, he said.

Upon the motion of Mr. Rossi, seconded by Mr. Kilkeary, the agreement was unanimously approved.

Westmoreland County Airport Authority

Mr. Snyder also recommended that a claim for \$1,802.09 by Arcon Contracting concerning late payments in the Terminal Restroom project be approved for payment.

Upon the motion of Mr. Gera, seconded by Mr. Rossi, the payment of \$1,802.09 to Arcon Contracting was approved unanimously.

Executive Director's Report

Mr. Monzo reported that maintenance personnel have completed mowing, perimeter fence repairs, relocation of the bus pickup area, replacement of parking lot lights and roof repairs.

Mr. Monzo also reported that there were no injuries involved in the incident last month during which a Bonanza single-engine aircraft landed with its gear up on RW 5-23. The incident was handled smoothly and resulted in only a 20-25 minute delay for the scheduled service flight. "There is no other airport that does it better than our guys, and they did a really nice job in making sure that was taken care of."

Following the incident, Mr. Monzo boarded the Spirit flight to explain the delay to passengers.

Mr. Monzo also reported that a Jet Blue aircraft that had been chartered for a local golf event was serviced at the airport on Monday, Sept. 8, 2014.

Mr. Palmer said the charity golf event "went very well. We plan to do it every year."

Chairman's Report - Mr. Canterna

Mr. Canterna congratulated Donald "Doc" Giffin for being named as the recipient of the Latrobe Area Chamber of Commerce's annual Community Service Award. "It is well-deserved," Mr. Canterna said, noting that Jeff Minkovich of Latrobe Airline Services was also mentioned as recipient of the chamber's volunteer award.

Adjournment – There being no further business,

Upon the motion of Mrs. Smarto, seconded by Mr. Kilkeary, the meeting was adjourned at 9:26 a.m.

The next Regular Meeting of the Westmoreland County Airport Authority will be held:

Tuesday, Oct. 14, 2014, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant

Approved by:

Secretary

Westmoreland County Airport Authority