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**Westmoreland County Airport Authority**

**Westmoreland County Airport Authority  
Regularly Scheduled Meeting  
Jan. 11, 2011**



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## Westmoreland County Airport Authority

# Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held Tuesday, Jan. 11, 2011, at 9 a.m. at Arnold Palmer Regional Airport in Unity Township, Pennsylvania, in accordance with notice given.

Authority Chairman R. Geraldine Drake led the Pledge of Allegiance, called the meeting to order and directed that the following members be recorded as present:

R. Geraldine Drake - Chairman  
Donald Rossi - Vice Chairman  
Janice Smarto - Asst. Secretary/Treasurer  
Anthony Ferrante  
Mark Gera  
Edward Kilkeary Sr.

Also present were: Authority Executive Director Gabe Monzo; Attorney Donald Snyder of McDonald, Snyder & Lightcap, authority solicitor; Edward Nasuti of Lee-Simpson Associates, authority engineer; Donald “Doc” Giffin, representing Arnold Palmer; reporters Marie McCandless of the Latrobe Bulletin and Cody Francis of the Tribune-Review; pilot Valetta Mowry; LAS Airline Manager Jeff Minkovich; and authority administrative staff Linda Brasile and Dwayne Pickels.

An **Executive Session** was held from 9:01 a.m. to 9:10 a.m. to discuss real estate and legal matters.

### Approval of Minutes

Upon the motion of Mr. Gera, seconded by Mrs. Smarto, minutes of the Dec. 14, 2010, regular meeting were unanimously approved.

**Public Comments** – None



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## Westmoreland County Airport Authority

### Reorganization

Upon the motion of Mr. Kilkeary, seconded by Mr. Gera, the following slate of officers was unanimously reappointed for 2011:

*Chairman - R. Geraldine Drake*  
*Vice Chairman - Donald Rossi*  
*Secretary - John Finfrock*  
*Treasurer - Oland Canterna*  
*Asst. Secretary/Treasurer - Janice Smarto*

Also upon the motion of Mr. Kilkeary, seconded by Mr. Gera, the professional service providers listed below were unanimously retained for 2011:

*Solicitor - McDonald, Snyder & Lightcap*  
*Engineer of Record - Lee-Simpson Associates*  
*Bond Counsel - Lynch & Lynch*  
*Depository - First Commonwealth and Commercial Bank*  
*Investment Banker - PNC Financial Services*  
*Independent Auditor - Sarp & Co.*

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

Mrs. Smarto reviewed financial statement, expenses disbursed and accounts payable for December, 2010, for Arnold Palmer Regional Airport.

Upon the motion of Mr. Kilkeary, seconded by Mr. Gera, financial statement, expenses disbursed and accounts payable for December, 2010, for Arnold Palmer Regional Airport were unanimously approved (copies attached).

### **Rostraver Airport Treasurer's Report** by Mrs. Smarto

Mr. Smarto reviewed financial statement, expenses disbursed and accounts payable for December, 2010, for Rostraver Airport.

Upon the motion of Mr. Rossi, seconded by Mr. Ferrante, financial statement, expenses disbursed and accounts payable for December, 2010, for Rostraver Airport were unanimously approved (copies attached).

**Chairman's Report** – Ms. Drake had no report.

### **Committee Reports**



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## **Westmoreland County Airport Authority**

Mr. Ferrante said a meeting will be held following the February 8, 2011, regular meeting to discuss the Wings & Wheels open house event at Arnold Palmer Regional Airport on August 7, 2011.

Ms. Drake distributed a list of committee appointments for 2010 (copy attached to minutes).

**Engineer's Report** by Edward Nasuti

### **Arnold Palmer Regional Airport**

#### **ARFF Building Construction - Contract No. 102 - FAA Project 38-10**

Trinity Contracting began work on the project on Oct. 18, 2010. Mr. Nasuti reported that work is continuing and there are 180 calendar days to complete the project. The engineer presented a change order for the project totaling \$15,693 to extend a sanitary sewer line and replace a section of existing floor due to a difference in elevation. Verbal approval of the changes has been obtained from FAA and PennDOT Bureau of Aviation.

Upon the motion of Mr. Gera, seconded by Mr. Rossi, Change Order No. 2 was unanimously approved in the amount of \$15,693.

#### **MALSR Phase 2 - FAA Project No. 3-42-0050-037-2010**

Work continues on design and coordination with FAA Facilities, Mr. Nasuti reported. The schedule is to bid the additional MALSR work in June, 2011.

#### **Public Safety Building**

Design of the facility continues, Mr. Nasuti said. Bidding is anticipated in the spring.

#### **Terminal Improvements**

The authority received no bids on Dec. 29, 2010, marking the second time that the bidding process was completed with no bids. Thus meeting statutory requirements, equipment is now being purchased directly from vendors to meet the required schedule.

#### **At Rostraver Airport:**

##### **Hangars - Contract No. 21**

Trinity Contracting was given notice to proceed with construction on Nov. 15, 2010, Mr. Nasuti reported. No work has been completed to date, he said. The contractor has requested a contract time work shutdown, to resume in the spring (March 1), due to weather.

Upon the motion of Mr. Ferrante, seconded by Mr. Rossi, the requested contract time shutdown was granted unanimously.

#### **Gas Wells - Environmental Assessment**



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### **Westmoreland County Airport Authority**

The FAA Harrisburg Airports District Office requested a Phase I Archeology Study as part of an environmental assessment for existing and proposed gas wells on airport property. Thomas Baker has completed the Phase 1 archeological study and report, which has been submitted to the Harrisburg ADO. We are still awaiting an environmental finding from the FAA.

### **Snow Removal Equipment - FAA Project 17-2010**

Mr. Nasuti said the equipment has been ordered from A&H Equipment.

Several board members raised questions about the ILS and AWOS equipment at Arnold Palmer Regional. Mr. Monzo noted that the FAA owns and maintains the ILS and is aware of and working to correct issues with the equipment. He added that a new frequency is being requested for the AWOS.

### **Requisitions by Mr. Pickels**

Mr. Pickels reviewed the requisitions for January, 2011.

### **Arnold Palmer Regional Airport (Latrobe)**

Project 37-10 Requisition No. 10, totaling \$480; Project 38-10 Requisition No. 4, totaling \$28,418.05.

### **Rostraver Airport**

Rostraver ACB-2009-Westmoreland County AA-00001 Requisition No. 3, totaling \$11,374.36.

### **Construction Fund Investment Account (Series 2009)**

Requisition No. 31, totaling \$1,444.91.

### **First Commonwealth - Account No. 7110075814**

Requisition No. 91, totaling \$44,960.75.

Upon the motion of Mrs. Smarto, seconded by Mr. Ferrante, requisitions for January, 2011, were unanimously approved (copies attached).

### **Solicitor's Report by Donald Snyder**

Mr. Snyder had no report.

### **Executive Director's Report by Gabe Monzo**



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### **Westmoreland County Airport Authority**

Mr. Monzo presented a request from Advanced Aircraft Maintenance Co., based at Allegheny County Airport in West Mifflin, which is seeking the authority's permission to build a 120'x120' hangar in which to perform maintenance and repairs at Rostraver Airport.

Upon the motion of Mr. Rossi, seconded by Mrs. Smarto, the hangar construction request was granted unanimously.

Mr. Monzo reported that preparations for the start of new service by Spirit Airlines is "moving along extremely well."

Airline Manager Jeff Minkovich reported that training for new airline employees will begin next week with several Spirit trainers on site. "I've heard no complaints on our progress," Mr. Minkovich said. "Everyone is just really thrilled to be here."

He also discussed plans for marketing and the inaugural flight celebration.

### **Control Tower Report by Dwayne Pickels**

Mr. Pickels reported that there were 1,607 aircraft operations at Arnold Palmer Regional Airport in December and a total of 29,840 operations for the year. The figures are included in the 2010 Year in Review report attached to these minutes.

**Unfinished Business** – None

**New Business** – None

**Adjournment** – There being no further business, upon the motion of Mrs. Smarto, seconded by Mr. Kilkeary, the meeting was adjourned at 9:30 a.m.

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

**Tuesday, Feb. 8, 2011, at 9 a.m. at Arnold Palmer Regional Airport**

Minutes respectfully submitted by:

Dwayne Pickels  
Administrative Assistant

Approved by:

Secretary