



**Westmoreland County Airport Authority**

Westmoreland County Airport Authority  
Regularly Scheduled Meeting  
June 14, 2011



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## Westmoreland County Airport Authority

# Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held Tuesday, June 14, 2011, at 9 a.m. at Arnold Palmer Regional Airport in Unity Township, Pennsylvania, in accordance with notice given.

Authority Chairman R. Geraldine Drake called the meeting to order and led the Pledge of Allegiance. A moment of silence was held in condolence for Denise DeNunzio, who recently passed away. Ms. Drake then directed that the following members be recorded as present:

R. Geraldine Drake - Chairman  
Donald Rossi - Vice Chairman  
Oland Canterna - Treasurer  
Anthony Ferrante  
Janice Smarto  
Edward Kilkeary Sr.  
Arnold Palmer

Also present were: Authority Executive Director Gabe Monzo; Attorney Donald Snyder of McDonald, Snyder & Lightcap, authority solicitor; Chris Nasuti of Lee-Simpson Associates, authority engineer; Donald "Doc" Giffin, aide to Mr. Palmer; reporter Amy Fauth of the Latrobe Bulletin; Rostraver tenant Dennis Yerkey; Lawson Heights resident James Ebersberger; airline Manager Jeff Minkovich and authority administrative staff Linda Brasile and Dwayne Pickels.

### **Audit Report**

John Sarp and Cathy Caccia of Sarp and Co. presented the findings of the 2010 audit, single audit and PFC audit. "The audit went very well, as it usually does," Mr. Sarp said. "The staff was very helpful in the conduct of our audit. There were no disagreements with management issues. Again, I commend Gabe and his staff for doing such a good job with what is an unwieldy set of programs here."

Ms. Caccia noted a very small decrease in net assets, which is actually an improvement over the previous year. On the whole, though, "there were not a lot of significant changes," she said. A combined total \$1,645,182 in federal grant funds were expended at Arnold Palmer Regional and Rostraver airports "and no items of non-compliance were found, and that is very good. That means that you managed those funds properly," Ms. Caccia reported.

"There were no findings," Mr. Sarp added. "We did not identify any deficiencies in internal controls that we consider to be material weaknesses. That's a clean bill of health and management was very helpful, and they always are."



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Mr. Monzo thanked the auditors and also thanked airport management staff for their team effort.

Upon the motion of Mr. Ferrante, seconded by Mr. Rossi, the 2010 general, single and PFC audits and advertisement of the concise summary were accepted unanimously.

### Approval of Minutes

Upon the motion of Mr. Rossi, seconded by Mr. Kilkeary, minutes of the May 10, 2011, regular meeting were unanimously approved.

### Public Comments – None

### Arnold Palmer Regional Airport Treasurer's Report by Mr. Canterna

Mr. Canterna reviewed financial statement, expenses disbursed and accounts payable for May, 2011, for Arnold Palmer Regional Airport.

Upon the motion of Ms. Smarto, seconded by Mr. Ferrante, financial statement, expenses disbursed and accounts payable for May, 2011, for Arnold Palmer Regional Airport were unanimously approved (copies attached).

### Rostraver Airport Treasurer's Report by Mr. Canterna

Mr. Canterna reviewed financial statement, expenses disbursed and accounts payable for May, 2011, for Rostraver Airport.

Upon the motion of Mr. Ferrante, seconded by Mr. Rossi, financial statement, expenses disbursed and accounts payable for May, 2011, for Rostraver Airport were unanimously approved (copies attached).

### Chairman's Report

Ms. Drake had no report.

### Committee Reports

Mr. Ferrante said an Air Show meeting was held last Wednesday.

### Engineer's Report by Chris Nasuti of Lee-Simpson Associates

#### 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. There are 200 calendar days to complete the project. The project should be completed some time this month. Final inspection and a recommendation of acceptance are anticipated in July, Mr. Nasuti said.



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#### **Expand Terminal Parking - FAA Project No. 3-42-0500--039-2011 and Access Road Improvements - FAA Project No. 3-42-0050-34-2009**

These projects have been combined into one construction project and it is currently out for bid, Mr. Nasuti said. Bid opening is scheduled for July 7, 2011, at 10 a.m.

#### **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 2012.

#### **Public Safety Building**

Mr. Nasuti reported that this project is also out for bids, which are scheduled to be opened on July 7, 2011, at 10:15 a.m.

#### **Terminal Improvements**

Mr. Nasuti said the apron marking and terminal parking lot remarking project have been inspected with the state Department of Transportation Bureau of Aviation.

As part of the parking lot remarking, some crack sealing was required, and some of the cracks turned out larger than anticipated, requiring additional funding. He presented Change Order No. 2 to Derry Construction Co. in the amount of \$8,000 and recommended approval.

Upon the motion of Mr. Rossi, seconded by Mr. Kilkeary, Change Order No. 2 in the amount of \$8,000 to Derry Construction Co. was approved unanimously approved.

Upon the motion of Mr. Rossi, seconded by Mrs. Smarto, both projects were unanimously accepted as completed and final payment approved in the amounts of \$14,553.50 for the apron and \$44,249.09 for the parking lot.

Mr. Nasuti also reported that bids were solicited for the purchase of an Air Start Unit and a Ground Power Unit. No bids were submitted for the Air Start Unit, after two advertisements, so airport management will now seek direct purchase of the equipment.

One bid was received for the Ground Power Unit.

Upon the motion of Mr. Rossi, seconded by Mr. Ferrante, the purchase of an Aircraft Ground Power Unit from sole bidder Fortbrand Services Inc. in the amount of \$29,000 was approved unanimously.

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

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

Mr. Nasuti said work is expected to be completed within the next couple of weeks and final inspection and acceptance is anticipated by the July meeting.

##### **Snow Removal Equipment - FAA Project 3-42-0061-17-2010**



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Mr. Nasuti said the equipment has been ordered from A&H Equipment and we are awaiting delivery.

#### **Mowing and Snow Removal Equipment - ADP-2010-WCAA-00032**

Mr. Nasuti reported that the equipment for this project has also been ordered and some pieces have been received.

#### **Construct GA Taxiways - FAA Project No. 3-42-0061-13-2008**

The project has been advertised for bids. Bid opening will be held June 30, 2011, at 10 a.m.

#### **Rehabilitate Parking Lot**

The project has been advertised for bids. Bid opening will be held July 7, 2011, at 10:30 a.m.

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

Mr. Pickels reviewed the requisitions for June, 2011.

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

Project 37-10 Requisition No. 15, totaling \$1,187.22; Project 38-10 Requisition No. 9, totaling \$133,365.91; Latrobe ADP-2010-AA-00024 (Improve Terminal Equipment) Requisition No. 3, totaling \$68,442.20.

#### **Rostraver Airport**

Rostraver ACB-2009-Westmoreland County AA-00001 Requisition No. 8, totaling \$64,381.14; Rostraver ADP-2010-AA-00032 (Acquire Mowing and SRE Equipment) Requisition No. 3, totaling \$5,784.42.

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

Requisition No. 36, totaling \$6,727.67

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

Requisition No. 96, totaling \$147,186.31

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

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



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Mr. Snyder reported that a settlement agreement has been proposed in the amount of \$35,000 for a lawsuit that was filed concerning a fall in the restaurant in August, 2009. The money will be paid by the insurance carrier on behalf of the authority and DeNunzios Inc.

Upon the motion of Mr. Rossi, seconded by Mr. Ferrante, the settlement agreement was approved.

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

Mr. Monzo reported that the sign at the main entrance at Rostraver Airport is in disrepair and a sign contractor has been contacted to examine the extent of work required. More information will be forthcoming.

TSA, which had moved out of the terminal building in February, has requested to “re-federalize” Arnold Palmer Regional Airport and will supply further information concerning what facilities they will be seeking to lease. “It’s a good lease for us, and certainly a sign of activity in the building,” Mr. Monzo said.

Concerning the airport’s triennial disaster drill, held June 8 and 9, Mr. Monzo reported: “we had about 400 people on this field in different volunteer aspects, including every fire company within earshot, plus professional staff from a myriad of emergency response agencies. It was certainly a group effort and it gives us a chance to practice with them and go through the process several times.”

He added, “it was a realistic operation and it was very hot that evening and there were a lot of other things that the volunteers did in between. Everybody that was involved, kudos to you. I’m certainly proud of the people who performed here this past couple of weeks, and I always will be,” Mr. Monzo said. Fire Chief Moe Haas “has done a wonderful job, and the whole staff has, as well, and we certainly appreciate it.”

Maintenance have been catching up on grass mowing, line painting and a number of repair needs on and around the field, Mr. Monzo said.

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

Mr. Pickels reported that there were 2,807 aircraft operations at Arnold Palmer Regional Airport in May, 2011 (copy attached to these minutes).

### **Air Service**

Mr. Monzo noted that there have been 11,002 outbound passengers through the airport since Spirit Airlines started only four months ago, on Feb. 12, 2011.



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“We are filling airplanes,” added airline Manager Jeff Minkovich. “We’re getting a much bigger response from the community, and not only from surrounding counties, but from surrounding states. We still have customers coming here from Canada. They love the air service, they love the airport, and we are fulfilling our statement that their vacation begins here, not when they reach their destination. On the Myrtle Beach flights alone, we’re flying at 92% capacity, and it’s just going to keep getting better. To quote Mr. Palmer, ‘this is just the tip of the iceberg.’”

**Unfinished Business** – None

**New Business** - None

**An executive session was called at 9:43 a.m. to discuss real estate matters. The board reconvened at 9:55 a.m.**

Following the executive session, Mr. Snyder reported that, in the matter relating to an existing lease at the Rostraver Airport, which is a lease with Fred Clark, there is a proposal to purchase the remaining term of the lease from the owner for the consideration of \$65,000. That termination would be paid by the proposed lessee of the new hangar, which has previously been approved by the authority. One half of the amount would be paid over the new lease period by an increase in the rent to reflect that amount. There would be no cost to the authority for tearing down the existing building in return for the contractors to obtain the scrap from the demolition.

Mr. Snyder said a motion would be in order to authorize the proper officers to prepare and enter into the appropriate documents for the termination of the Fred Clark lease for one of the buildings under his lease for the consideration of \$65,000 and to take the other action with respect to that building, including razing the building, for the consideration indicated.

Upon the motion of Mr. Ferrante, seconded by Mr. Rossi, the motion to authorize the proper officers to prepare and enter into the appropriate documents for the termination of the Fred Clark lease for one of the buildings under his lease for the consideration of \$65,000 and to take the other action with respect to that building, including razing the building, for the consideration indicated was approved unanimously.

Also, Mr. Snyder reported that the Mon Valley Progress Council has proposed to deed over the roadway adjacent to its property at Rostraver Airport to the authority at no cost. A motion would be in order for the authority to accept the dedication of the roadway and for the proper officers and solicitor to prepare the necessary documents to cause that dedication to be effected, he said, calling for a motion to that effect.



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Upon the motion of Mr. Ferrante, seconded by Mr. Rossi, the motion to accept the Mon Valley Progress Council's proposal to deed over the roadway at Rostraver Airport to the authority at no cost.

**Adjournment** – There being no further business, upon the motion of Mr. Palmer, seconded by Mr. Ferrante, the meeting was adjourned at 10 a.m.

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

**Tuesday, July 12, 2011, at 9 a.m. at Arnold Palmer Regional Airport**

Minutes respectfully submitted by:

Dwayne Pickels  
Administrative Assistant

Approved by: Secretary