



Westmoreland County Airport Authority

**Westmoreland County Airport Authority
Committee and Regularly Scheduled Meeting
May 11, 2010**



Committee Meeting

Authority Chairman R. Geraldine Drake called the committee meeting to order at 8:30 a.m.

Authority Executive Director Gabe Monzo reported that the PennDOT Bureau of Aviation had recently contacted airport management to offer additional Aviation Development Program (ADP) funding that had become available for projects at Arnold Palmer Regional Airport. The project selected for funding was one that had been approved by the authority several years ago that was substantially designed and awaiting funding opportunity - Automated Fueling System Site Work and Installation. Due to an unusually short time period to administrate the project, designs and specifications were advertised and bids were opened Monday, May 10. Of the two bidders, the low bid was received from Derry Construction Company. Available funding would cover the base bid, which is necessary site work to facilitate the project, but is insufficient for purchase of the automated fueling system. The engineer will discuss details during his report at the regular meeting and the authority will be asked to consider ratification of the bid advertisement, awarding of the contract to the low bidder and application for the grant funding.

Mr. Monzo and authority Solicitor Donald Snyder reported that action will be required to facilitate application to the Federal Emergency Management Agency (FEMA) for reimbursement for snow-removal costs incurred during the federally declared snow disaster that occurred in February, 2010. The procedure requires that someone be designated to serve as an “agent” for the authority, and that the agent be authorized to submit all necessary documents to FEMA. The solicitor recommended that Mr. Monzo be named as agent and be authorized to submit all required forms and documents.

Mr. Monzo also reported that:

- On Tuesday, May 4, the Pennsylvania Aviation Advisory Committee held its quarterly meeting at Arnold Palmer Regional Airport. As part of that meeting, the committee and invited guests toured the Corporate Hangar Area project, which was a public-private partnership with LJ Aviation.
- Mr. Monzo also attended a Hazard Zoning Workshop at the airport that evening.
- Mr. Monzo and Administrative Assistant Dwayne Pickels participated in Chamberfest at the Fred Rogers Center at St. Vincent College from 5 to 8 p.m. on May 5.



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Mr. Ferrante discussed plans for the Wings and Wheels open house event in August and the FAA Wings program, which is an educational program for pilots and aircraft mechanics to be held in September. He said Mr. Monzo was able to land U.S. Navy officer George Dom as a speaker for the program. Mr. Dom, Hempfield Township native, is a former Top Gun instructor and leader of the Blue Angels. Another planning meeting was scheduled for May 13.

Mr. Monzo reported that auditors from Sarp & Co. had informed airport management that compliance with GASB45 regulations is required and he recommended a consultant for the authority's consideration at the regular meeting to meet those requirements.

Mr. Monzo also gave an air service update focused on the ongoing merger between United and Continental airlines and its potential impacts on the return of scheduled service to Arnold Palmer Regional Airport, which could produce flights into Pittsburgh with connections to a number of major market cities. He underscored that the potential was just that - potential. "There are a lot of 'what ifs' here. I don't want to make it sound better than it is," Mr. Monzo said. "This is all pre-merger speculation, but it looks very good."

Finally, Mr. Monzo reported the maintenance department's activities over the past month, which included lighting repairs at the south hangars, gate repairs, mower and other equipment repairs and "trying to keep up with the grass."



Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held Tuesday, May 11, 2010, 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
Oland Canterna - Treasurer
John Finfrock - Secretary
Anthony Ferrante
Mark Gera
Arnold Palmer

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, accompanying Mr. Palmer; reporters AJ Panian of the Tribune-Review and Marie McCandless of the Latrobe Bulletin; Greg Retallick, ATC tower chief; pilot Valetta Mowry; and authority administrative staff Linda Brasile and Dwayne Pickels.

Approval of Minutes

Upon the motion of Mr. Ferrante, seconded by Mr. Canterna, minutes from the April 13, 2010, committee and regular meetings were unanimously approved.

Public Comments – None

Arnold Palmer Regional Airport Treasurer’s Report by Mr. Canterna

Mr. Canterna reviewed financial statements, expenses disbursed and accounts payable for April, 2010, for Arnold Palmer Regional Airport.

Upon the motion of Mr. Finfrock, seconded by Mr. Ferrante, financial statements, expenses disbursed and accounts payable for April, 2010, for Arnold Palmer Regional Airport were unanimously approved (copies attached).



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Rostraver Airport Treasurer's Report by Mr. Canterna

Mr. Canterna reviewed financial statement, expenses disbursed and accounts payable for April, 2010, for Rostraver Airport.

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

Chairman's Report – Ms. Drake commented on the Aviation Advisory Committee's visit to Arnold Palmer Regional last week. "It was very nice. We had some good discussions," she said.

Committee Reports

Mr. Monzo said plans call for a limited opening of the KLBE Air Museum over the Memorial Day Weekend.

Engineer's Report by Edward Nasuti

Upgrade MALSR - Contract No. 94 - FAA Project 33-09

Mr. Nasuti reported that the contractor, Dave Kronenwetter, has completed the punch list items except for final seeding and grading, which will be completed in the spring. He anticipates recommending final acceptance of the project to the authority at its June meeting.

Acquire ARFF Vehicle - Contract No. 98 - FAA Project 34-09

The engineer reported that the vehicle has been delivered. Final inspection will be scheduled this month.

Access Road Improvements - Contract No. 86 - FAA Project 34-09

Mr. Nasuti reported that plans and contract documents are complete. The bidding schedule and construction schedule for the final phase will be determined when the 2010 AIP Part B funding is received.

Sanitary Sewerage Rehabilitation - Contract No. 97

Mr. Nasuti reported that Insite Pipe Contracting, L.P., has completed the original contract items. Grouting of the laterals, added under a change order approved in March, is expected to start this week.

ARFF Building Design - FAA Project 35-10

Mr. Nasuti reported that a pre-design meeting was held on April 9, 2010. Design for the new building will be completed when Part B funding is released for the project.



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Latrobe Aviation Hangar - Office Demolition

A pre-destruction meeting was held in March. The contractor is scheduled to begin demolition this week.

Rehab Runway 5-23 and Parallel TW, Phase 1 - Contract No. 100 - FAA Project No. 35-10

A pre-construction meeting will be scheduled for next week. Work should begin in May. A majority of the work will occur at night, to minimize interference with aircraft operations.

At Rostraver Airport:

Taxiway Lighting Project Phase I - Contract No. 18 - FAA Project 14-09

Mr. Nasuti reported that work on the project is complete and that a final inspection will be scheduled this month. A change order was approved last month to complete some additional work. The contractor, Tech Services Inc., is awaiting delivery of materials to begin that work.

Rehabilitate Runway 8-26 and Parallel Taxiway - Contract No. 20 - FAA Project 16-10

Mr. Nasuti said a pre-construction meeting will be scheduled in May with Notice to Proceed to be issued following the meeting.

Automated Fuel System - State ADP Project

Mr. Nasuti reviewed the state Aviation Development Program project that was discussed at the committee meeting (Automated Fueling System Site Work and Installation). The engineer worked with airport management to develop plans and specification that were advertised for bids. Of the two bids received Monday, May 10, the low bidder was Derry Construction Co. Inc., with a \$196,107.50 base bid for site preparation and an alternate bid of \$144,500 for the automated fuel system, which totaled \$340,607.50. Based on the amount of funding available, the engineer recommended awarding the contract for the base bid for the site work only to Derry Construction in the amount of \$196,107.50. Consideration of the fueling system installation could be done at a later date, pending availability of additional funding.

Upon the motion of Mr. Ferrante, seconded by Mr. Finfrock, the contract was unanimously awarded to Derry Construction Co. Inc. for the base bid only in the amount of \$196,107.50.

Mr. Snyder also recommended that the board ratify advertisement of the project and other measures undertaken by airport management to meet the deadlines set forth by the Bureau of Aviation to facilitate funding of the project.

Upon the motion of Mr. Finfrock, seconded by Mr. Canterna, advertisement and other steps taken to facilitate the project were unanimously ratified.



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Subcontractor Agreement

Mr. Nasuti also presented a proposed subcontractor agreement for Axtell's Inc. to work under Tech Services on the Taxiway Lighting Project at Rostraver Airport.

Upon the motion of Mr. Ferrante, seconded by Mr. Gera, the subcontractor agreement was unanimously approved.

Requisitions by Mr. Pickels

Mr. Pickels reviewed the requisitions for May, 2010.

Arnold Palmer Regional Airport (Latrobe)

Project 32-07 Requisition No. 13, totaling \$6.47; Project 35-09 Requisition No. 7, totaling \$575; Project 37-10, Requisition No. 2, totaling \$230,200.43; ACB-208-Westmoreland CO AA-00003 (Corporate Hangar Area Capital Budget Project) Requisition No. 12, totaling \$1,690.

Rostraver Airport

Project 15-09 Requisition No. 7, totaling \$44,420.69; Project 16-10 Requisition No. 2, totaling \$1,013.08.

Construction Fund Investment Account (Series 2009)

Requisition No. 22, totaling \$15,500.48

Upon the motion of Mr. Finfrock, seconded by Mr. Canterna, requisitions for May were unanimously approved (copies attached).

Solicitor's Report by Donald Snyder

Mr. Snyder reported that the DeNunzio sign agreement has been executed and consent orders were forwarded to the Westmoreland County Court of Common Pleas.

Mr. Snyder also reported Rostraver Airport tenant Mr. Korinko has an outstanding balance of \$2,125 for rent for Hangar No. K-2 and asked for authorization to move forward with termination of the lease. No payment has been received since August, 2009. A letter was sent to Mr. Korinko two months ago.

Upon the motion of Mr. Ferrante, seconded by Mr. Gera, authorization to proceed with termination of the lease was granted unanimously.



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Mr. Snyder also presented a resolution to name Executive Director Gabe Monzo as agent to represent the authority in seeking reimbursement for snow removal costs incurred during the federally declared snow disaster in February.

Upon the motion of Mr. Ferrante, seconded by Mr. Gera, the resolution naming Executive Director Gabe Monzo as agent and authorizing him to file all necessary documents to seek snow removal reimbursement was approved unanimously (copy attached).

Mr. Snyder requested authorization to prepare specifications to use, should the need arise, to solicit proposals for potential electrical energy suppliers.

Upon the motion of Mr. Ferrante, seconded by Mr. Finfrock, the solicitor was authorized to prepare specifications for electrical energy suppliers.

Executive Director's Report by Gabe Monzo

Mr. Monzo reported that, under the advice of the authority's auditors, quotes were received from firms to perform, on the authority's behalf, retirement liability requirements under General Accounting Standards Board (GASB) Statement No. 45 regulations. He recommended that the Hawley Consulting Group be selected at a cost of approximately \$1,000.

Upon the motion of Mr. Gera, seconded by Mr. Canterna, approval was granted to select Hawley Consulting Group to perform GASB 45 requirements on the authority's behalf.

Control Tower Report by Dwayne Pickels

Mr. Pickels reported that there were 2,650 aircraft operations at Arnold Palmer Regional Airport in April.

Unfinished Business – None

New Business – Ms. Drake requested discussion on whether to continue holding the monthly Committee Meetings prior to Regular Meetings.

Upon the motion of Mr. Gera, seconded by Mr. Palmer, the authority unanimously agreed to eliminate the monthly Committee of the Whole meeting from its schedule and hold only Regular Meetings at 9 a.m. on the second Tuesday of each month.

Adjournment – There being no further business, upon the motion of Mr. Canterna, seconded by Mr. Gera, the meeting was adjourned at 9:29 a.m.



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

Tuesday, June 8, 2010, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant

Approved by:
Secretary