

**Westmoreland County Airport Authority
Regularly Scheduled Meeting
April 14, 2015**

Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held Tuesday, April 14, 2015, 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
Mark Gera - Assistant Secretary/Treasurer
Donald Rossi - Treasurer
Paul Puleo
Samuel Scanlan
Janice Smarto

Also present were: Gabriel E. Monzo, Sr., authority Executive Director; Attorney Daniel Hewitt of McDonald Snyder P.C., authority solicitor; Scott Kunselman of GAI Consultants, authority engineer; Ethan Hine of KTH Architects; Westmoreland County Sheriff Jonathan Held; Donald “Doc” Giffin, representing Arnold Palmer; reporters Nick Cammuso of the Latrobe Bulletin, Stacey Federoff of the Tribune Review and Greg Maxwell of WCNS; Brad Hellman and Steve Hamill of Michael Baker Engineering; and authority administrative staff Linda Brasile and Dwayne Pickels.

Public Comment - Westmoreland County Sheriff Jonathan Held delivered a letter to Chairman Canterna and informed the board that the sheriff’s department will not be able to assist with this year’s air show.

AN EXECUTIVE SESSION WAS HELD FROM 9:03 TO 9:33 A.M. TO DISCUSS REAL ESTATE MATTERS.

Approval of Minutes

Upon the motion of Mr. Kilkeary, seconded by Mrs. Smarto, the minutes of the March 10, 2015, regular meeting were unanimously approved.

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

Mr. Rossi reviewed financial statement, expenses disbursed and accounts payable for March, 2015, for Arnold Palmer Regional Airport.

Upon the motion of Mrs. Smarto, seconded by Mr. Gera, financial statement, expenses disbursed and accounts payable for March, 2015, for Arnold Palmer Regional Airport were unanimously approved.

Rostraver Airport Treasurer's Report by Mr. Rossi

Mr. Rossi reviewed financial statement, expenses disbursed and accounts payable for March, 2015, for Rostraver Airport.

Upon the motion of Mr. Kilkeary, seconded by Mrs. Smarto, financial statement, expenses disbursed and accounts payable for March, 2015, for Rostraver Airport were unanimously approved.

Engineer's Report - by Mr. Kunselman

ARNOLD PALMER REGIONAL AIRPORT

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

Mr. Kunselman said Notice To Proceed was issued April 13, 2015, and construction is underway.

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 finished on the Environmental Overview and the Terminal Building Planning and Programming sections and wrapping up on the Financial Analysis, Sustainability and Airport Layout Plan portions. Plans call for submission to FAA in April.

Corporate Hangar Apron

The engineer reported that project design is complete and ready to go to bid pending approval to do so from the state Department of Transportation Office of Multimodal Transportation (MTF), which is in the process of executing grant agreement for the project.

Terminal Addition FAA project 3-42-0050-0XX-2015

The project will consist of design and construction of an addition to the terminal building to provide additional secure hold space and other necessary improvements. A project pre-design and kick-off meeting was held March 18, 2015. It is planned to be ready to put the project out to bid by the end of 2015 with construction starting in the spring of 2016.

ATCT Systems Upgrade FAA Project 3-42-0050-0XX-2015

The project will consist of replacing the existing obsolete digital voice switch system, digital recorder system and aviation band radios. Project design will be completed and ready to bid in late May after FAA review of the documents.

ROSTRAVER AIRPORT:

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

Plats were generated for properties with identified obstructions and provided to the appraisers for their use. The appraisals will be used to obtain aerial easements. The engineer is preparing plans for a tree removal project for bid in the spring, Mr. Kunselman said.

Promotions/PR/Events Committee - Mr. Monzo reported that an air show meeting will be held on Wednesday, April 22, 2015, at 6 p.m. in the Public Safety Building.

Requisitions - Mr. Pickels reviewed the requisitions for April, 2015.

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Latrobe Project 46-13 (Sustainable Master Plan) Requisition No. 14, totaling \$ 34,656.45

Latrobe Project 47-14 (Rehab Parallel Taxiway) Requisition No. 7, totaling \$ 1,005.72

Latrobe Construction Fund 2014 Requisition No. 1, totaling \$ 34,234.36

Latrobe Project PSB-001 (Public Safety Building) Requisition No. 32, totaling \$ 335.00

Rostraver Airport

Rostraver Project 21-13 (Obstruction Removal Ph. 1) Requisition No 12, totaling \$ 1,442.50

Rostraver Project 22-14 (Hangar 102 Apron Rehab) Requisition No. 8, totaling \$ 1,009.65

Special Projects Account No. 7110075814

Requisition No. 145, totaling \$ 9,871.56

Upon the motion of Mrs. Smarto, seconded by Mr. Rossi, requisitions for April, 2015, were unanimously approved.

Solicitor's Report - Dan Hewitt

Mr. Hewitt reported that the proposed offer from the state Department of Transportation of \$206,875 for the sliver parcels of airport property to be taken in the V-10 project along Route 981 is being reviewed by FAA.

In the meantime, a request has come from the Unity Township Municipal Authority to relocate a sewer line to accommodate the highway project. That has also been submitted to FAA for review.

Upon the motion of Mr. Rossi, seconded by Mr. Scanlon, approval of a requested easement for the project was approved unanimously, pending FAA concurrence.

Mr. Hewitt proposed consideration of a proposed lease extension agreement with Vee Neal Aviation for hangars 2, 5 and 6, contingent upon the completion of improvements to the hangar.

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Upon the motion of Mr. Gera, seconded by Mr. Scanlon, a new 20-year lease with two 10-year extensions was unanimously approved for hangars 2, 5 and 6, contingent upon improvements being completed by the tenant.

Mr. Hewitt reported that the owners of the Scaife hangar are requesting a new term to facilitate a pending sale of the facility, extending in similar fashion 20 years plus two 10-year extensions.

Upon the motion of Mr. Gera, seconded by Mr. Rossi, extension of the lease on the Scaife hangar was unanimously approved. Mr. Kilkeary abstained from the vote and discussion.

Mr. Hewitt reported that Mark Raymond wishes to construct a new 65'x50' hangar at parcel E4 at Rostraver Airport.

Upon the motion of Mr. Rossi, seconded by Mrs. Smarto, approval was granted unanimously for Mr. Raymond to submit all plans for the hangar to the engineer's office for review.

Mr. Hewitt also noted that a 2012 CPI increase that was waived due to economic conditions at that time should now be imposed for DeNunzio's.

Upon the motion of Mr. Rossi, seconded by Mr. Scanlon, a CPI increase for DeNunzio's was unanimously approved retroactive to Jan. 1, 2015.

Director's Report

Mr. Monzo reported that a grant opportunity exists with the state Department of Community and Economic Development for a Multimodal grant program and requested the authority's approval to proceed with application to the DCED for \$2 million to help fund planned access road improvements and related projects as part of the terminal expansion plans.

Upon the motion of Mr. Rossi, seconded by Mr. Scanlon, authorization was unanimously approved to prepare an application for a DCED Multimodal grant in the amount of \$2 million to help fund planned access road and related improvements as part of the terminal expansion.

Mr. Monzo also reported that Consultant Selection for engineering services is required this year and requested authorization to activate the selection committee and advertise for proposals from qualified engineering firms.

Upon the motion of Mr. Rossi, seconded by Mr. Gera, authorization to proceed with the consultant selection process was granted unanimously.

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Mr. Monzo also reported that, concerning the announcement from Sheriff Held at the start of the meeting, “I think we’ll be fine with the provisions that we have in place. I don’t think this will cause a detriment. We’ll work through it.”

Citing a recent debilitating power outage at the terminal, Mr. Monzo added: “I have to express my deep appreciation to the maintenance staff and everybody on the ramp and at the counter and for all of the safety equipment sitting up in that public safety building. It was all hands on deck and all of the flights went out on time. It was good.”

Chairman’s Report - Mr. Canterna

Mr. Canterna congratulated Mr. Giffin for his recent recognition at the Masters tournament in Florida.

Adjournment – There being no further business, upon the motion Mrs. Smarto, seconded by Mr. Puleo, the meeting was adjourned at 9:53 a.m.

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

Tuesday, May 12, 2015, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant

Approved by:
Secretary