

**Westmoreland County Airport Authority
Regularly Scheduled Meeting
Dec. 8, 2015**

Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held at 11 a.m. Tuesday, Dec. 8, 2015, 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 - Treasurer
Janice Smarto - Secretary
Mark Gera - Assistant Secretary/Treasurer
Paul Puleo
P. Richard Ridilla
Samuel Scanlon

Also present were: Attorney Daniel Hewitt of McDonald Snyder P.C., authority solicitor; Scott Kunselman of GAI Consultants, authority engineer; Donald “Doc” Giffin, representing Arnold Palmer; reporters Nick Cammuso of the Latrobe Bulletin, Joe Napsha of the Tribune Review, Sean Myers of WHJB and Greg Maxwell of WCNS; pilot Valetta Mowry; and authority administrative staff Linda Brasile and Dwayne Pickels.

Public Comment - none

Approval of Minutes

Upon the motion of Mr. Rossi, seconded by Mr. Kilkeary, minutes of the Nov. 10, 2015, regular meeting were unanimously approved.

Upon the motion of Mr. Scanlon, seconded by Mr. Puleo, minutes of the Oct. 13, 2015, meeting were ratified unanimously.

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

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

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

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

Rostraver Airport Treasurer's Report by Mr. Rossi

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

Upon the motion of Mr. Scanlon, seconded by Mr. Gera, financial statement, expenses disbursed and accounts payable for November, 2015, for Rostraver Airport were unanimously approved.

Upon the motion of Mr. Rossi, seconded by Mr. Puleo, financial statement, expenses disbursed and accounts payable for October, 2015, for Rostraver Airport, were unanimously ratified.

Engineer's Update Report - by Mr. Kunselman

ARNOLD PALMER REGIONAL AIRPORT

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

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

Mr. Kunselman reported that work is completed and the plans have been submitted to the Federal Aviation Administration for review.

Corporate Hangar Apron

The engineer reported that the project is substantially complete. A final inspection was held on Nov. 5, 2015, with only punch list items remaining to be addressed. The engineer presented Change Order No. 2 for consideration by the authority, representing a total cost increase of \$8,037.75 to cover final quantities adjustments.

Upon the motion of Mr. Gera, seconded by Mr. Rossi, Change Order No. 2 in the amount of \$8,037.75 was unanimously approved.

ATCT Systems Upgrade FAA Project 3-42-0050-049-2015

The project will consist of replacing the existing obsolete digital voice switch system, digital recorder system and aviation band radios. The contract was executed and equipment has been ordered, Mr. Kunselman said. Construction is expected to begin in late January, 2016.

Acquire Snow Removal Equipment FAA Project 3-42-0050-049-2015

The project consists of purchasing a new carrier vehicle with a 22-foot plow and a 20-foot rotary broom. The vehicle has been delivered, Mr. Kunselman said. Final inspection was held on Dec. 4, 2015, and only a few minor punch list items remain to be addressed.

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

ROSTRAVER AIRPORT:

Obstruction Removal - FAA Project No. 3-42-0061-023-2015

The engineer reported that work continues with the Township to gain access to the properties. Tree removal work is expected to begin in January, 2016.

Promotions/Events Committee Report

Mr. Rossi announced that an air show is scheduled for May 21 and 22, 2016, and will feature the Royal Canadian Snowbirds Jet Demonstration Team. "It will be great to have them back in town," he said, adding that the U.S. Navy Blue Angels are also tentatively scheduled to perform at Arnold Palmer Regional Airport in 2017.

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

Arnold Palmer Regional Airport

Latrobe MMA-001 (BOA Multi-modal, Corporate Hangar Project) Requisition No. 3, totaling \$76,244.58

Latrobe Bond Fund 2014 Requisition No. 3 (Wilmington Trust Annual Base Fee), totaling \$2,080.00

Rostraver Airport

Rostraver Project 23-15 (Obstruction Removal Phase II) Requisition No. 4, totaling \$6,109.31

Special Projects Account No. 7110075814

Requisition No. 153, totaling \$23,484.30

Upon the motion of Mr. Rossi, seconded by Mr. Gera, requisitions for November, 2015, were ratified and requisitions for December, 2015, were approved unanimously.

Solicitor's Report

Mr. Hewitt reported that Mr. Anthony Ferrante's proposed donation of a 1973 Westwind II airplane to the KLBE Aviation Museum would need to be accepted by the authority and requested authorization to prepare the proper paperwork for tax purposes.

Westmoreland County Airport Authority

Mr. Rossi said the aircraft is currently at the museum. “It’s a good looking airplane and there may be some future uses for it. It’s a good thing for aviation and a good thing for the airport and the donation is good,” he said.

Upon the motion of Mr. Rossi, seconded by Mrs. Smarto, acceptance and authorization to facilitate the donation was unanimously approved.

Mr. Hewitt also reported that the transfer of Hangar 20 from Sam Schrecengost to Westmoreland Aviation Academy has been completed. “There is an updated lease that matches the terms of the other leases that we’ve done her over the last while,” he said, noting that the initial term is 20 years with two 10-year options.

Upon the motion of Mr. Gera, seconded by Mr. Kilkeary, transfer approval and signing authorization of the new lease was approved unanimously.

Director’s Report

In the absence of Mr. Monzo, who was attending the ICAS conference in Las Vegas, Mr. Rossi reported that Spirit Airlines operations at Arnold Palmer Regional Airport will exceed 360,000 inbound and outbound passengers by year’s end. “We have exceeded a million passengers in less than five years,” he added. “That’s a tremendous amount of people. That’s great for us and great for Spirit.” Mr. Rossi commended airport staff, noting, “We really have a hell of a team.”

Chairman’s Report - Mr. Canterna added that the airport staff “does and excellent job. It just keeps getting better and better.”

New Business - Mr. Gera reported that the authority Nominating Committee will present a proposed slate of officers for consideration at the board’s January, 2016, meeting.

Adjournment – There being no further business, the meeting was adjourned at 9:25 a.m.

An Executive Session was held following the meeting to discuss real estate issues, with no action to be taken.

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

Tuesday, Jan. 12, 2016, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant

Approved by:

Secretary