

**Westmoreland County Airport Authority
Regularly Scheduled Meeting
February 14, 2017**

Regular Meeting

The Regularly Scheduled Meeting of the Westmoreland County Airport Authority was held at 9 a.m. Tuesday, Feb. 14, 2017, at Arnold Palmer Regional Airport in Unity Township, Pennsylvania, in accordance with notice given.

Authority Chairman Janice Smarto led the Pledge of Allegiance, called the meeting to order and directed that the following members be recorded as present:

Janice Smarto - Chairman
Samuel Scanlon - Vice Chairman
Vincent Finoli - Secretary
Paul Puleo - Treasurer
Donald Rossi - Assistant Secretary/Treasurer
Mark Gera
Donald "Doc" Giffin
Edward Kilkeary Sr. (by phone)

Also present were: Executive Director Gabriel E. Monzo, Sr.; Attorney Daniel Hewitt of McDonald Snyder P.C., authority solicitor; Scott Kunselman of GAI Consultants, authority engineer; reporters Nick Cammuso of the Latrobe Bulletin and Jeff Himler of the Tribune Review; and authority administrative staff Linda Brasile and Dwayne Pickels.

An Executive Session was held from 9:01 to 9:33 a.m. to discuss real estate matters.

Public Comment - none

Approval of Minutes

Upon the motion of Mr. Gera, seconded by Mr. Giffin, minutes of the Jan. 10, 2017, regular meeting were unanimously approved.

Arnold Palmer Regional Airport Treasurer's Report by Mr. Puleo

Mr. Puleo reviewed financial statement, expenses disbursed and accounts payable for January, 2017, for Arnold Palmer Regional Airport.

Upon the motion of Mr. Rossi, seconded by Mr. Finoli, financial statement, expenses disbursed and accounts payable for January, 2017, for Arnold Palmer Regional Airport were unanimously approved.

Rostraver Airport Treasurer's Report by Mr. Puleo

Mr. Puleo reviewed financial statement, expenses disbursed and accounts payable for January, 2017, for Rostraver Airport.

Upon the motion of Mr. Rossi, seconded by Mr. Gera, financial statement, expenses disbursed and accounts payable for January, 2017, for Rostraver Airport were unanimously approved.

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 both plans remain "in the FAA's hands" pending final ALP review.

Acquire Security Equipment (BOA ADP-2015-00023)

A final inspection on the bid portion of the project was held on Dec. 5, 2016, and punch list items have been addressed. Mr. Kunselman recommended that the authority accept that portion of the project.

Upon the motion of Mr. Gera, seconded by Mr. Scanlon, acceptance of the bid portion of the project.

The Co-Stars portion of the project is proceeding on schedule, he said.

Rehabilitate Parallel Taxiway (Apron to RW5 end) - FAA Project 3-42-0500-50-2016

Work is tentatively planned to begin in the spring of 2017, Mr. Kunselman said.

Expand Terminal Parking - FAA Project 3-42-0500-51-2016

Mr. Kunselman reported that work began on Oct. 17, 2016, and has been suspended with plans to resume in the spring due to weather conditions. The engineer recommended that the authority approve Change Order #1 for septic tank removal and drainage modifications, reflecting a \$4,444.78 increase, raising the contract total to \$661,509.44. Mr. Gera stipulated that acceptance would be subject to FAA approval, which has since been received.

Upon the motion of Mr. Gera, seconded by Mr. Puleo, Change Order #1 in the amount of \$4,444.78 with FAA approval.

Terminal Addition

Mr. Kunselman said design of the project is completed as directed.

ROSTRAVER AIRPORT:

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

The engineer reported that work is expected to resume this month and be completed in March.

Rehabilitate GA Taxiways - FAA Project 3-42-0061-24-2016

Mr. Kunselman reported that construction began on Oct. 17, 2016, and is complete. Final inspection of the project was held December 15, 2016. The engineer presented Change Order #2 for final quantities adjustment in the amount of -\$5,070 (deduct) and recommended that the project be accepted.

Upon the motion of Mr. Gera, seconded by Mr. Finoli, Change Order #2 in the amount of -\$5,070 (deduct) was unanimously approved.

Upon the motion of Mr. Scanlon, seconded by Mr. Rossi, the project was accepted unanimously.

Promotions/PR/Events Committee Report - Mr. Monzo reported that commemorative VIP tickets and coins for the airshow and general admission tickets are on sale now at Shop 'n Save stores. "Email blasts will start today. The coins are on sale for \$10 on line, at our own store, along with VIP tickets for \$150 a piece. Full page ads are on sale for the program for \$2,000 a piece. We also have a billboard on the Turnpike, four miles out of Somerset, heading toward Pittsburgh, and we have that until the airshow."

Mr. Monzo also reported that a TSA Pre-check registration will be held at the airport from Feb. 27 through March 3, 2017. "We think it's a great opportunity for passengers and we're happy to be able to provide it," he said. Cost of the program is \$85 for five years.

Requisitions - Mr. Pickels reviewed the requisitions for February, 2017.
Arnold Palmer Regional Airport

Latrobe Project 51-16 (Expanded Terminal Parking) Requisition No. 6, totaling \$53,358.54.

Latrobe ADP AA-00023 (Security Improve/Access Road) Requisition No. 8, totaling \$94,521.33.

Latrobe Bond Fund 2014 Construction Fund Deposit Requisition No. 12, totaling \$350.

Rostraver Airport

Rostraver Project 24-16 (Rehab GA TWs) Requisition No. 3, totaling \$13,136.97.

Special Projects Account No. 7110075814

Requisition No. 167, totaling \$39,248.28.

Upon the motion of Mr. Rossi, seconded by Mr. Scanlon, requisitions for February, 2017, were approved unanimously.

Solicitor’s Report

Mr. Hewitt reported that Aero Innovation Inc. has requested a new lease for the two large hangars it currently rents in the South Hangar area. The current lease expires at the end of this year. “We now have a draft lease with an initial term starting January, 2018, through the end of 2027 with a five-year option through 2031. Their rent would be fixed at \$1,980 per month plus their FBO fee. We are adding a rent escalation clause that is in place in all of our other leases, so at this time, I would ask for authorization to approve the new lease with Aero Innovations Inc.”

Upon the motion of Mr. Puleo, seconded by Mr. Scanlon, the new lease with Aero Innovations Inc. was unanimously approved.

Executive Director’s Report

Mr. Monzo reported that Dennis Yerkey, owner of Hangar F-9 at Rostraver, wishes to transfer ownership to John F. Hinson, who currently owns F-8, so he would own F-8 and F-9. He’s a retired 35-year corporate pilot and currently owns two aircraft.

Upon the motion of Mr. Rossi, seconded by Mr. Scanlon, transfer of ownership of Hangar F-9 at Rostraver from Dennis Yerkey to John F. Hinson was unanimously approved.

Chairman’s Report - Mrs. Smarto distributed an updated committee roster.

New Business - Mr. Monzo reported that passenger loads are up, as evidenced by the number of cars parked along the closed runway. “If you get a chance to talk to the troops out there, tell them they’re doing a good job, because they are. You have a good group of people operating the service here.”

Mr. Gera asked if there was anyway to accelerate the installation of a new exit in the baggage area of the existing terminal. Mr. Kunselman said the work in that area was budgeted at about \$50,000. “We can do it,” Mr. Monzo said, adding that a covered stair truck would also help bridge the gap until terminal expansion can be undertaken.

Adjournment – There being no further business,

On the motion of Mr. Giffin, seconded by Mr. Scanlon, the meeting was adjourned at 9:55 a.m.

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

March 14, 2017, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant