

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

Regular Meeting

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

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

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

Also present were: Executive Director Gabriel E. Monzo, Sr.; Attorney Daniel Hewitt of McDonald Snyder P.C., authority solicitor; Scott Kunselman and Bill McGrew of GAI Consultants, authority engineer; reporters Nick Cammuso of the Latrobe Bulletin and Jeff Himler of the Tribune Review; R.J. Repasky of Vee Neal Aviation; Henrik Vejlstrup of the Federal Aviation Administration; pilot John Miller; and authority administrative staff Linda Brasile and Dwayne Pickels.

Mr. Henrik Vejlstrup of the FAA gave a brief presentation on UAV (Unmanned Aerial Vehicles) usage and how it impacts airports' airspace. Notes from his presentation are attached.

Public Comment - none

Approval of Minutes

Upon the motion of Mr. Kilkeary, seconded by Mr. Giffin, minutes of the Feb. 14, 2017, regular meeting were unanimously approved.

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

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

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

Rostraver Airport Treasurer's Report by Mr. Gera

Mr. Gera reviewed financial statement, expenses disbursed and accounts payable for February, 2017, for Rostraver Airport.

Upon the motion of Mr. Kilkeary, seconded by Mr. Giffin, financial statement, expenses disbursed and accounts payable for February, 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 are pending final ALP review from FAA.

Acquire Security Equipment (BOA ADP-2015-00023)

A final inspection on the bid portion of the project was held Dec. 5, 2016, and punch list items are completed. The Co-Stars portion of the project is expected to be completed shortly, he said.

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

Work is tentatively planned to begin this month, weather permitting, Mr. Kunselman said.

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

Mr. Kunselman reported that work began on Oct. 17, 2016, and was suspended with plans to resume in the spring due to weather conditions.

Rehabilitate and Strengthen RW 5-23

The project will involve crack repair, milling, pavement overlay and marking for the full length of Runway 5-23. Design is complete and will be ready to advertise in early April, 2017, after FAA completes a review of project documents. The engineer requested authorization to solicit bids upon receipt of FAA comments.

Upon the motion of Mr. Gera, seconded by Mr. Giffin, authorization to solicit bids for the Runway 5-23 Rehab project upon FAA approval was granted unanimously.

Terminal Arrivals Vestibule

Mr. Kunselman said the bid package is complete and requested authorization to solicit bids upon receiving comment from the state Bureau of Aviation.

Upon the motion of Mr. Gera, seconded by Mr. Finoli, authorization to solicit bids for the Vestibule project was granted unanimously.

ROSTRAVER AIRPORT:

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

The engineer reported that work has resumed and is expected to be completed by the end of the month.

Rehabilitate RW 8-26

Mr. Kunselman reported that the project will include crack repair, milling, pavement overlay and marking for the full length of Runway 8-26. Design is complete and will be ready to advertise in April after FAA completes review of project documents. Mr. Kunselman requested authorization to solicit bids upon receipt of FAA comments and approval.

Upon the motion of Mr. Gera, seconded by Mr. Giffin, authorization to solicit bids for the Rostraver Runway 8-26 Rehab project pending FAA approval was granted unanimously.

Promotions/PR/Events Committee Report - Mr. Monzo reported that an air show planning meeting will be held Thursday, March 16, 2017, at 6 p.m. at the airport Public Safety Building. He also reported that VIP ticket sales are going well.

Requisitions - Mr. Pickels reviewed the requisitions for March, 2017.

Arnold Palmer Regional Airport

Latrobe Project 50-16 (Rehab Parallel TW) Requisition No. 5, totaling \$1,389.49.

Latrobe ADP AA-00023 (Security Improve/Access Road) Requisition No. 9, totaling \$1,459.11.

Latrobe Bond Fund 2014 Construction Fund Deposit Requisition No. 13, totaling \$109,689.73

Rostraver Airport

Rostraver Project 23-15 (Obstruction Removal Ph. II) Requisition No. 15, totaling \$3,231.49.

Rostraver Project 24-16 (Rehab GA TWs) Requisition No. 4, totaling \$96,927.48.

Special Projects Account No. 7110075814

Requisition No. 168, totaling \$12,603.60.

Upon the motion of Mr. Gera, seconded by Mr. Finoli, requisitions for March, 2017, were approved unanimously.

An Executive Session was held from 9:30 to 9:50 a.m. to discuss real estate matters.

Westmoreland County Airport Authority

Solicitor's Report

Mr. Hewitt reported that the authority has reached an agreement with the Haines Family Trust to acquire two properties — a residential property and a 3.15-acre tract — for a total of \$185,000 and requested a motion to approve the purchase.

Upon the motion of Mr. Kilkeary, seconded by Mr. Finoli, purchase of the Haines Family Trust parcels for \$185,000 was unanimously approved.

Executive Director's Report

Mr. Monzo reported that some 275 people turned out last month to enroll in the TSA Pre-check program during a week-long enrollment program held at the airport. Due to the response, another round of enrollments will be held July 17 through 21, 2017. "Get your reservations in early," he said.

Mr. Monzo also reported that he received a request from Marcus Machinery to rent the former Latrobe Aviation Hangar next to the terminal in mid June to show a piece of machinery to clients. A two-day lease price of \$2,000 has been negotiated.

Upon the motion of Mr. Kilkeary, seconded by Mr. Gera, authorization to lease the LA Hangar to Marcus Machinery for two days in mid-June for \$2,000 was unanimously approved.

Mr. Scanlon commended airport staff.

Adjournment – There being no further business,

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

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

April 11, 2017, at 9 a.m. at Arnold Palmer Regional Airport

Minutes respectfully submitted by:

Dwayne Pickels
Administrative Assistant