



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

AGENDA

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, April 20, 2023

Call to Order and Roll Call - 7:00 p.m.

Pledge of Allegiance (Stand)

1. Approval of Minutes

1.1 Approval of Meeting Minutes for March 16, 2023
[Commission Minutes March 16, 2023.docx](#)

2. Review of Expenses

2.1 Review of Bill Sheet
[Bill Sheet.xlsx](#)

3. Comments from the Public

The "Comments from the Public" agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three (3) minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

4. Airport Director's Report

- 4.1 Airport Director's Report**
[Airport Director's Report April 2023.docx](#)
- 4.2 Tie-Down, Hangar Occupancy Report & Citizen's Monthly Noise Report**
[March 2023 Tie-Down Occupancy.pdf](#)
[March 2023 Hangar Occupancy.pdf](#)
[March 2023 Noise.pdf](#)
- 4.3 Revenue, Expenditure and Aging Report**
[Revenues Year To Date 4-13-23.xlsx](#)
[Expenses Year to Date 4-13-23.xlsx](#)
[Aging Report as of 3-29-23.xlsx](#)

5. Presentations

- 5.1 Quarterly Reports on Airport Operations and Fuel Sales (Mr. Richard Allabaugh, Operations, 6 minutes)**
[Agenda Statement - April Presentation - Commission.docx](#)
[FuelOperations - Fiscal - April 2023 Update.pptx](#)
- 5.2 Quarterly Maintenance Division Report (Mr. Richard Allabaugh, Operations, 6 minutes)**
[Agenda_Statement_-_April_Maintenance_Presentation_-_Commission.docx](#)
[April 20 Power Point - Maintenance.pdf](#)
[April 20 Power Point - Maintenance.pptx](#)

6. Old Business

7. Consent Agenda

8. Committee Reports (If Available)

- 8.1 Airport Operations Committee Report (Mr. John Snider, Chair, 10 minutes)**

9. New Business

- 9.1 EAA Chapter 186 Approval of Liberty Aviation Museum's 1928 Ford Tri-Motor to Manassas**
[MANASSAS LIBERTY_Large Poster \[11x17\].jpg](#)

- 9.2 Approve Airport Real Estate Holdings, LLC's request to add research and development, design, testing, engineering, manufacture and assembly of hybrid-electric, ultra-short takeoff and landing (eSTOL) aircraft to Article 3 Use of Leased Premises their Franchise agreement (Juan Rivera, Airport Director, 5 minutes)

[Agenda Statement - April 2023 Approve additional Uses to Franchise.docx](#)

10. **Information Items**

11. **City Council Liaison Comments**

12. **Commission Comments**

Adjournment



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, March 16, 2023

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by, Chairman Richard Seraydarian, Vice Chairman Ross Snare Member Howard Goodie, Member Jim Uzzle, Member John Snider, . Member Lawrence Pigeon, Member David Farajollahi, Member Juan Cabrera; Member Vanslyn Augustus. Member Tony McGhee was not present.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director); Jolene Berry (Sr. Operations).

Chairman Seraydarian called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance
2. Approval of Meeting Minutes

Member Goodie MOVED to approve the minutes for the February 16, 2023 meeting,
SECONDED by Member Cabrera and CARRIED UNANIMOUSLY

3. Review of Expenses
No Comments

4. Comments from the Public

The "Comments from the Public" agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three (3) minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

5.

Airport Director's Report

- 5.1 Mr. Dalton Koons a new maintenance worker started at the airport on Monday, March 13, 2023. We have a interview for Maintenance Supervisor position.
- 5.2 Airport Budget was presented to the City Council at Wednesday, March 15th City Council meeting. It was well received.
- 5.3 Airport's budget supplement request for a new position was not approved.
- 5.4 Met with the WADO Manager, Matt Thys. Moving forward with the EA for the new tower. Decided to have RS&H do the EA. Removed the work from Baker International.
- 5.5 Juan Rivera passed the floor to Jolene Berry who gave an update on the Open House on May 6th. She also talked about the runway run sponsored by the Rotary club on April 30th. Ms. Berry went over the Tower Survey they had in order to present it at the Tower Safety meeting. We had 123 pilots respond and we did fairly well.
- 5.6 Met with the Director of Aviation. Discussed airport issued and the update of the program manual.
- 5.7 Update on the distance time study for getting to DC by using the hot lanes. The cost we received was \$25,000 this is way to expensive looking for other alternatives.
- 5.8 Airport staff is working with the FAA to get a new MALSR installed on RW 17L. New towers will be installed.
- 5.9 The TAC meeting is on March 23, 2023 3-4pm via zoom.
- 5.10 Reminder of the Public meeting on March 23, 2023 5-7pm for the Master Plan.
- 5.11 Went over the Revenue and Expenses report as well as aging report.

6.

Presentations

7.

Old Business

8. Consent Agenda

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved".

SUGGESTED MOTION TO REMOVE AN ITEM: "I move that Item # be removed from the Consent Agenda and be added as Items # under New Business, and that the remaining Consent Agenda items be approved as it now appears".

9. Committee Reports (If Available)

9.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)
Mr. Snider did a power point presentation on the security analysis done by the Operations Committee.

10. New Business

10.1 Consent and Estoppel for Chantilly Air Manassas
Airport Real Estate Holdings will be the purchaser of the Lot N4 currently belonging to Chantilly Air.

Member Snider MOVED that the Manassas Regional Airport commission recommend that the City council Approve the Consent and Estoppel Agreement, SECONDED by Member Cabrera and CARRIED UNANIMOUSLY

11. Information Items (No Discussion Necessary)

12. Authorize a Closed Meeting

Vice Chairman Snare MOVED that the Manassas Regional Airport Commission convene in closed meeting SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

13. Certify the Closed Meeting

Vice Chairman Snare MOVED that the Manassas Regional Airport Commission certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

14. City Council Representative Comments

15. Commission Comments
15.1

Member Snider MOVED to adjourn the meeting. SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

Meeting adjourned at 9:12 PM.

Secretary

Chairman

Date

Bill Sheet from 3/16/2023 to Present

Vendor	Description	Net Amount
AUSTIN ELECTRICAL CONST INC	Replacement of Rotating Beacon	23,122.97
AUSTIN ELECTRICAL CONST INC	Windcone Replacement	20,580.04
REYNOLDS SMITH & HILLS INC	2/24/23 Master Plan Update	59,483.30
DUVALL'S PLUMBING/HEATING INC	Repair toilets in the Airport	285.00
AMERICAN DISPOSAL SVCS, INC	Trash Pickup	1,122.96
VERIZON	Phone Service	20.50
STONEBERGER GARAGE DOORS UNLIMITED INC	Repair Hangar Door	736.00
DELTA AIRPORT CONSULTANTS INC	2/23 Reconstruct Taxiway B and Taxilane Y	28,013.00
THE ADT SECURITY CORPORATION	Do connection to new fire alarm system	1,024.08
UNITED SECURITY FORCES LLC	Security	6,246.80
VIRTOWER LLC	Virtual Tower Monitoring	500.00
PATRIOT FIRE & SECURITY LLC	Fire Alarm System	15,159.62
A R C WATER TREATMENT	Water Treatment Services	390.00
U S PLANTS INC	Monthly Plant Maintenance	240.00
WASHINGTON GAS	Gas 10493 Observation Rd	57.85
WASHINGTON GAS	Gas 10509 Wakeman	28.20
WASHINGTON GAS	Gas 10529 Wakeman Drive	315.73
WASHINGTON GAS	Gas 10603 Observatoin	79.92
WASHINGTON GAS	Gas 10400 Wakeman	1,777.90
CINTAS CORP. #145	Tower Mats	572.78
CINTAS FIRST AID & SAFETY	Med Box	33.77
ASSOCIATED BUILDING MAINTENANCE	Custodial Services	9,559.94
DOLI/BOILER SAFETY	Boiler inspection	20.00
SECURADYNE SYSTEMS INTERMEDIATE LLC	Tested out fire drop	390.00
BOLAND TRANE SERVICES INC.	HVAC not responding to new Fire alarm sys	2,984.00
BOLAND TRANE SERVICES INC.	Boiler HVAC Repair	1,664.00
	Total	174,408.36



Airport Director's Office Juan E. Rivera

Memorandum

April 12, 2023

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR APRIL 2023

CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

At the April 10, 2023 City Council meeting, the council approved a Consent and Estoppel Agreement between the City and Airport Real Estate Holding, LLC.

HANGAR OCCUPANCY RATE

East T-Hangars: 97 out of 97 Rented

100% Rented – **No change.**

West T-Hangars: 58 out of 59 Rented

98% Rented – **No change.**

East and West Hangars – 155 out of 156 – 99% Rented

Waiting List Status – We have one hangar that is vacant. A notification has been sent to the next person on the waiting list.

Total on List – 125

East Side – 114

West Side – 87

60x50 – 12

TIE-DOWN OCCUPANCY RATE

East Tie-Down: 81 out of 86 Rented

94% Rented

West Tie-Down: 52 out of 89 Rented

52% Rented

East and West Tie-Down – 133 out of 175 Rented – 76% Rented

April 12, 2023
Airport Director's Report for March
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Squatters

There have been no squatters identified at this time on the public use tie-downs.

NOISE COMPLAINTS FOR JANUARY

There were no noise complaints recorded in March.

November Total(s):

0 – Helicopter

0 – Aircraft

A noise complaint form is available on the Airport's website for citizens who have noise concerns. The form can be completed and submitted online, or a citizen can call the Noise Hotline 24/7 at (703) 257-2576. Staff is continuing to exercise contacts with operators in an effort to educate on Noise Program. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military.

MASTER PLAN UPDATE

The TAC and Public meeting were held on March 23, 2023. Public comments were received and questions were answered. The Airport staff continues to hold bi-monthly meetings with the RS&H staff. The Airport staff is currently reviewing the draft ALP document.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H received the City's approval on final plans and is ready to advertise the project for bid. It is anticipated that the project will start in July of 2023. The existing hangars need to be demolished prior to the start of construction.

TAXIWAY B/ TAXILANE Y REHABILITATION

The modification to standards that the Airport Staff submitted to the FAA has been approved. Delta Airport Consultants has updated the plans based on the latest funding. Based on the change (no shoulders) work in the infield is no longer required. An 90% design "page turn" review meeting will be held on April 13th. In a recent email, the FAA indicated that they do not have the funding for this project based on the engineer's estimate. The FAA has suggested that the project be constructed over two fiscal years.

TAXIWAY A CONSTRUCTION

Chemung has been issued a notice-to-proceed (NTP) for the Administrative Phase. RS&H are reviewing submittals now from Chemung Contracting. The target construction NTP is sometime between July 10 and July 24. It is anticipated that the construction will be completed by November 1 of 2023.

April 12, 2023
Airport Director's Report for March
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ATC TOWER FUNDING FROM BIL ATP

The FAA announced the award of funding for the BIL ATP program and the Manassas Regional Airport did not get funded. The Airport Director had a meeting with the WADO Manager and we have agreed to move forward with the EA for the new ATC Tower. The Airport has received a Scope of Work from RS&H to conduct the EA. The FAA has made comments on the SOW. The FAA has indicated that the Siting Study will not begin until 2024.

RUNWAY 16L- 34R REHABILITATION DESIGN AND BIDDING

RS&H are preparing SOW and fee estimate now and will send an IFE package to the Airport Staff for review. It is anticipated that a grant application will be sent to the FAA at the beginning of April. At the FAA's request, RS&H is preparing a rough order of magnitude cost estimate for the rehabilitation project.

UPCOMING EVENTS

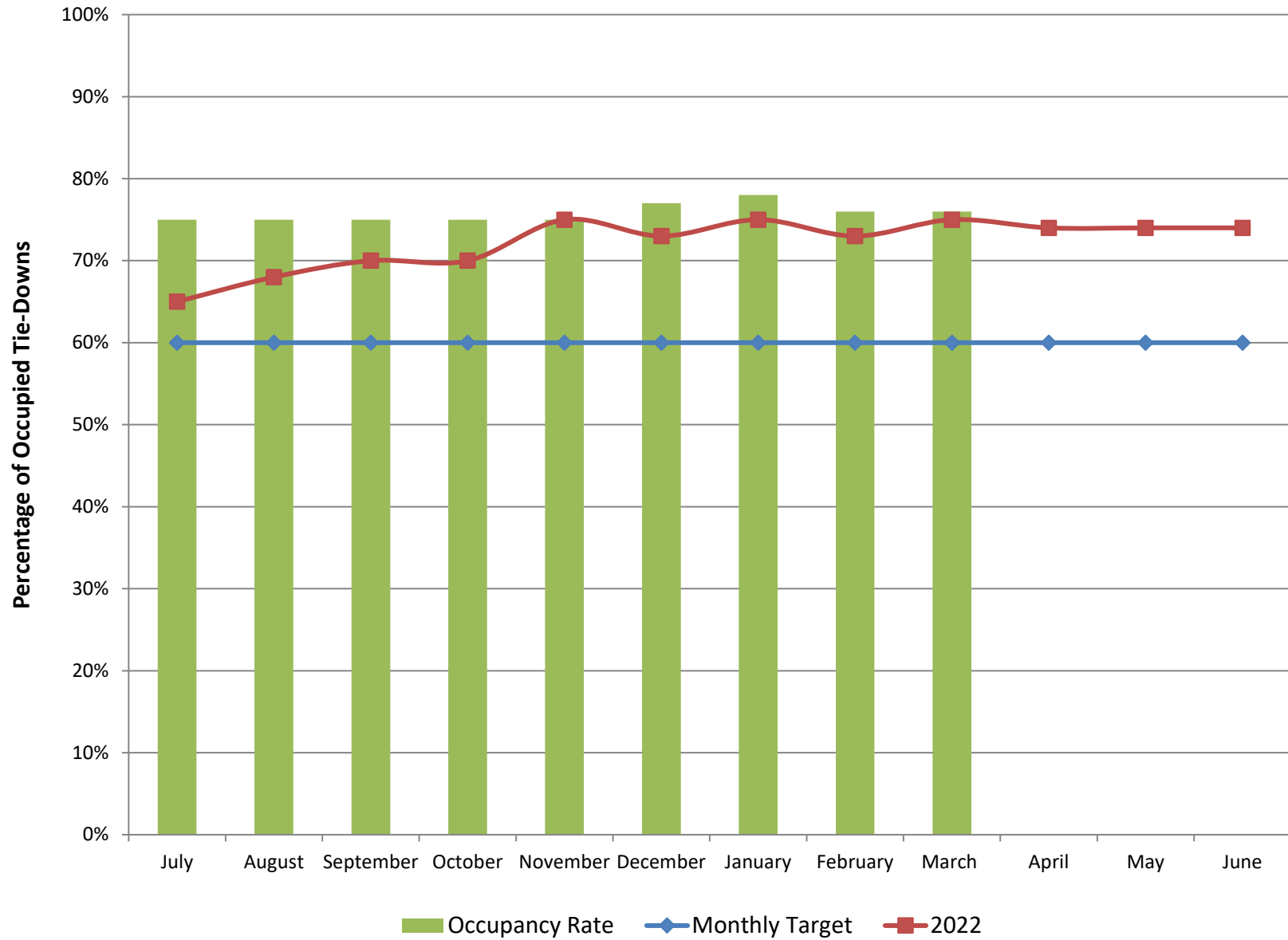
April 30, 2023 – Airport 5K and 10K Run
May 6, 2023 – Airport Open House

Juan E. Rivera

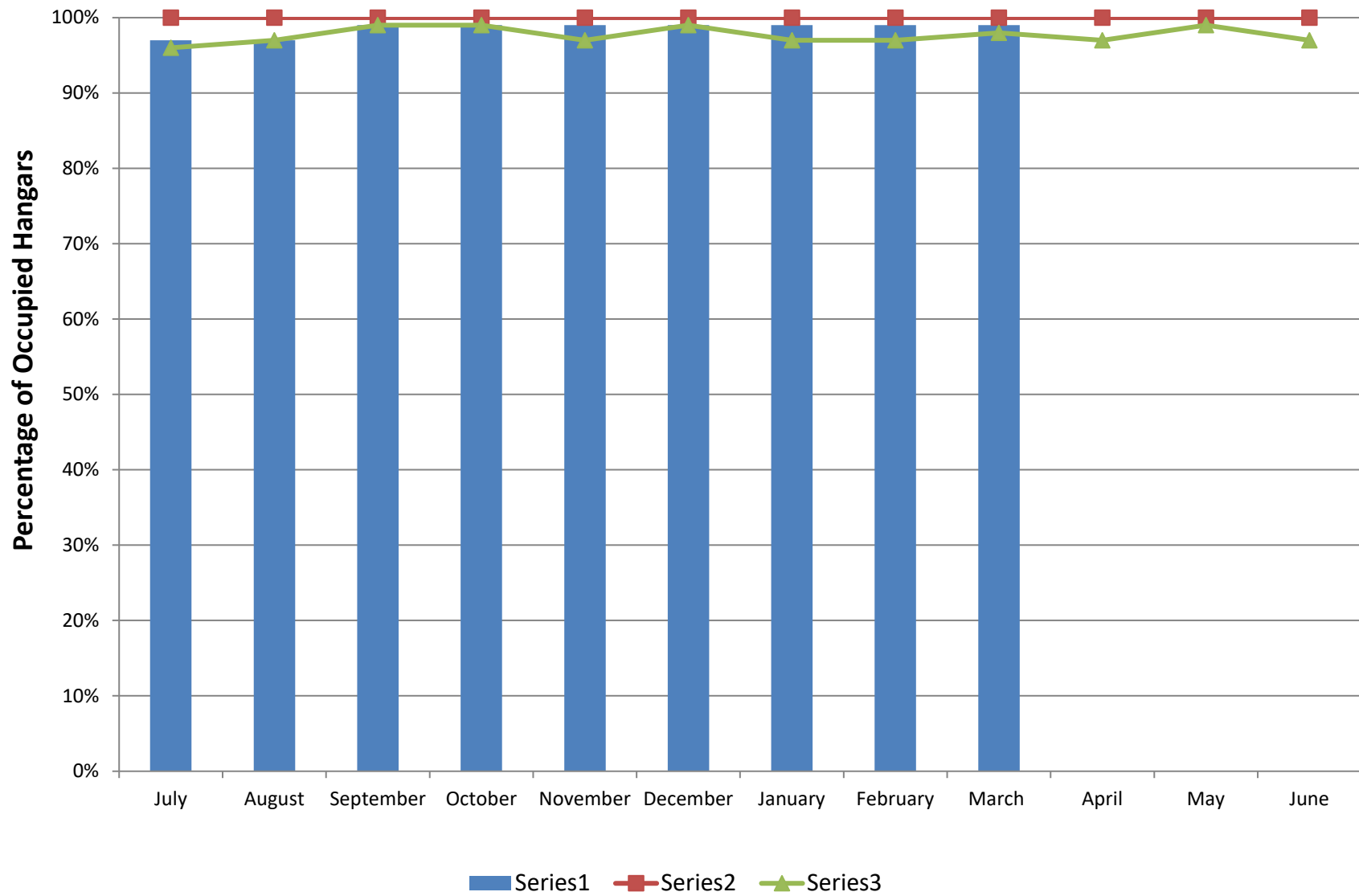
Juan E. Rivera, Director
Manassas Regional Airport

Attachments: Airport Master Plan Status Update
Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates

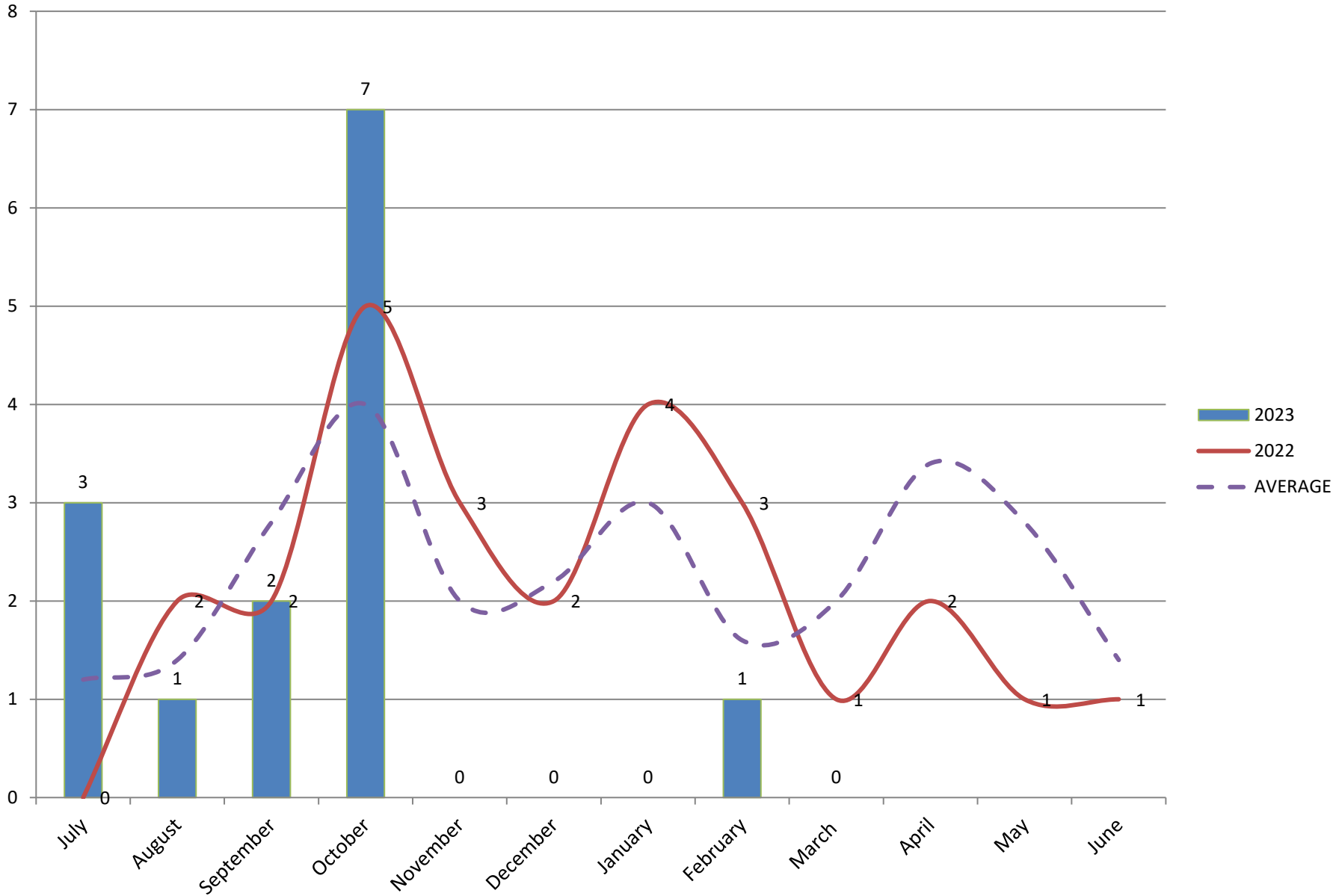
FY2023 Tie-Down Occupancy Rates



FY2023 Hangar Occupancy Rates



Noise Complaints FY 2022-2023



Expenses Year to Date 4/13/23

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-116,524.51	116,525	100.00
57097400	315200	Leases and Rents	-2,162,610	0	-2,162,610	-1,913,877.20	-248,733	88.50
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-793,542.51	-165,247	82.80
57097400		Total 57097400 Use of Money & Prope	-3,121,400	0	-3,121,400	-2,823,944.22	-297,456	90.50
57097600	317510	Airport Tie-Down Fees	-95,000	0	-95,000	-111,704.56	16,705	117.60
57097600	317520	Airport Fuel Flowage Fees	-238,000	0	-238,000	-214,234.00	-23,766	90.00
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-48,404.84	-6,595	88.00
57097600	317535	Airport Car Rental Revenue	-15,000	0	-15,000	-31,456.76	16,457	209.70
57097600		Total 57097600 Sales & Connections	-403,000	0	-403,000	-405,800.16	2,800	100.70
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-11,083.42	8,583	443.30
57097700	318426	Card Replacement Fees	-200	0	-200	-315.27	115	157.60
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-3,220.00	-3,380	48.80
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.42	0	100.00
57097700		Total 57097700 Other Local Rev-Genera	-9,300	0	-9,300	-14,619.11	5,319	157.20
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-11,149.40	-23,851	31.90
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	-11,149.40	-23,851	31.90
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-14,278.00	-1,302	91.60
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-15,508.43	-10,192	60.30
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-29,786.43	-11,494	72.20
57099100	346500	Contr Surplus-Encumbrances	0	-6,690	-6,690	0.00	-6,690	0.00
57099100		Total 57099100 OFS-Contribution fro	0	-6,690	-6,690	0.00	-6,690	0.00
		Revenue Total	-3,609,980	-6,690	-3,616,670	-3,285,299.32	-331,371	90.80

Expenses Year To Date 4/13/2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	726,500	0	726,500	383,544.87	0.00	342,955	52.80
57003703	411020	Board and Elections Stipends	10,350	0	10,350	4,700.00	0.00	5,650	45.40
57003703	411075	S&W-Housing Stipend	3,500	0	3,500	2,274.76	0.00	1,225	65.00
57003703	412000	S&W-On-Call	23,300	0	23,300	16,974.43	0.00	6,326	72.90
57003703	416000	S&W-Overtime	25,000	0	25,000	10,343.28	0.00	14,657	41.40
57003703	416010	Hours Worked on a Holiday	850	0	850	1,115.45	0.00	-265	131.20
57003703	420000	Employee Benefits	345,700	0	345,700	0.00	0.00	345,700	0.00
57003703	420002	Deferred Compensation	0	0	0	2,719.75	0.00	-2,720	100.00
57003703	420004	FICA	0	0	0	29,967.01	0.00	-29,967	100.00
57003703	420006	Virginia Retirement System	0	0	0	50,280.67	0.00	-50,281	100.00
57003703	420008	Group Health	0	0	0	28,411.02	0.00	-28,411	100.00
57003703	420010	Worker's Compensation	0	0	0	2,625.81	0.00	-2,626	100.00
57003703	420012	Group Term Life Insurance	0	0	0	4,509.21	0.00	-4,509	100.00
57003703	420014	Long Term Disability	0	0	0	1,458.49	0.00	-1,458	100.00
57003703	420016	Unemployment	0	0	0	23.27	0.00	-23	100.00
57003703	420031	Car Allowance	6,030	0	6,030	4,407.71	0.00	1,622	73.10
57003703	431000	Professional Services	75,000	462	75,462	10,790.00	462.35	64,210	14.90
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	1,500	0	1,500	407.50	0.00	1,093	27.20
57003703	436000	Advertising Services	60,000	0	60,000	3,416.30	0.00	56,584	5.70
57003703	439000	Other Purchased Services	18,000	1,000	19,000	9,129.44	3,732.18	6,138	67.70
57003703	439010	Board Fees	0	0	0	40.00	0.00	-40	100.00
57003703	441000	Information Technology Charges	74,830	0	74,830	62,358.00	0.00	12,472	83.30
57003703	441005	Phones and Voicemail Charges	19,580	0	19,580	16,316.00	0.00	3,264	83.30
57003703	441045	IT GIS Mapping Charges	8,750	0	8,750	7,292.00	0.00	1,458	83.30
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	7,521.81	0.00	-6,522	752.20
57003703	442000	Motor Vehicle Charges	55,600	0	55,600	46,334.00	0.00	9,266	83.30
57003703	444000	Cost Allocation Charges	182,960	0	182,960	152,468.00	0.00	30,492	83.30
57003703	447000	Radio Charges	6,480	0	6,480	5,400.00	0.00	1,080	83.30
57003703	451001	Utilities	23,500	0	23,500	22,239.41	0.00	1,261	94.60
57003703	451002	City Utility Charges	127,000	0	127,000	98,160.61	0.00	28,839	77.30
57003703	452003	Cell Phone Charges	4,700	0	4,700	3,293.19	0.00	1,407	70.10
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	932.02	0.00	2,068	31.10
57003703	452008	Telephone Service Charges	500	0	500	102.50	32.75	365	27.10
57003703	452009	Long Distance Charges	100	0	100	29.27	0.00	71	29.30
57003703	453000	Insurance	55,000	0	55,000	39,729.00	0.00	15,271	72.20
57003703	454001	Operating Leases	3,500	0	3,500	1,741.50	348.30	1,410	59.70
57003703	455001	Mileage	1,000	0	1,000	97.50	0.00	903	9.80
57003703	455002	Training and Travel	12,500	0	12,500	7,889.07	0.00	4,611	63.10
57003703	455005	Meeting / Business Expense	8,000	0	8,000	3,764.19	0.00	4,236	47.10
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	5,999.00	0.00	501	92.30
57003703	458099	Miscellaneous Expense--Airport	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	461000	Office Supplies	3,500	0	3,500	15,976.43	156.44	-12,633	460.90
57003703	462000	Other Supplies	5,000	0	5,000	10,942.51	0.00	-5,943	218.90
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00
57003703	464000	Uniforms and Safety Apparel	3,500	0	3,500	1,246.34	0.00	2,254	35.60
57003703		Total 57003703 Airport Operations	1,955,230	1,462	1,956,692	1,076,971.32	4,732.02	874,989	55.30
57003710	433000	Maintenance Services	55,000	0	55,000	13,215.01	15,192.70	26,592	51.70
57003710	433001	Refuse Collection Services	6,000	0	6,000	4,353.32	3,332.60	-1,686	128.10

57003710	433003	Janitorial Services	25,000	0	25,000	19,941.99	0.00	5,058	79.80
57003710	433006	Mowing Services	17,200	0	17,200	0.00	0.00	17,200	0.00
57003710	433008	HVAC	8,000	0	8,000	6,653.00	0.00	1,347	83.20
57003710	433009	Elevator Services	6,000	0	6,000	0.00	0.00	6,000	0.00
57003710	433010	Snow Removal	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	433012	Airfield Lighting Maintenance	2,500	0	2,500	0.00	10,615.00	-8,115	424.60
57003710	433014	Elevator Inspections	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	35,000	0	35,000	6,115.54	0.00	28,884	17.50
57003710	439000	Other Purchased Services	36,000	0	36,000	12,096.65	0.00	23,903	33.60
57003710	439004	Paving Services	65,000	0	65,000	3,330.00	0.00	61,670	5.10
57003710	439008	Hazmat Disposal	17,000	0	17,000	0.00	0.00	17,000	0.00
57003710	439014	Security Services	95,000	5,228	100,228	42,712.34	64,622.52	-7,107	107.10
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	2,277.47	0.00	-277	113.90
57003710	462000	Other Supplies	26,000	0	26,000	2,920.92	0.00	23,079	11.20
57003710	462001	Tools	10,000	0	10,000	1,067.41	0.00	8,933	10.70
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	4,046.72	0.00	10,953	27.00
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	1,018.36	0.00	18,982	5.10
57003710	462047	Airfield Supplies	39,000	0	39,000	5,714.83	0.00	33,285	14.70
57003710	462048	Security Supplies	20,000	0	20,000	3,465.16	0.00	16,535	17.30
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	1,686.61	0.00	3,313	33.70
57003710	462067	Maintenance Supplies	2,500	0	2,500	1,377.34	0.00	1,123	55.10
57003710	466000	Building and Repair Materials	35,000	0	35,000	3,179.09	0.00	31,821	9.10
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	6,194.01	0.00	5,306	53.90
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	3,280.71	0.00	21,719	13.10
57003710	471000	Equipment & Machinery Purch	107,000	0	107,000	70,298.52	14,983.66	21,718	79.70
57003710		Total 57003710 Airport Maintenance	712,700	5,228	717,928	214,945.00	108,746.48	394,236	45.10
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	2,500	0	2,500	3,862.50	0.00	-1,363	154.50
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	1,000	0	1,000	1,946.90	0.00	-947	194.70
57003711	462000	Other Supplies	3,000	0	3,000	414.12	0.00	2,586	13.80
57003711		Total 57003711 FAA Tower Nonreimbur	23,500	0	23,500	6,223.52	0.00	17,276	26.50
57003712	433000	Maintenance Services	14,000	0	14,000	6,497.69	0.00	7,502	46.40
57003712	451002	City Utility Charges	18,500	0	18,500	14,547.62	0.00	3,952	78.60
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	583.77	0.00	416	58.40
57003712		Total 57003712 FAA Tower Reimbursab	33,500	0	33,500	21,629.08	0.00	11,871	64.60
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00
57003713	431000	Professional Services	0	0	0	0.00	8,940.00	-8,940	100.00
57003713	431003	Marketing	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	433003	Janitorial Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	439000	Other Purchased Services	15,000	0	15,000	980.00	9,525.00	4,495	70.00
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	12,000	0	12,000	0.00	0.00	12,000	0.00
57003713		Total 57003713 Airport-Special Proj	35,500	0	35,500	980.00	18,465.00	16,055	54.80
57003793	462000	Other Supplies	100,000	0	100,000	0.00	0.00	100,000	0.00
57003793	481001	Principal - Bonds Payable	185,000	0	185,000	185,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	20,150	0	20,150	20,135.63	0.00	14	99.90
57003793	492575	Transfer to Airport Capital	261,000	0	261,000	241,218.83	0.00	19,781	92.40
57003793	496004	Contrib to Net Position	283,400	0	283,400	0.00	0.00	283,400	0.00
57003793		Total 57003793 Airprt Capex-Finance	849,550	0	849,550	446,354.46	0.00	403,196	52.50
Expense Total			3,609,980	6,690	3,616,670	1,767,103.38	131,943.50	1,717,623	52.50

Bill #	Cust #	Customer Name	30 to 60	61 to 90	91 to 120	Over 120	
3667	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	Utilities
78002	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	Owed to the City
78003	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	\$574.65
89102	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$440.00	
89103	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$440.00	Owed to the Airport
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	\$2,653.74
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	Total Owed Utilities
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	\$3,228.39
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105606	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105607	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	City Taxes
105608	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	\$121.91
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$440.00	
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$440.00	
105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105707	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105708	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105709	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$1,771.75	\$0.00	
105606	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$1,741.75	\$0.00	\$0.00	
105607	36079	RISING PHOENIX AVIATION, INC.	\$1,741.75	\$0.00	\$0.00	\$0.00	
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	
105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	Feb/Mar/Apr/May
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00	\$8,047.00
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$350.00	\$0.00	
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$340.00	\$0.00	\$0.00	
105707	36079	RISING PHOENIX AVIATION, INC.	\$340.00	\$0.00	\$0.00	\$0.00	
		Aging Totals	\$2,081.75	\$2,081.75	\$2,121.75	\$32,746.25	
		Total Owed for Hangar & Tiedowns		\$47,078.50			
		Grand Total		\$50,428.80			

Bill #	Cust #	Customer Name	30 to 60	61 to 90	91 to 120	Over 120	Notes
112008	36499	STONE, JAMES	\$10.00	\$0.00	\$0.00	\$0.00	paymnt sent late has backup
101908	36510	KENNEDY, JOHN	\$90.00	\$0.00	\$0.00	\$0.00	check sent 4/3; call 4/12 L/M
108208	36615	WOOLF, WILLIAM	\$415.00	\$0.00	\$0.00	\$0.00	Emailed 4/4; Call 4/12 L/M
113508	47747	PISTON2JET	\$1,189.03	\$0.00	\$0.00	\$0.00	Collected chk 4/12 for other
3025103	47747	PISTON2JET	\$570.00	\$0.00	\$0.00	\$0.00	past due will send ck 4/19
3020908	83168	HERNANDEZ, MARCO	\$90.00	\$0.00	\$0.00	\$0.00	Emailed 4/4; Call 4/12 L/M
1154	87078	STETTIN, EDWARD R	\$0.00	\$0.00	\$0.00	\$35.00	still not working here
		Aging Totals	\$2,364.03	\$0.00	\$0.00	\$35.00	



AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: April 20, 2023

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Quarterly Reports on Airport Operations and Fuel Sales

**DATE THIS ITEM WAS
LAST CONSIDERED BY
COMMISSION:** N/A

**SUMMARY OF ISSUE/
TOPIC:** This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.

**STAFF
RECOMMENDATION:** N/A

**DISCUSSION
(IF NECESSARY):** No Discussion

**BUDGET/FISCAL
IMPACT:** N/A

STAFF: Richard Allabaugh, 257-8402

Airport Director

Attachment



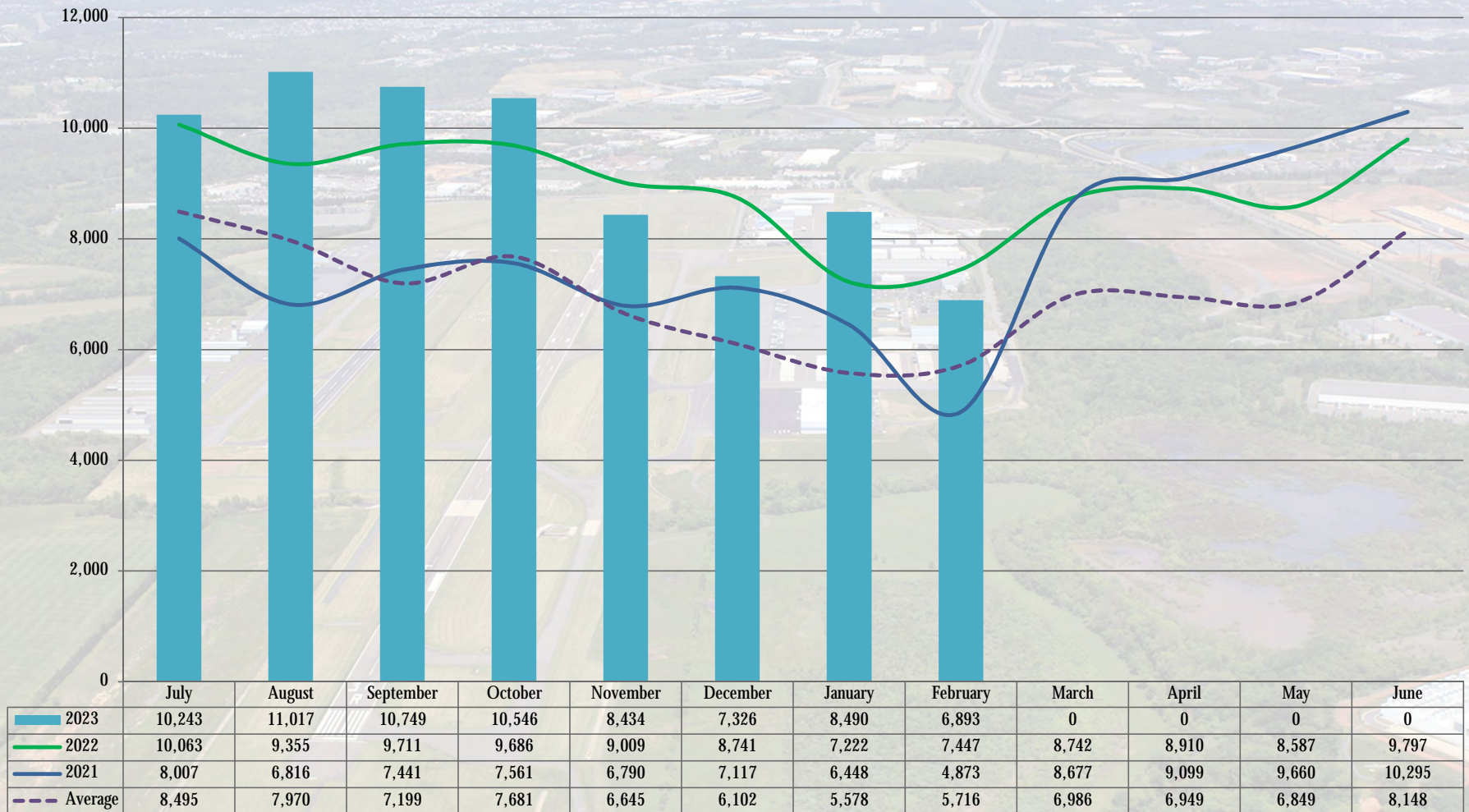
Fuel Flowage and Aircraft Operations April Update

OPERATIONS – TOTALS					
Calendar Year	Operations		Fiscal Year	Operations	
2018	79,930		2018	80,714	
2019	85,701		2019	83,130	
2020	74,765		2020	75,316	
2021	105,617		2021	92,784	
2022	109,020		2022	107,270	
2023	15,383		2023	73,698	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
2018	33,538	46,392	2018	34,270	46,444
2019	39,264	46,437	2019	36,409	46,721
2020	30,815	43,950	2020	33,442	41,874
2021	51,377	54,240	2021	41,540	51,244
2022	52,127	56,893	2022	50,821	56,449
2023	6,760	8,623	2023	35,782	37,916

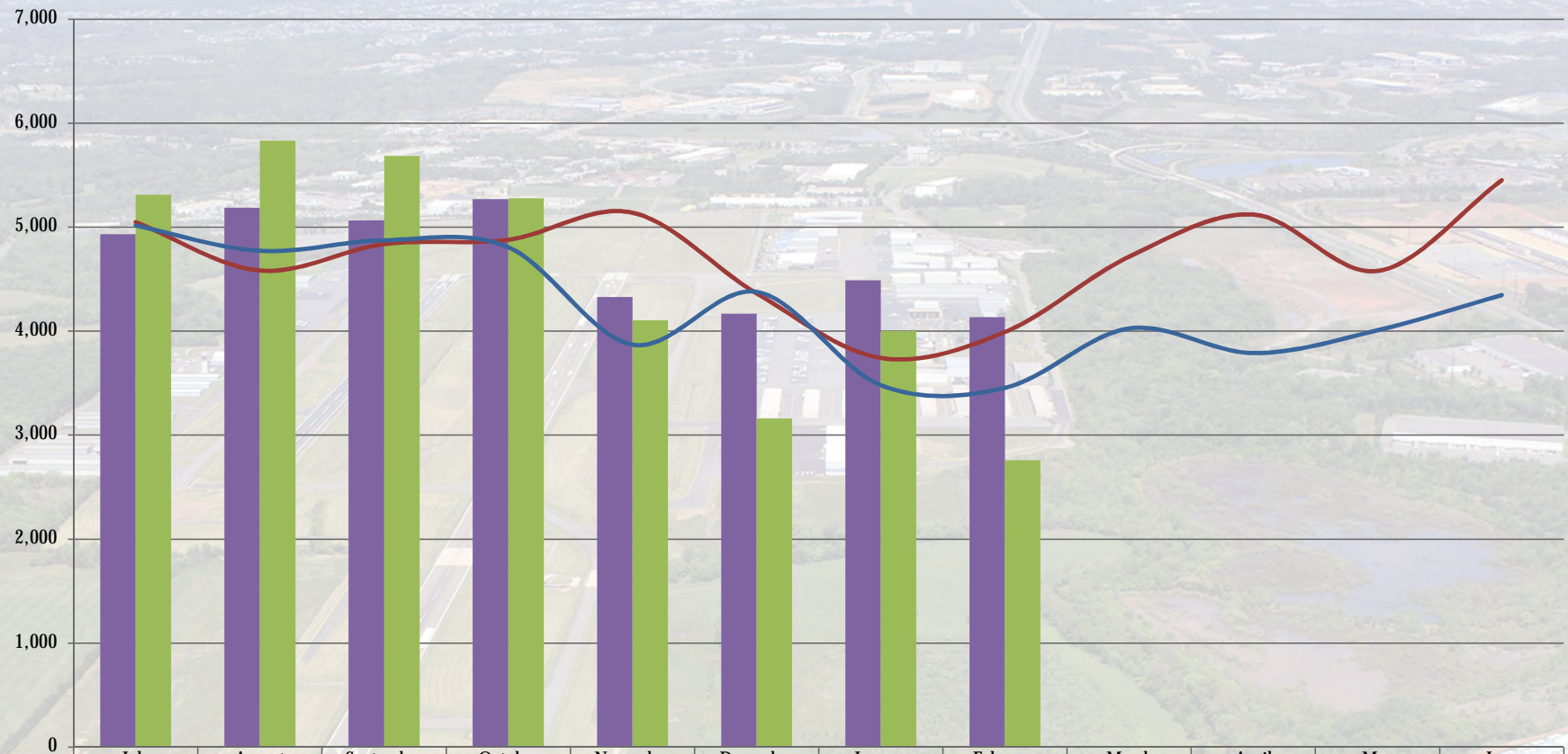
PERCENT CHANGE			
Month	FY2020/FY2021	FY2021/FY2022	FY2022/FY2023
July	-10.22%	25.68%	1.79%
August	-17.07%	37.25%	17.77%
September	-3.31%	30.51%	10.69%
October	4.23%	28.10%	8.88%
November	-0.64%	32.68%	-6.38%
December	32.73%	22.82%	-16.19%
January	9.62%	12.00%	17.56%
February	-20.09%	52.82%	-7.44%
March	37.23%	0.75%	
April	237.75%	-2.08%	
May	202.54%	-11.11%	
June	50.45%	-4.84%	
Total	23.19%	15.61%	

Note - Incomplete Year
Stats through February 2023

Monthly Aircraft Operations - Fiscal



Local Vs Itinerant - Fiscal



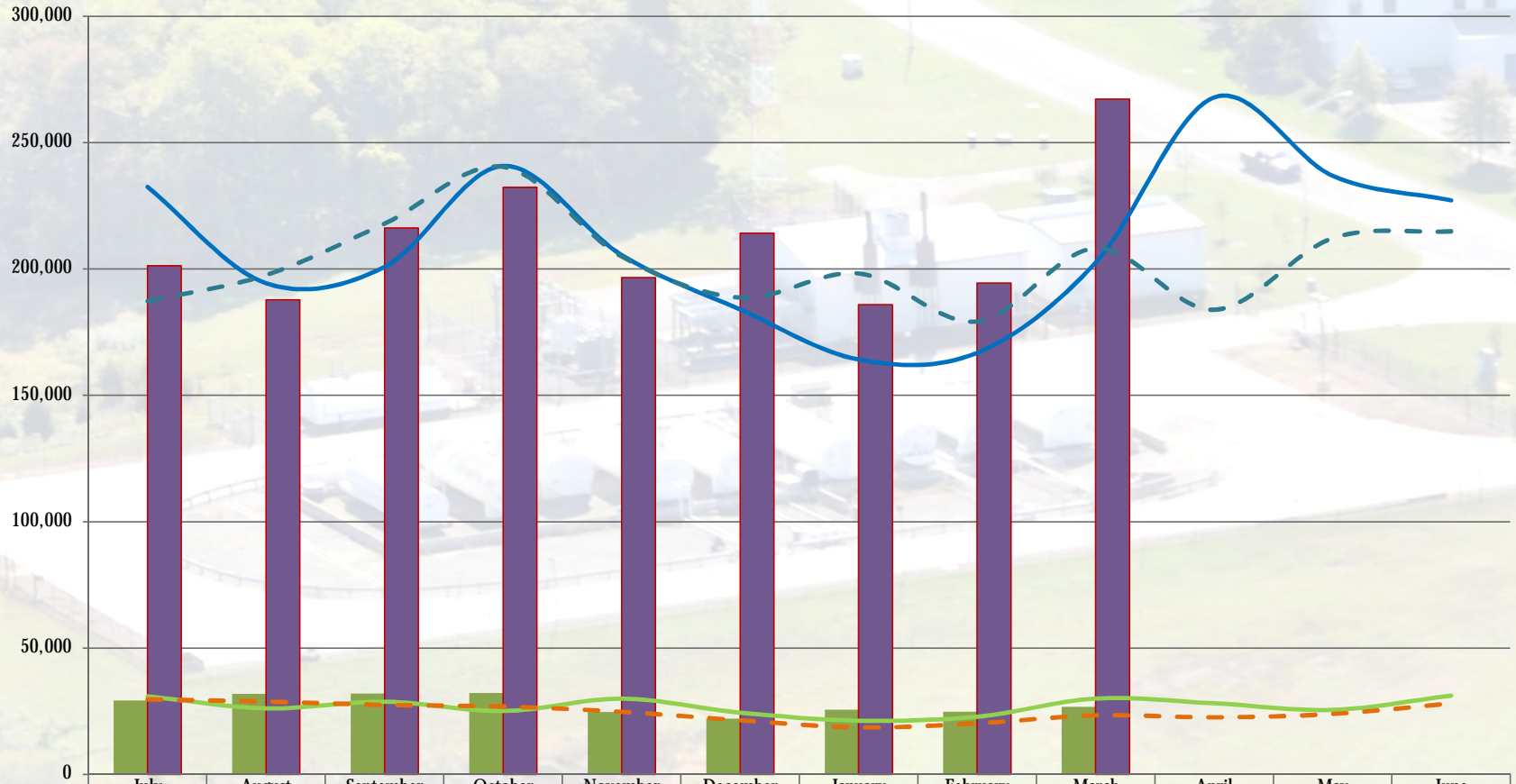
	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2023	4,931	5,186	5,065	5,269	4,329	4,167	4,488	4,135	0	0	0	0
Local 2023	5,312	5,831	5,684	5,277	4,105	3,159	4,002	2,758	0	0	0	0
Itinerant 2022	5,048	4,583	4,837	4,879	5,139	4,363	3,742	3,992	4,716	5,121	4,579	5,450
Local 2022	5,015	4,772	4,874	4,807	3,870	4,378	3,480	3,455	4,026	3,789	4,008	4,347

FUEL FLOWAGE – TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
2018	296,197	2,576,100	2,872,297	-2.47%	2018	306,885	2,551,238	2,858,123	-3.96%
2019	284,689	2,458,013	2,742,702	-4.51%	2019	292,146	2,552,229	2,844,375	-0.48%
2020	309,565	2,013,409	2,322,974	-15.30%	2020	265,136	2,110,967	2,376,103	-16.46%
2021	445,781	2,350,237	2,796,018	20.36%	2021	361,457	2,298,628	2,660,085	11.95%
2022	517,923	2,327,238	2,845,161	1.76%	2022	505,867	2,341,887	2,847,754	7.06%
2023	144,738	579,976	724,714		2023	429,581	1,715,913	2,145,494	

Note - Incomplete Year
Stats through March 31, 2023

Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2023	29,292	31,918	31,954	32,215	24,734	22,120	25,634	24,785	26,697			
JETA 2023	201,292	187,881	216,220	232,384	196,611	214,159	185,888	194,439	267,271			
AVGAS 2022	30,911	26,156	28,771	25,073	29,959	24,438	21,254	22,816	29,999	28,121	25,538	31,184
JETA 2020	232,484	194,404	200,831	240,814	205,522	184,010	164,195	166,817	202,509	267,905	236,894	227,149
Average AVGAS	29,753	28,859	27,519	26,926	24,823	21,485	18,637	20,262	23,425	22,633	23,988	28,146
Average JETA	187,364	197,688	218,029	240,475	204,997	188,723	198,301	179,291	208,302	183,917	212,274	214,985

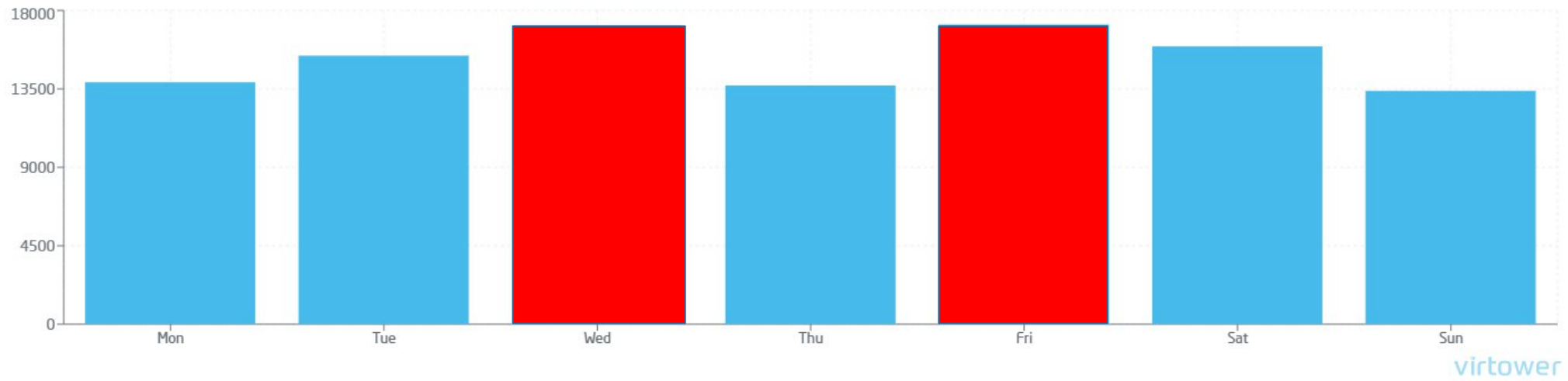


Changes in Airport Operational Statistics Follow-Up

Airport Peak Days

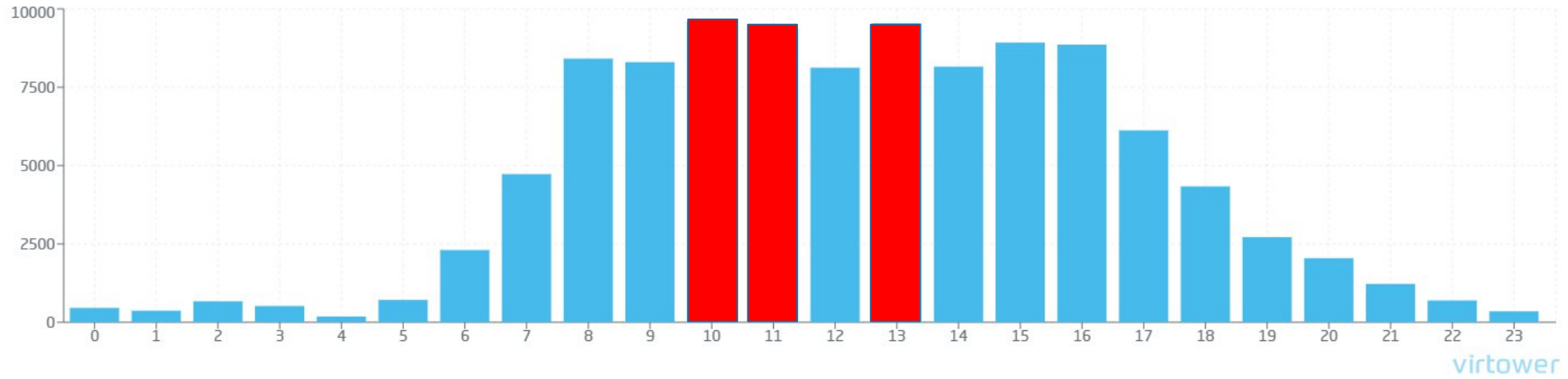
Operations by Day of Week

KHEF 01/01/2022 5:01 > 12/31/2022 4:59 UTC



Airport Peak Times

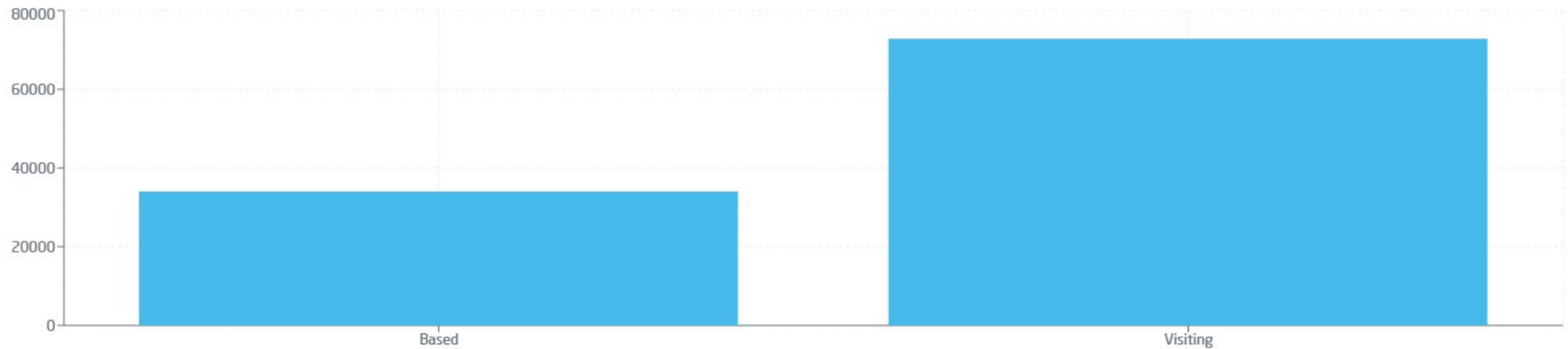
Operations Per Hour (Landings & Takeoffs)
KHEF 01/01/2022 5:01 > 01/01/2023 4:59 LT



How does this correlate with peak days and times?

Operations Based vs Visiting

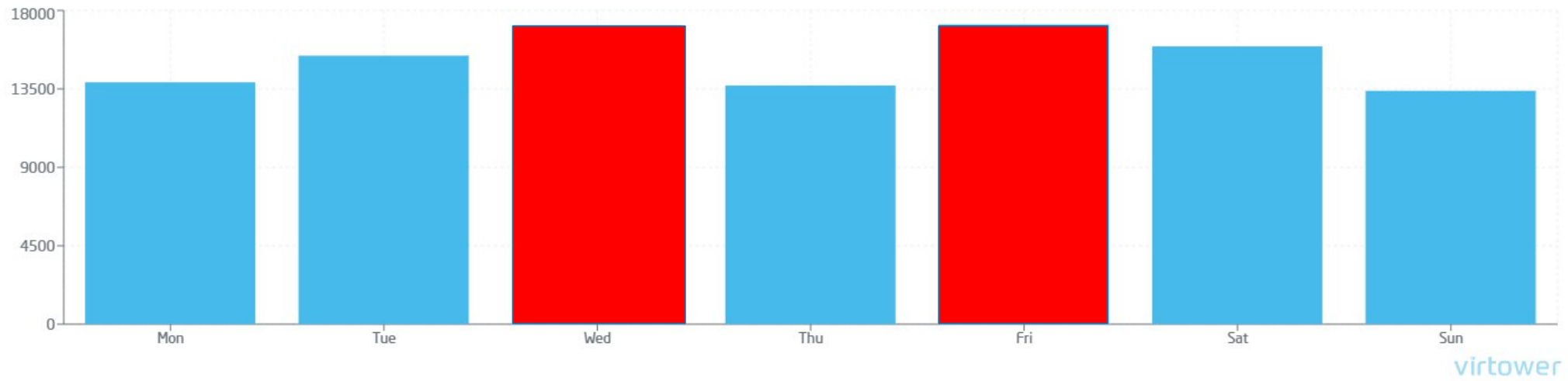
KHEF 01/01/2022 5:01 > 01/01/2023 4:59 LT



Based Aircraft – Peak Days

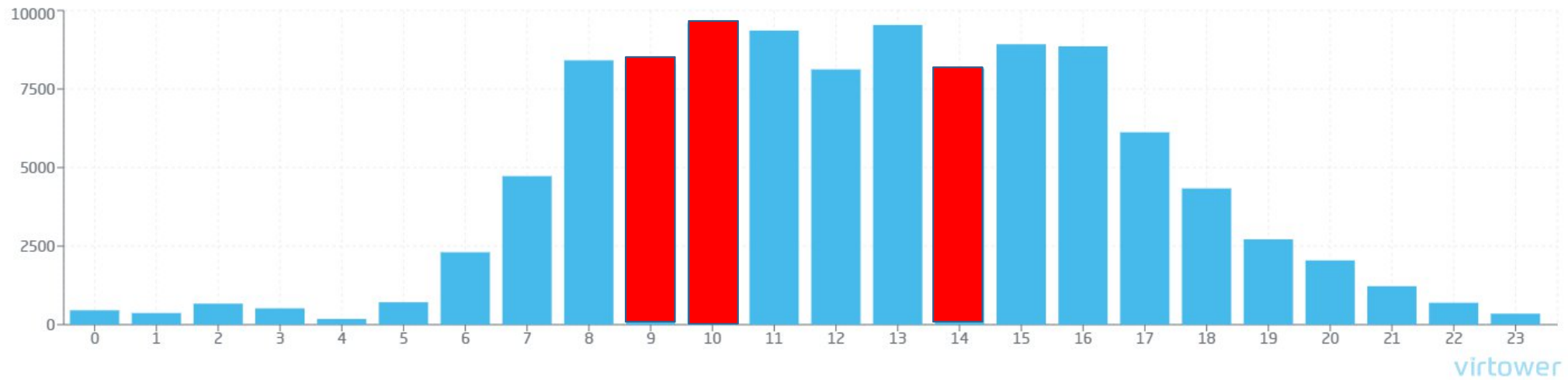
Operations by Day of Week

KHEF 01/01/2022 5:01 > 12/31/2022 4:59 UTC



Based Aircraft – Peak Times

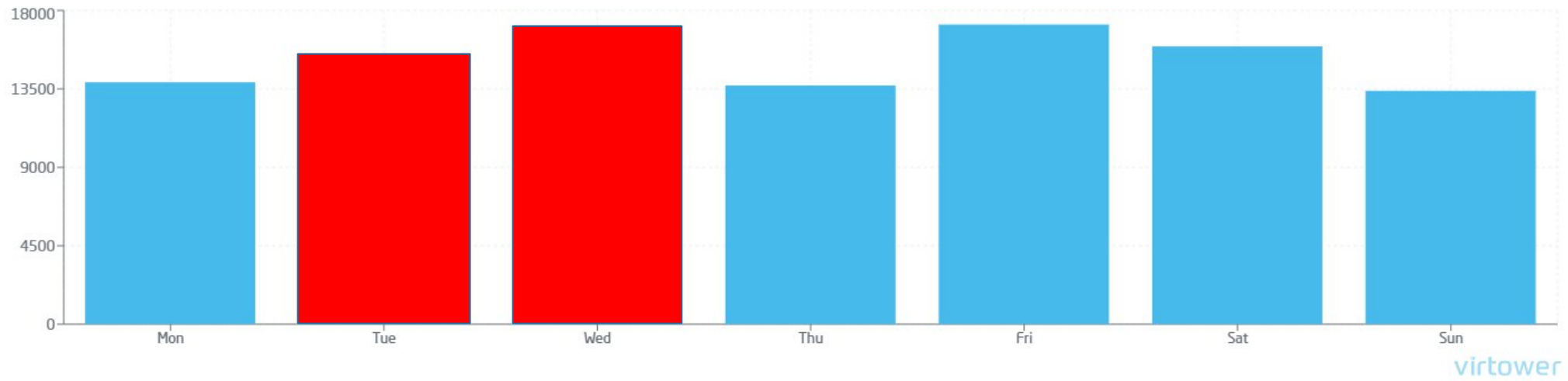
Operations Per Hour (Landings & Takeoffs)
KHEF 01/01/2022 5:01 > 01/01/2023 4:59 LT



Visiting Aircraft – Peak Days

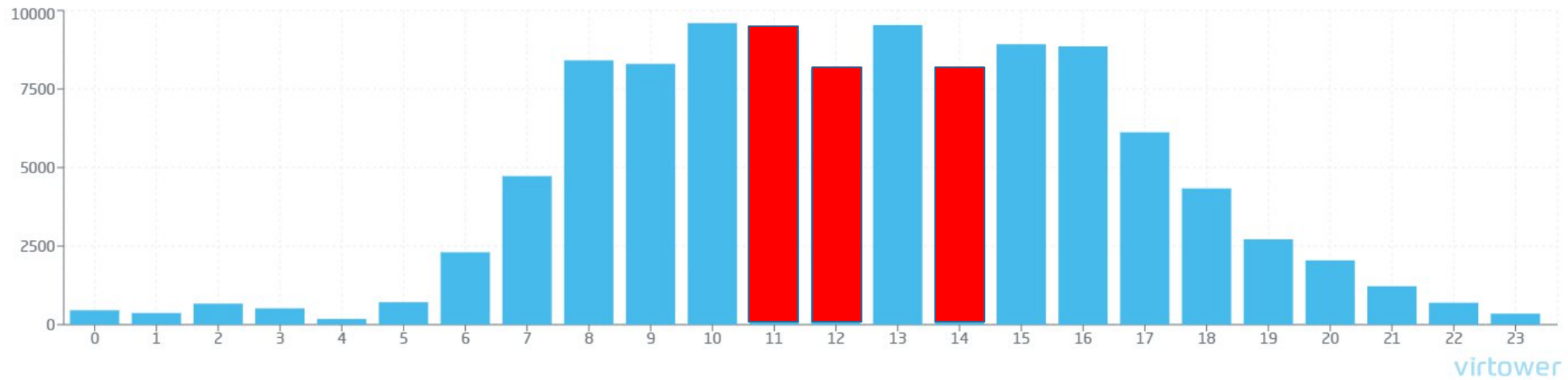
Operations by Day of Week

KHEF 01/01/2022 5:01 > 12/31/2022 4:59 UTC



Visiting Aircraft – Peak Times

Operations Per Hour (Landings & Takeoffs)
KHEF 01/01/2022 5:01 > 01/01/2023 4:59 LT





AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: April 20, 2023

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Quarterly Maintenance Division Report

**DATE THIS ITEM WAS
LAST CONSIDERED BY
COMMISSION:** N/A

**SUMMARY OF ISSUE/
TOPIC:** This is a quarterly presentation from Airport Maintenance on projects, equipment,
and other related items.

**STAFF
RECOMMENDATION:** N/A

**DISCUSSION
(IF NECESSARY):** No Discussion

**BUDGET/FISCAL
IMPACT:** N/A

STAFF: Richard Allabaugh, 257-8402

Airport Director

Attachment

Maintenance Briefing

MANASSAS REGIONAL AIRPORT

Total Number of Work Orders

#WO

134 (154 last quarter)

Total Corrective Maintenance

118

Total Planned Maintenance

16

Total Number of WO Completed

113

Total Corrective Maintenance

97

Total Planned Maintenance

16

Past Year Work Orders

Trend of Work Requests Created Per Month



ARFF Report

ARFF Tracking 2022		
E-One Vehicle		
Item	Cost	Date
Napa	\$ 139.88	7/8/2021
Finlay Fire	\$ 2,519.27	10/12/2021
Finlay Fire	\$ 2,032.06	3/15/2022
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL	\$ 4,691.21	

Quarterly Maintenance Briefing

APRIL 20, 2023



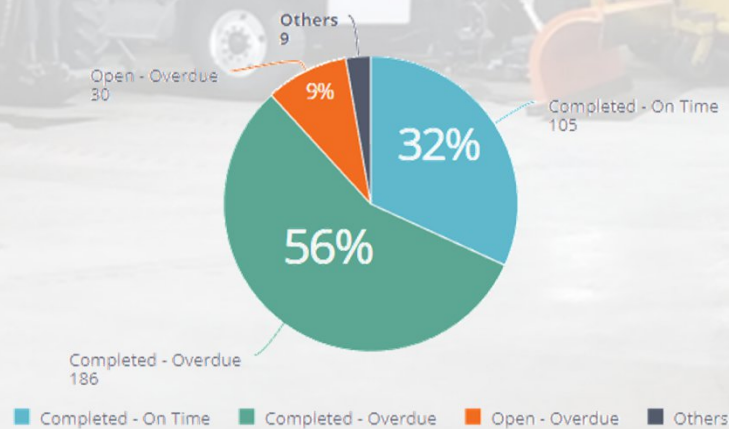


Total Number of Work Orders

351

Total Corrective Maintenance

330



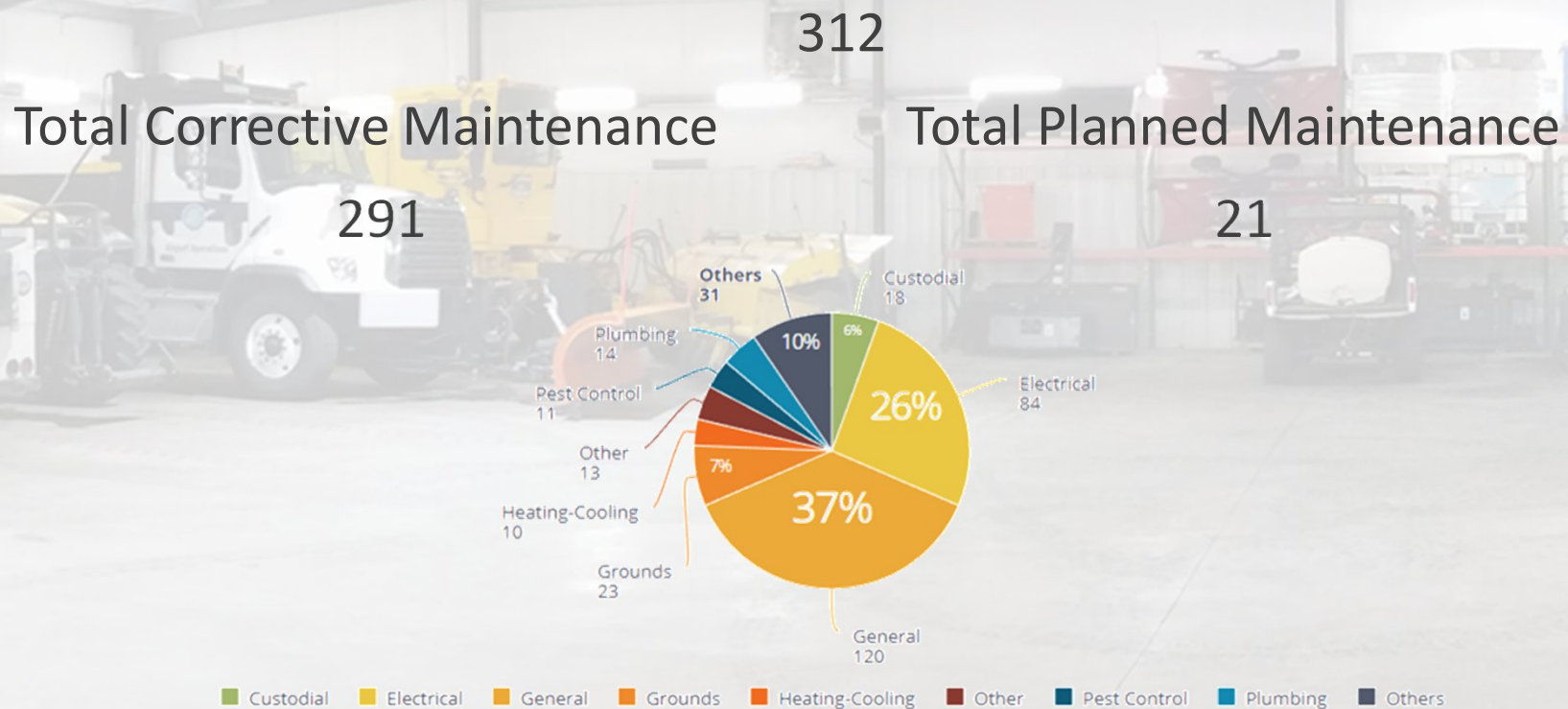
Total Planned Maintenance

21





Total Number of WO Completed





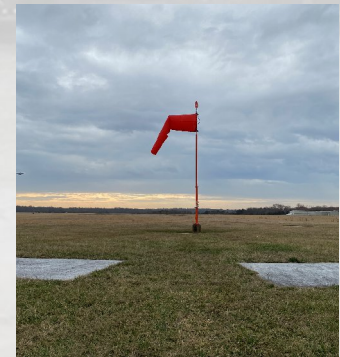
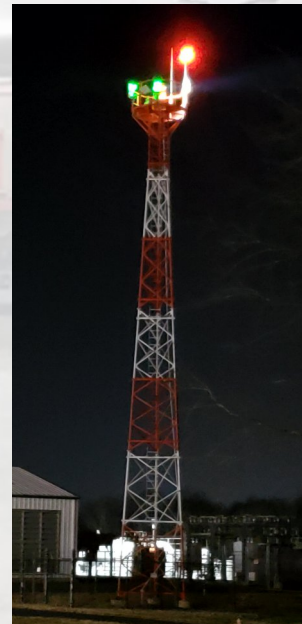
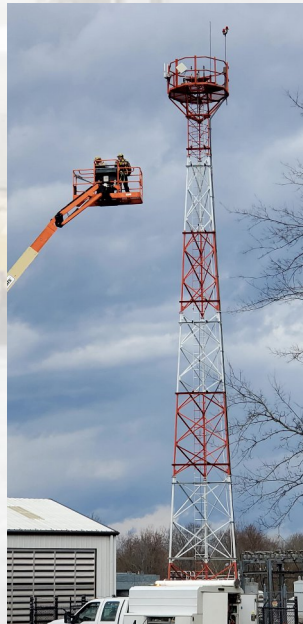
Maintenance Projects

LED Rotating Beacon

- Completed – February 21, 2023
- \$23,122.97

Main and Supplemental Windsock

- Completed – February 22, 2023
- \$20,580.04





Maintenance Projects

Terminal Fire Panel Upgrade

- Completed – April 6, 2023
- \$27,084.62

East and West T-Hangar Work

- Scheduled for April 25 and May 8
- \$266,218.70 – Paving
- 27,850.00 – Concrete Repair





ARFF Report

ARFF Tracking 2022		
E-One Vehicle		
Item	Cost	Date
Napa	\$ 139.88	7/8/2021
Finlay Fire	\$ 2,519.27	10/12/2021
Finlay Fire	\$ 2,032.06	3/15/2022
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL	\$ 4,691.21	

fly on the Ford

EXPERIENCE THE GOLDEN AGE OF AVIATION

FORD'S MODERN PROPERTY OF



MANASSAS REGIONAL AIRPORT

JUNE 8TH-11TH | MANASSAS, VA

46

PRICING: ADULT MEMBER: \$39 | ADULT NON-MEMBER: \$49

BOOK: THURS 2-6 PM | FR-SUN 9 AM - 5 PM



FOR MORE INFO: FORDSPRING.ORG
OR CALL: 1-877-862-1000





AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: April 20, 2023

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: A Resolution (#R-2023-1) Approving Additional Uses found in Article 3 of the Franchise between the City and Airport Real Estate Holdings, LLC.

DATE THIS ITEM WAS LAST CONSIDERED BY COMMISSION: N/A

SUMMARY OF ISSUE/ TOPIC: Airport Real Estate Holdings (AREH), LLC was recently assigned the Franchise Agreement for Lot 4 previously held by Chantilly Air, Inc. AREH, LLC plans to lease the entire facility to Electra Aero. In order for Electra Aero to work out of the hangar, additional uses must be approved that are currently not in Article 3 of the Franchise. AREH, LLC has requested that the Airport Commission approve the following requested uses:

3.1.9 Research and development, design, testing, engineering, manufacture and assembly of hybrid-electric, ultra-short takeoff and landing (eSTOL) aircraft.

STAFF RECOMMENDATION: Approve Resolution R-2023-1.

DISCUSSION (IF NECESSARY): No Discussion

BUDGET/FISCAL IMPACT: N/A

STAFF: Juan E. Rivera, Airport Director (703) 361-1882

JER

Airport Director

Attachment