



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, December 14, 2023

Call to Order - 7pm

Roll Call

Pledge of Allegiance (Stand)

1. 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.

2. Airport Commission Members Comments

3. City Council Liaison Comments

4. Approval of Minutes

4.1 Approval of Meeting Minutes from November 16, 2023

[Commission Minutes November 16, 2023.docx](#)

5. **Airport Director's Report**
 - 5.1 **Airport Director's Report (Mr. Juan Rivera, Airport Director, 15 minutes)**
[Airport Director's Report December 2023.docx](#)
 - 5.2 **Airport Project Update (Jolene Berry, 10 minutes)**

6. **Financial Reports**
 - 6.1 **Bill Sheet**
[Bill Sheet as of 12-8-23.xlsx](#)
 - 6.2 **Revenues, Expenses and Aging Report**
[Revenue Rep as of 12-5-23.xlsx](#)
[Expense Rep as of 12-5-23.xlsx](#)
[Aging Report as of 12-5-23.xlsx](#)

7. **Presentations**

8. **Old Business**

9. **Consent Agenda**

10. **Committee Reports (If Available)**
 - 10.1 **Committee Report (Member Larry Pigeon, 10 minutes)**

11. **New Business**
 - 11.1 **Review Projected FY2025 Expenditures**
[2025 Expenses Central Budget Entry.xlsx](#)
[Agenda Statement - December - Preview of FY 2025 Airport Project Expenditures.docx](#)
 - 11.2 **2024 Commission Calendar**
[2024 Airport Commission Calendar.xls](#)
[Agenda Statement - December 14 - 2024 Airport Commission Calendar.docx](#)

12. **Authorize a Closed Meeting (Reserved)**

13. **Certify the Closed Meeting (Reserved)**

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, November 16, 2023

The Manassas Regional Airport Commission held its regular meeting in the Chantilly Air Conference Room on the above date, attended by, Chairman Ross Snare, Vice Chairman John Snider; Member Jim Uzzle, Member Lawrence Pigeon, Member Juan Cabrera, Member Tony McGhee; Member Vanslyn Augustus, Member David Farajollahi; Member Cyril Pierre; Member Jakelin Melgar.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director); Jolene Berry (Asst Airport Director), Patty Bibber (Secretary)

Chairman Ross Snare called the meeting to order at 7:01 p.m.

Pledge of Allegiance

1. Comments from the Public

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- 1.1 Tom McGuire from Civil Air Patrol asked for additional time to move the old CAP trailer out of the airport.
- 1.2 Jimmy Thate from Chantilly Air hosted the Commission meeting and welcomed everyone. He gave the Commission a brief history of Chantilly Air. Enjoy being a part of the airport and how they plan on working with Manassas for years to come.

2. Airport Commission Member Comments
 - 2.1 Ross Snare informed Commission about Brain Storming homework due 11/27
 - 2.2 Moving the Operations Committee to December 5th at 6pm
 - 2.3 David Farajollahi invited Karla Hauck she is interested in becoming more involved with the community.

3. City Council Representative Comments
 - 3.1 Council Woman Coates-Ellis recommended that the Commission read the Committee Handbook. Asked if a copy could be sent via email to all members.
 - 3.2 Discussed the Councils decision to stop the stipend beginning next Fiscal 2025 given to Committee and Board members. Some members felt that it was disrespectful and Council Woman said she would take their concerns to the Council.

4. Approval of Meeting Minutes

Vice Chairman Snider to approve the minutes for the October 16, 2023 meeting, SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY

5. Airport Director's Report

- 5.1 Attended VAB meeting in Richmond. We have received the following funding.
ALP & Forecast Update for Provisions of Commercial Service - \$61,1332.00
Reconstruction & Widening of Taxiway Y North Construction - \$52,830.80
Reconstruction of Taxiway B North 4,300 Feet - \$297,678.00
T-hangar Taxiway Rehabilitation – Phase 1 increase - \$39,807.00
Total of \$451,447.80
- 5.2 Attend the GA Townhall Meeting at Electra Aero 11/15. Well attended. Panel consisted of Director of VA Department of Aviation, Mr. Greg Campbell; Mr. Mark Baker, President AOPA; Mr. J.P. Stewart Vice President & GM for Electro Aero; Juan Rivera, Airport Director.
- 5.3 The Portable Reduced Oxygen Trainer is setup in the Terminal.
- 5.4 Attended the Innovation District Leadership Roundtable at George Mason on November 9th. Received a great presentation about Innovations Districts and had some very good breakout sessions. Learned that a new hotel in the area is in the works.

- 5.5 Attended the Economic Development Strategic Planning Committee today. Received a briefing by Mr. Chris Proudlove from Global Aerospace on the Insurance Industry Perspective on Emerging Technologies. Learned that the Virginia Economic Partnership is receiving Pre-Applications for funding of 50- and 100-acres sites to make them ready for development. I ask about opportunities for airports with less than 50 acres. This is driven by how many jobs the site will bring to the Commonwealth.
- 5.6 Attended the VAOC Meeting
We will be having our Legislative Day in Richmond this year on February 7th. The VABA's Legislative Reception is the same day later that night.
- 5.7 The FAA has determined that the Airport must conduct an EA and not a CATEX for our Part-139 Airport Operating Certificate. We have started the EA process and have our first meeting next Tuesday, November 21st.
- 5.8 On the Airport Personnel Front, we have made two offers, one for a Maintenance Worker, and one for the Airport Security Coordinator. If both accept that positions, we will be at full strength for the first time in two years.
- 5.9 We held the Pre-proposal meeting for the ARFF Services Contract this week and we had three companies attend. Two of the larger companies were in attendance
- 5.10 We met with the Architect who will be conducting the preliminary design of the ARRF hangar this week as well. They will be working on some preliminary layouts and doing the background investigations for permitting as well as developing a detailed construction cost.
- 5.11 The Aviation Career Fair was a success and we had about the same number of students as last year. It went off seamless because of the efforts of our staff.
- 5.12 Last month I had lunch with the President of Avports, Mr. Jorge Roberts. We plan to get together ever few months to keep the lines of communication open at the top of each organization
- 5.13 Met this week with an Airline that is interested in possibility serving our airport. It was a fruitful meeting and the President and CEO will be coming down later this month. To date we have met with two airlines and Avports continues to have discussion with at least four other airlines, and we hope to have them visit in the future.

- 5.14 First meeting with the FAA, State and RS&H regarding the 16L/34R Runway widening and rehabilitation project. We have determined that it is best to conduct a preliminary design and take the project to 30% design so that we can make some decisions on how we plan to proceed. This project could reach a cost of \$20 million. This would include new lights, but would not include an extension.
- 5.15 DMV is working with Airports to get the word out that everyone will need a Real ID prior to May of 2025. They will provide posters and other marketing materials.

6. Review of Expenses
No Comments

7. Presentations
Construction Progress report, (Mrs. Jolene Berry, Asst Airport Director)

8. Old Business

9. 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".

- 9.1 Lease Renewals – VRE, Aviation Adventures, Piston2Jet, Civil Air Patrol, Cowan and EAA Chapter (Mr. Juan Rivera, Airport Director, 10 minutes) Action Required

Vice Chairman Snider MOVED to approve the Lease renewals, SECONDED by Member Cabrera and CARRIED UNANIMOUSLY

10. Committee Reports (If Available)
Demolition of Hangars should start around 11/27/23. ARFF update and marking is complete. Operations meeting will be December 5 at 6pm.

- 11. New Business
 - 11.1 Revenue Projects (Mr. Juan Rivera, Airport Director)

13. Authorize a Closed Meeting (Reserved)

14. Certify the Closed Meeting (Reserved)

Meeting adjourned at 8:50 PM.

Secretary

Chairman

Date

Airport Director's Office

Juan E. Rivera

Memorandum

December 8, 2023

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR NOVEMBER 2023

HANGAR OCCUPANCY RATE

East T-Hangars: 97 out of 97 Rented

100% Rented – **No Change**

West T-Hangars: 59 out of 59 Rented

100% Rented – **1 new tenant**

East and West Hangars – 156 out of 156 – 100% Rented

Waiting List Status

We have one (1) vacant hangar. Ops has reached out to the next people on the waiting list.

Breakdown

Total on List – 122

East Side – 113

West Side – 82

60x50 – 10

TIE-DOWN OCCUPANCY RATE

Tie-Downs

East Tie-Down: 74 out of 86 Rented

86% Rented – **4 tenants vacated. 2 switched to t-hangars**

West Tie-Down: 55 out of 94 Rented

59% Rented – **No change**

East and West Tie-Down – 129 out of 180 Rented – 72% Rented

Squatters/Issues

Three (3) aircraft from two (2) different people are in the process of being removed from the field. One tenant has liens being placed on their aircraft for non-payment. The other tenant came into the Admin Office last week to discuss getting his aircraft back in order and settling with the airport. Staff is working through the issues.

Airport Director's Office

Juan E. Rivera

NOISE COMPLAINTS FOR JANUARY

There were ten noise complaints recorded in November 2023.

September Total(s):

0 – Helicopter

10 – 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 RS&H and Airport staff continue to have bimonthly meetings to discuss the update of the Airport's Master Plan. The plan is for this project to be completed by March of next year and submitted to the FAA and VDOA for approval. The FAA has requested that we update the Forecast and the ALP to include provisions of Commercial Airline Service. Staff will be having a joint meeting with RS&H and AVPorts to view the forecast numbers and address some of the FAA concerns on projected airline operations.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

The two hangar buildings are almost completely demoed and still have the concrete slab to remove. This project is slated to be completed by Dec 22nd. RS&H is coordinating with Phillips LLC on a few items, i.e. permitting, submittal log, and schedule.

TAXIWAY B/ TAXILANE Y REHABILITATION

The grants are in place. The project is scheduled to start in the spring of 2024.

TRANSITION TO A COMMERCIAL SERVICE AIRPORT

1. Airport Operating Certificate (AOC)
The staff has been reviewing the comments and making updates to the ACM. Staff is meeting with the architect to review some schematic layouts. The plan is the have the built-out completed by July 1st.
The ARFF Services RFP committee is reviewing the two proposals the airport received. The committee plans in to meet in the coming weeks to discuss the proposals
2. Airport Security Program (ASP)
The Airport has hired an Airport Security Coordinator, with a start date in Mid-January. There has been no change with the ASP.

Airport Director's Office

Juan E. Rivera

TAXIWAY A CONSTRUCTION

The construction phase of this has been completed. The final work through with the FAA and State is scheduled for Dec 13th.

ATC TOWER EA

RS&H is working on the EA for this project and the FAA has scheduled the Tower Siting for February of 2024. Staff was able to review the drone footage of the three proposed sites for the new Tower. Staff was able to finalize the sites with proper coordinates that will be used by the FAA and for the EA.

RUNWAY 16L- 34R REHABILITATION DESIGN AND BIDDING

Due to funding issues, project priorities, and the introduction of commercial services, this project will be delayed by a year. The Airport Director does not want to proceed with the project until he has a better idea of how the airlines service will be and what aircraft will be used. The plan would be to widening the runway as a part of this project and add shoulders. NO CHANGES SINCE LAST RERPORT

UPCOMING EVENTS

NONE

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

Bill Sheet from 11/16/2023 - Present

Vendor	Description	Net Amount
A R C WATER TREATMENT	Water Treatment Service	195.00
AM ASSOC OF AIRPORT EXEC AAAE	AAAE Membership Dues Juan Rivera & Richard	550.00
AMERICAN DISPOSAL SVCS, INC	Trash Pickup	516.00
ASSOCIATED BUILDING MAINTENANCE	Custodial Services Contract #23B004A	5,149.44
CETRA INC	Language Assessment	100.00
CHEMUNG CONTRACTING CORPORATION	Construction Services for Taxiway A Pay App 3	144,095.00
CINTAS CORP. #145	Tower Mats	1,004.56
COLORID LLC	Card Readers	1,448.00
DEWBERRY ENGINEERS INC	2023 Bridge Inspections	11,500.00
J2 ENGINEERS INC	Surveying services	9,195.24
NATIONAL AIR TRANSPORTATION ASSOCIATION	NATA Membership Renewal	748.00
ORKIN EXTERMINATING CO INC	Termite Baiting Service	1,140.18
PR WM CNTY	Real Estate Taxes	122.50
REMAC INC	Taxiway Kilo Markngs	5,291.32
REYNOLDS SMITH & HILLS INC	Environmental Assessment	12,000.00
STONEBERGER GARAGE DOORS UNLIMITED INC	Hangar door service	368.00
TELA VUOTA PLLC	Independent Fee	4,000.00
THE ADT SECURITY CORPORATION	Panic Monitoring	34.08
TIPCO TECHNOLOGIES INC	Hydraulic Oil/Gaskets	417.02
U S CUSTOMS & BORDER PROTECTION	Rent/Communications/Utilities/Mis	6,193.32
U S PLANTS INC	Plant Maintenance	120.00
UNITED RENTALS NORTH AMERICA INC	Mini Excavator	1,466.56
VA BUSINESS SYSTEMS	11/28-12/27/2023 Airport Copier SN#AA2M011007052	292.69
VERIZON	Phone Charges	10.25
VIRTOWER LLC	Virtower Airport Operations Tracking	500.00
VSC FIRE & SECURITY INC	Replace 3 sprinkler heads	2,365.00
	Totals	208,822.16

Revenues Year to Date as of 12/5/2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJS	REV BUDGET	YTD ACTUAL	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-44,896.70	44,897	100.00
57097400	315200	Leases and Rents	-2,648,000	0	-2,648,000	-1,175,103.98	-1,472,896	44.40
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-461,481.13	-463,519	49.90
57097400		Total 57097400 Use of Money & Prope	-3,573,000	0	-3,573,000	-1,681,481.81	-1,891,518	47.10
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-64,261.23	-58,739	52.20
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-111,323.89	-143,676	43.70
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-23,163.56	-38,836	37.40
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	-14,285.47	-2,715	84.00
57097600		Total 57097600 Sales & Connections	-457,000	0	-457,000	-213,034.15	-243,966	46.60
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-3,936.41	1,436	157.50
57097700	318426	Card Replacement Fees	-200	0	-200	-140.00	-60	70.00
57097700	318650	Airport Commercial Op Permit	-5,000	0	-5,000	-1,435.00	-3,565	28.70
57097700	318710	Cash Over/Short-Airport	0	0	0	10.00	-10	100.00
57097700		Total 57097700 Other Local Rev-Gen	-7,700	0	-7,700	-5,501.41	-2,199	71.40
57097900	322071	VA State Reimbursements	-5,000	0	-5,000	0.00	-5,000	0.00
57097900		Total 57097900 State Non-Categorica	-5,000	0	-5,000	0.00	-5,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-15,600	0	-15,600	-6,490.00	-9,110	41.60
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-7,315.18	-18,385	28.50
57098200		Total 57098200 Federal Non-Categori	-41,300	0	-41,300	-13,805.18	-27,495	33.40
57099100	346400	Contr Surplus-Net Position	0	-5,331,000	-5,331,000	0.00	-5,331,000	0.00
57099100		Total 57099100 OFS-Contribution fro	0	-5,331,000	-5,331,000	0.00	-5,331,000	0.00
		Revenue Total	-4,084,000	-5,331,000	-9,415,000	-1,913,822.55	-7,501,177	20.30

Expense Year to Date as of 12/5/23

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJS	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003703	411000	Salaries and Wages	812,000	97,000	909,000	260,539.94	0.00	648,460	28.70
57003703	411020	Board and Elections Stipends	11,000	0	11,000	2,100.00	0.00	8,900	19.10
57003703	411075	S&W-Housing Stipend	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	412000	S&W-On-Call	25,000	0	25,000	6,752.41	0.00	18,248	27.00
57003703	416000	S&W-Overtime	25,000	0	25,000	4,234.90	0.00	20,765	16.90
57003703	416010	Hours Worked on a Holiday	2,000	0	2,000	146.13	0.00	1,854	7.30
57003703	416015	Call-Back Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	420000	Employee Benefits	334,230	39,000	373,230	0.00	0.00	373,230	0.00
57003703	420002	Deferred Compensation	0	0	0	2,050.01	0.00	-2,050	100.00
57003703	420004	FICA	0	0	0	19,944.23	0.00	-19,944	100.00
57003703	420006	Virginia Retirement System	0	0	0	39,781.05	0.00	-39,781	100.00
57003703	420008	Group Health	0	0	0	20,940.15	0.00	-20,940	100.00
57003703	420010	Worker's Compensation	0	0	0	2,257.63	0.00	-2,258	100.00
57003703	420012	Group Term Life Insurance	0	0	0	3,511.29	0.00	-3,511	100.00
57003703	420014	Long Term Disability	0	0	0	1,223.83	0.00	-1,224	100.00
57003703	420016	Unemployment	0	0	0	13.60	0.00	-14	100.00
57003703	420031	Car Allowance	6,000	0	6,000	2,307.70	0.00	3,692	38.50
57003703	431000	Professional Services	75,000	1,360	76,360	52,027.15	37,069.85	-12,737	116.70
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	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	436000	Advertising Services	60,000	0	60,000	1,245.40	0.00	58,755	2.10
57003703	439000	Other Purchased Services	18,000	164	18,164	16,642.94	3,704.48	-2,183	112.00
57003703	441000	Information Technology Charges	84,750	0	84,750	42,372.00	0.00	42,378	50.00
57003703	441005	Phones and Voicemail Charges	21,140	0	21,140	10,568.00	0.00	10,572	50.00
57003703	441045	IT GIS Mapping Charges	8,930	0	8,930	4,466.00	0.00	4,464	50.00
57003703	441050	IT Purchases Mid-Year	1,060	0	1,060	0.00	0.00	1,060	0.00
57003703	442000	Motor Vehicle Charges	66,970	0	66,970	33,484.00	0.00	33,486	50.00
57003703	444000	Cost Allocation Charges	182,960	0	182,960	91,478.00	0.00	91,482	50.00
57003703	447000	Radio Charges	1,560	0	1,560	780.00	0.00	780	50.00
57003703	451001	Utilities	25,000	0	25,000	887.87	0.00	24,112	3.60
57003703	451002	City Utility Charges	131,000	0	131,000	40,093.34	0.00	90,907	30.60
57003703	452003	Cell Phone Charges	5,000	0	5,000	2,138.72	0.00	2,861	42.80
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	579.64	0.00	2,420	19.30

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJS	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003703	452008	Telephone Service Charges	500	0	500	51.25	71.75	377	24.60
57003703	452009	Long Distance Charges	100	0	100	21.46	0.00	79	21.50
57003703	453000	Insurance	55,000	0	55,000	41,630.00	0.00	13,370	75.70
57003703	454001	Operating Leases	3,500	0	3,500	1,044.90	348.30	2,107	39.80
57003703	455001	Mileage	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	455002	Training and Travel	15,000	0	15,000	2,330.40	0.00	12,670	15.50
57003703	455005	Meeting / Business Expense	8,000	0	8,000	760.73	0.00	7,239	9.50
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	1,958.00	0.00	4,542	30.10
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	12,401.69	210.09	-9,112	360.30
57003703	462000	Other Supplies	10,000	0	10,000	4,601.57	0.00	5,398	46.00
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00
57003703	464000	Uniforms and Safety Apparel	4,500	0	4,500	2,490.13	0.00	2,010	55.30
57003703		Total 57003703 Airport Operations	2,068,700	137,524	2,206,224	729,856.06	41,404.47	1,434,963	35.00
57003710	433000	Maintenance Services	60,000	13,408	73,408	24,355.33	2,584.82	46,467	36.70
57003710	433001	Refuse Collection Services	6,200	0	6,200	755.00	648.00	4,797	22.60
57003710	433003	Janitorial Services	50,000	0	50,000	15,780.65	31,117.84	3,102	93.80
57003710	433006	Mowing Services	25,000	0	25,000	12,249.48	19,437.28	-6,687	126.70
57003710	433008	HVAC	12,000	0	12,000	10,692.75	0.00	1,307	89.10
57003710	433009	Elevator Services	8,000	0	8,000	0.00	0.00	8,000	0.00
57003710	433010	Snow Removal	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	433012	Airfield Lighting Maintenance	8,000	0	8,000	0.00	5,680.00	2,320	71.00
57003710	433014	Elevator Inspections	3,000	0	3,000	0.00	0.00	3,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	30,000	0	30,000	0.00	0.00	30,000	0.00
57003710	439000	Other Purchased Services	45,000	0	45,000	3,370.00	0.00	41,630	7.50
57003710	439004	Paving Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439008	Hazmat Disposal	17,000	0	17,000	0.00	0.00	17,000	0.00
57003710	439014	Security Services	95,000	8,522	103,522	0.00	0.00	103,522	0.00
57003710	454004	Miscellaneous Rentals	3,000	0	3,000	1,466.56	0.00	1,533	48.90
57003710	462000	Other Supplies	26,000	0	26,000	1,359.13	0.00	24,641	5.20
57003710	462001	Tools	10,000	0	10,000	1,407.95	0.00	8,592	14.10
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	461.94	0.00	14,538	3.10
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	423.15	0.00	19,577	2.10
57003710	462047	Airfield Supplies	40,000	0	40,000	709.14	0.00	39,291	1.80
57003710	462048	Security Supplies	25,000	0	25,000	3,437.86	0.00	21,562	13.80
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	22.56	0.00	4,977	0.50

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJS	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003710	462067	Maintenance Supplies	2,500	0	2,500	830.13	0.00	1,670	33.20
57003710	466000	Building and Repair Materials	35,000	0	35,000	1,571.28	0.00	33,429	4.50
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	824.22	0.00	10,676	7.20
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	2,236.00	5,711.04	17,053	31.80
57003710	471000	Equipment & Machinery Purch	200,000	6,475	206,475	6,475.10	98,813.61	101,186	51.00
57003710		Total 57003710 Airport Maintenance	867,200	28,405	895,605	88,428.23	163,992.59	643,184	28.20
57003711	433000	Maintenance Services	14,000	0	14,000	771.72	0.00	13,228	5.50
57003711	433008	HVAC	5,000	0	5,000	3,376.60	0.00	1,623	67.50
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	2,000	0	2,000	0.00	0.00	2,000	0.00
57003711	462000	Other Supplies	3,000	0	3,000	2,041.20	0.00	959	68.00
57003711		Total 57003711 FAA Tower Nonreimbur	27,000	0	27,000	6,189.52	0.00	20,810	22.90
57003712	433000	Maintenance Services	14,000	0	14,000	2,892.16	5,600.40	5,507	60.70
57003712	451002	City Utility Charges	19,000	0	19,000	5,575.25	0.00	13,425	29.30
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	79.20	0.00	921	7.90
57003712		Total 57003712 FAA Tower Reimbursab	34,000	0	34,000	8,546.61	5,600.40	19,853	41.60
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00
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	1,395.21	3,996.00	9,609	35.90
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	1,395.21	3,996.00	30,109	15.20
57003793	462000	Other Supplies	150,000	0	150,000	0.00	0.00	150,000	0.00
57003793	481001	Principal - Bonds Payable	195,000	0	195,000	195,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	14,930	0	14,930	8,853.75	0.00	6,076	59.30
57003793	492575	Transfer to Airport Capital	297,000	5,195,000	5,492,000	5,392,000.00	0.00	100,000	98.20
57003793	496004	Contrib to Net Position	394,670	0	394,670	0.00	0.00	394,670	0.00
57003793		Total 57003793 Airprt Capex-Finance	1,051,600	5,195,000	6,246,600	5,595,853.75	0.00	650,746	89.60
		Expense Total	4,084,000	5,360,929	9,444,929	6,430,269.38	214,993.46	2,799,666	70.40

Aging Report as of 12/5/2023

Cust #	Customer Name	30 to 60	61 to 90	91 to 120	Over 120
42744	AMERICAN AVIATION SERVICES LLC	\$127.98	\$0.00	\$0.00	\$0.00
64366	MANASSAS AVIATION MAIN	\$5,433.12	\$0.00	\$0.00	\$0.00
83168	HERNANDEZ, MARCO	\$0.00	\$0.00	\$0.00	\$170.00
83168	HERNANDEZ, MARCO	\$0.00	\$0.00	\$170.00	\$0.00
83168	HERNANDEZ, MARCO	\$0.00	\$170.00	\$0.00	\$0.00
Totals		\$5,561.10	\$170.00	\$170.00	\$170.00

Notes
Emailed pls pay late fees
Emailed 12/5/23/Mailed Check 12/7
Richard is working on Lien to get planes off the field



AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: December 8, 2023

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Preview of FY 2025 Airport Operating Budget – Projected Expenditures

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

SUMMARY OF ISSUE/ TOPIC: This is a presentation on the upcoming FY 2025 Airport Operating Budget. This presentation will cover the projected expenditures in the FY 2025 operating budget.

The presentation will be available at the Airport Commission’s meeting.

STAFF RECOMMENDATION: N/A

DISCUSSION (IF NECESSARY): No Discussion

BUDGET/FISCAL IMPACT: N/A

STAFF: Juan Rivera, (703) 361-1882

JER

Airport Director



2024 Manassas Regional Airport Commission Meetings

Airport Commission Meetings
City Council Meetings
Executive Committee Meetings
Operations Committee Meetings
City Holidays - Office Closed
Airport Commission Recess

Airport Commission Meetings are held on the third Thursday of every month at 7pm. The Commission will meet in the Terminal 1st Floor, Conference Room.

Exec Committee - 2nd Tuesday 8:30 AM
Ops Committee - 1st Thursday 6PM
2nd Floor Conference Room

Regular Council Meetings are held on the second and fourth Monday of each month at 5:30 p.m. Public Hearings will typically be scheduled for the second Monday of the month. Unless it is noticed, Council will meet at City Hall, 9027 Center Street, Manassas, VA 20110.

Please note that amendments may be made to this calendar by the Airport Director or Airport Commission when deemed necessary.
Prepared by Airport Staff

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	*22	23	24	25	26	27
28	29	30				

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

* Public Hearing on the FY 2024

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays & Observances

January 1	New Years Day (ob.)
January 15	Martin Luther King Day
February 19	President's Day

June 19	Juneteenth
July 4	Independence Day
Sept. 4	Labor Day
Oct. 14	Indigenous Peoples Day

November 11	Veterans Day
November 28 & 29	Thanksgiving Holiday
December 25	Christmas Holiday
December 26	Floating Holiday



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: December 7, 2023

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Approval of 2024 Airport Commission Meetings Calendar

RECOMMENDATION: Approval

MOTION: **I move to approve the 2024 Airport Commission Meetings Calendar**

DATE LAST CONSIDERED BY COMMISSION: December 2022

SUMMARY AND/OR COMMENTS: This an annual calendar of meeting dates for the Airport Commission Meetings, Airport Executive Committee Meetings, and Airport Operations Committee Meetings as well as regular scheduled Commission Meetings.

FISCAL IMPACT: N/A

STAFF CONTACT: Jolene Berry 703-257-8279