



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, May 15, 2025

Call to Order - 7:00 p.m.

Vote to allow Virtual Attendance

Roll Call

Pledge of Allegiance (Stand)

1. Approval of Minutes

1.1 Approval of Minutes from April 17, 2025
[Commission Minutes Apr 17, 2025.docx](#)

2. 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.

3. Airport Director's Report

- 3.1 **Airport Director's Report (Mr. Juan Rivera, Director, 10 minutes)**
[Airport Director's Report May 2025.docx](#)
- 3.2 **Revenues, Expenses, Aging and Billing Reports**
[Revenues as of 5-9-25.xlsx](#)
[Expenses 5-9-25.xlsx](#)
[Aging Report as of 5-6-25.xlsx](#)
[Bill Sheet 5-9-25.xlsx](#)
- 3.3 **Tied-Down, Hangar Occupancy and Noise Report**
[April 2025 Tie-Down Occupancy.pdf](#)
[April 2025 Hangar Occupancy.pdf](#)
[April 2025 Noise.pdf](#)
- 3.4 **Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)**
[Construction Projects 5_17.pptx](#)
- 4. **Presentations**
 - 4.1 **West Airport Redevelopment Concept (Mr. Juan Rivera, Director, 15 minutes)**
- 5. **New Business**
 - 5.1 **Call for Nominations for Chairman and Vice Chairman for FY 25-26 to be voted on at the June Commission Meeting (Mr. Rod Hall, Airport Commission Chairman, 5 mins)**
- 6. **Old Business**
 - 6.1 **Airport Street Naming (Mr. Juan Rivera, 5 minutes)**
- 7. **Consent Agenda**
- 8. **Airport Commission Members Comments**
- 9. **City Council Liaison Comments**
- 10. **Authorization of a Closed Meeting (Reserved)**
- 11. **Certification of a Closed Meeting (Reserved)**

Adjournment



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 1.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: May 15, 2025

Item Title

Approval of Minutes from April 17, 2025

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Submitting Department Manassas Regional Airport

Meeting Body Manassas Regional Airport
Commission

Item ID 2025-806

Drafter Patty Bibber

Meeting Date May 15, 2025

ATTACHMENTS

- [Commission Minutes Apr 17, 2025.docx](#)



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, April 17, 2025

The Manassas Regional Airport Commission held its regular meeting in the Manassas Regional Airport, 1st Floor Conference Room on the above date, attended by, Vice Chairman Anthony McGhee, Member Vanslyn Augustus, Member Jakelin Melgar, Member Carla Cox; Member Alison Paylor; Member Phil Smith. Member not present Chairman Roderick Hall

Attendance via zoom: Member Cheryl Macias

Airport Personnel in Attendance: Juan Rivera, Airport Director, Jolene Berry, Asst. Airport Director, Richard Allabaugh, Sr Airport Operations Officer, Patty Bibber, Secretary

Vice Chairman Anthony McGhee called the meeting to order at 7:01 p.m.

Vote to allow Zoom attendance by Member Cheryl Macias

Member Carla Cox MOVED to approve zoom attendance for Member Cheryl Macias on April 17, 2025, SECONDED by Member Phil Smith MOVED and CARRIED UNANIMOUSLY

Pledge of Allegiance

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.

1.1 Visited by Mr. Carroll Braxton – 101 years old. A decorated Marine. A World War II Veteran and he was the 1st Black Marine Drill Sargent.

2. Approval of Meeting Minutes

Member Alison Paylor MOVED to approve the meeting minutes from March 20, 2025, SECONDED by Member Phil Smith MOVED and CARRIED UNANIMOUSLY

3. Airport Director's Report

- 3.1 Unfortunately, we could not come to an agreement with the dates for the Airport Commission Work Session. Therefore, we are pushing it into the fall. Jolene will send out a new Survey Monkey. Please complete the survey and once a date is established, please place it on your calendar and make it a priority.
- 3.2 Next month we will need to take nominations for the Chair and Vice Chair positions for the 2026 fiscal year.
- 3.3 The Airport Director is in the process of applying for Community Development Funding. A request has been made through Congressman Subramanyam's Office. We requested \$1 million for the Taxiway B Bridge Replacement. We will request additional funds through Senators Kain and Warner's office for the runway bridge.
- 3.4 The Engineer Service RFP is currently being advertised. This will be a 4 year contract for Engineering services.
- 3.5 The City Manager is allowing us to advertise for the two new Airport Operations Officer positions and the additional Maintenance Worker position. We hope to hire for these positions and have the new employees start soon after July 1st.

4. Presentations

- 4.1 Quarterly Maintenance Reports (Mr. Ken Hults, Maintenance Supervisor, 5 minutes)
- 4.2 AvPorts Up-Date Presentation (10 minutes)
- 4.3 ARFF Presentation (Mr. Kevin Garber, ARFF Chief, 10 minutes)
- 4.4 Airport Security Update (Mr. Nicholas Carr, Security Coordinator, 10 minutes)

5. New Business

- 5.1 Renaming of Observation Rd going towards the Tower/recommendation to City Council (Mr. Juan Rivera, Director, 10 minutes)
Names will be collected and then sent to City Council for approval

6. Old Business

- 6.1 Continuing Education Series (Introduction to Part 139.103/104 Video (Mr. Juan Rivera, Airport Director, 5 minutes)

- 7. Consent Agenda
- 8. Airport Commission Members Comments
- 9. City Council Representative Comments
- 10. Authorize a Closed Meeting

Member Vanslyn Augustus motioned to Authorize a Closed meeting, SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY

Member Jakelin Melgar motioned to Allow Mrs. Jolene Berry to stay during the Closed meeting, SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY

- 11. Certify the Closed Meeting

Vice Chairman Anthony McGhee motioned to Certify a Closed meeting, SECONDED by Member Vanslyn Augustus MOVED and CARRIED UNANIMOUSLY

- 12. Adjournment

Member Alison Paylor MOVED to adjourn the meeting, SECONDED by Member Vanslyn Augustus MOVED and CARRIED UNANIMOUSLY

Meeting adjourned at 8:43 PM.

Secretary

Chairman

Date



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: May 15, 2025

Item Title

Airport Director's Report (Mr. Juan Rivera, Director, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2025-808

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date May 15, 2025

ATTACHMENTS

- [Airport Director's Report May 2025.docx](#)

Airport Director's Office

Juan E. Rivera

Memorandum

May 9, 2025

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR MAY 2025

HANGARS OCCUPANCY RATE (T-Hangar & Box)

East Hangars: 97 out of 97 Rented

100% Rented – **1 new tenant.**

West Hangars: 57 out of 59 Rented

97% Rented – **1 vacancy.**

East and West Hangars – 154 out of 156 – 99% Rented

Status: Operations is going through the waiting list for the available unit.

Waiting List

Breakdown

Total on List 224 (Unique Names)

East Side 196

West Side 156

Box Hangar 25

Status: All individuals on the waiting list are in good standing and have deposits on file.

Tie-Downs

No change.

150 out of 154 Rented – 97% Rented

Status: Four (4) flight schools were permitted to remain on the east side with the stipulation that they will have to move to the west side given prior notice. 29 of the total tie-downs are unusable due to the Observation Road relocation project.

Squatters/Issues

April 27, 2025 marked 90 days since notices were posted and mailed to the four (4) abandoned aircraft. Staff is meeting this week to discuss next steps and move forward with the process as defined in the state legislation.

Airport Director's Office

Juan E. Rivera

NOISE COMPLAINTS FOR MAY

There were 7 noise complaints recorded in April.

October Total(s):

- 4 – Aircraft Overflight
- 2 – Helicopter Overflight
- 1 – Aircraft Pattern

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. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military. Flight Schools were contacted again.

MASTER PLAN UPDATE

The Airport Director will give a presentation to the City Council regarding the final Mater Plan Update on May 19, 2025 at a work session.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

Washington Gas has completed the relocation of the gas line. Phillips Construction Company will be back on site on May 12, 2025 to start construction again. We anticipate a \$50,000 change order. The project is currently \$500,000 under budget.

RUNWAY AND TAXIWAY BRIDGE EVALUATION BY AVPORTS

Avports has hired Walter P. Moore to conduct the Forensic Analysis of the Runway and Taxiway bridges. They completed the evaluation of the 16L/34R Runway Bridge and are moving onto the Taxiway B Bridge. It is anticipated that WPM will complete the taxiway bridge analysis the week of May 12th. The Airport is expecting the written report by the end of June.

FLYWYLD LLC NOTICE TO VACATE

FlyWyld LLC signed an agreement that they would winddown their business and vacate the hangar by May 30th. They were also required to pay all City taxes and fees owed. NO UPDATE

NEW ATC TOWER (DESIGN)

The team at RS&H has completed the 15% design and has submitted the 15% Design Report to Airport Staff. The 45% design effort is expected to be completed by the end of June. The Airport is conducting an IFE on the proposed price that was given to the Airport by RS&H to complete the final 55%.

NEW AIRPORT WEBSITE

The Airport Staff received three quotes to create a website for the Airport. The Airport staff has selected Trivera to design the website for \$30,192.00.

Airport Director's Office

Juan E. Rivera

Trivera is in the process of providing the City with its Insurance Certificate. Once we have all insurance requirements in place, we can issue an P.O.

RUNWAY 16L-34R PRELIMINARY DESIGN

We have received a design proposal from RS&H and we are working on conducting an IFE. Grants are due June 30th. NO UPDATE

ARFF STATION RENOVATION

The Architect resubmitted marked up drawings on May 8th to the City Zoning Office. The contractor should be able to pull the necessary Building Permits to start the project.

EA FOR NEW AIRPORT ATC TOWER

Version 3 of the draft EA is ready to be sent to the FAA for review. This should be the final document. Once approved, the document will be available for public review and comments for 30 days.

UPCOMING EVENTS

N/A

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport

Attachments: Transition to Commercial Service Tasks, Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.2

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: May 15, 2025

Item Title

Revenues, Expenses, Aging and Billing Reports

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Submitting Department Manassas Regional Airport

Meeting Body Manassas Regional Airport
Commission

Item ID 2025-809

Drafter Patty Bibber

Meeting Date May 15, 2025

ATTACHMENTS

- [Revenues as of 5-9-25.xlsx](#)
- [Expenses 5-9-25.xlsx](#)
- [Aging Report as of 5-6-25.xlsx](#)
- [Bill Sheet 5-9-25.xlsx](#)

Revenues as of 5/9/2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXPEND	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-345,569.84	345,570	100.00
57097400	315003	Interest on Investment	0	0	0	-1,261,338.39	1,261,338	100.00
57097400	315200	Leases and Rents	-3,138,000	0	-3,138,000	-2,792,209.55	-345,790	89.00
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-823,949.36	-101,051	89.10
57097400	Total 57097400 Use of Money & Property		-4,063,000	0	-4,063,000	-5,223,067.14	1,160,067	128.60
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-114,520.52	-8,479	93.10
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-259,388.87	4,389	101.70
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-53,915.02	-8,085	87.00
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	-26,370.30	9,370	155.10
57097600	Total 57097600 Airport Charges		-457,000	0	-457,000	-454,194.71	-2,805	99.40
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-11,887.48	9,387	475.50
57097700	318426	Card Replacement Fees	-500	0	-500	-105.00	-395	21.00
57097700	318450	Donations/Contributions	0	0	0	-2,500.00	2,500	100.00
57097700	318650	Airport Commercial Op Permit	-5,000	0	-5,000	-4,605.00	-395	92.10
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.23	0	100.00
57097700	Total 57097700 Other Local Revenue		-8,000	0	-8,000	-19,097.71	11,098	238.70
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-15,576.00	-424	97.40
57098200	332011	FAA Tower Reimbursements	-39,000	0	-39,000	-21,293.09	-17,707	54.60
57098200	Total 57098200 Federal Non-Categories		-55,000	0	-55,000	-36,869.09	-18,131	67.00
57099100	346400	Contr Surplus-Net Position	-850,000	-2,732,101	-3,582,101	0.00	-3,582,101	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-9,753	-9,753	0.00	-9,753	0.00
57099100	Total 57099100 OFS-Contributions		-850,000	-2,741,854	-3,591,854	0.00	-3,591,854	0.00
		Revenue Total	-5,433,000	-2,741,854	-8,174,854	-5,733,228.65	-2,441,625	70.10

Expenses as of 5/9/2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	842,000	0	842,000	603,803.60	0.00	238,196	71.70
57003703	411075	S&W-Housing Stipend	5,000	0	5,000	1,352.58	0.00	3,647	27.10
57003703	412000	S&W-On-Call	30,000	0	30,000	25,971.25	0.00	4,029	86.60
57003703	416000	S&W-Overtime	30,000	0	30,000	19,870.81	0.00	10,129	66.20
57003703	416010	Hours Worked on a Holiday	2,000	0	2,000	855.17	0.00	1,145	42.80
57003703	416015	Call-Back Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	420000	Employee Benefits	337,000	0	337,000	0.00	0.00	337,000	0.00
57003703	420002	Deferred Compensation	0	0	0	5,309.02	0.00	-5,309	100.00
57003703	420004	FICA	0	0	0	47,097.18	0.00	-47,097	100.00
57003703	420006	Virginia Retirement System	0	0	0	98,052.64	0.00	-98,053	100.00
57003703	420008	Group Health	0	0	0	59,681.03	0.00	-59,681	100.00
57003703	420010	Worker's Compensation	0	0	0	5,130.69	0.00	-5,131	100.00
57003703	420012	Group Term Life Insurance	0	0	0	7,745.75	0.00	-7,746	100.00
57003703	420014	Long Term Disability	0	0	0	2,635.86	0.00	-2,636	100.00
57003703	420016	Unemployment	0	0	0	67.50	0.00	-68	100.00
57003703	420031	Car Allowance	6,100	0	6,100	4,846.17	0.00	1,254	79.40
57003703	431000	Professional Services	150,000	5,163	155,163	18,137.56	16,931.48	120,094	22.60
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	433000	Maintenance Services	0	0	0	32.28	0.00	-32	100.00
57003703	435000	Print Bind Photo Services	2,500	0	2,500	180.00	0.00	2,320	7.20
57003703	436000	Advertising Services	65,000	0	65,000	2,376.99	0.00	62,623	3.70
57003703	439000	Other Purchased Services	5,000	0	5,000	14,390.61	1,035.08	-10,426	308.50
57003703	441000	Information Technology Charges	95,490	0	95,490	79,574.00	0.00	15,916	83.30
57003703	441005	Phones and Voicemail Charges	29,390	0	29,390	24,492.00	0.00	4,898	83.30
57003703	441045	GIS/Data Services Charges	12,110	0	12,110	10,092.00	0.00	2,018	83.30
57003703	441050	IT Purchases Mid-Year	1,130	0	1,130	727.38	0.00	403	64.40
57003703	442000	Motor Vehicle Charges	83,670	0	83,670	69,724.00	0.00	13,946	83.30
57003703	444000	Cost Allocation Charges	200,000	0	200,000	166,666.00	0.00	33,334	83.30
57003703	447000	Radio Charges	1,560	0	1,560	1,300.00	0.00	260	83.30
57003703	451001	Utilities	30,000	0	30,000	9,071.31	0.00	20,929	30.20
57003703	451002	City Utility Charges	145,000	0	145,000	91,100.69	0.00	53,899	62.80
57003703	452003	Cell Phone Charges	6,000	0	6,000	5,141.56	0.00	858	85.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	1,329.11	0.00	1,671	44.30

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	452008	Telephone Service Charges	500	0	500	122.25	51.75	326	34.80
57003703	452009	Long Distance Charges	100	0	100	43.05	0.00	57	43.10
57003703	453000	Insurance	100,000	0	100,000	43,871.00	0.00	56,129	43.90
57003703	454001	Operating Leases	3,500	0	3,500	2,178.60	183.03	1,138	67.50
57003703	455001	Mileage	1,000	0	1,000	97.02	0.00	903	9.70
57003703	455002	Training and Travel	20,000	0	20,000	6,624.28	0.00	13,376	33.10
57003703	455005	Meeting / Business Expense	8,000	0	8,000	1,000.92	0.00	6,999	12.50
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	6,360.00	0.00	140	97.80
57003703	458099	Miscellaneous Expense--Airport	45,000	0	45,000	0.00	0.00	45,000	0.00
57003703	461000	Office Supplies	6,000	0	6,000	4,650.23	1,246.53	103	98.30
57003703	462000	Other Supplies	12,000	0	12,000	6,084.17	0.00	5,916	50.70
57003703	463000	Books and Subscriptions	500	0	500	10,886.30	0.00	-10,386	2,177.30
57003703	464000	Uniforms and Safety Apparel	5,000	0	5,000	589.01	0.00	4,411	11.80
57003703	495002	Salary and Wage Contingency	59,800	0	59,800	0.00	0.00	59,800	0.00
57003703	Total 57003703 Airport Operations		2,378,350	5,163	2,383,513	1,459,261.57	19,447.87	904,804	62.00
57003710	433000	Maintenance Services	65,000	0	65,000	12,670.72	3,606.00	48,723	25.00
57003710	433001	Refuse Collection Services	6,200	0	6,200	6,515.89	1,034.00	-1,350	121.80
57003710	433003	Janitorial Services	50,000	0	50,000	39,817.48	8,067.36	2,115	95.80
57003710	433006	Mowing Services	25,000	0	25,000	21,107.75	17,251.58	-13,359	153.40
57003710	433008	HVAC	20,000	0	20,000	4,502.11	0.00	15,498	22.50
57003710	433009	Elevator Services	8,000	0	8,000	0.00	0.00	8,000	0.00
57003710	433010	Snow Removal	30,000	0	30,000	49,507.50	0.00	-19,508	165.00
57003710	433012	Airfield Lighting Maintenance	45,000	0	45,000	6,217.69	0.00	38,782	13.80
57003710	433014	Elevator Inspections	3,000	0	3,000	1,785.04	0.00	1,215	59.50
57003710	433015	Vehicle/Apparatus Maintenance	50,000	0	50,000	10,103.95	0.00	39,896	20.20
57003710	439000	Other Purchased Services	45,000	0	45,000	32,279.83	0.00	12,720	71.70
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	1,447.18	0.00	15,553	8.50
57003710	439014	Security Services	100,000	4,590	104,590	84,132.28	9,693.00	10,765	89.70
57003710	454004	Miscellaneous Rentals	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	455002	Training and Travel	0	0	0	204.96	0.00	-205	100.00
57003710	462000	Other Supplies	90,000	0	90,000	54,731.78	0.00	35,268	60.80
57003710	462001	Tools	20,000	0	20,000	6,848.77	0.00	13,151	34.20
57003710	462044	Airfield Lighting Supplies	20,000	0	20,000	9,308.24	0.00	10,692	46.50
57003710	462046	Airport Hanger Supplies	30,000	0	30,000	5,788.35	0.00	24,212	19.30
57003710	462047	Airfield Supplies	50,000	0	50,000	19,526.77	9,949.44	20,524	59.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003710	462048	Security Supplies	35,000	0	35,000	10,375.32	0.00	24,625	29.60
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003710	462067	Maintenance Supplies	3,500	0	3,500	2,041.10	0.00	1,459	58.30
57003710	466000	Building and Repair Materials	45,000	0	45,000	9,637.02	0.00	35,363	21.40
57003710	467000	Fuels/Oils/Lubricants	12,000	0	12,000	8,586.16	0.00	3,414	71.60
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	15,682.55	11,812.50	-2,495	110.00
57003710	471000	Equipment & Machinery Purch	145,000	0	145,000	65,097.50	119,123.68	-39,221	127.00
57003710	Total 57003710 Airport Maintenance		1,019,700	4,590	1,024,290	477,915.94	180,537.56	365,836	64.30
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	5,000	0	5,000	4,828.83	0.00	171	96.60
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	2,500	0	2,500	0.00	0.00	2,500	0.00
57003711	462000	Other Supplies	3,000	0	3,000	30.97	0.00	2,969	1.00
57003711	Total 57003711 FAA Tower Nonreimburse		27,500	0	27,500	4,859.80	0.00	22,640	17.70
57003712	433000	Maintenance Services	14,000	0	14,000	7,539.47	1,451.90	5,009	64.20
57003712	451002	City Utility Charges	21,000	0	21,000	11,954.60	0.00	9,045	56.90
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	510.23	0.00	490	51.00
57003712	Total 57003712 FAA Tower Reimbursables		36,000	0	36,000	20,004.30	1,451.90	14,544	59.60
57003713	416000	S&W-Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003713	431003	Marketing	1,500	0	1,500	0.00	0.00	1,500	0.00
57003713	433003	Janitorial Services	500	0	500	337.66	0.00	162	67.50
57003713	439000	Other Purchased Services	5,000	0	5,000	592.40	0.00	4,408	11.80
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	5,000	0	5,000	245.37	0.00	4,755	4.90
57003713	Total 57003713 Airport-Special Projects		13,500	0	13,500	1,175.43	0.00	12,325	8.70
57003718	411000	Salaries and Wages	90,000	0	90,000	70,965.79	0.00	19,034	78.90
57003718	416000	S&W-Overtime	0	0	0	1,641.52	0.00	-1,642	100.00
57003718	420000	Employee Benefits	36,000	0	36,000	0.00	0.00	36,000	0.00
57003718	420002	Deferred Compensation	0	0	0	694.26	0.00	-694	100.00
57003718	420004	FICA	0	0	0	5,303.93	0.00	-5,304	100.00
57003718	420006	Virginia Retirement System	0	0	0	12,796.62	0.00	-12,797	100.00
57003718	420008	Group Health	0	0	0	13,887.60	0.00	-13,888	100.00
57003718	420010	Worker's Compensation	0	0	0	48.51	0.00	-49	100.00
57003718	420012	Group Term Life Insurance	0	0	0	912.62	0.00	-913	100.00
57003718	420014	Long Term Disability	0	0	0	433.01	0.00	-433	100.00
57003718	420016	Unemployment	0	0	0	8.00	0.00	-8	100.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003718	439014	Security Services	0	0	0	6,833.90	1,576.10	-8,410	100.00
57003718	441050	IT Purchases Mid-Year	0	0	0	129.98	0.00	-130	100.00
57003718	462039	Computer Software	0	0	0	-3,750.00	0.00	3,750	100.00
57003718	462048	Security Supplies	0	0	0	10,579.08	0.00	-10,579	100.00
57003718	Total 57003718 Airport-Security Projects		126,000	0	126,000	120,484.82	1,576.10	3,939	96.90
57003793	462000	Other Supplies	250,000	0	250,000	0.00	0.00	250,000	0.00
57003793	481001	Principal - Bonds Payable	200,000	0	200,000	200,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	10,000	0	10,000	9,150.00	0.00	850	91.50
57003793	492575	Transfer to Airport Capital	1,142,000	2,732,101	3,874,101	3,777,401.00	0.00	96,700	97.50
57003793	496004	Contrib to Net Position	229,950	0	229,950	0.00	0.00	229,950	0.00
57003793	Total 57003793 Airprt Capex-Finance		1,831,950	2,732,101	4,564,051	3,986,551.00	0.00	577,500	87.30
		Expense Total	5,433,000	2,741,854	8,174,854	6,070,252.86	203,013.43	1,901,588	76.70

Aging Report as of 5/6/2025

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
55011	SACKOR, AMARA	3033909	3/31/2025	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
55011	SACKOR, AMARA	3033908	03/03/2025	\$80.00	\$10.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
64036	WEBB, MICHAEL	3013709	03/31/2025	\$1,500.00	\$62.50	\$0.00	\$1,562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,562.50
84052	GONZALES, RENE	3019509	03/31/2025	\$80.00	(\$64.52)	\$0.00	\$15.61	\$0.00	\$0.00	\$0.00	\$0.13	\$15.61

\$1,748.11

55011 Sackor

emailed 4/4/25 -emailed/called 4/24 - emailed back he is out of the country till 5/16 will pay when he gets back

64036 Webb

Inv #3013709 payment was returned, city sent letter 4/8; airport sent email 5/6

84052 Gonzales

Cancelled tiedown - monies left are prorated, emailed 5/6

Bankruptcy

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
42215	AMERICAN HELICOPTERS INC	112912	07/01/2024	\$1,854.45	\$0.00	\$1,005.93	\$0.00	\$0.00	\$0.00	\$848.52	\$0.00	\$848.52
42215	AMERICAN HELICOPTERS INC	112901	07/31/2024	\$1,854.45	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,884.45	\$0.00	\$1,884.45
42215	AMERICAN HELICOPTERS INC	112902	08/31/2024	\$1,854.45	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,884.45	\$0.00	\$1,884.45
42215	AMERICAN HELICOPTERS INC	112903	10/01/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00	\$1,854.45
42215	AMERICAN HELICOPTERS INC	112904	10/31/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00	\$1,854.45
42215	AMERICAN HELICOPTERS INC	112905	12/01/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00	\$1,854.45
42744	AMERICAN AVIATION SERVICES LLC	96412	07/01/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	113112	07/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	96401	07/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	96402	08/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	96403	10/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	96404	10/31/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	96405	12/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	113101	07/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113102	08/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113103	10/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113104	10/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113105	12/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00

\$56,853.87

Derelict Aircraft

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
36575	EDMONDS, ROBERT	112405	03/31/2024	\$80.00	\$10.00	\$70.00	\$0.00	\$0.00	\$0.00	\$20.00	\$1.84	\$21.84
36575	EDMONDS, ROBERT	112406	05/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$7.50	\$97.50
36575	EDMONDS, ROBERT	112407	05/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$6.75	\$96.75
36575	EDMONDS, ROBERT	112408	07/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$5.91	\$95.91
36575	EDMONDS, ROBERT	112401	07/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$6.00	\$96.00
36575	EDMONDS, ROBERT	112402	08/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$4.50	\$94.50
36575	EDMONDS, ROBERT	112403	10/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$3.75	\$93.75
36575	EDMONDS, ROBERT	112404	10/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00	\$3.00	\$93.00
36575	EDMONDS, ROBERT	112405	12/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$90.00	\$0.00	\$90.00	\$2.25	\$92.25
36575	EDMONDS, ROBERT	112406	12/31/2024	\$80.00	\$10.00	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00	\$2.25	\$92.25
36575	EDMONDS, ROBERT	112407	01/31/2025	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.75	\$90.75
36575	EDMONDS, ROBERT	112408	03/03/2025	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
36575	EDMONDS, ROBERT	112409	03/31/2025	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
47733	BITTERFIELD, COLIN	113302	08/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$4.50	\$94.50
47733	BITTERFIELD, COLIN	113303	10/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$3.75	\$93.75
47733	BITTERFIELD, COLIN	113304	10/31/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00	\$3.00	\$93.00
47733	BITTERFIELD, COLIN	113305	12/01/2024	\$80.00	\$10.00	\$0.00	\$0.00	\$90.00	\$0.00	\$90.00	\$2.25	\$92.25
47733	BITTERFIELD, COLIN	113306	12/31/2024	\$80.00	\$10.00	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00	\$2.25	\$92.25
47733	BITTERFIELD, COLIN	113307	01/31/2025	\$80.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.75	\$90.75
47733	BITTERFIELD, COLIN	113308	03/03/2025	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
47733	BITTERFIELD, COLIN	113309	03/31/2025	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00

\$1,841.00

Bill Sheet as of 5/9/2025

Vendor	Description	Net Amount
A R C WATER TREATMENT	Water Treatment for Boiler	208.00
A&A ASSOCIATES INC	Security Services	9,448.90
ACME TECHNICAL GROUP	Maintenance for CCTV and Control Systems	34,848.50
ADB SAFEGATE AMERICAS HOLDING INC	Lightning supplies	802.17
AMERICAN DISPOSAL SVCS, INC	Roll off to clear American Aviation/Helicopter Hgr	1,165.00
ASSOCIATED BUILDING MAINTENANCE	Custodial Services	9,519.18
BLUE RIDGE FIRE PROTECTION INC.	Fire Extinguishers inspection	1,368.00
CINTAS CORP. #145	Tower Mats/Terminal Mats/Misc	717.02
DELTA AIRPORT CONSULTANTS INC	Construction Administration	2,703.08
DELTA AIRPORT CONSULTANTS INC	Update SWPPP and SPCC Plan	1,451.12
DELTA AIRPORT CONSULTANTS INC	Const Admin - Airfield Marking/Striping	5,000.00
EDWARDS BUSINESS MACHINES INC	05/01-05/31/25 Airport Copier SN#ADXM013000647	210.53
FANNON PETROLEUM SERVICES INC	Off Road Dyed Diesel	2,033.44
FINLAY FIRE APPA & EQUIP REPAIR LLC	Preventative Maintenance	3,188.54
GATE CONTROL SYSTEMS INC	Repair EV3 gate	745.89
HERITAGE CRYSTAL CLEAN INC	Disposal Oil	176.00
IRIS GROUP HOLDINGS LLC	Panic Monitoring	35.11
JAMES RIVER EQUIPMENT VA LLC	Tires for Broom	4,522.00
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	4/18/25Amendment #2 on call architectural services	4,428.00
MOTOROLA SOLUTIONS INC	6 Radios Quote #2883811	21,943.44
OLSEN, MARK	Soil for the airfield/Brush Clearing/Tree Removal	27,506.00
ORACLE ELEVATOR HOLDCO INC	Elevator Inspections-Overcharged per contract	500.00
PRO-TEC FIRE SERVICES INC	Monthly ARFF Services March	69,366.08
RENT-A-JOHN OF VIRGINIA LLC	Potty Service West side	380.00
REYNOLDS SMITH & HILLS INC	4/11/25 Construction Administration for Obser Rd	5,017.14
REYNOLDS SMITH & HILLS INC	4/11/25 RW 16L-34R & TW B Replacement 50% Design	249,180.80
REYNOLDS SMITH & HILLS INC	ATCT Pre/Conceptual Design (45%)	113,662.60
RIVERA, JUAN E	Parking Reimbursement	60.00
ROBERTS OXYGEN CO INC	Medical Oxygen	1,002.31
U S A CABLE & EXCAVATION LLC	Outbound Access	29,028.02
U S PLANTS INC	Plant Maintenance	252.00
VIRTOWER LLC	Virtual Tower Airport Operations Tracking	500.00
WEWERKA CONSTRUCTION MANAGEMENT INC	Airport Mowing	4,268.71
		605,237.58



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.3
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: May 15, 2025

Item Title

Tied-Down, Hangar Occupancy and Noise Report

Suggested Action and/or Recommendation

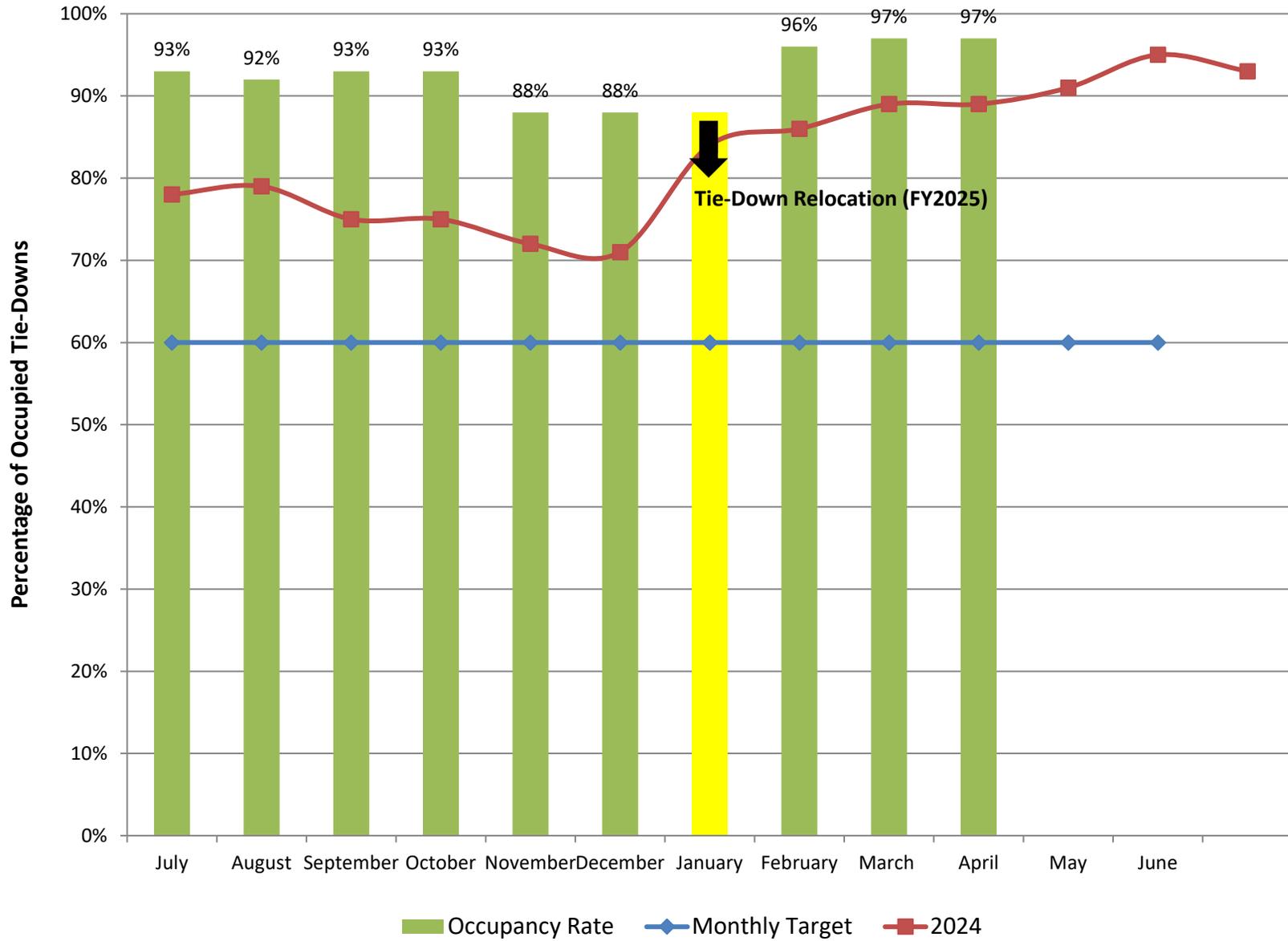
Suggested Motion

Item Type Reports / Presentations	Item ID 2025-810
Submitting Department Manassas Regional Airport	Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission	Meeting Date May 15, 2025

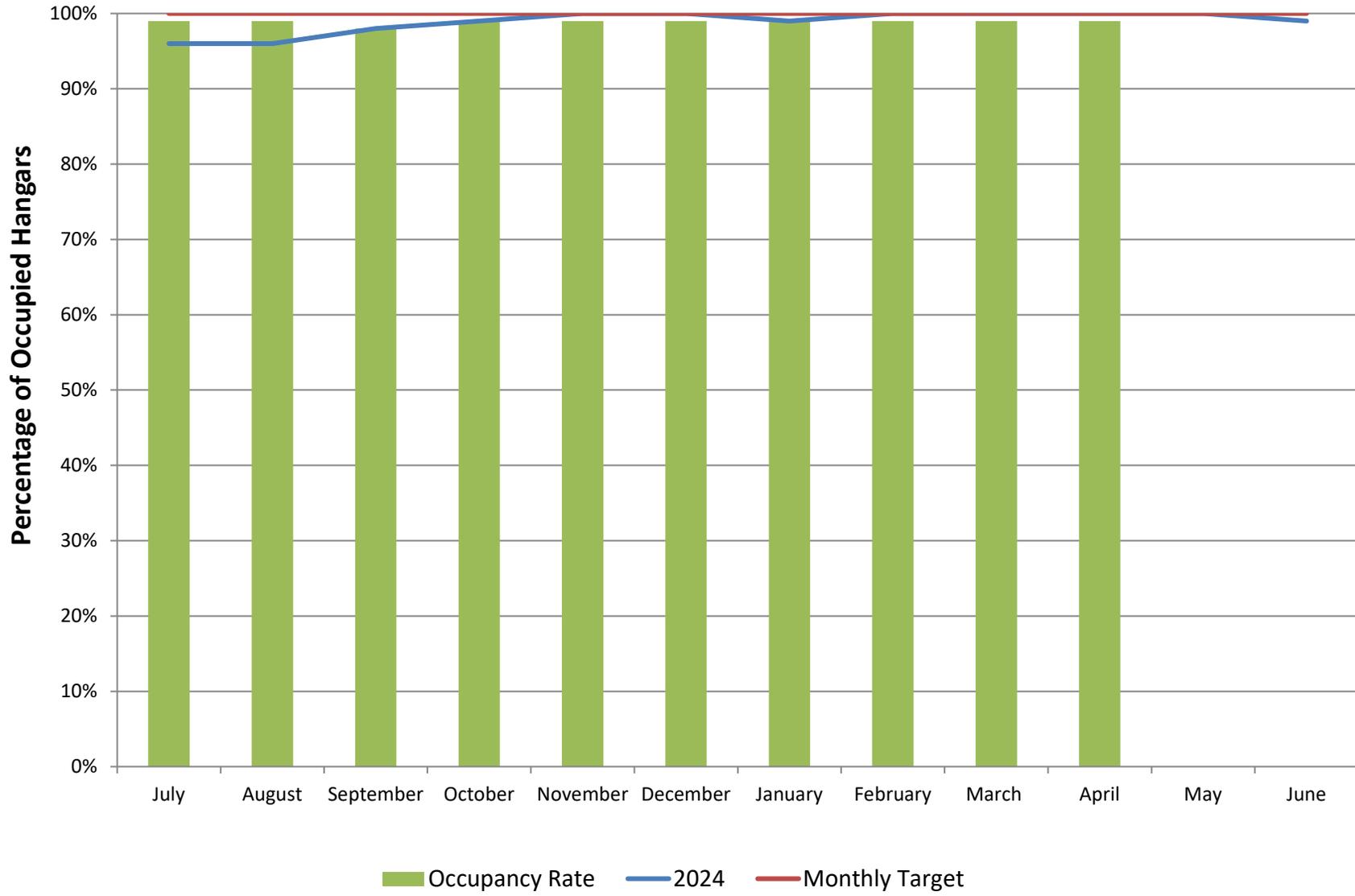
ATTACHMENTS

- [April 2025 Tie-Down Occupancy.pdf](#)
- [April 2025 Hangar Occupancy.pdf](#)
- [April 2025 Noise.pdf](#)

FY2025 Tie-Down Occupancy Rates

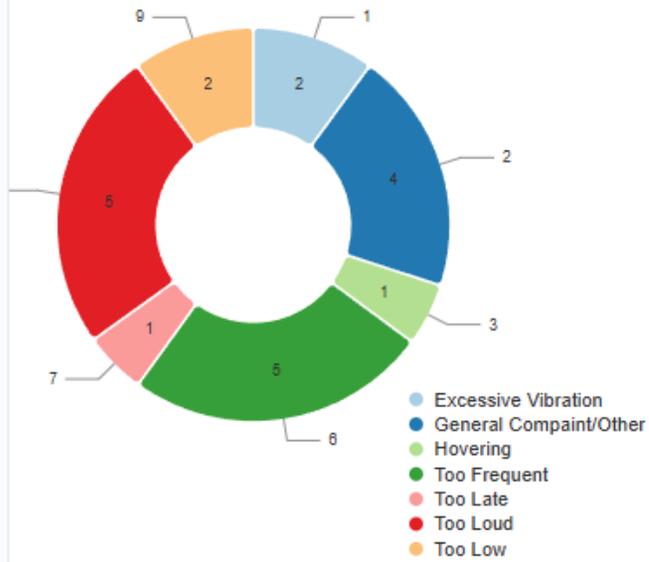


FY2025 Hangar Occupancy Rates

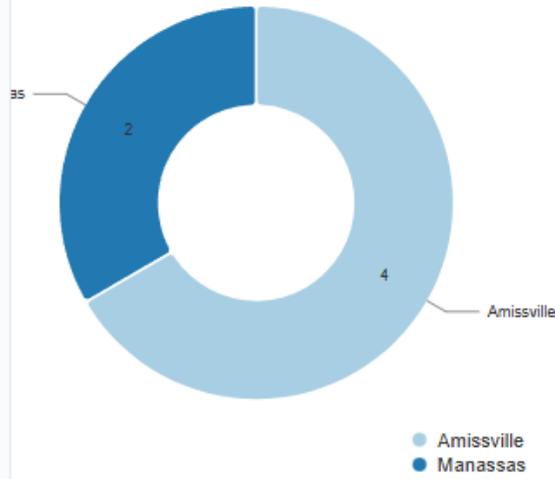


April 2025 Noise Statistics

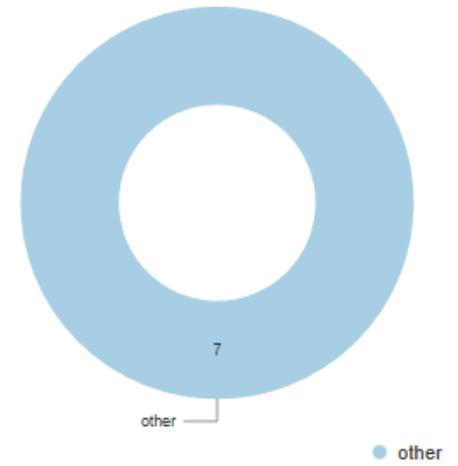
Event Type



City

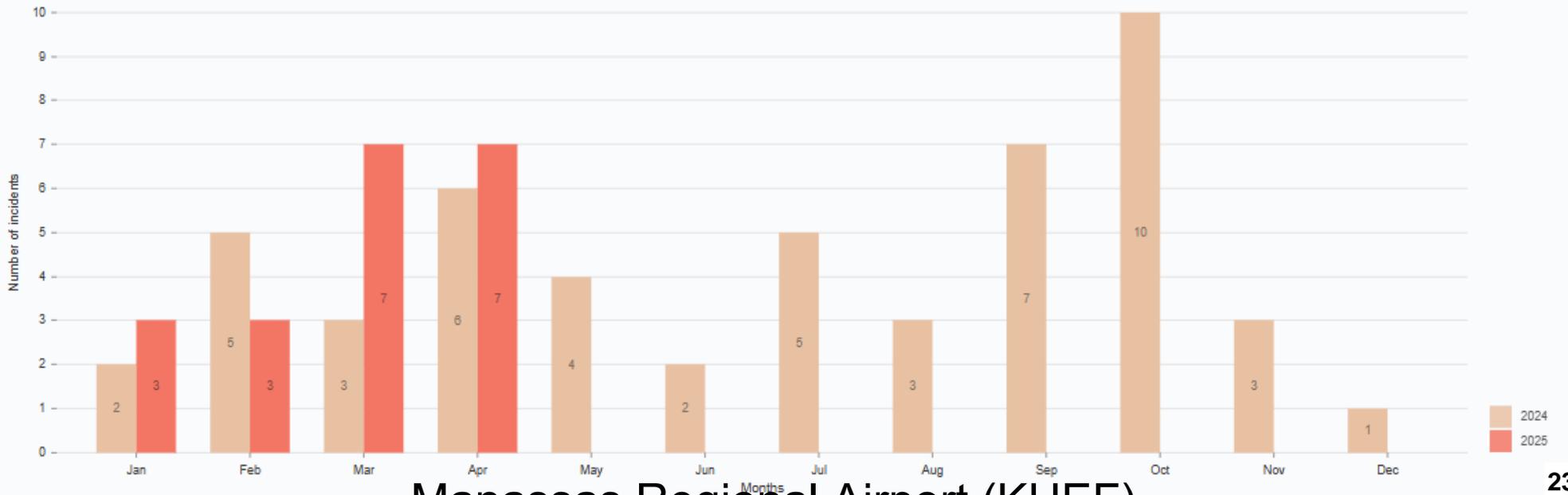


Outlined Surfaces



Total number of Noise Logs

2025



Manassas Regional Airport (KHEF)



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.4
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: May 15, 2025

Item Title

Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations	Item ID 2025-811
Submitting Department Manassas Regional Airport	Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission	Meeting Date May 15, 2025

ATTACHMENTS

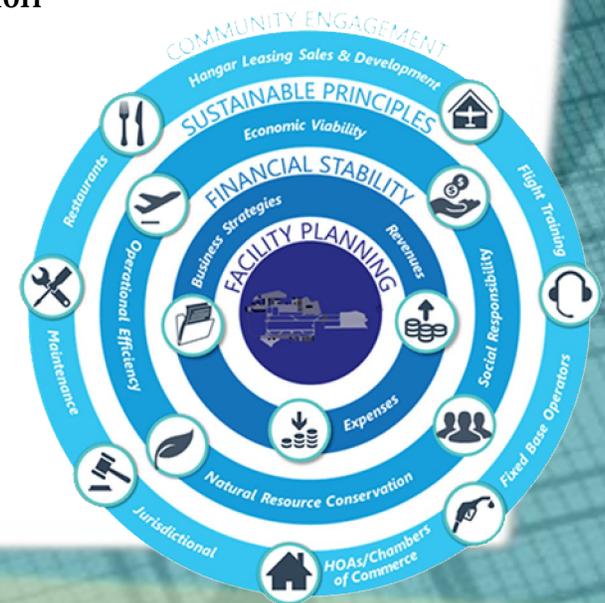
- [Construction Projects 5_17.pptx](#)

Construction Projects

May 2025 Update

Master Plan Update 2022

- The Master Plan update is a comprehensive study designed to depict an airport's short-, medium-, and long-term development plans. The data collected is used to create a development plan forecasted over a 20-year planning horizon.
 - Waiting on signatures – presenting at May 19th Council Work Session
 - FAA will sign the ALP last
- Cost to date: \$786,992.00 of \$791,992.00
- Change order: Include 139 Certification
 - Additional Grant from DOAV
 - ALP to Include Commercial Service, Forecast Numbers



ATC Tower Environmental Assessment (EA)

- The scope of this project is to conduct an Environmental Assessment of the proposed tower sites to avoid or minimize potential impacts.
 - RS&H is responding with comments back to the FAA.
 - EA is not finalizing yet.

- Cost to Date: Phase 1: \$121,878.42
 - Phase 2: \$262,316(w/all optional tasks)
- Completion: February 2025 (FONSI)

[PRELIMINARY DRAFT]
ENVIRONMENTAL ASSESSMENT

Air Traffic Control Tower Replacement
Manassas Regional Airport (HEF)

Prepared for:
City of Manassas

And

U.S. Department of Transportation
Federal Aviation Administration
As lead Federal Agency pursuant to the National Environmental Policy Act of 1969

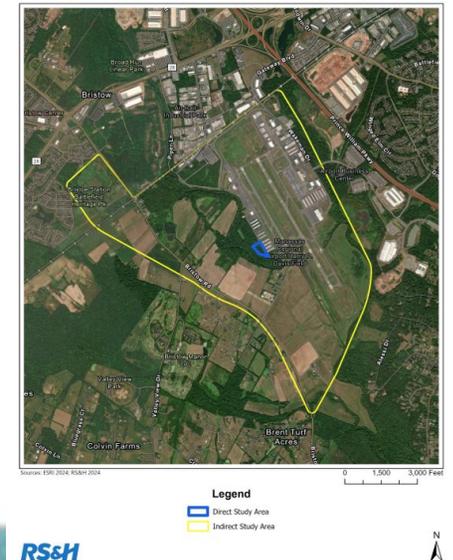
Prepared by:
RS&H, Inc.

August 2024

This Environmental Assessment becomes a Federal document when evaluated, signed, and dated by the Responsible Federal Official.

Responsible Federal Official _____ Date _____

FIGURE 3-1: PROJECT STUDY AREAS



West Corporate Development Site- Drainage Improvements (Construction)

- The project will include the Observation Road relocation, construction of a retaining wall, stormwater retention pond, utility relocation(water main, storm sewer, communication, natural gas, sanitary sewer force main and pump station, 2 hangars demoed and environmental remediation.
 - Projected started back up on May 12th
- Cost to Date: \$2,170,605.97
- Completion: Spring 2025
- Total Days of Project: 235 of 270 days
 - Aug 30th Stop Work Order Issued by Airport
 - Start work order Issued May 12th
 - 35 days remaining on the contract.
- Change Orders: Airport is expecting a change order from Phillips due to being shut down by the gas line relocation.



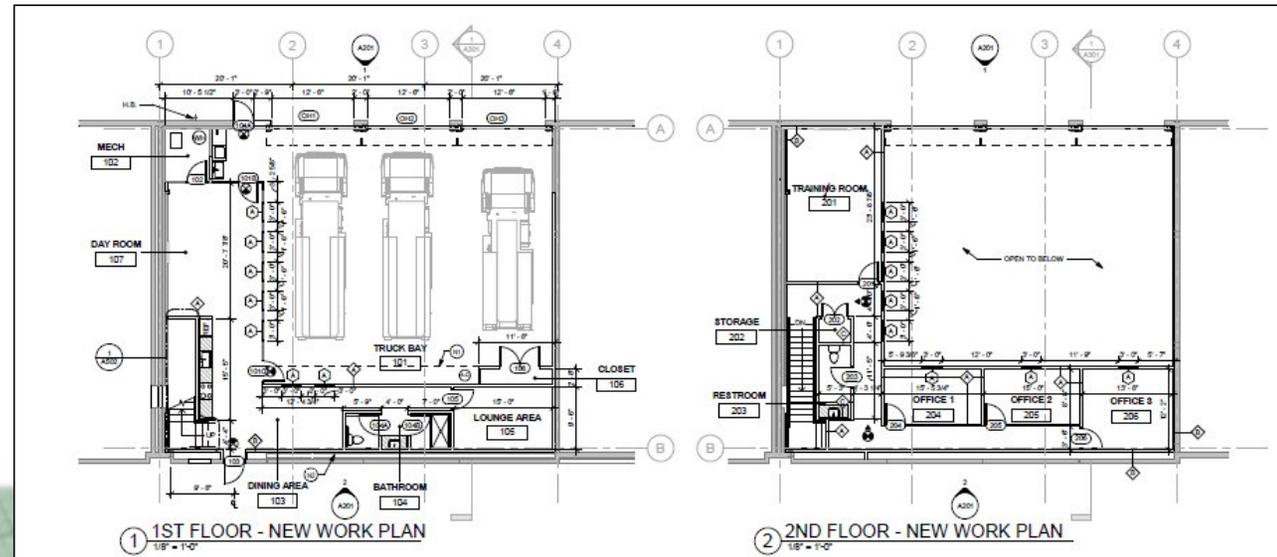
ARFF Hangar Remodel

The objective of this project is to outfit the hangar as a ARFF hangar and office space.

- Permit should be issued this month

Cost to Date:

Completion: Completion by Summer/Fall 2025



Runway 16L/34R & Taxiway B - Bridge Replacement Design Phase Services to 50%

The objective of this project is to examine whether the existing bridge structures over Broad Run can support larger aircraft that originally designed to accommodate.

- Working on design.

Cost to Date: \$148,616.36

Completion: March – 15%, June – 50%



Runway 16L/34R Rehabilitation

The objective of this project will be to rehabilitate the existing runway asphalt pavement & overhaul the associated airfield electrical infrastructure. Grading the Runway Safety Area to be in compliance for FAA standards. Improve drainage along the runway and taxiway connectors.

- Working on IFE for Scope of Work

Cost to Date: \$

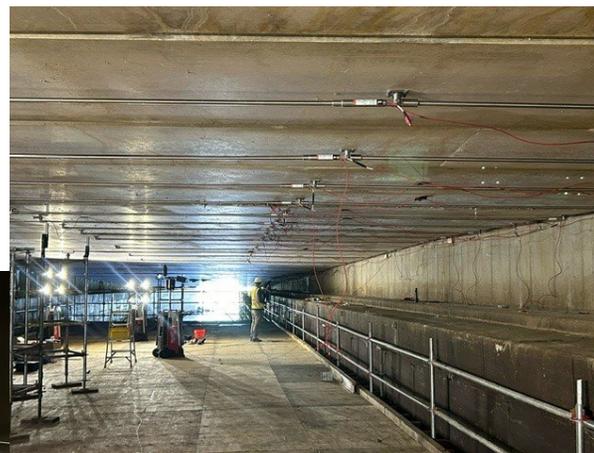
Completion: 30% - 3 months, 60% - 3 months, 90% -3 months



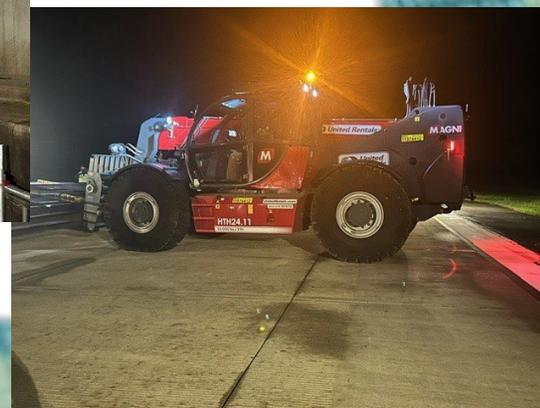
Questions?



Airfield Marking Project



Bridge Weight Testing





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: May 15, 2025

Item Title

West Airport Redevelopment Concept (Mr. Juan Rivera, Director, 15 minutes)

Suggested Action and/or Recommendation

Receive the Report

Suggested Motion

N/A

Item Type Reports / Presentations	Item ID 2025-807
Submitting Department Manassas Regional Airport	Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission	Meeting Date May 15, 2025

Fiscal Impact

N/A

Executive Summary and Background Information

The Airport Commission has approved a development plan for the west side of the Airport. Unfortunately, the current members of the Airport Commission were not present when the plan was approved. The Airport Director will present the plan for the west side development and discuss the timing and updates of projects on the west side of the Airport.



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: May 15, 2025

Item Title

Call for Nominations for Chairman and Vice Chairman for FY 25-26 to be voted on at the June Commission Meeting (Mr. Rod Hall, Airport Commission Chairman, 5 mins)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Submitting Department Manassas Regional Airport

Meeting Body Manassas Regional Airport
Commission

Item ID 2025-812

Drafter Patty Bibber

Meeting Date May 15, 2025



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 6.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: May 15, 2025

Item Title

Airport Street Naming (Mr. Juan Rivera, 5 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Submitting Department Manassas Regional Airport

Meeting Body Manassas Regional Airport
Commission

Item ID 2025-813

Drafter Patty Bibber

Meeting Date May 15, 2025