



City of Manassas, Virginia  
Manassas Regional Airport Commission Meeting

AGENDA

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Manassas Regional Airport Commission Meeting  
Terminal Building - 1st Floor Conference Room  
10600 Harry Parrish Boulevard  
Manassas, VA 20110  
Thursday, June 16, 2022

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

Pledge of Allegiance

1. Approval of Minutes

- 1.1 Approval of Meeting Minutes for May 19, 2022  
[June Manassas Regional Airport Commission - May 19 Minutes.docx](#)

2. Review of Expenses

- 2.1 Review Expenses  
[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**
- 4.2 **Tie-Down and Hangar Occupancy Reports, and Citizen's Noise Concerns**  
[May 2022 Tie-Down Occupancy.pdf](#)  
[May 2022 Hangar Occupancy.pdf](#)  
[May 2022 Tie-Down Occupancy.pdf](#)
- 4.3 **Aging, Revenue and Expenditures Report**  
[Expense Report.xlsx](#)  
[Revenue Report.xlsx](#)  
[Aging Report.xlsx](#)
- 4.4 **Airport Master Plan Update**  
[Airport Master Plan Status Update.pdf](#)

5. **Presentations**

- 5.1 **Manassas Businesses & Career and Technical Education (CTE) Working Group Presentation (20 Minutes)**  
[Agenda Statement - June 16 2022 Presentation - CTE Committee.docx](#)
- 5.2 **Update of the Airport's Financial Plan (Davenport, 30 minutes)**  
[Agenda Statement - June 16 2022 Presentation - Updated Airport Financial Plan.docx](#)

6. **Old Business**

7. **Consent Agenda**

8. **Committee Reports (If Available)**

- 8.1 **Airport Operations Committee Report (Mr. John Snider, Chair, 5 minutes)**

9. **New Business**

- 9.1 **Accept Nominations for Chair and Vice-Chair for FY2023 (Mr. Tom Lemmon, Chair 5 minutes)**
- 9.2 **Voice Vote for Chairman - Each Commission member has one vote**

**9.3 Voice Vote for Vice-Chair - Each Commission member has one vote**

**9.4 Approve an Airport Open House Event on May 6, 2023 (Mr. Juan Rivera, 5 minutes)**

[Agenda Statement - June 16 2022 Approve May 6 2023 for Airport Open House.docx](#)

**10. Information Items**

**11. Commission Comments**

**Adjournment**



City of Manassas, Virginia  
Manassas Regional Airport Commission Meeting

MINUTES

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Manassas Regional Airport Commission Meeting  
Terminal Building - 1st Floor Conference Room  
10600 Harry Parrish Boulevard  
Manassas, VA 20110  
Thursday, May 19, 2022

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Tom Lemmon, Vice Chairman Richard Seraydarian, Member Juan Cabrera, Member Anthony McGhee, Member Larry Pigeon, Member John Snider, and Member Ross Snare.

Member Vanslyn Augustus, Member Howard Goodie, Member James Uzzle and Council Member Theresa Coates Ellis were not present.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Patty Bibber (Admin Fiscal Coordinator) and Richard Allabaugh (Airport Operations).

Chairman Lemmon called the meeting to order at 7:05 p.m.

Pledge of Allegiance

1. Approval of Meeting Minutes  
Member Snider MOVED to approve the minutes for the April 21, 2022 meeting, SECONDED by Member Pigeon and CARRIED UNANIMOUSLY
2. Review of Expenses  
Mr. Rivera made note of the abbreviated Bill Sheet of monthly expenses. The current month is reported. Everyone was in agreement to continue with the format.
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

Mr. Rivera provided an update on the City Council Meeting, the Commission bylaws were discussed and the Airport budget was approved, which includes an another Operations personnel. However, hiring of additional staff is on hold until the State approved the budget.

Mr. Rivera talked about having an Open House next May. Tie-Down Occupancy is almost at max so not sure how much room we would have. The show would be mostly static display, war birds, Classic cars, Porsche club a lot of options and sponsorship. One obstacle are the 2 projects going on Taxiway Alpha and the Observation Relocation drainage project. We could also utilize the front of the Airport, would like a balloon. Commission has agreed upon putting something together.

Mr. Rivera reminded the commission that there is a July 7<sup>th</sup> work session starting at 7pm on Advance Air Mobility. Work session should be about 2 hours long.

Mr. Rivera mentioned that the Tower siting study was cancelled due to the fact that we don't have the grant. Mostly likely will not know anything from the Secretary until mid to late June.

Mr. Rivera noted that since COVID is somewhat under control, we want to start planning an Airport Business Appreciation Event in the fall.

Mr. Rivera noted that the City's Utility Department worked with the FAA to replace the power cable to the glideslope and the AWOS. The FAA plan's to replace the MALSR line in the Spring of 2023. He noted that designing is expected to start this fall.

Mr. Rivera noted that the new intern will start this Monday. His name is Matt LeCompte.

Mr. Rivera noted that Flywyld is hosting the Boy Scouts on June 11, 2022 to get their Aviation Badge.

There is a Wright Brother's Status in front of Optical Air Data Systems. The statue was erected to celebrate Phil Rodger's 70<sup>th</sup> birthday by his family as well as the owner and president and founder of the company

Mr. Rivera announced that there will be a FAAST Safety Seminar on May 21, 2022 at Chantilly Air about Hazards of Dealing with GA Aircraft incidents.

Mr. Rivera gave a special thanks to Chantilly Air and all of the Flight Schools that participated in the City's Business Appreciation Breakfast that was hosted by the City's Economic Development Department and led by Mr. Patrick Small.

Mr. Rivera noted indicated that the City Attorney as approved the letter to be placed on the door to Rising Phoenix that states the lease between the City of Manassas and Rising Phoenix, Inc. has been terminated. It will be sent to the two persons that we know may have an interest in the estate, along with an Attorney that has indicated in the past he represented one of the interested parties.

Mr. Rivera noted that the schools will be here in June to give a presentation to the Commission regarding the regional aviation academy.

Davenport will be here in June to give a presentation on the updated Airport Financial Plan.

Mr. Rivera talked about the AIP handbook (2019) regarding Escalation or Fuel Indexing. Staff is trying to see if the FAA will participate in upcoming bids. Stat is on board but it will have to go to the Aviation Board. Mr. Rivera's thoughts are, due to the fact that we will be asking for the Contractor to hold their bids for so long, it makes sense for us to put it in.

Mr. Rivera introduced Brian Smith. He works in the maintenance department and has taken over the duties of Doug McCauley until a replacement can be hired.

5. Presentations

5.1 Review of Runway 10K/5K Event (Mr. Richard Allabaugh, 10 Minutes).

5.2 Review of ACRP Report 237: Airport Noise Operations Monitoring System (Mr. Richard Allabaugh, 10 Minutes).

6. Old Business

6.1

7. Consent Agenda

8. Committee Reports (If Available)

- 8.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)  
Member Snider commended the staff in their efforts to reach out to the community: Schools/Interns/Boy Scouts and Aviation Adventures.

Member Snider discussed challenges with the security issues that was brought up last meeting. He noted that it seems that the security company has up their efforts and are doing a better job. Staff will continue to monitor their future progress.

Member Snider noted that staff to look into more lighting and camera coverage to see if we are getting adequate coverage.

Member Snare noted that Mrs. Berry is going to get with tenants to talk about their expectations on the airport security.

9. New Business

10. Information Items

11. Commission Comments

- 11.1 Member Snare thanked Chantilly Air for the Appreciation Breakfast about 160 in attendance, hoping for more next year.

Member Snare will be starting a new position as Chief External Affairs officer for UVA health.

Chairman Lemmon wanted to thank Chantilly Air as well for the breakfast.

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

Meeting adjourned at 8:14 PM.

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Secretary

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Chairman

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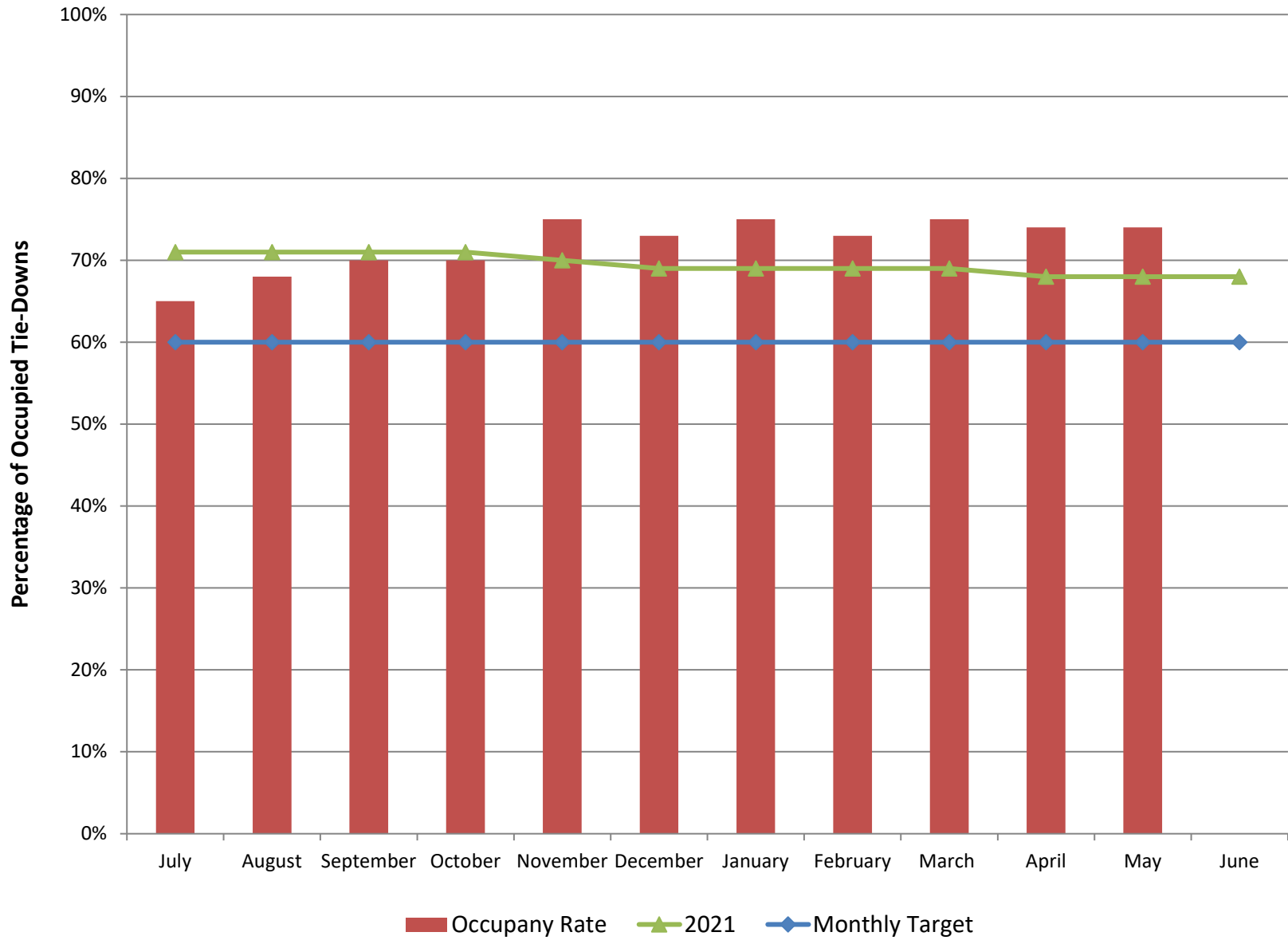
Date

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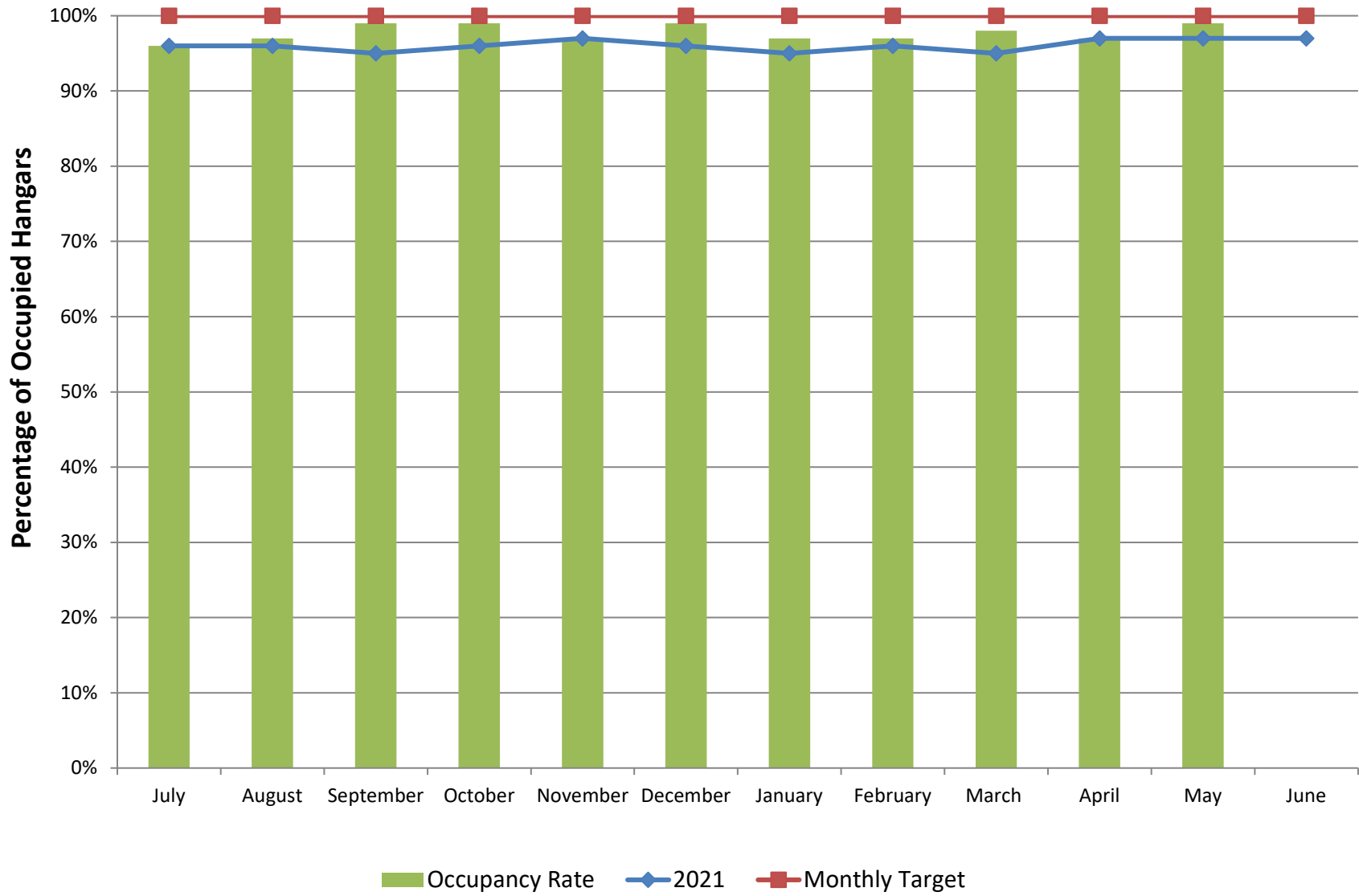
Vendor	Description	Net Amount
AMERICAN DISPOSAL SVCS, INC	Trash Service	922.96
CINTAS CORP. #145	Control Tower Mats	618.77
CINTAS FIRST AID & SAFETY	First Aid Box	20.31
COMCAST COMMUNICATIONS	Cable	124.64
MARK T OLSEN	July/August/Sept/Oct 2021 Mowing	6,881.40
ORACLE ELEVATOR HOLDCO INC	Monthly Maintenance Fee	162.50
PARAMOUNT MECHANICAL CORPORATION	10600 boiler room repair	1,823.00
REYNOLDS SMITH & HILLS INC **	Master Plan Update	103,043.60
THE ADT SECURITY CORPORATION	Panic Monitoring	31.50
TRUGREEN CHEMLAWN	Lawn Service	384.91
U S PLANTS INC	Plant Maintenance	104.64
UNITED SECURITY FORCES LLC	AIRPORT SECURITY PATROL	12,962.50
UNITED SITE SERVICES	Porta Johns for Water Outage	918.45
VA BUSINESS SYSTEMS	Copier Lease	353.06
VERIZON	Phone	10.25
VIRTOWER LLC	VirTower 24/7 monitoring airport software	500.00
WALKERS CRPT CRE/JANTRL SVC	Janitorial Services	4,220.20
WASHINGTON GAS	Gas 10493 Observation	35.25
WASHINGTON GAS	Gas 10509 Wakeman	59.32
WASHINGTON GAS	Gas for 10603 Observation	31.67
WASHINGTON GAS	Gas 10400 Wakeman Drive	587.60
WEWERKA CONSTRUCTION MANAGEMENT INC	Mowing	8,862.46
** reimbursable	Total	142,658.99



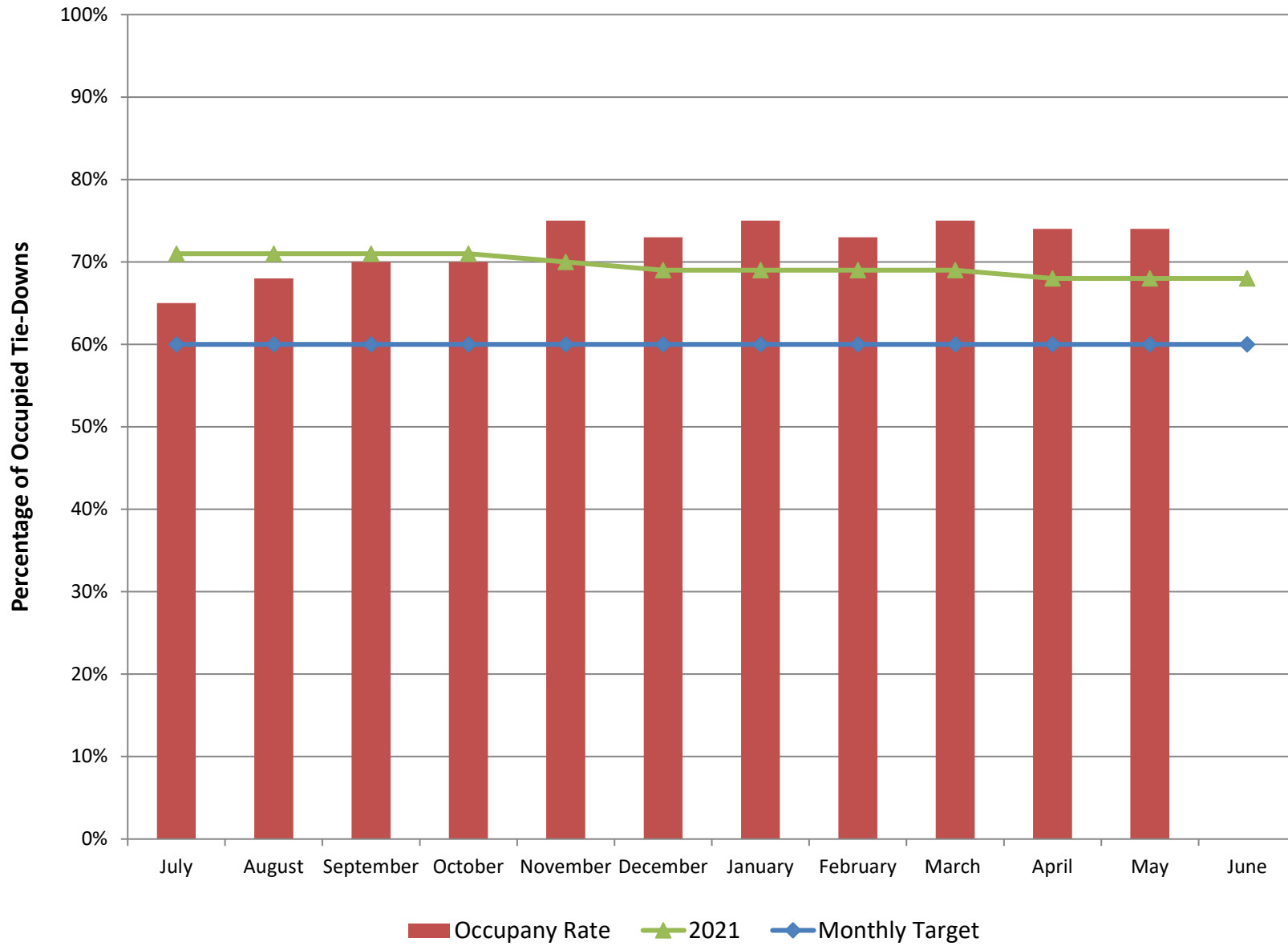
# FY2022 Tie-Down Occupancy Rates



## FY2022 Hangar Occupancy Rates



# FY2022 Tie-Down Occupancy Rates



ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	607,700	148,000	755,700	504,009.90	0.00	251,690	66.70
57003703	411020	Board and Elections Stipends	10,000	0	10,000	10,500.00	0.00	-500	105.00
57003703	412000	S&W-On-Call	23,300	0	23,300	20,750.11	0.00	2,550	89.10
57003703	416000	S&W-Overtime	25,000	0	25,000	13,609.96	0.00	11,390	54.40
57003703	416010	Hours Worked on a Holiday	800	0	800	1,230.50	0.00	-431	153.80
57003703	416015	Call-Back Overtime	0	0	0	362.19	0.00	-362	100.00
57003703	420000	Employee Benefits	266,500	0	266,500	0.00	0.00	266,500	0.00
57003703	420002	Deferred Compensation	0	0	0	2,096.92	0.00	-2,097	100.00
57003703	420004	FICA	0	0	0	40,064.93	0.00	-40,065	100.00
57003703	420006	Virginia Retirement System	0	0	0	62,803.04	0.00	-62,803	100.00
57003703	420008	Group Health	0	0	0	53,515.41	0.00	-53,515	100.00
57003703	420010	Worker's Compensation	0	0	0	4,890.43	0.00	-4,890	100.00
57003703	420012	Group Term Life Insurance	0	0	0	6,104.61	0.00	-6,105	100.00
57003703	420014	Long Term Disability	0	0	0	1,931.76	0.00	-1,932	100.00
57003703	420016	Unemployment	0	0	0	281.77	0.00	-282	100.00
57003703	420031	Car Allowance	6,030	0	6,030	5,353.86	0.00	676	88.80
57003703	431000	Professional Services	75,000	0	75,000	6,052.65	12,962.35	55,985	25.40
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	0.00	0.00	1,500	0.00
57003703	436000	Advertising Services	60,000	0	60,000	5,043.29	0.00	54,957	8.40
57003703	439000	Other Purchased Services	18,000	192	18,192	10,902.57	1,191.66	6,097	66.50
57003703	441000	Information Technology Charges	57,830	0	57,830	57,830.00	0.00	0	100.00
57003703	441005	Phones and Voicemail Charges	18,170	0	18,170	18,170.00	0.00	0	100.00
57003703	441045	IT GIS Mapping Charges	8,020	0	8,020	8,020.00	0.00	0	100.00
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	5,996.72	0.00	-4,997	599.70
57003703	442000	Motor Vehicle Charges	49,380	0	49,380	49,380.00	0.00	0	100.00
57003703	444000	Cost Allocation Charges	182,960	0	182,960	182,960.00	0.00	0	100.00
57003703	447000	Radio Charges	1,550	0	1,550	1,550.00	0.00	0	100.00
57003703	451001	Utilities	20,000	1,924	21,924	16,104.74	1,924.36	3,895	82.20
57003703	451002	City Utility Charges	127,000	0	127,000	100,792.93	0.00	26,207	79.40
57003703	452003	Cell Phone Charges	4,500	0	4,500	4,891.08	0.00	-391	108.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	1,456.54	0.00	1,543	48.60
57003703	452008	Telephone Service Charges	500	61	561	97.50	0.00	463	17.40
57003703	452009	Long Distance Charges	0	0	0	3.64	0.00	-4	100.00
57003703	453000	Insurance	55,500	0	55,500	39,100.00	0.00	16,400	70.50
57003703	454001	Operating Leases	3,500	1,407	4,907	2,472.82	1,054.31	1,380	71.90
57003703	455001	Mileage	1,000	0	1,000	264.82	0.00	735	26.50
57003703	455002	Training and Travel	12,500	0	12,500	2,141.35	0.00	10,359	17.10
57003703	455005	Meeting / Business Expense	8,000	0	8,000	2,409.33	0.00	5,591	30.10
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	5,686.00	0.00	814	87.50
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	869.64	0.00	2,630	24.80
57003703	462000	Other Supplies	5,000	0	5,000	5,481.25	0.00	-481	109.60
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	3,354.96	0.00	145	95.90
57003703	471000	Equipment & Machinery Purch	46,000	0	46,000	24,776.50	0.00	21,224	53.90
57003703		Total 57003703 Airport Operations	1,765,740	151,584	1,917,324	1,283,313.72	17,132.68	616,877	67.80
57003710	433000	Maintenance Services	55,000	810	55,810	44,710.33	635.34	10,465	81.20
57003710	433001	Refuse Collection Services	6,000	594	6,594	5,076.28	0.00	1,517	77.00

57003710	433003	Janitorial Services	25,000	1,709	26,709	14,951.30	1,709.44	10,049	62.40
57003710	433006	Mowing Services	17,200	0	17,200	6,881.40	0.00	10,319	40.00
57003710	433008	HVAC	8,000	0	8,000	14,319.96	7,957.00	-14,277	278.50
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	22,544.38	0.00	2,456	90.20
57003710	433012	Airfield Lighting Maintenance	2,500	0	2,500	0.00	0.00	2,500	0.00
57003710	433014	Elevator Inspections	2,000	0	2,000	195.80	0.00	1,804	9.80
57003710	433015	Vehicle/Apparatus Maintenance	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	439000	Other Purchased Services	36,000	0	36,000	19,911.56	0.00	16,088	55.30
57003710	439004	Paving Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439008	Hazmat Disposal	17,000	348	17,348	8,339.88	348.03	8,660	50.10
57003710	439014	Security Services	92,000	20,683	112,683	51,100.15	18,190.02	43,393	61.50
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	1,981.41	0.00	19	99.10
57003710	462000	Other Supplies	26,000	0	26,000	1,635.26	0.00	24,365	6.30
57003710	462001	Tools	10,000	0	10,000	3,291.81	0.00	6,708	32.90
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	2,323.15	0.00	12,677	15.50
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	3,217.08	0.00	16,783	16.10
57003710	462047	Airfield Supplies	11,000	0	11,000	1,700.50	0.00	9,300	15.50
57003710	462048	Security Supplies	20,000	5,875	25,875	16,159.49	0.00	9,716	62.50
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	1,783.83	0.00	3,216	35.70
57003710	462067	Maintenance Supplies	2,500	0	2,500	4,452.99	0.00	-1,953	178.10
57003710	466000	Building and Repair Materials	35,000	0	35,000	7,282.55	0.00	27,717	20.80
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	4,062.18	0.00	7,438	35.30
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	16,601.13	0.00	8,399	66.40
57003710	471000	Equipment & Machinery Purch	60,000	0	60,000	47,350.00	0.00	12,650	78.90
57003710		Total 57003710 Airport Maintenance	634,700	30,020	664,720	299,872.42	28,839.83	336,007	49.50
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	0.00	0.00	2,500	0.00
57003711	433009	Elevator Services	3,000	0	3,000	1,993.75	0.00	1,006	66.50
57003711	433014	Elevator Inspections	1,000	0	1,000	1,115.90	0.00	-116	111.60
57003711	462000	Other Supplies	3,000	0	3,000	59.00	0.00	2,941	2.00
57003711		Total 57003711 FAA Tower Nonreimbur	23,500	0	23,500	3,168.65	0.00	20,331	13.50
57003712	433000	Maintenance Services	14,000	401	14,401	9,094.91	400.66	4,905	65.90
57003712	451002	City Utility Charges	18,500	0	18,500	15,872.88	0.00	2,627	85.80
57003712	451003	Heating Fuel Oil or Gas	1,000	1,013	2,013	47.55	1,013.03	952	52.70
57003712		Total 57003712 FAA Tower Reimbursab	33,500	1,414	34,914	25,015.34	1,413.69	8,485	75.70
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	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	5,918.45	0.00	9,082	39.50
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	33,000	0	33,000	5,918.45	0.00	27,082	17.90
57003793	462000	Other Supplies	100,000	0	100,000	0.00	0.00	100,000	0.00
57003793	481001	Principal - Bonds Payable	211,030	0	211,030	536,414.25	0.00	-325,384	254.20
57003793	481021	Interest - Bonds Payable	30,170	0	30,170	27,548.17	0.00	2,622	91.30
57003793	492575	Transfer to Airport Capital	1,682,000	0	1,682,000	1,582,000.00	0.00	100,000	94.10
57003793	496004	Contrib to Net Position	456,460	0	456,460	0.00	0.00	456,460	0.00
57003793		Total 57003793 Airprt Capex-Finance	2,479,660	0	2,479,660	2,145,962.42	0.00	333,698	86.50
		Expense Total	4,970,100	183,017	5,153,117	3,763,251.00	47,386.20	1,342,480	73.90

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-4,701.51	4,702	100.00
57097400	315200	Leases and Rents	-2,179,340	0	-2,179,340	-2,178,046.39	-1,294	99.90
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-935,938.78	-22,851	97.60
57097400		Total 57097400 Use of Money & Prope	-3,138,130	0	-3,138,130	-3,118,686.68	-19,443	99.40
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-129,024.41	59,024	184.30
57097600	317520	Airport Fuel Flowage Fees	-208,390	0	-208,390	-253,299.73	44,910	121.60
57097600	317530	Airport Security Surcharge	-52,000	0	-52,000	-61,367.10	9,367	118.00
57097600	317535	Airport Car Rental Revenue	-16,000	0	-16,000	-51,614.40	35,614	322.60
57097600		Total 57097600 Sales & Connections	-346,390	0	-346,390	-495,305.64	148,916	143.00
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-92,338.15	89,838	3,693.50
57097700	318426	Card Replacement Fees	-200	0	-200	-175.75	-24	87.90
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-5,990.00	-610	90.80
57097700	318710	Cash Over/Short-Airport	0	0	0	-2.75	3	100.00
57097700		Total 57097700 Other Local Rev-Gen	-9,300	0	-9,300	-98,506.65	89,207	1,059.20
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	0.00	-35,000	0.00
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	0.00	-35,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-15,576.00	-4	100.00
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-35,382.46	9,682	137.70
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-50,958.46	9,678	123.40
57098400	333010	CARES/ARPA/COVID-19 Funding	0	-148,000	-148,000	-57,000.00	-91,000	38.50
57098400		Total 57098400 Federal Categorical	0	-148,000	-148,000	-57,000.00	-91,000	38.50
57099100	346400	Contr Surplus-Net Position	-1,400,000	0	-1,400,000	0.00	-1,400,000	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-35,017	-35,017	0.00	-35,017	0.00
57099100		Total 57099100 OFS-Contribution fro	-1,400,000	-35,017	-1,435,017	0.00	-1,435,017	0.00
		Revenue Total	-4,970,100	-183,017	-5,153,117	-3,820,457.43	-1,332,660	74.10

Bill #	Cust Id	Customer Name	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past
108001	11204	VIRGINIA RAILWAY EXPRESS	\$0.00	\$0.00	\$0.00	\$1,812.70
1174	36062	TEXTRON AVIATION LLC	\$0.00	\$680.00	\$0.00	\$0.00
1166	36065	ENTERPRISE RENT-A CAR	\$0.00	\$680.00	\$0.00	\$0.00
1171	36070	PHI AIR MEDICAL, INC.	\$0.00	\$25.00	\$0.00	\$0.00
1163	36072	AVIS RENT A CAR SYSTEM LLC	\$0.00	\$25.00	\$0.00	\$0.00
78002	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
78003	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
89102	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
89103	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$1,681.75	\$0.00
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$1,681.75	\$0.00	\$0.00
105606	36079	RISING PHOENIX AVIATION, INC.	\$1,681.75	\$0.00	\$0.00	\$0.00
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$320.00
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$320.00
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$320.00	\$0.00
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$320.00	\$0.00	\$0.00
105707	36079	RISING PHOENIX AVIATION, INC.	\$320.00	\$0.00	\$0.00	\$0.00
99206	36864	COWAN GROUP	\$0.00	\$3,176.00	\$0.00	\$0.00
99207	36864	COWAN GROUP	\$3,176.00	\$0.00	\$0.00	\$0.00
109507	38012	GIORDANO, MIKE	\$205.00	\$0.00	\$0.00	\$0.00
115207	38127	GARCIA, MICHAEL	\$408.00	\$0.00	\$0.00	\$0.00
110004	38602	DONBUSH, KEN	\$0.00	\$0.00	\$0.00	\$80.00
110005	38602	DONBUSH, KEN	\$0.00	\$0.00	\$80.00	\$0.00
110006	38602	DONBUSH, KEN	\$0.00	\$80.00	\$0.00	\$0.00
110007	38602	DONBUSH, KEN	\$80.00	\$0.00	\$0.00	\$0.00
3238	47747	PISTON2JET	\$3,138.34	\$0.00	\$0.00	\$0.00
114407	50290	SMITH, DWAYNE	\$80.00	\$0.00	\$0.00	\$0.00
2951	82269	N146SB, LLC	\$0.00	\$0.00	\$0.00	\$30.97

3256	83168	HERNANDEZ, MARCO	\$247.74	\$0.00	\$0.00	\$0.00
3020901	83168	HERNANDEZ, MARCO	\$80.00	\$0.00	\$0.00	\$0.00
3019203	83918	DEMAS, LARRY	\$80.00	\$0.00	\$0.00	\$0.00
3101	83998	FLEETSHARES CORP	\$0.00	\$0.00	\$160.00	\$0.00
3019401	83998	FLEETSHARES CORP	\$0.00	\$0.00	\$0.00	\$80.00
3019403	83998	FLEETSHARES CORP	\$240.00	\$0.00	\$0.00	\$0.00
1154	87078	STETTIN, EDWARD R	\$0.00	\$35.00	\$0.00	\$0.00
1179	87169	UNITED SECURITY FORCES, LLC	\$35.00	\$0.00	\$0.00	\$0.00
3232	87745	HANCOCK, STEVEN	\$270.97	\$0.00	\$0.00	\$0.00
3233	87745	HANCOCK, STEVEN	\$80.00	\$0.00	\$0.00	\$0.00
3020701	87745	HANCOCK, STEVEN	\$80.00	\$0.00	\$0.00	\$0.00
			\$10,202.80	\$6,702.75	\$2,241.75	\$12,652.42





## Airport Master Plan Status Update

<b>Date Written:</b> June 1, 2022	<b>Submitted By:</b> Lanre Olaniyan	<b>Update Number:</b> 30
<b>Period:</b> Week of May 30, 2022		<b>Look Ahead:</b> June 2022

### Work in Progress:

#### Project Formulation (MB)

- » ~~Phase is complete.~~

#### Aviation Demand Forecast (JG)

- » ~~Analysis and narrative production (Completed)~~
- » ~~Client Review – Delivered, February 8<sup>th</sup>~~
  - ~~Zoom review scheduled for February 16<sup>th</sup> (Completed)~~
    - ~~Analysis of OPS discrepancies/assumptions~~
  - ~~Follow up Zoom review scheduled for March 2<sup>nd</sup>~~
  - ~~HEF to share final comments by COB March 4<sup>th</sup>~~
- » ~~FAA /VDOA Coordination Meeting – March 16<sup>th</sup>~~
  - ~~Update Forecast to include new TAF data~~
  - ~~Update Critical Aircraft per FAA request~~
- » ~~Forecast Submittal to FAA – April 8<sup>th</sup>~~
- » Forecast comments received and document edited. Submitted to HEF for formal submission to FAA for approval. – May 20<sup>th</sup>
  - Received DOAV approval letter. Contingent on FAA approval.

#### AGIS/Survey (RF-MTZ)

- » ~~Processing digital imagery (RF)~~
  - ~~The field survey data on HEF is processed and looks good.~~
- » Topographical survey (Spring 2022)
  - Planimetrics and imagery are expected in the next few weeks.

#### ALP /Exhibit 'A' (TM)

- » Sheets
  - ~~Airfield Basemap files provided 04.05.2022~~
  - Set up the sheets

#### Inventory and Facility Requirements (LO)

- » Data gathering – Underway
- » ~~Review the 1990 MP and the 2002 ALPU~~
- » Flight tracks and critical aircraft data (Alberts – Underway)
  - ~~VirTower data shared with Alberts to incorporate into noise model~~

- Draft 2021 DNL Contours complete and under review
- Noise Model memo complete
- » Aircraft Parking and Storage
  - Based aircraft parking locations provided
- » Aviation Support Facilities
  - Airport staff shared maintenance/storage facility inventory, maintenance storage facility drawings, and Terminal drawings
  - Airport staff shared ARFF feasibility study and details of existing ARFF vehicles
  - Fuel Farm and fueling operations details shared by airport staff
- » Airfield Design
  - Runway length analysis underway.
- » Environmental Conditions
  - Draft report under review
- » CLOMRS – underway (Wilson, Souto, Yankey)
  - ~~○ Steven to begin discussions with City and FEMA~~
  - ~~○ Expect update from Steven in 2 weeks (week of 03/07)~~
  - ~~○ Meeting with City of Manassas (MP Drainage Coordination) – 04.27.2022~~
  - Narrative/summary of findings forthcoming from Steven W.
- » ~~Broad Run (Becker – On hold) (Complete)~~
  - Generate narrative regarding moving Broad Run (ASG, ESR, and ESG preliminary findings are the moving Broad Run is not a reasonable idea)
  - Steven W., Lindsay M, Dave Albers, Kate L. to provide narrative regarding Broad Run in Facility Requirements section
- » Airport Financial Plan
  - Airport Financial Plan update for 2022 expected in June. Summary of key financial data will reference June 2022 Airport Financial Plan.
- » Landside Facilities
  - Airport Regional Access coordination underway.
    - Prince William Parkway (SR 234) and I-66 improvement coordination ongoing.
    - ~~▪ Broad Run Station Expansion meeting with VRE – May 12, 2022~~
    - Land Use review ongoing – Aeronautical vs Non-Aeronautical land uses codified
- » Schedule a site visit
  - Site visit scheduled for July 21<sup>st</sup> (July Commission Meeting)

### Public Communication (RS)

- » Website
  - Next step: create MP intro video (Becker)
  - Next step: create Airport Director video
- » Social Media
  - No action
- » Establish Public Communication Program (on hold - Souto)
  - Update PCP, save and share file – Task complete until Spring.
- » Advisory Committees
  - Spring
    - FAA Forecast approval prior to next Advisory Committee
    - Anticipated to occur during July 21<sup>st</sup> site visit
    - Airport confirming TAC committee members

### Project Management (LO)

- » May Invoice submitted May 5, 2022
- » Next Invoice – July 2022



**AIRPORT COMMISSION AGENDA STATEMENT**

**MEETING DATE:** June 16, 2022

**TIME ESTIMATE:** 20 minutes

**AGENDA ITEM TITLE:** Manassas Businesses & Career and Technical Education (CTE) Working Group Presentation

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

**SUMMARY OF ISSUE/ TOPIC:** This will be a presentation on the how the three local school districts' CTE programs can help students learn more about careers in aviation.

**STAFF RECOMMENDATION:** N/A

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

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

**STAFF:** Juan Rivera, 703-361-1882

JER

\_\_\_\_\_  
Airport Director

Attachment



**AIRPORT COMMISSION AGENDA STATEMENT**

**MEETING DATE:** June 16, 2022

**TIME ESTIMATE:** 30 minutes

**AGENDA ITEM TITLE:** Update of the Airport's Financial Plan

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

**SUMMARY OF ISSUE/ TOPIC:** This will be a presentation on the updated Airport Financial Plan by Davenport.

**STAFF RECOMMENDATION:** N/A

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

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

**STAFF:** Juan Rivera, 703-361-1882

JER

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Airport Director

Attachment



**AIRPORT COMMISSION AGENDA STATEMENT**

**MEETING DATE:** June 16, 2022

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Approve an Airport Open House Event on May 6, 2023

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

**SUMMARY OF ISSUE/ TOPIC:** The Airport staff proposes having an Airport Open House on May 6, 2023 that will showcase the airport’s facilities, services, tenants and based aircraft. The purpose of the Open House is to attract and educate the general public about the use and value of the Manassas Regional Airport. The theme will be “How do we attract the next generation of students into the field of aviation and aerospace.”

**STAFF RECOMMENDATION:** Approve an Airport Open House Event to be held on May 6, 2023.

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

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

**STAFF:** Juan Rivera, 703-361-1882

JER  
\_\_\_\_\_  
Airport Director  
  
Attachment