



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, May 18, 2023

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

Pledge of Allegiance (Stand)

1. Approval of Minutes

1.1 Approval of Meeting Minutes for April 20, 2023  
[Commission Minutes April 20, 2023.docx](#)

2. Review of Expenses

2.1 Review of Expenses  
[Bill Sheet 5-10-2023.xlsx](#)

3. Comments from the Public

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

4. Airport Director's Report

- 4.1 **Airport Director's Report**  
[Airport Director's Report May 2023.docx](#)
- 4.2 **Tie-Down, Hangar Occupancy Report & Citizen's Monthly Noise Report**  
[April 2023 Tie-Down Occupancy.pdf](#)  
[April 2023 Hangar Occupancy.pdf](#)  
[April 2023 Noise.pdf](#)
- 4.3 **Revenue, Expenditure and Aging Report**  
[Revenue Report 4-2023.xlsx](#)  
[Expense Report 4-2023.xlsx](#)  
[Aging Report.xlsx](#)

5. **Presentations**

- 5.1 **Post Open House Presentation (Ms. Jolene Berry, Sr. Operations, 10 minutes)**  
[Agenda Statement - May18 - Review of Airport Open House.docx](#)

6. **Old Business**

7. **Consent Agenda**

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

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

9. **New Business**

- 9.1 **Take Nominations for FY 2024 Chairman & Vice Chairman of Airport Commission**  
**(Mr. Richard Seraydarian, Chair, 10 minutes)**  
[Agenda Statement - May18 - Receive Nominations for Chair and Vice Chair.docx](#)
- 9.2 **Approve a Request for Franchise Proposal (RFFP) for Terminal Building Development and Ground Lease for the Provision of Passenger Airline Service (Mr. Juan Rivera, Director, 15 minutes)**  
[Agenda Statement - May18 - RFFP.docx](#)
- 9.3 **Establish a Review Committee for the RFFP (Mr. Richard Seraydarian, Chair, 5 minutes)**

**10. Information Items**

**10.1 Appreciation Reception for Richard Seraydarian & Howard Goodie June 15th  
5:30pm**

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

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

**13. City Council Liaison Comments**

**14. 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, April 20, 2023

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

Airport Personnel in Attendance: Juan E. Rivera (Airport Director); Richard Allabaugh (Operations); Patty Bibber (Secretary)

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

Approval of Zoom Meeting attendance by Member John Snider and Member Vanslyn Augustus

Member Snare MOVED to approve zoom meeting attendance, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

Pledge of Allegiance

1. Approval of Meeting Minutes

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

2. Review of Expenses

No Comments

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 Attended Career Day at Mayfield Intermediate School on April 14<sup>th</sup>.

4.2 Fire Alarm Panel has been replaced in the Terminal Building and the system passed the Fire Marshall inspection.

4.3 Met with representatives of Dominion Energy via Zoom on March 30<sup>th</sup>. They are proposing to build a power line north of the Airport. They are proposing to put a portion of it underground in the area near the airport.

4.4 5K/10K Runway Run April 30<sup>th</sup> and Open House on May 6<sup>th</sup>.

4.5 Our new Airport Maintenance Supervisor starts on Monday, April 24, 2023, Mr. Gary Moore

5. Presentations

5.1 Quarterly Reports on Airport Operations and Fuel Sales (Mr. Richard Allabaugh, Operations)

5.2 Quarterly Maintenance Division Report (Mr. Richard Allabaugh, Operations)

6. Old Business

7. 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".

8. Committee Reports (If Available)

8.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)  
Operations is busy with 150<sup>th</sup> Birthday Party, Runway run and Open House.

9. New Business

9.1 EAA Chapter 186 Approval of Liberty Aviation Museum’s 1928 Ford Tri-Motor to Manassas.

Member Snare MOVED to approve the EAA Chapter 186 Liberty Aviation Museums 1928 Ford Tri-Motor to Manassas, SECONDED by Member Uzzle and CARRIED UNANIMOUSLY

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

Member Snare MOVED the approval of the Resolution #R-2023-01 approval of Franchise uses, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

10. Information Items

11. City Council Representative Comments

Council Woman Theresa Ellis-Coates commented on Manassas Bee Festival on June 24<sup>th</sup>.

12. Commission Comments

15.1

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

Meeting adjourned at 7:58 PM.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

## Bill Sheet

Vendor	Description	Net Amount
INSPIRED ELECTRICAL SOLUTIONS INC	Emergency service call	\$895.09
INSPIRED ELECTRICAL SOLUTIONS INC	Install a 200 AMP	\$2,438.89
REYNOLDS SMITH & HILLS INC	Noise Contour & RON aircraft parking layout	\$4,999.00
REYNOLDS SMITH & HILLS INC	2/24/23 Master Plan Update	\$59,483.30
REYNOLDS SMITH & HILLS INC	4/14/23 svc	\$7,265.65
AMERICAN DISPOSAL SVCS, INC	Trash Pickup	\$361.48
DELTA AIRPORT CONSULTANTS INC	4/2/23 Reconstruct Taxiway B and Taxilane Y	\$21,000.00
VIRTOWER LLC	Virtual Tower Monitoring	\$500.00
BLUE RIDGE FIRE PROTECTION INC.	Annual	\$647.00
BLUE RIDGE FIRE PROTECTION INC.	Recharge fire extinguisher	\$208.00
A R C WATER TREATMENT	Water Treatment Services	\$195.00
U S PLANTS INC	Monthly Plant Maintenance	\$120.00
WASHINGTON GAS	Gas 10509 Wakeman	\$27.15
WASHINGTON GAS	Gas 10529 Wakeman	\$244.23
WASHINGTON GAS	Gas 10603 Observation	\$65.97
WASHINGTON GAS	Gas 10400 Wakeman	\$1,445.04
CINTAS CORP. #145	Mats/Misc/Tower Mats	\$505.97
CINTAS FIRST AID & SAFETY	Medical Box	\$13.16
ASSOCIATED BUILDING MAINTENANCE	Janitorial Services/Clean Maintenance Ofc	\$5,029.97
BOLAND TRANE SERVICES INC.	Boiler HVAC Repair	\$1,664.00
BOLAND TRANE SERVICES INC.	Fixed cable in HVAC	\$588.00
Totals		\$107,696.90



# Airport Director's Office

## Juan E. Rivera

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### Memorandum

May 11, 2023

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

**RE: AIRPORT DIRECTOR'S REPORT FOR MAY 2023**

#### CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

*No action taken relating to the Airport at the last City Council Meeting on*

#### HANGAR OCCUPANCY RATE

East T-Hangars: 95 out of 97 Rented

98% Rented – **2 vacancies.**

West T-Hangars: 58 out of 59 Rented

98% Rented – **No change.**

**East and West Hangars – 153 out of 156 – 98% Rented**

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

**Total on List – 131**

**East Side - 120**

**West Side – 91**

**60x50 - 12**

#### TIE-DOWN OCCUPANCY RATE

East Tie-Down: 81 out of 86 Rented

94% Rented – **No Changes.**

West Tie-Down: 51 out of 89 Rented

57% Rented – **1 vacancy.**

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



### Squatters

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

### NOISE COMPLAINTS FOR JANUARY

There were three (3) noise complaints recorded in April.

#### **November Total(s):**

3 – Helicopter

0 – Aircraft

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

### MASTER PLAN UPDATE

The RS&H and Airport staff continue to have bimonthly meetings to discuss the update of the Airport's Master Plan. The plan is project to be completed by the November of this year and submitted to the FAA and VDOA for approval.

### OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H received the City's approval on final plans and is ready to advertise the project for bid. The project's bid package should be available no later the end of the month. It is anticipated that the project will start in July of 2023. The existing hangars need to be demolished prior to the start of construction.

### TAXIWAY B/ TAXILANE Y REHABILITATION

The modification to standards that the Airport Staff submitted to the FAA has been approved. Delta Airport Consultants has updated the plans based on the latest funding. The 90% design "page turn" review meeting was held on April 13<sup>th</sup>. In a recent email, the FAA indicated that they do not have the funding for this project based on the engineer's estimate. The FAA has suggested that the project be constructed over two fiscal years. The Airport Director and the FAA have agreed to take out the light installation portion of the project and just conduct a mill and fill project due to cost and future projects. The north end of the taxiway may have to have a total rehabilitation.

### TAXIWAY A CONSTRUCTION

Chemung has been issued a notice-to-proceed (NTP) for the Administrative Phase. RS&H are reviewing submittals now from Chemung Contracting.

May 11, 2023  
Airport Director's Report for May  
Page Three

The target construction NTP is sometime between July 10 and July 24. It is anticipated that the construction will be completed by November 1 of 2023.

#### ATC TOWER FUNDING FROM BIL ATP

The FAA announced the award of funding for the BIL ATP program and the Manassas Regional Airport did not get funded. The Airport Director had a meeting with the WADO Manager and we have agreed to move forward with the EA for the new ATC Tower. The Airport has received a Scope of Work from RS&H to conduct the EA. The price for the EA is between \$239,019.00 \$292,222.00. An Independent Fee Estimate (IFE) will be required by the FAA.

#### RUNWAY 16L- 34R REHABILITATION DESIGN AND BIDDING

RS&H are preparing SOW and fee estimate now and will send an IFE package to the Airport Staff for review. Due to funding issues and other project priority, this project will more than likely be delayed by a year.

#### NEW AIRPORT MAINTENANCE SUPERVISOR

Mr. Gary Moore started on April 24, 2023 as the Airport new Maintenance Supervisor. Mr. Moore becomes the third Maintenance Supervisor in the last 20 years.

#### UPCOMING EVENTS

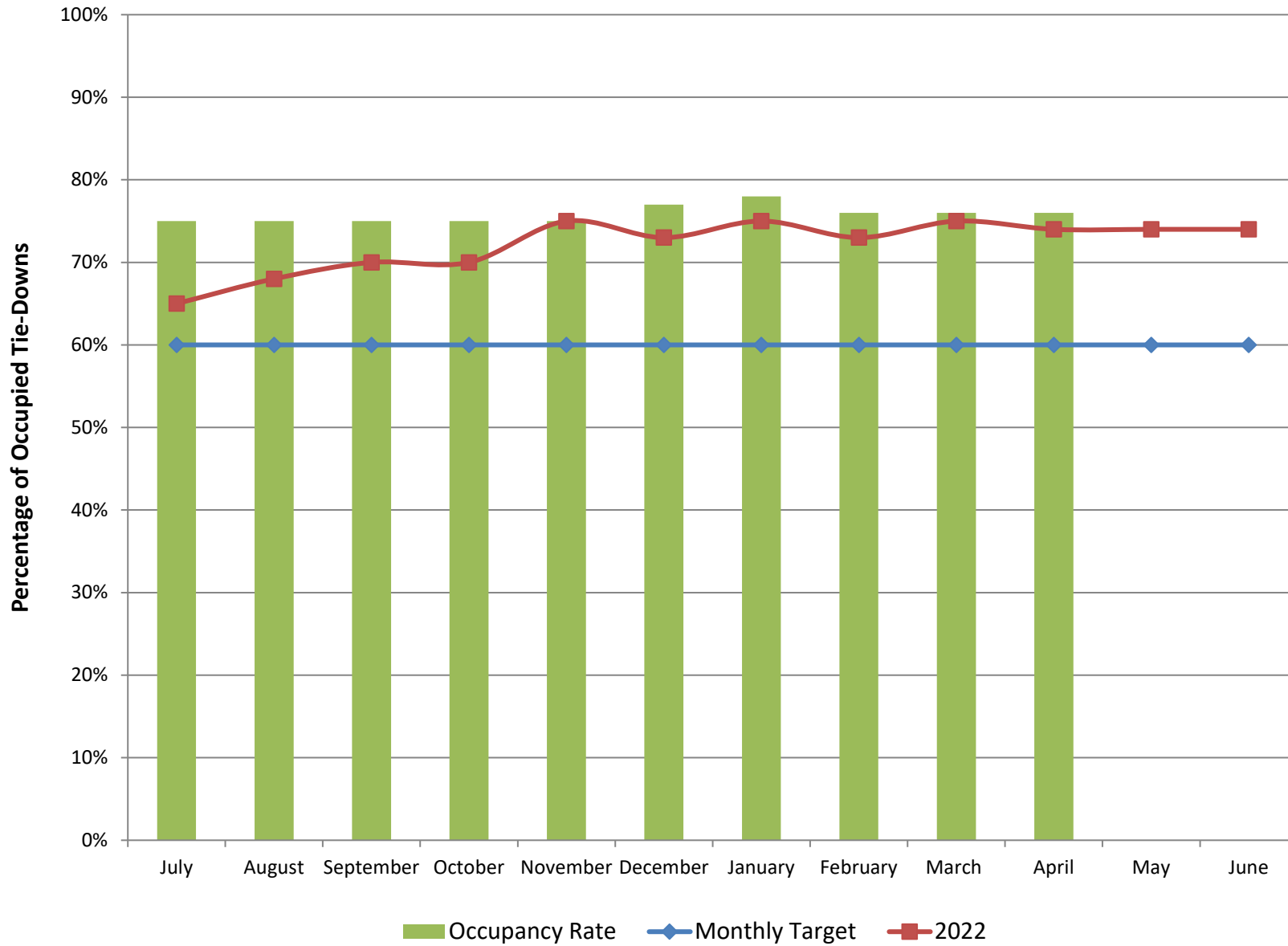
June 5 – 12 2023 – EAA Ford Tri-motor to visit airport

#### Juan E. Rivera

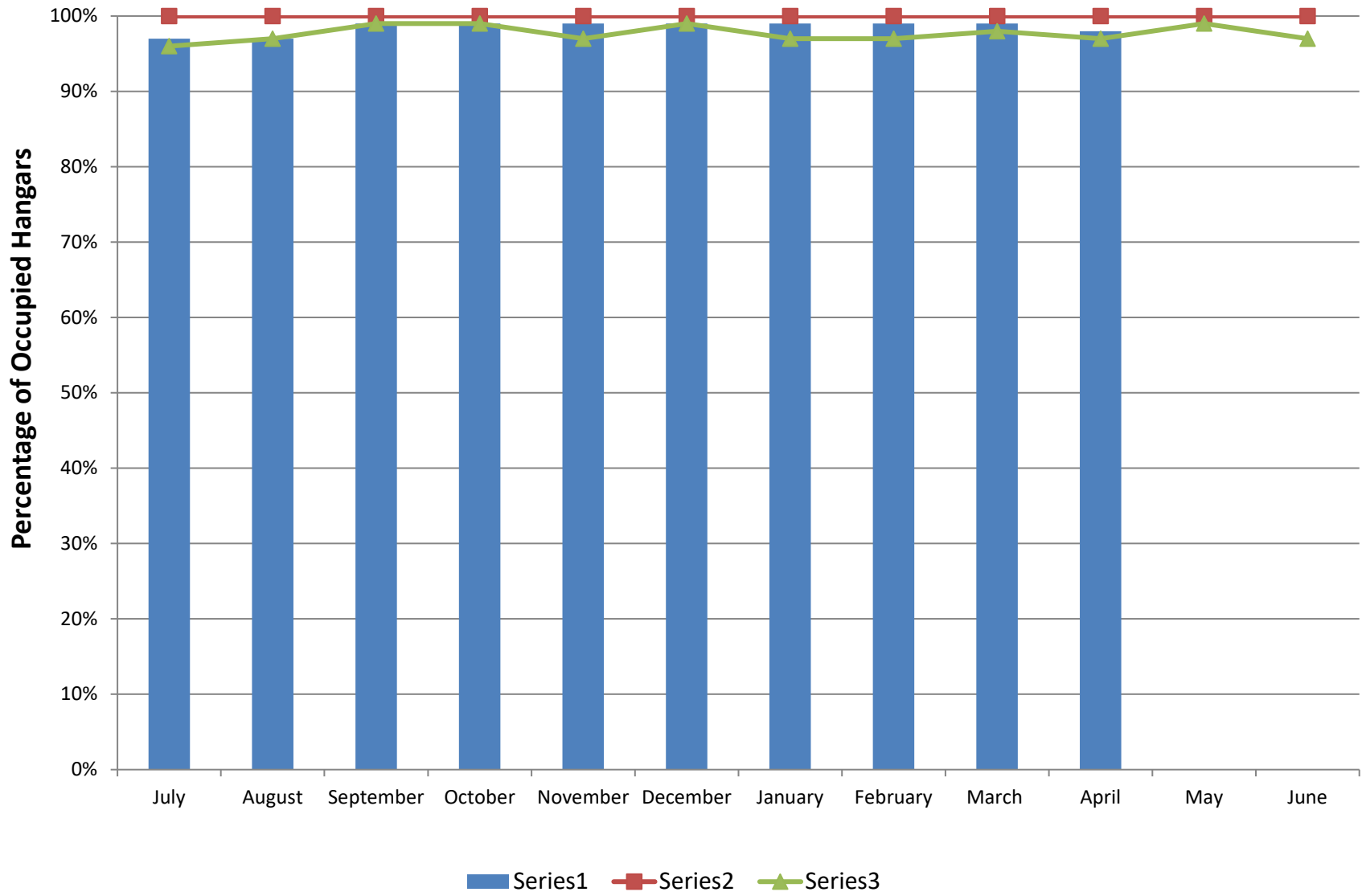
Juan E. Rivera, Director  
Manassas Regional Airport

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

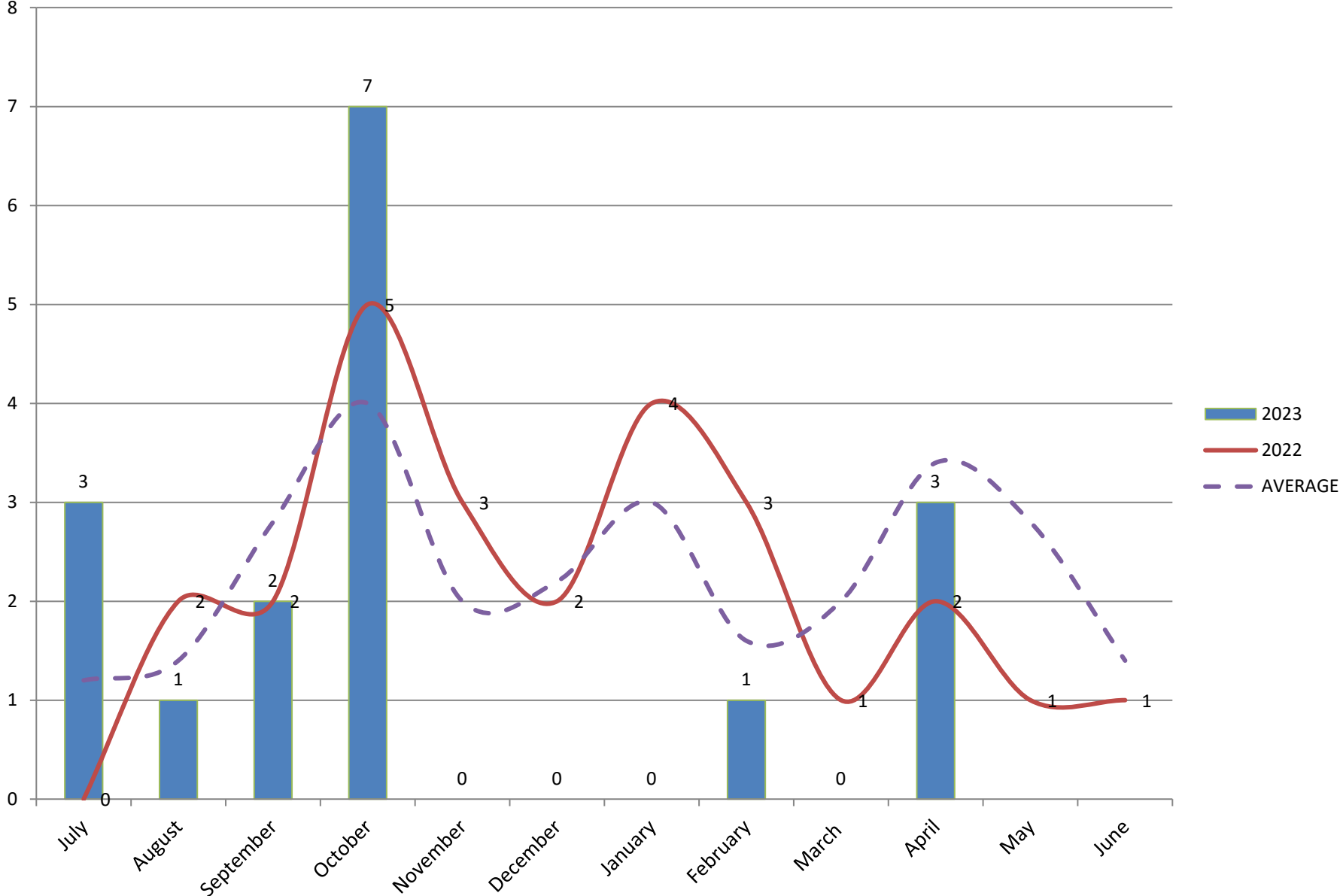
## FY2023 Tie-Down Occupancy Rates



# FY2023 Hangar Occupancy Rates



# Noise Complaints FY 2022-2023



Revenue Report as of 5/9/2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-179,508.67	179,509	100.00
57097400	315200	Leases and Rents	-2,162,610	0	-2,162,610	-2,098,958.71	-63,651	97.10
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-872,097.13	-86,693	91.00
57097400		Total 57097400 Use of Money & Prope	-3,121,400	0	-3,121,400	-3,150,564.51	29,165	100.90
57097600	317510	Airport Tie-Down Fees	-95,000	0	-95,000	-122,951.38	27,951	129.40
57097600	317520	Airport Fuel Flowage Fees	-238,000	0	-238,000	-233,769.60	-4,230	98.20
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-52,452.86	-2,547	95.40
57097600	317535	Airport Car Rental Revenue	-15,000	0	-15,000	-34,223.74	19,224	228.20
57097600		Total 57097600 Sales & Connections	-403,000	0	-403,000	-443,397.58	40,398	110.00
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-13,083.42	10,583	523.30
57097700	318426	Card Replacement Fees	-200	0	-200	-350.27	150	175.10
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-3,220.00	-3,380	48.80
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.42	0	100.00
57097700		Total 57097700 Other Local Rev-Gener	-9,300	0	-9,300	-16,654.11	7,354	179.10
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-11,149.40	-23,851	31.90
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	-11,149.40	-23,851	31.90
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-15,576.00	-4	100.00
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-20,142.32	-5,558	78.40
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-35,718.32	-5,562	86.50
57099100	346500	Contr Surplus-Encumbrances	0	-6,690	-6,690	0.00	-6,690	0.00
57099100		Total 57099100 OFS-Contribution fro	0	-6,690	-6,690	0.00	-6,690	0.00
		Revenue Total	-3,609,980	-6,690	-3,616,670	-3,657,483.92	40,814	101.10

## Aging Report as of 5/12/2023

Bill #	Cust #	Customer Name	30 to 60	61 to 90	91 to 120	Over 120	
3667	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	Utilities
78002	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	Owed to the City
78003	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	\$574.65
89102	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$450.00	
89103	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$450.00	Owed to the Airport
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	\$2,986.62
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	Total Owed Utilities
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	\$3,561.27
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105606	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105607	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	City Taxes
105608	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	\$121.91
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$450.00	
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$450.00	
105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105707	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105708	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105709	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,831.75	
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,801.75	
105606	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,771.75	
105607	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$1,771.75	\$0.00	
105608	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$1,741.75	\$0.00	\$0.00	
105609	36079	RISING PHOENIX AVIATION, INC.	\$1,711.75	\$0.00	\$0.00	\$0.00	
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00	

105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$370.00
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$360.00
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$350.00
105707	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$350.00	\$0.00
105708	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$340.00	\$0.00	\$0.00
105709	36079	RISING PHOENIX AVIATION, INC.	\$330.00	\$0.00	\$0.00	\$0.00
		Total	\$2,041.75	\$2,081.75	\$2,121.75	\$37,629.75
		Total Owed for Hangar & Tiedowns		\$49,937.26		
		<b>Grand Total</b>		<b>\$53,620.44</b>		

Apr/May/June  
\$6,062.26

Bill #	Cust #	Customer Name	30 to 60	61 to 90	91 to 120	Over 120	Notes
4173	36071	HERTZ RENTAL CAR	\$25.00	\$0.00	\$0.00	\$0.00	Emailed 5/3; 5/12
112908	42215	AMERICAN HELICOPTERS INC	\$0.00	\$30.00	\$0.00	\$0.00	Emailed 5/4; 5/12
112909	42215	AMERICAN HELICOPTERS INC	\$30.00	\$0.00	\$0.00	\$0.00	Emailed 5/4; 5/12
96409	42744	AMERICAN AVIATION SERVICES LLC	\$6,338.42	\$0.00	\$0.00	\$0.00	Emailed 5/4; 5/12
3020908	83168	HERNANDEZ, MARCO	\$0.00	\$100.00	\$0.00	\$0.00	Emailed 5/4 will boot both
3020909	83168	HERNANDEZ, MARCO	\$90.00	\$0.00	\$0.00	\$0.00	planes 5/8 - email 5/8 boot 5/12
1154	87078	STETTIN, EDWARD R	\$0.00	\$0.00	\$0.00	\$35.00	re-emailed Leidos 5/12
		Totals	\$6,483.42	\$130.00		\$35.00	





# MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** May 11, 2023

**TIME ESTIMATE:** 10 Minutes

**AGENDA TITLE:** Review of Airport Open House

**RECOMMENDATION:** No Action Required

**MOTION:** N/A

**DATE LAST CONSIDERED BY COMMISSION:** N/A

**SUMMARY AND/OR COMMENTS:** Review the Airport Open House on May 6, 2023. Information will be presented in a PowerPoint Presentation.

**FISCAL IMPACT:** N/A

**STAFF CONTACT:** Jolene Berry 703-257-8279

JER

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Airport Director



# MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** May 11, 2023

**TIME ESTIMATE:** 5 Minutes

**AGENDA TITLE:** Receive nominations for Chairman and Vice-Chairman to serve from July 1, 2023 to June 30, 2024.

**RECOMMENDATION:** That the Chairman receive nominations for Chairman and Vice-Chairman.

**MOTION:** N/A

**DATE LAST CONSIDERED BY COMMISSION:** N/A

**SUMMARY AND/OR COMMENTS:** The Chair and Vice-Chair serve for one-year terms and they are elected to their positions by a vote of the entire Airport Commission. Typically, the nominations are received in May followed by a vote at the June meeting. The job of the Chairman and Vice-chairman are described in the Airport Commission By-laws that are approved by the City Council.

**FISCAL IMPACT:** N/A

**STAFF CONTACT:** Juan Rivera, Airport Director  
[jrivera@manassasva.gov](mailto:jrivera@manassasva.gov)  
(703) 361-1882

JER

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Airport Director



# MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** May 11, 2023

**TIME ESTIMATE:** 15 Minutes

**AGENDA TITLE:** Request for Franchise Proposal (RFFP) for a Terminal Building and Ground Lease, for the Provision of Passenger Airline Service.

**RECOMMENDATION:** Advertise the RFFP for a Terminal Building and Ground Lease, for the Provision of Passenger Airline Service.

**MOTION:** I move that the Airport Director advertise the RFFP for a Terminal Building and Ground Lease for the Provisions of the Passenger Airline Services pursuant to the Code of Virginia.

**DATE LAST CONSIDERED BY COMMISSION:** N/A

**SUMMARY AND/OR COMMENTS:** The City of Manassas is seeking proposals from all interested and qualified parties for the purpose of leasing approximately ±17.8 acres of land and ±18,343 square feet of terminal space at the Manassas Regional Airport to expand and renovate the existing Airport Terminal Building and parking lots in order to provide suitable facilities for Passenger Airline service that does not currently exist at the Airport. The intent of this RFFP is to solicit proposals and establish a Franchise Agreement. Providing Airline Service would require that the Airport receive an Airport Operating Certificated (AOC) from the FAA and this would change the Airport's category from a National General Aviation (GA) Reliever airport to a Commercial Service airport.

**FISCAL IMPACT:** The Airport Fund will be impacted by increased revenues. The minimum acceptable bid for year one (1) for all Lots is \$672,143.36. There is an annual escalation of the rents in the proposed Franchise Agreement.

**STAFF CONTACT:** Juan Rivera, Airport Director  
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(703) 361-1882

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Airport Director



## MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** May 11, 2023

**TIME ESTIMATE:** 5 Minutes

**AGENDA TITLE:** Establish a Ad Hoc committee to review RFFPs received for the Terminal Building Development.

**RECOMMENDATION:** That the Chairman establish and appoint members to an Ad Hoc committee to review RFFPs received for the Terminal Building Development.

**MOTION:** N/A

**DATE LAST CONSIDERED BY COMMISSION:** N/A

**SUMMARY AND/OR COMMENTS:** The Airport Commission will review all RFFPs received for the Terminal Building Development and make recommendations to City Council. The Chairman must establish a review committee need to review all RFFPs received and report back to the entire Airport Commission with a recommendation. The Committee will include four members of the Airport Commission and the Airport Director.

**FISCAL IMPACT:** N/A

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Airport Director