

City of Manassas, Virginia Manassas Regional Airport Commission Meeting

AGENDA

Manassas Regional Airport Commission Meeting Terminal Building - 1st Floor Conference Room 10600 Harry Parrish Boulevard Manassas, VA 20110 Thursday, April 18, 2024

Call to Order - 7:00 p.m.

Roll Call

Pledge of Allegiance (Stand)

1. <u>Comments from the Public</u>

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

2. <u>Airport Commission Comments</u>

3. <u>City Council Liaison Comments</u>

4. <u>Approval of Minutes</u>

4.1 Approval of Meeting Minutes from March 21, 2024 Commission Minutes March 21, 2024 - Copy.docx

5. <u>Financial Reports</u>

5.1 Revenues, Expenses and Aging Report Revenue Report 4-11-24.xlsx Expense Report 4-11-24.xlsx Bill Sheet 4-11-24.xlsx Aging as of 4-3-2024.xlsx

6. <u>Airport Director's Report</u>

- 6.1 Airport Director Report (Mr. Juan Rivera, Director, 10 minutes) Airport Director's Report April 2024 Final.docx
- 6.2 Tie-down, Hangar Occupancy Report & Citizen's Monthly Noise Report March 2024 Tie-Down Occupancy.pdf March 2024 Hangar Occupancy.pdf March 2024 Noise.pdf

6.3 Airport Projects

(Mrs. Jolene Berry, Asst. Airport Director, 10 minutes) Construction Projects 4_18.pptx

7. <u>Presentations</u>

- 7.1 Quarterly Report on Fuel Sales and Aircraft Operations (Mr. Richard Allabaugh, Senior Airport Operations, 5 minutes) Agenda Statement - April Operations Presentation.docx
- 7.2 Noise Policy Presentation (Mr. Richard Allabaugh, Senior Airport Operations, 5 minutes) Agenda Statement - Noise Policy Presentation.docx
- 7.3 Quarterly Airport Maintenance Report (Mr. Gary Moore, Maintenance Supervisor, 5 minutes) Agenda Statement - April Maintenance Presentation.docx

8. <u>Old Business</u>

8.1 Master Plan Update (Mr. Lanre Olaniyan, RS&H, 20 minutes) Agenda Statement - Master Plan Update Presentation.docx

9. <u>Consent Agenda</u>

10. <u>Committee Reports (If Available)</u>

11. <u>New Business</u>

11.1 Review of Proposed Changes to the Airport Minimum Standards (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes) Agenda Statement - April Minimum Standards Draft Changes.docx

12. <u>Authorize a Closed Meeting (Reserved)</u>

13. <u>Certify the Closed Meeting (Reserved)</u>

Adjournment



City of Manassas, Virginia Manassas Regional Airport Commission Meeting

MINUTES

Manassas Regional Airport Commission Meeting Terminal Building - 1st Floor Conference Room 10600 Harry Parrish Boulevard Manassas, VA 20110 Thursday, March 21, 2024

The Manassas Regional Airport Commission held its regular meeting in the Manassas Regional Airport, 1st Floor Conference Room on the above date, attended by, Chairman Ross Snare, Vice Chairman John Snider; Member Jim Uzzle, Member Lawrence Pigeon, Member Tony McGhee; and Member Cyril Pierre.

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

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

Pledge of Allegiance

1. <u>Comments from the Public</u>

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

- 2. Airport <u>Commission Member Comments</u>
 - 2.1 No comment
- 3. <u>City Council Representative Comments</u> 3.1 No comment
- 4. <u>Approval of Meeting Minutes</u>

Vice Chairman Snider MOVED to approve the meeting minutes from February 15, 2024, SECONDED by Member Pigeon MOVED and CARRIED UNANIMOUSLY

- 5. <u>Financial Reports</u>
 - 5.1 Bill Sheet, Revenues, Expenses and Aging Report
- 6. <u>Airport Director's Report</u>
 - 6.1 Just got back from the SE Chapter of AAAE that was in Birmingham, AL. It was a very well-organized conference
 - 6.2 The staff has had three field trips to Shenandoah Airport, Charlottesville, and most recently Lynchburg
 - 6.3 We completed the FAA Siting Study on February 23rd. Site three was chosen. The height of the tower will be 120 feet AGL.
 - 6.4 The VAOC's bill regarding Derelict Aircraft was approved by the General Assembly and should be signed by the Governor. It would take effect in July of this year.
 - 6.5 Mr. Craig Parisot, who is the Region 3 VAB representative visited the airport (spent three hours) and was impressed with what he saw and learned
 - 6.6 The Chairman gave the Annual Airport Report on Monday, March 11th. We will show the video that was presented to the City Council. The presentation was well received and the Chairman did a great job

Airport Project Update/ACM Report (Mrs. Jolene Berry, 20 minutes)

- 6.15 Power Point presentation on construction projects.
- 7. <u>Presentations</u>
 - 7.1 Annual Report Video (Mr. Juan Rivera, Airport Director, 10 minutes)
 - 7.2 Update of Strategic Plan based on Airport commission Retreat (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)
- 8. Old Business
 - 8.1 Update on Notice of forbidding Trespass (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)

9. <u>Consent Agenda</u>

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".

- 10. <u>Committee Reports (If Available)</u> No Comments
- 11. <u>New Business</u>
 - 11.1 Appreciation to Erie Municipal Airport for ARFF Equipment

Vice Chairman Snider MOVED to approve the Resolution, SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY

11.2 Approve a 5 year lease with the FAA for the MALSR Land

Member McGhee MOVED to approve the land lease with the FAA for the MALSR land, SECONDED by Vice Chairman Snider MOVED and CARRIED UNANIMOUSLY

- 11.3 Review of Proposed Changes to the Airport rules and Regulations.
- 12. <u>Authorize a Closed Meeting (Reserved)</u>
- 13. <u>Certify the Closed Meeting (Reserved)</u>

Meeting adjourned at 8:14 PM.

Member Uzzle MOVED to adjoined the meeting, SECONDED by Vice Chairman Snider MOVED and CARRIED UNANIMOUSLY

Secretary

Chairman

Date

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPR	TRNFR/ADJSMT	REV BUDGET	YTD EXPENDED	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-322,106.52	322,107	100.00
57097400	315003	Interest on Investment	0	0	0	-271,088.26	271,088	100.00
57097400	315200	Leases and Rents	-2,648,000	0	-2,648,000	-2,172,465.34	-475,535	82.00
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-785,240.49	-139,760	84.90
57097400		Total 57097400 Use of Money & Prope	-3,573,000	0	-3,573,000	-3,550,900.61	-22,099	99.40
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-105,869.53	-17,130	86.10
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-202,917.72	-52,082	79.60
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-42,203.30	-19,797	68.10
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	-23,251.99	6,252	136.80
57097600		Total 57097600 Sales & Connections	-457,000	0	-457,000	-374,242.54	-82,757	81.90
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-3,936.41	1,436	157.50
57097700	318426	Card Replacement Fees	-200	0	-200	-174.73	-25	87.40
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	10.67	-11	100.00
57097700	318904	Sale of Land	0	0	0	-29,955,895.20	29,955,895	100.00
57097700		Total 57097700 Other Local Rev-Gene	-7,700	0	-7,700	-29,964,600.67	29,956,901	389,150.70
57097900	322071	VA State Reimbursements	-5,000	0	-5,000	-22,161.97	17,162	443.20
57097900		Total 57097900 State Non-Categorica	-5,000	0	-5,000	-22,161.97	17,162	443.20
57098200	332010	FAA Tower Rent from Fed Govt	-15,600	0	-15,600	-11,682.00	-3,918	74.90
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-18,157.48	-7,543	70.70
57098200		Total 57098200 Federal Non-Categori	-41,300	0	-41,300	-29,839.48	-11,461	72.30
57099100	346400	Contr Surplus-Net Position	0	-5,331,000	-5,331,000	0.00	-5,331,000	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-29,929	-29,929	0.00	-29,929	0.00
57099100		Total 57099100 OFS-Contribution fro	0	-5,360,929	-5,360,929	0.00	-5,360,929	0.00
		Revenue Total	-4,084,000	-5,360,929	-9,444,929	-33,941,745.27	24,496,816	359.40

Revenue Year to Date 4/11/2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPR	TRNFR/ADJMT	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003703	411000	Salaries and Wages	812,000	0	812,000	529,706.54	0.00	282,293	65.20
57003703	411020	Board and Elections Stipends	11,000	0	11,000	4,100.00	0.00	6,900	37.30
57003703	411075	S&W-Housing Stipend	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	412000	S&W-On-Call	25,000	0	25,000	14,934.63	0.00	10,065	59.70
57003703	416000	S&W-Overtime	25,000	0	25,000	8,362.92	0.00	16,637	33.50
57003703	416010	Hours Worked on a Holiday	2,000	0	2,000	1,085.90	0.00	914	54.30
57003703	416015	Call-Back Overtime	1,000	0	1,000	146.13	0.00	854	14.60
57003703	420000	Employee Benefits	334,230	0	334,230	0.00	0.00	334,230	0.00
57003703	420002	Deferred Compensation	0	0	0	4,105.62	0.00	-4,106	100.00
57003703	420004	FICA	0	0	0	40,846.06	0.00	-40,846	100.00
57003703	420006	Virginia Retirement System	0	0	0	75,697.87	0.00	-75,698	100.00
57003703	420008	Group Health	0	0	0	43,923.08	0.00	-43,923	100.00
57003703	420010	Worker's Compensation	0	0	0	4,585.29	0.00	-4,585	100.00
57003703	420012	Group Term Life Insurance	0	0	0	6,736.80	0.00	-6,737	100.00
57003703	420014	Long Term Disability	0	0	0	2,378.35	0.00	-2,378	100.00
57003703	420016	Unemployment	0	0	0	24.07	0.00	-24	100.00
57003703	420031	Car Allowance	6,000	0	6,000	4,384.63	0.00	1,615	73.10
57003703	431000	Professional Services	75,000	1,360	76,360	69,097.96	21,999.04	-14,737	119.30
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	_/	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	2,500	0	2,500	116.38		2,384	4.70
57003703	436000	Advertising Services	60,000	0		1,245.40		58,755	2.10
57003703	439000	Other Purchased Services	18,000	164	18,164	21,159.92	1,568.16	-4,564	125.10
57003703	441000	Information Technology Charges	84,750	0	84,750	70,624.00	0.00	14,126	83.30
57003703	441005	Phones and Voicemail Charges	21,140	0	21,140	17,616.00	0.00	3,524	83.30
57003703	441045	GIS Charges	8,930	0		7,442.00		1,488	83.30
57003703	441050	IT Purchases Mid-Year	1,060	0		213.17	0.00		20.10
57003703	442000	Motor Vehicle Charges	66,970	0		55,808.00		-	83.30
57003703	444000	Cost Allocation Charges	182,960	0		152,466.00			83.30
57003703	447000	Radio Charges	1,560	0		1,300.00			83.30
57003703	451001	Utilities	25,000	0		9,087.51	0.00		36.40
57003703	451002	City Utility Charges	131,000	0		89,816.07			
57003703	452003	Cell Phone Charges	5,000	0		2,806.41	0.00		56.10
57003703	452007	Cable/Satellite TV Service	3,000			1,325.13	0.00		44.20
57003703	452008	Telephone Service Charges	500			92.25			24.60
57003703	452009	Long Distance Charges	100			39.81	0.00		39.80
57003703	453000	Insurance	55,000		· · · · ·	41,630.00			
57003703	454001	Operating Leases	3,500	0	3,500	1,741.50	348.30	1,410	59.70

Expense Report Year to Date 4/11/2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPR	TRNFR/ADJMT	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003703	455001	Mileage	1,000	0	1,000	48.24	0.00	952	4.80
57003703	455002	Training and Travel	15,000	0	15,000	5,179.20	0.00	9,821	34.50
57003703	455005	Meeting / Business Expense	8,000	0	8,000	1,366.94	0.00	6,633	17.10
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	6,303.00	0.00	197	97.00
57003703	458099	Miscellaneous ExpenseAirport	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	461000	Office Supplies	3,500	0	3,500	15,302.67	896.86	-12,700	462.80
57003703	462000	Other Supplies	10,000	0	10,000	10,035.74	0.00	-36	100.40
57003703	463000	Books and Subscriptions	500	0	500	198.00	0.00	302	39.60
57003703	464000	Uniforms and Safety Apparel	4,500	0	4,500	4,763.06	0.00	-263	105.80
57003703		Total 57003703 Airport Operations	2,068,700	1,524	2,070,224	1,327,842.25	24,843.11	717,539	65.30
57003710	433000	Maintenance Services	60,000	13,408	73,408	38,862.78	824.91	33,720	54.10
57003710	433001	Refuse Collection Services	6,200	0	6,200	2,351.70	1,597.50	2,251	63.70
57003710	433003	Janitorial Services	50,000	0	50,000	35,228.95	11,669.54	3,102	93.80
57003710	433006	Mowing Services	25,000	0	25,000	16,332.64	15,354.12	-6,687	126.70
57003710	433008	HVAC	12,000	0	12,000	15,626.36	0.00	-3,626	130.20
57003710	433009	Elevator Services	8,000	0	8,000	0.00	0.00	8,000	0.00
57003710	433010	Snow Removal	25,000	0	25,000	12,810.17	0.00	12,190	51.20
57003710	433012	Airfield Lighting Maintenance	8,000	0	8,000	0.00	5,680.00	2,320	71.00
57003710	433014	Elevator Inspections	3,000	0	3,000	0.00	0.00	3,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	30,000	0	30,000	11,528.05	0.00	18,472	38.40
57003710	439000	Other Purchased Services	45,000	0	45,000	29,870.00	0.00	15,130	66.40
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	216.60	0.00	16,783	1.30
57003710	439014	Security Services	95,000	8,522	103,522	35,217.90	0.00	68,305	34.00
57003710	454004	Miscellaneous Rentals	3,000	0	3,000	1,466.56	0.00	1,533	48.90
57003710	462000	Other Supplies	26,000	0	26,000	9,329.45	0.00	16,671	35.90
57003710	462001	Tools	10,000	0	10,000	2,516.95	0.00	7,483	25.20
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	10,141.77	0.00	4,858	67.60
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	423.15	0.00	19,577	2.10
57003710	462047	Airfield Supplies	40,000	0	40,000	924.86	0.00	39,075	2.30
57003710	462048	Security Supplies	25,000	0	25,000	4,831.71	0.00	20,168	19.30
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	367.06	0.00	4,633	7.30
57003710	462067	Maintenance Supplies	2,500	0	2,500	2,316.61	0.00	183	
57003710	466000	Building and Repair Materials	35,000	0	35,000	14,709.30	0.00	20,291	42.00
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	6,321.20	0.00	5,179	55.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	13,472.28	0.00	11,528	53.90
57003710	471000	Equipment & Machinery Purch	200,000		206,475	105,288.71	0.00	101,186	
57003710		Total 57003710 Airport Maintenance	867,200	28,405	895,605	370,154.76	35,126.07	490,324	45.30

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPR	TRNFR/ADJMT	REV BDGT	YTD EXP	ENCUMB	AVAIL BDGT	% USED
57003711	433000	Maintenance Services	14,000	0	14,000	771.72	0.00	13,228	5.50
57003711	433008	HVAC	5,000	0	5,000	3,376.60	0.00	1,623	67.50
57003711	433009	Elevator Services	3,000	0	3,000	271.25	0.00	2,729	9.00
57003711	433014	Elevator Inspections	2,000	0	2,000	779.20		1,221	39.00
57003711	462000	Other Supplies	3,000	0	3,000	2,346.06	0.00	654	78.20
57003711		Total 57003711 FAA Tower Nonreimbur	27,000	0	27,000	7,544.83	0.00	19,455	27.90
57003712	433000	Maintenance Services	14,000	0	14,000	6,550.37	2,100.15	5,349	61.80
57003712	451002	City Utility Charges	19,000	0	19,000	14,005.82	0.00	4,994	73.70
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	376.56	0.00	623	37.70
57003712		Total 57003712 FAA Tower Reimbursab	34,000	0	34,000	20,932.75	2,100.15	10,967	67.70
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00
57003713	431003	Marketing	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	433003	Janitorial Services	2,500	0	2,500	337.66	0.00	2,162	13.50
	439000	Other Purchased Services	15,000	0	15,000	2,641.40		12,359	
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
	462000	Other Supplies	12,000	0	12,000	721.34	0.00	11,279	6.00
57003713		Total 57003713 Airport-Special Proj	35,500	0	35,500	3,700.40	0.00	31,800	10.40
	411000	Salaries and Wages	0	97,000	97,000	16,215.18	0.00	80,785	16.70
57003718	420000	Employee Benefits	0	39,000	39,000	0.00		39,000	
57003718	420002	Deferred Compensation	0	0	0	178.80		-179	
57003718	420004	FICA	0	0	0	1,201.65		-1,202	100.00
57003718	420006	Virginia Retirement System	0	0	0	2,369.00		-2,369	
57003718	420008	Group Health	0	0	0	4,559.66		-4,560	
	420010	Worker's Compensation	0	0	0	11.84		-12	
57003718	420012	Group Term Life Insurance	0	0	0	218.92	0.00		
57003718	420014	Long Term Disability	0	0	0	105.50	0.00	-106	100.00
57003718		Total 57003718 Airport-Security Pro	0	136,000	136,000	24,860.55			
	431000	Professional Services	0	0	0	•		-1,500	100.00
57003793	462000	Other Supplies	150,000	0	150,000	0.00		150,000	
	481001	Principal - Bonds Payable	195,000	0	195,000		0.00	0	100.00
57003793	481021	Interest - Bonds Payable	14,930	0	14,930				100.00
	492575	Transfer to Airport Capital	297,000	5,195,000		5,446,362.40		45,638	
57003793	496004	Contrib to Net Position	394,670	0	394,670			394,670	0.00
57003793		Total 57003793 Airprt Capex-Finance	1,051,600	5,195,000	6,246,600	5,657,791.15	0.00	588,809	90.60
		Expense Total	4,084,000	5,360,929	9,444,929	7,412,826.69	62,069.33	1,970,033	79.10

Bill Sheet Year to Date 4/11/24

Vendor	Description	Net Amount
A R C WATER TREATMENT	Water Treatment Service	200.00
ADT SECURITY CORPORATION	Panic Monitoring	34.08
AMERICAN DISPOSAL SVCS, INC	Trash Pickup	532.50
ASSOCIATED BUILDING MAINTENANCE	Janitorial Services	9,179.42
BLUE RIDGE FIRE PROTECTION INC.	Fire Extinguisher Inspection	883.00
CERTUS PROTECTION LLC	Airport Security	10,016.10
CINTAS CORP. #145	Tower Mats	591.10
DELTA AIRPORT CONSULTANTS INC	2/25/24 Construction Administration	22,778.80
JEFFREY D HEITHOFF	Runway 16L-34R Rehab Phase Service	2,900.00
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	Design & Const for ARFF Hgr	7,909.92
NAT'L ELEVATOR INSP SVC INC	Elevator Inspection	231.12
ORACLE ELEVATOR HOLDCO INC	Elevator Maintenance	250.00
PHILLIPS CONSTRUCTION LLC	2/29/24 Observation Road Relocation Construction	100,710.05
POTOMAC MITIGATION BANK LLC	Nonpoint Nutrient Offset Credits	54,048.00
REYNOLDS SMITH & HILLS INC	3/1/24 Enviro Assessment for ATCT PO #2	12,878.42
REYNOLDS SMITH & HILLS INC	3/8/24 Construction Administration for Obser Rd P	17,053.28
RIVERA, JUAN E	Reimbursement for SE Chapter AAAE Conference	367.96
U S PLANTS INC	Plant Maintenance	120.00
VA BUSINESS SYSTEMS	03/28-04/27/24 Airport Copier SN#AA2M011007052	253.22
VERIZON	Phone Charges	10.25
VIRTOWER LLC	Virtower Airport Operations Tracking	500.00
	Total	241,447.22

			5 5					
Cust #	Customer Name	Bill #	Bill Due Date	30 to 60	61 to 90	91 to 120	Over 120	Notes:
47747	PISTON2JET	4928	02/17/2024	\$392.02	\$0.00	\$0.00	\$0.00	Emailed 4/3
47747	PISTON2JET	113507	01/31/2024	\$0.00	\$10.49	\$0.00	\$0.00	No response no payment
47747	PISTON2JET	113508	03/02/2024	\$1,259.00	\$0.00	\$0.00	\$0.00	sent cert ltr pay by 4/17
47747	PISTON2JET	3025108	03/02/2024	\$570.00	\$0.00	\$0.00	\$0.00	or vacate
83168	HERNANDEZ, MARCO	3020901	08/02/2023	\$0.00	\$0.00	\$0.00	\$170.00	
83168	HERNANDEZ, MARCO	3020902	08/31/2023	\$0.00	\$0.00	\$0.00	\$170.00	
83168	HERNANDEZ, MARCO	3020903	10/01/2023	\$0.00	\$0.00	\$0.00	\$170.00	
107222	RIMBEY, DARREN	3034604	03/02/2024	\$408.00	\$0.00	\$0.00	\$0.00	Emailed 4/9
	Total			\$2,629.02	\$10.49	\$0.00	\$510.00	

Aging Report as of 4/3/2024

Airport Director's Office Juan E. Rivera

Memorandum

April 12, 2024

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR APRIL 2024

HANGAR OCCUPANCY RATE East T-Hangars: 97 out of 97 Rented 100% Rented – No change. West T-Hangars: 59 out of 59 Rented 100% Rented – 1 New Tenant East and West Hangars – 156 out of 156 – 100% Rented

<u>Waiting List Status</u> *Status:* No vacant hangars at this time.

Breakdown Total on List – 171 East Side - 145 West Side – 106 60x50 - 12

<u>TIE-DOWN OCCUPANCY RATE</u> <u>Tie-Downs</u> East Tie-Down: 80 out of 86 Rented 93% Rented – 1 Tenant Vacated. 8 new tie-downs West Tie-Down: 52 out of 63 Rented 83% Rented – 3 Vacated. East and West Tie-Down – 132 out of 149 Rented – 89% Rented *Status:* There are a number of tie-downs that are unusable due to the Observation Road project.

<u>Squatters/Issues</u> One tenant has liens on their aircraft (2) for non-payment.

NOISE COMPLAINTS FOR JANUARY

There were five noise complaints recorded in February.

March Total(s):

2 – Aircraft – Overflight 1 – Aircraft – Arrival

Airport Director's Office Juan E. Rivera

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 RS&H and Airport staff continue to have bimonthly meetings to discuss the update of the Airport's Master Plan. The plan is for this project to be completed by mid-May and submitted to the FAA and VDOA for approval. Staff sent the draft Aviation Forecast to the FAA for review. It will be reviewed and approved at the FAA Headquarter level. Staff is still making comments on the draft ALP.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

The contractor, Phillips LLC has started construction of the pond embankment and diversion dike. They are also placing underground concrete pipes. The project has been impacted by the rain.

TAXIWAY B/ TAXILANE Y REHABILITATION

The contractor has installed the E&S control measures and is working on Taxiway Y. The contractor has found areas of unsuitable material and is working with Delta Airport Consultants to resolve the matter.

TRANSITION TO A COMMERCIAL SERVICE AIRPORT

1. Airport Operating Certificate (AOC) Staff has received feedback from the FAA regarding their second submittal of the AOC. A contract has been signed with the Architect to complete base architectural design services. The plan is the have the built-out completed by the end of August.

The ARFF Services will be awarded to Pro-Tec. The Airport Director has met with Pro-Tec and is discussing contract issues and how we will ramp up service.

 Airport Security Program (ASP) Mr. Nick Carr continues to work on the ASP and meet with contractors to aid in the development of the new security program.

RUNWAY 16L- 34R REHABILITATION DESIGN AND BIDDING

The Airport conducted and IFE on the preliminary design. The State approved a grant for this project. The airport is working with the engineer to get the project started. A P.O. was issued to RS&H.

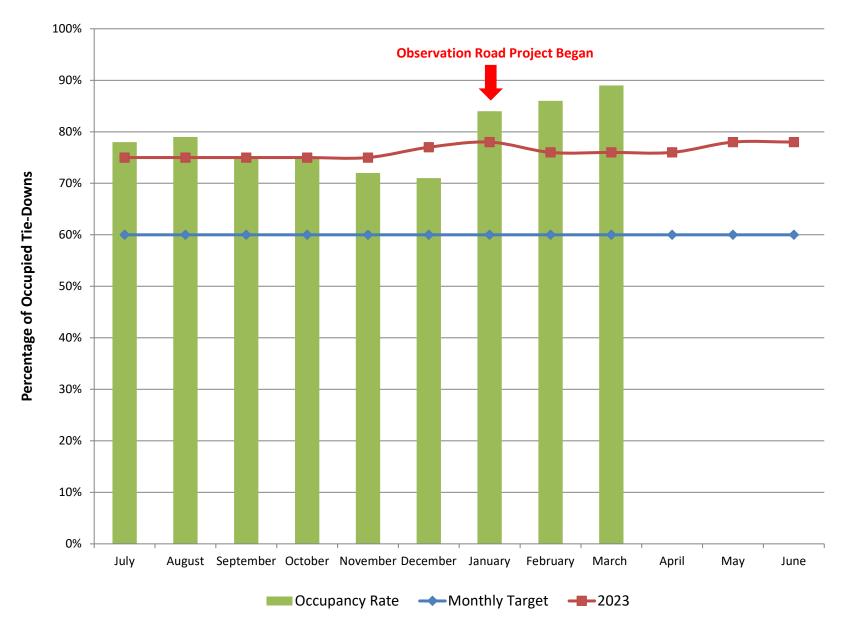
Airport Director's Office Juan E. Rivera

UPCOMING EVENTS

NONE

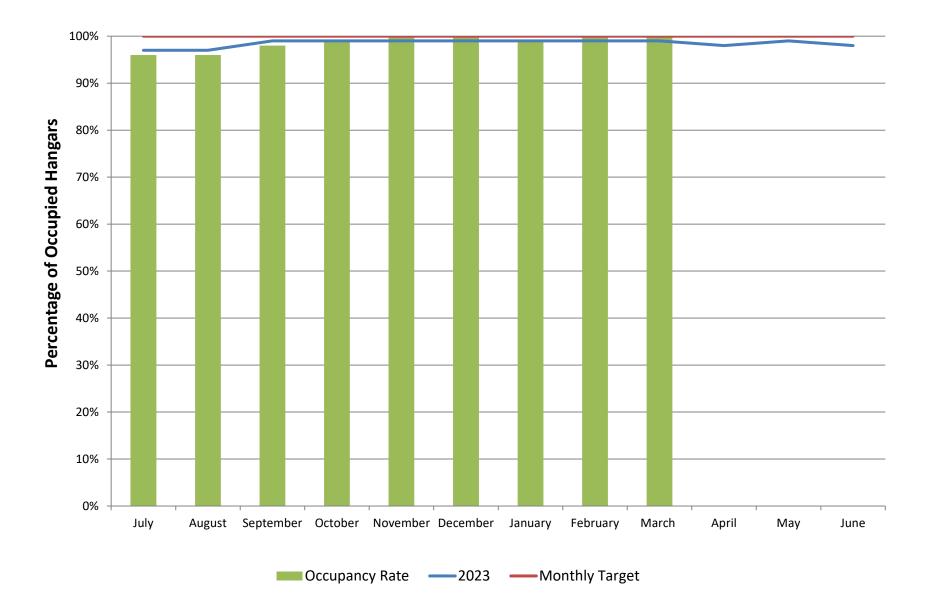
Juan E. Rivera Juan E. Rivera, Director Manassas Regional Airport

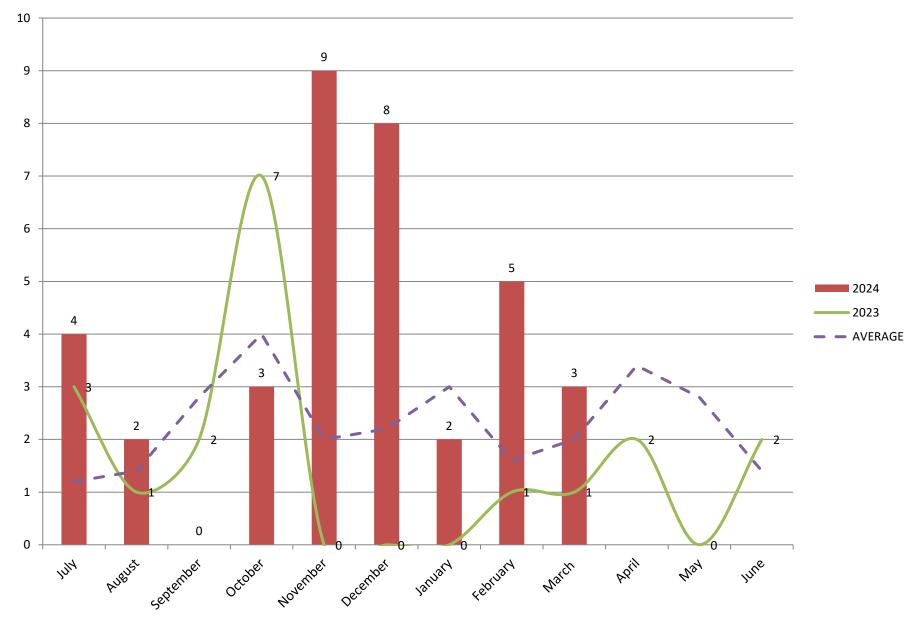
Attachments: Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates



FY2024 Tie-Down Occupancy Rates

FY2024 Hangar Occupancy Rates





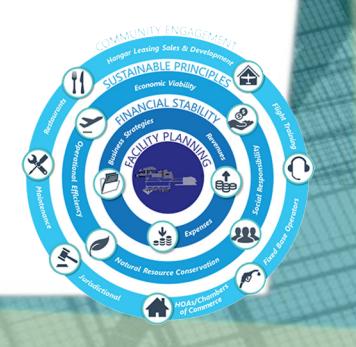
Noise Complaints FY 2023-2024

Construction Projects

April 2024 Update

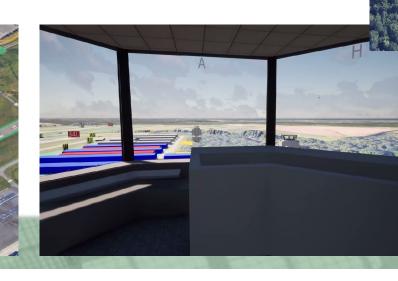
Master Plan Update 2022

- 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.
- Delivered the Aviation Forecast draft analysis and Airport Layout Plan draft
- Cost to date: \$696,144.80 of \$791,992.00
- Completion:
 - Submit to FAA, DOAV for review by end of May
 - Completion by Summer 2024
- Change order: Include 139 Certification
 - Additional Grant from DOAV
 - ALP to Include Commercial Service, Forecast Numbers



ATC Tower Siting

- During this project the FAA will perform the siting and develop requirements documentation for a new air traffic control tower. Siting is scheduled for February 2024.
 - Analyzing the visualization images of views from the Vista siting exercise.
- Cost to Date: \$32,000 of \$297,253
- Completion:



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.
- Continued working on the construction emissions inventory analysis.
- Continued coordination of the Biological Resources/Wetlands and Visualization team members.
- Biologist began developing vegetation/field guides for upcoming survey in April.
- Visualization Team photography cataloging, and conducted trip to Manassas for photos.
- Cost to Date: Phase 1: \$74,878.42
 - Phase 2: \$262,316(w/all optional tasks)
- Completion: October 2024
 - Total Days of Project: Day 234 of 320 days





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.
 - Installed Permanent Ditch, Construction Entrance and Storm Drain Structures
 - Starting on the pond embankment
- Cost to Date: \$395,132.15
- Completion: Fall 2024
- Total Days of Project: 102 of 230 days
- Change Orders: N/A



MASLR Infrastructure Upgrade Project

- The objective of this project is to remove and install new low impact resistant structures and foundations. Re-wire the Threshold light bar and replace light fixtures, replace conduit throughout project.
 - Threshold bar install is complete
 - Security fence and signage installed
 - Waiting on railroad to approve easement to make connection for whole system.
- Cost to Date: \$2,000,000
- Completion: 6 Months (Spring 2024)
- Change Orders: N/A

Reconstruct Taxiway B and Taxilane Y (Construction)

- The objective of this project is to rehabilitate Taxiway B/Taxilane Y. To bring both taxiways and taxilane into compliance with FAA standards.
 - Started Phase A Taxiway X extension
- Cost to Date:
 - Design: \$538,000
 - Construction: Taxiway B: \$3,702,975, Taxilane Y: \$660,385
- Total Days of Project: 8 of 90 days
- Change Orders: N/A





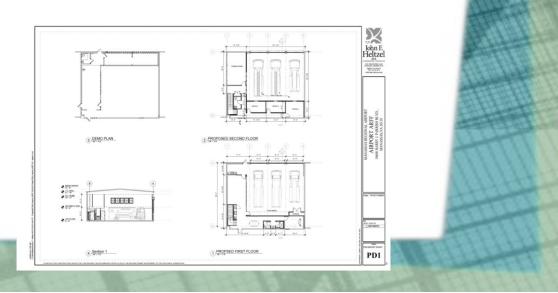
ARFF Hangar Remodel

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

Cost to Date: \$13,500 Architect drawings

Design Services: \$70,716.00

Completion: Completion by August

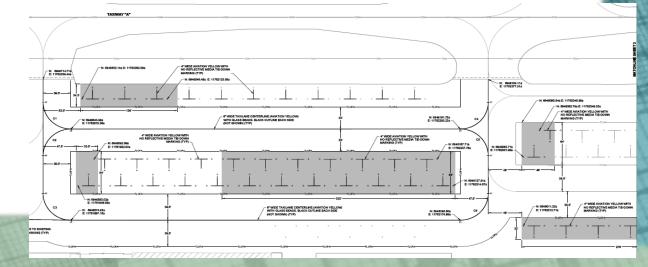


West Apron Tie-Down Layout

• The objective of this project is to develop up to 3 tie-down layout alternatives to add an additional tie-down spaces throughout the west apron.

- Contract is being awarded.

- Cost to Date:
- Completion: Summer 2024
- Change Orders: N/A







MEETING DATE:	April 18, 2024
TIME ESTIMATE:	5 Minutes
AGENDA TITLE:	Quarterly Reports on Airport Operations and Fuel Sales
RECOMMENDATION:	N/A
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Richard Allabaugh, Airport Operations Officer, Senior <u>rallabaugh@manassasva.gov</u> 703-257-8402



MEETING DATE:	April 18, 2024
TIME ESTIMATE:	10 Minutes
AGENDA TITLE:	Noise Policy Presentation
RECOMMENDATION:	Airport Staff is not looking for any approval of this program as it is voluntary in nature. This is more of education for the Airport Commission on our existing program.
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This presentation will be a summary of the Airport's Voluntary Noise Abatement Program. Airport Staff met with flight schools and tenants on March 29, 2024 to discuss the existing program and receive comments. Information will be presented on PowerPoint slides.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Richard Allabaugh, Airport Operations Officer, Senior rallabaugh@manassasva.gov 703-257-8402



MEETING DATE:	April 18, 2024
TIME ESTIMATE:	5 Minutes
AGENDA TITLE:	Quarterly Maintenance Division Report
RECOMMENDATION:	N/A
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This is a quarterly presentation from Airport Maintenance on projects, equipment, and other related items.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Gary Moore, Airport Maintenance Supervisor gmoore@manassasva.gov 703-257-8425



MEETING DATE:	April 18, 2024
TIME ESTIMATE:	20 Minutes
AGENDA TITLE:	Master Plan Update
RECOMMENDATION:	N/A
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This is an update of the Master Plan, done with PowerPoint slides by RS&H Mr. Lanre Olaniyan.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Jolene Berry, Asst. Airport Director jberry@manassasva.gov 703-257-8279



MEETING DATE:	April 18, 2024
TIME ESTIMATE:	10 Minutes
AGENDA TITLE:	Overview of Proposed Changes to Minimum Standards
RECOMMENDATION:	N/A
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This will be a brief overview of the proposed changes to the Airport Minimum Standards that staff recommends. These proposed changes will be out for review by the community for 30 days. Staff will review and update the suggested changes and bring them back to the Commission.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Jolene Berry, Assistant Airport Director jberry@manassasva.gov 703-257-8279