

**MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
AGENDA**

August 26, 2021

**Manassas Regional Airport
Terminal Building, 1st Floor Conference Room
10600 Harry J. Parrish Boulevard
Manassas, VA 20110**

Call to Order – 7:00 p.m.

ITEM 1. Consideration of approval of minutes of the regular Airport Commission meeting held on July 15, 2021.

ITEM 2. Review of expenses.

COMMENTS FROM THE PUBLIC

ITEM 3. 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 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.

AIRPORT DIRECTOR’S REPORT

- ITEM 4.** Airport Director’s Report
- a. Tie-down and Hangar Occupancy Reports, and Citizen’s Monthly Noise Concerns.
 - b. Aging, Revenue, and Expenditure Reports.

PRESENTATIONS

ITEM 5. Presentation of the Patrol Frank G. Brewer Memorial Aerospace Award in the Organization Category to the Airport and Commission from the Virginia Wing Commander, Colonel Elizabeth Sydow (15 minutes, Chairman)

ITEM 6. Quarterly Update of Statistical information regarding the total Aircraft Operations and total fuel sold. (10 minutes, Staff Mr. Richard Allabaugh)

ITEM 7. Quarterly Airport Maintenance Division Update (10 minutes, Staff: Mr. Doug McCauley)

CONSENT AGENDA

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

ITEM 8. (Reserved for Consent Agenda Items)

COMMITTEE REPORTS IF AVAILABLE

ITEM 9. Airport Bylaws Committee Report (5 minutes, Committee Chair, Mr. John Snyder)

OLD BUSINESS

ITEM 10. Approve proposed changes to the Airport's Minimum Standards that would lower the current required minimum square footage from 600 square feet (sf) to 300 sf for Flight Schools (5 minutes, Staff: Richard Allabaugh)

NEW BUSINESS

ITEM 11. Recommend to City Council the pay-off of Series 2016 Bonds in the amount of \$359,148.55. (10 minutes, Staff: Juan E. Rivera)

ITEM 12. Approve the request of the Bull Run Rotary Club to hold the annual Airport 5K/10K Run Event at the Airport on April 24, 2022. (5 minutes, Staff: Jolene Berry)

INFORMATION ITEMS

ITEM 13. (Reserved for addition of any Information item)

AUTHORIZED CLOSED MEETING

ITEM 14. (Reserved for meetings that are authorized to be closed to the public)

CITY COUNCIL'S AIRPORT REPRESENTATIVE TIME

ITEM 15. The City Council member assigned to the Airport Commission may make comments or raise questions to the Commission regarding issues that may impact the Airport.

COMMISSION TIME

ITEM 16. Commission Members may make comments, raise questions, or discuss matters of interest to the Commission.

ADJOURNMENT

MANASSAS REGIONAL AIRPORT COMMISSION REGULAR MEETING MINUTES

July 15, 2021

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 H. Seraydarian, Juan Cabrera, Lawrence R. Pigeon, Anthony McGhee, Ross Snare, Howard Goodie, James L. Uzzle, and John Snider.

Airport Personnel in Attendance: Jolene Berry (Airport Operations, Sr) and Richard Allabaugh (Airport Operations).

Others present were Council Member Coates Ellis.

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

ITEM 1. Consideration of approval of minutes of the regular Airport Commission meeting held on June 17, 2021.

Member Snider MOVED to approve the minutes of the regular Airport Commission meeting held on June 17, 2021. **SECONDED by Member Goodie and CARRIED UNANIMOUSLY.**

ITEM 2. Review of Airport Expenses. (NO EXPENSES TO APPROVE DUE TO NEW FISCAL YEAR)

COMMENTS FROM THE PUBLIC

ITEM 3. 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 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.

AIRPORT DIRECTOR'S REPORT

ITEM 4. Airport Director's Report

- a. Tie-down and Hangar Occupancy Reports, and Citizen's Monthly Noise Concerns.
- b. Aging, Revenue, and Expenditure Reports.

Mrs. Berry mentioned that City Council had their 1st reading of the Chantilly Franchise at the Monday meeting.

Mrs. Berry mentioned that no comments have been received to date for the proposed changes to the Minimum Standards. There is still a 30-day comment period in effect.

Mrs. Berry mentioned that Paige Kroner would be starting with the airport on Monday.

PRESENTATIONS

ITEM 5. Presentation regarding taxiway B & F intersections as well as taxilane Y. (5 minutes, Staff: Mr. Richard Allabaugh)

Member Pigeon and Member Snider suggested that staff add, "Call when ready" to the special taxi instructions. Mr. Allabaugh indicated he would add these before sending it out to the tenants.

OLD BUSINESS

ITEM 6. (Reserved for Old Business Agenda Items)

CONSENT AGENDA

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

ITEM 7. (Reserved for Consent Agenda Items)

COMMITTEE REPORTS IF AVAILABLE

ITEM 8. (Reserved for Ad Hoc Committee Reports)

NEW BUSINESS

ITEM 9. Consideration of approving the Final Design Scope of Services and Fee presented by RS&H for the West Corporate Redevelopment & Tree Clearing Compensation. (10 minutes, Staff: Mrs. Jolene Berry)

Mr. Chad Ackley from RS&H gave an overview of the project scope, which included a traffic control plan, utilities, and a retaining wall.

Member Snare MOVED that the Scope of Services for the Final Design for the the West Corporate Redevelopment & Tree Clearing Compensation be approved and that RS&H be issued a Purchase Order (PO) for a not to exceed price of \$102,740.00 to complete the final design. **SECONDED by Member Seraydarian and CARRIED UNANIMOUSLY.**

ITEM 10. Selection of Commission member to serve on an Ad Hoc Committee to update the Airport Commission's By-laws (5 minutes, Mr. Tom Lemmon, Chairman)

It was mentioned by Chairman Lemmon that Vice Chairman Seraydarian would spearhead bylaws committee. Mrs. Berry mentioned that Juan Rivera from staff would also be involved in the committee.

Member Goodie MOVED that Member Snider and Member Snare be appointed to an Ad Hoc Committee with the purpose of working with the Airport Staff to review the

current Airport Commission By-laws, and to then report back to the entire Commission on any recommended changes. **SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.**

ITEM 11. Approve the Airport Commission's Annual Meeting Calendar (5 minutes, Staff: Mrs. Jolene Berry)

Member Snare MOVED that the Airport Commission's schedule of meetings be approved and that the staff provide updated calendars as necessary. **SECONDED by Member Goodie, Member Pigeon OBSTAINED, and CARRIED.**

ITEM 12. Consideration of and Approval of an Ad Hoc Airport Operations Committee to be in place for no more than twelve (12) months. (5 minutes, Staff: Mrs. Jolene Berry)

Vice Chairman Seraydarian MOVED that an Ad Hoc Airport Operations Committee be formed and that Member Snare, Member Snider, and Member Goodie be appointed to the Committee with the purpose of working with the Airport Staff to advise and educate the Commission on matters of airside activities, airport security, airspace issues and any other issue dealing with airport operations for a twelve (12) month period. **SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.**

INFORMATION ITEMS

ITEM 13. (Reserved for Informational Items)

COMMISSION COMMENTS

ITEM 14. Commission Members may make comments or raise questions on matters of interest to the Airport Commission.

Member Uzzle MOVED that the meeting adjourn. **SECONDED by Member Snare and CARRIED UNANIMOUSLY.**

The meeting adjourned at 7:40 P.M.

Secretary

Chairman

Date Approved

REVIEW OF EXPENSES

Item 2

MONTHLY EXPENSES				
Vendor	Description	Past 30 days	FY22 Gross Amount	
AMERICAN DISPOSAL COMMERCIAL SVCS, INC	AMERICAN DISPOSAL SERVICES	\$ 461.48	\$	461.48
CINTAS CORP.	Medical Supplies	\$ 13.65	\$	13.65
COMCAST	Cable Service	\$ 233.88	\$	233.88
EAGLE PROTECTION SERVICES INC	SECURITY SERVICES		\$	-
FINLAY FIRE	ARFF Truck Service		\$	-
ORACLE ELEVATOR	Service Call/Inspections	\$ 150.00	\$	150.00
M C W SOLUTIONS LLC	camera repair/replacement		\$	-
MOOR GREEN ESTATES HOMEOWNERS	MOA Fees		\$	-
OLDE TOWNE LANDSCAPING	Mowing Services		\$	-
ORKIN EXTERMINATING CO INC	Orkin services		\$	-
ADT SECURITY	Security Monitoring	\$ 31.50	\$	31.50
ATLANTIC SWEEPING SERVICES INC	Sweeping Services	\$ 380.00	\$	380.00
TRUGREEN CHEMLAWN	lawn service		\$	-
U S PLANTS INC	PLANTS		\$	-
CINTAS CORP.	Terminal Mats and Uniforms	\$ 558.30	\$	558.30
VA BUSINESS SYSTEMS	KONICA COPIER LEASE	\$ 267.51	\$	267.51
VERIZON	703-060-1303		\$	-
TREAS OF VIRGINIA	Public Officials Liability Plan	\$ 2,000.00	\$	2,000.00
USI INSURANCE SERVICES LLC	Storage Tank Liability Insurance	\$ 12,531.42	\$	12,531.42
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 2,110.10	\$	2,110.10
WASHINGTON GAS	10529 wakeman dr		\$	-
WASHINGTON GAS	10400 wakeman dr		\$	-
VIRTOWER	Flight Tracking Service	\$ 1,000.00	\$	1,000.00
BRANSCOME PAVING	Access Road Paving/Tower Lot Sealcoat	\$ 105,415.22	\$	105,415.22
MULLENS MARKINGS	Access Road/Tower Lot Striping	\$ 5,758.50	\$	5,758.50
CITY OF MANASSAS UTILITIES				
Vendor	Description	Past 30 days	FY22 Gross Amount	
MANASSAS, CITY OF UTILITIES	10531 TERMINAL	\$ 9410.22	\$	9,410.22
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH		\$	-
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	9950 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10481 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10601 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10600 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10401 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10557 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10577 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10567 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10451 WAKEMAN		\$	-
MANASSAS, CITY OF UTILITIES	10557 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10549 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10541 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10529 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10501 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10547 TERMINAL		\$	-
MANASSAS, CITY OF UTILITIES	10631 OBSERVATION		\$	-
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH		\$	-
MANASSAS, CITY OF UTILITIES	10509 WAKEMAN DR		\$	-
MANASSAS, CITY OF UTILITIES	10499 OBSERVATION RD		\$	-
MANASSAS, CITY OF UTILITIES	10501 OBSERVATION RD		\$	-
AIRPORT PROJECTS				
Vendor	Description	Past 30 Days	FY22 Gross Amount	
DELTA AIRPORT CONSULTANTS INC	General Engineering		\$	-
DELTA AIRPORT CONSULTANTS INC	Contract Taxiway G/ Taxi Lane Y	\$ 16,375.47	\$	16,375.47
REYNOLDS SMITH & HILLS INC	Runway 16R/34L Rehab Design	\$ 1,607.16	\$	1,607.16
CHEMUNG	CONSTRUCTION		\$	-
REYNOLDS SMITH & HILLS INC	LOMR East Corp Expansion		\$	-
REYNOLDS SMITH & HILLS INC	TAXIWAY A Rehab Design	\$ 12,531.42	\$	12,531.42
TOWER INVOICES				
Vendor	Description	Past 30 Days	FY22 Gross Amount	
MANASSAS, CITY OF UTILITIES	10603 observation		\$	-
MANASSAS, CITY OF UTILITIES	10605 observation		\$	-
Cintas	Tower Mats	\$ 32.40	\$	32.40
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES		\$	-
WASHINGTON GAS	10603 Observation		\$	-



Airport Director's Office Juan E. Rivera

Memorandum

August 16, 2021

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: **AIRPORT DIRECTOR'S REPORT FOR AUGUST 2021**

CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

1. At their July 26, 2021 meeting, City Council appointed Ms. Vanslyn Augustus to the Manassas Regional Airport Commission as a regular member for a first four-year term ending June 30, 2025.
2. For the month of August the City Council was in recess.

T-HANGAR OCCUPANCY RATE

West T-Hangars: 54 out of 59 Rented

92% Rented – **3 vacated.**

East T-Hangars: 96 out of 97 Rented

99% Rented – **2 new tenants.**

East and West Hangars – 150 out of 156 – 96% Rented

Waiting List Status

New waiting list policy to be sent out next week. Stats below are pre policy implementation.

Breakdown

Total on List – 166

East Side – 153

West Side – 116

60x50 - 13

TIE-DOWN OCCUPANCY RATE

West Tie-Down: 37 out of 85 Rented

44% Rented – **No change.**

East Tie-Down: 74 out of 86 Rented

86% Rented – **Following an audit, we discovered that 5 tenants were still on the rolls that had vacated.**

East and West Tie-Down – 111 out of 171 Rented – 65% Rented

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Squatters

N/A

NOISE COMPLAINTS

There were no noise complaints recorded by Airport Operations in the month of July 2021.

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.

TAXIWAY G/TAXILANE Y (CONSTRUCTION)

The project is complete. There are a few administrative details to complete such as submitting the final FAA Request for Reimbursement (RFR).

RUNWAY 16R/34L REHABILITATION (Construction Phase)

The contractor is still waiting for the paint to complete the project. The Nationwide painted shortage has impacted the contractor's ability to apply the 2nd coat of paint. It is anticipated that they will receive the paint in October since there is currently a nationwide shortage of painting products. This project should now be closed-out by the end of November of 2021.

FAA ATC TOWER LEAK & ROOF REPLACEMENT

The staff is in the process of getting prices for just replacing the roof on the base building and the tower. The staff received a price of \$49,110.00 to seal the area where the tower cab sits on the tower and to replace the catwalk.

The staff sole sourced the project since there was only one company that provided a quote and had experience with the same tower design that we have at our Airport and have issued a Purchase Order to conduct the work. The contractor has indicated that they will start later this year since they are booked until late summer. NO CHANGE IN REPORT.

MASTER PLAN UPDATE

The grant application for this project has been submitted to the FAA for approval. The total project cost is \$776,992.00. The Airport Director expects to receive the grant sometime at the end July.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H has started the Final Design for the cost of \$102,749.00. The anticipated design and bidding schedule: 1) Bid Documents Complete December 17, 2021 2) Bid Opening February 1, 2022 3) Construction June-August, 2022

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TAXIWAY B REHABILITATION


The grant application has been submitted to the FAA by the Airport staff. The total project cost is \$530,000.00. The Airport Director expects to receive the grant in September of this year. A P.O. will be issued to Delta Airport Consultants once the grant is properly executed. The project start date is dependent on the grant being signed.

TAXIWAY A DESIGN EFFORT

The Airport staff has received the 90% design documents from RS&H. RS&H is finalizing the design and incorporating comments they received from the FAA, State and Airport staff. It is anticipated that the project would be bid in March of next year and the grant application would be submitted in May of 2022. Construction would begin in summer of 2022.

UPCOMING EVENTS

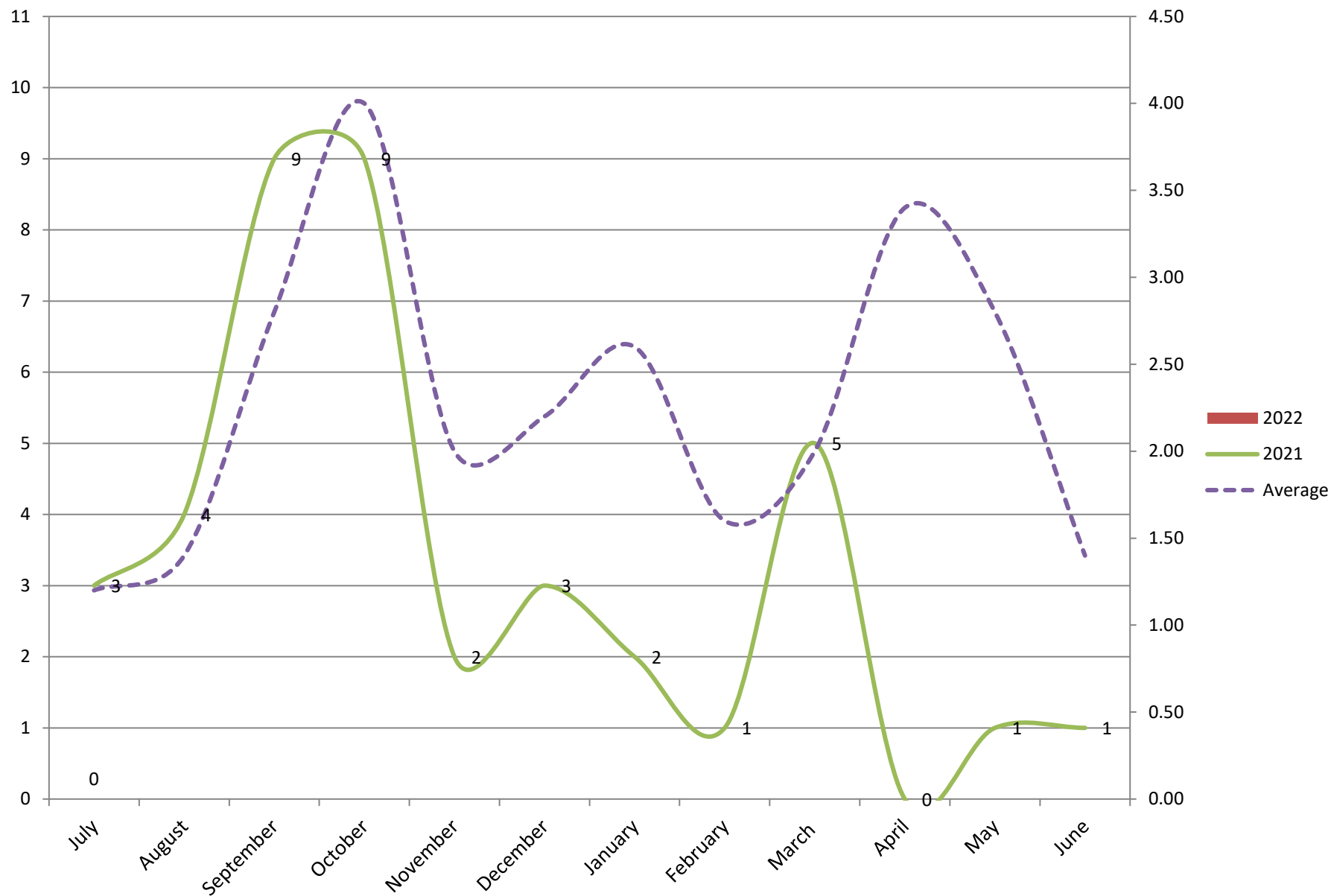
AOPA Showcase is scheduled for August 27, 2021 and will be held at the Chantilly Air Jet Center facility.



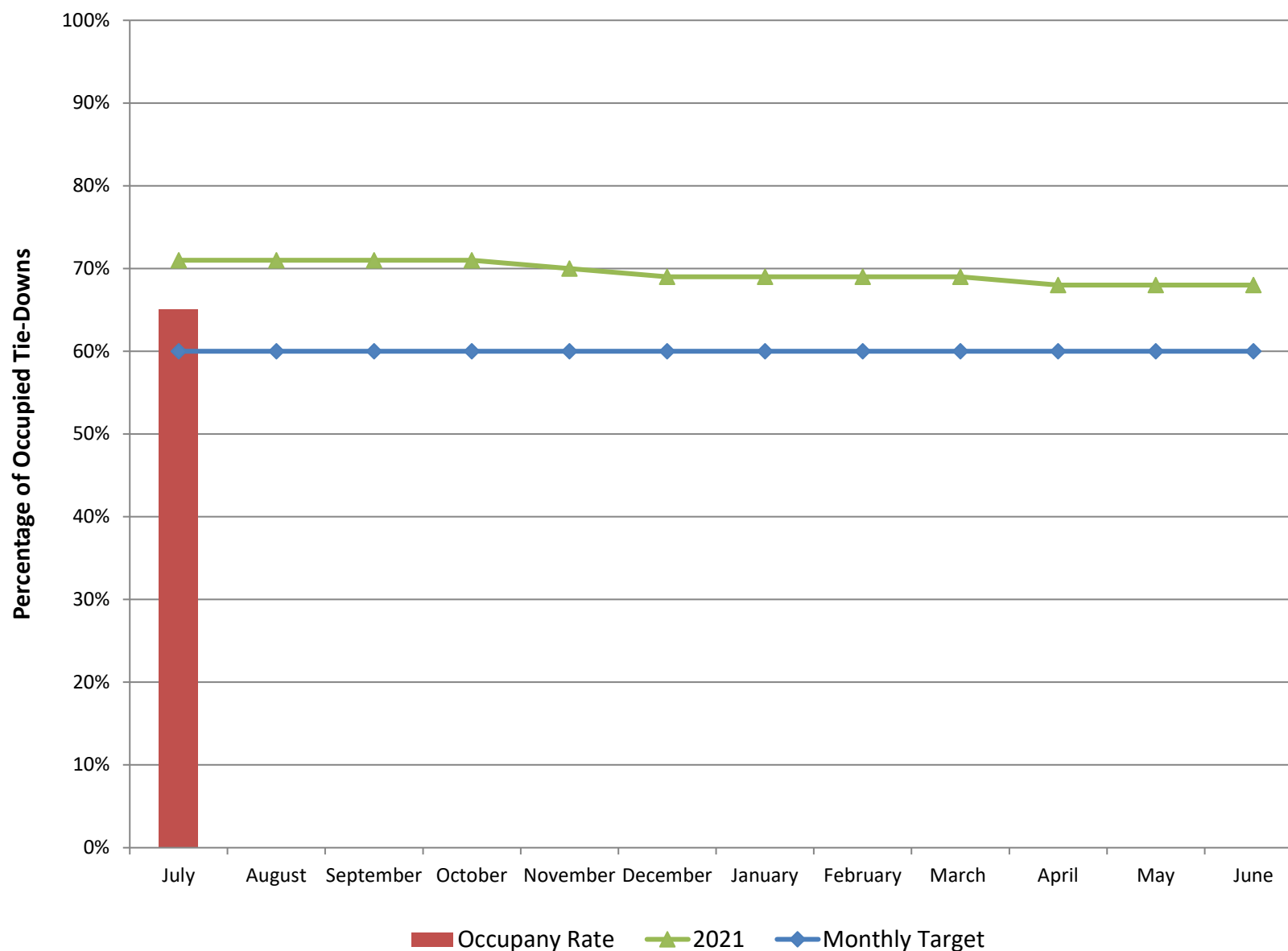
Juan E. Rivera, Director
Manassas Regional Airport

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

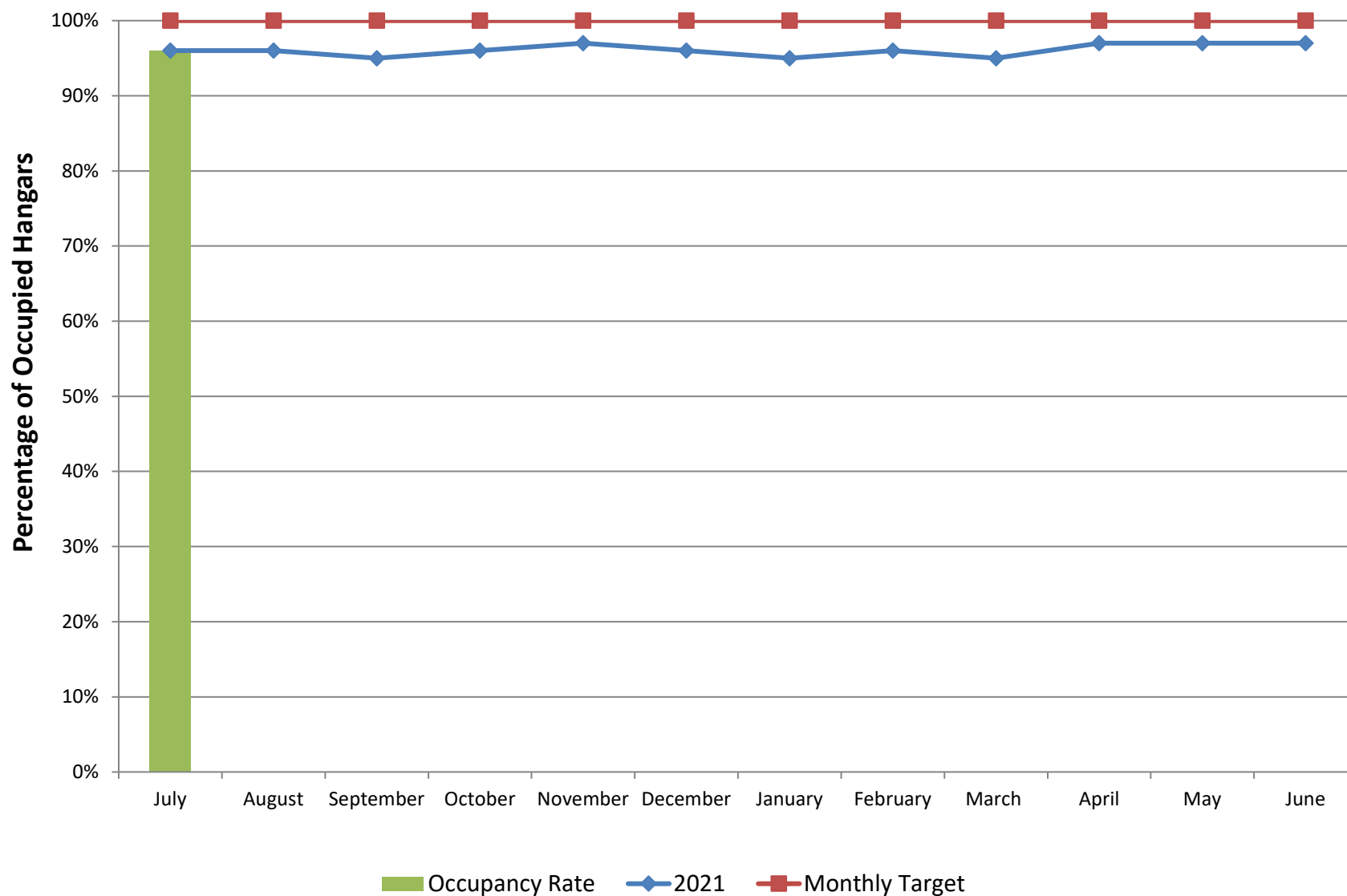
Noise Complaints FY 2021-2022



FY2022 Tie-Down Occupancy Rates



FY2022 Hangar Occupancy Rates



ACCOUNTS RECEIVABLE AGING SUMMARY

Aging Date: 08/20/2021
 Bill Year Range: 2021 to 2022

Customer	Name	Phone	31 to 60	Billed Amount 61 to 90	Adjustments 91 to 120	Principal Paid Over 120
11204	VIRGINIA RAILWAY EXPRESS		1,495.90	1,759.90	0.00	264.00
				0.00	0.00	0.00
36535	THOMPSON, LOREN		0.00	670.00	0.00	0.00
				335.00	335.00	0.00
36553	KEDDIS, MOHEB		335.00	335.00	0.00	0.00
				0.00	0.00	0.00
36615	WOOLF, WILLIAM		385.00	385.00	0.00	0.00
				0.00	0.00	0.00
36864	COWAN GROUP	571-305-9354	0.00	3,088.00	0.00	88.00
				3,000.00	0.00	0.00
38127	GARCIA, MICHAEL	617-230-5005	335.00	335.00	0.00	0.00
				0.00	0.00	0.00
38602	DONBUSH, KEN		80.00	240.00	0.00	0.00
				80.00	80.00	0.00
42130	CIVIL AIR PATROL	703-369-4521	50.00	50.00	0.00	0.00
				0.00	0.00	0.00
42368	AEROSOLUTIONS GROUP INC	703-257-7008	1,344.27	2,688.54	0.00	0.00
				1,344.27	0.00	0.00
48268	DOAV GRANTS		0.00	4,593.21	0.00	0.00
				0.00	0.00	4,593.21
50290	SMITH, DWAYNE	951-287-0569	80.00	160.00	0.00	0.00
				80.00	0.00	0.00
69555	COMMONWEALTH AVIATION SERVICES LLC	571-425-7584	160.00	240.00	240.00	0.00
				160.00	160.00	0.00
305466	MANASSAS FBO LLC		62,267.36	63,147.36	-20.00	581.33
				278.67	0.00	0.00
306206	M J COLGAN ASSOCIATES		102.32	3,075.85	0.00	2,973.53
				0.00	0.00	0.00
Report Totals				Billed Amount	Adjustments	Principal Paid
	Total Unpaid		31 to 60	61 to 90	91 to 120	Over 120
	77,081.00		66,634.85	80,767.86	220.00	3,906.86
				5,277.94	575.00	4,593.21

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
570 Airport	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
57097400 Use of Money & Property-Gen							
57097400 315200 Leases and Rent	-2,179,340	0	-2,179,340	-355,714.51	-1,823,625.49	16.3%	
57097400 315204 Hangar Rentals	-958,790	0	-958,790	-164,317.58	-794,472.42	17.1%	
TOTAL Use of Money & Property-Gen	-3,138,130	0	-3,138,130	-520,032.09	-2,618,097.91	16.6%	
57097600 Sales & Connections							
57097600 317510 Airport Tie-Dow	-70,000	0	-70,000	-19,941.29	-50,058.71	28.5%	
57097600 317520 Airport Fuel Fl	-208,390	0	-208,390	-62,752.16	-145,637.84	30.1%	
57097600 317530 Airport Securit	-52,000	0	-52,000	-15,204.16	-36,795.84	29.2%	
57097600 317535 Airport Car Ren	-16,000	0	-16,000	-768.74	-15,231.26	4.8%	
TOTAL Sales & Connections	-346,390	0	-346,390	-98,666.35	-247,723.65	28.5%	
57097700 Other Local Rev-General							
57097700 318000 Miscellaneous R	-2,500	0	-2,500	-600.73	-1,899.27	24.0%	
57097700 318426 Card Replacemen	-200	0	-200	-35.00	-165.00	17.5%	
57097700 318650 Airport Commerc	-6,600	0	-6,600	-25.00	-6,575.00	.4%	
TOTAL Other Local Rev-General	-9,300	0	-9,300	-660.73	-8,639.27	7.1%	
57097900 State Non-Categorical Aid-Gen							
57097900 322071 VA State Reimbu	-35,000	0	-35,000	.00	-35,000.00	.0%	
TOTAL State Non-Categorical Aid-Gen	-35,000	0	-35,000	.00	-35,000.00	.0%	
57098200 Federal Non-Categorical Aid							
57098200 332010 FAA Tower Rent	-15,580	0	-15,580	-2,596.00	-12,984.00	16.7%	
57098200 332011 FAA Tower Reimb	-25,700	0	-25,700	.00	-25,700.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
570 Airport	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
TOTAL Federal Non-Categorical Aid	-41,280	0	-41,280	-2,596.00	-38,684.00	6.3%	
57099100 OFS-Contribution from Surplus							
57099100 346400 Contr Surplus-N	-1,400,000	0	-1,400,000	.00	-1,400,000.00	.0%	
TOTAL OFS-Contribution from Surplus	-1,400,000	0	-1,400,000	.00	-1,400,000.00	.0%	
TOTAL Airport	-4,970,100	0	-4,970,100	-621,955.17	-4,348,144.83	12.5%	
TOTAL REVENUES	-4,970,100	0	-4,970,100	-621,955.17	-4,348,144.83		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
570	Airport		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
57003703 Airport Operations									
57003703	411000	Salaries and wa	607,700	0	607,700	45,385.36	.00	562,314.64	7.5%
57003703	411020	Board and Elect	10,000	0	10,000	4,700.00	.00	5,300.00	47.0%
57003703	412000	S&W-On-Call	23,300	0	23,300	1,977.70	.00	21,322.30	8.5%
57003703	416000	S&W-Overtime	25,000	0	25,000	889.79	.00	24,110.21	3.6%
57003703	416010	Hours worked on	800	0	800	24.19	.00	775.81	3.0%
57003703	420000	Employee Benefi	266,500	0	266,500	.00	.00	266,500.00	.0%
57003703	420002	Deferred Compen	0	0	0	151.27	.00	-151.27	100.0%
57003703	420004	FICA	0	0	0	4,045.02	.00	-4,045.02	100.0%
57003703	420006	Virginia Retire	0	0	0	3,573.92	.00	-3,573.92	100.0%
57003703	420008	Group Health	0	0	0	3,726.73	.00	-3,726.73	100.0%
57003703	420010	Worker's Compen	0	0	0	274.93	.00	-274.93	100.0%
57003703	420012	Group Term Life	0	0	0	349.55	.00	-349.55	100.0%
57003703	420014	Long Term Disab	0	0	0	106.77	.00	-106.77	100.0%
57003703	420031	Car Allowance	6,030	0	6,030	507.69	.00	5,522.31	8.4%
57003703	431000	Professional Se	75,000	0	75,000	.00	.00	75,000.00	.0%
57003703	431004	Legal Fees	25,000	0	25,000	.00	.00	25,000.00	.0%
57003703	432000	Temporary Help	2,500	0	2,500	.00	.00	2,500.00	.0%
57003703	435000	Print Bind Phot	1,500	0	1,500	.00	.00	1,500.00	.0%
57003703	436000	Advertising Ser	60,000	0	60,000	.00	.00	60,000.00	.0%
57003703	439000	Other Purchased	18,000	0	18,000	500.00	5,500.00	12,000.00	33.3%
57003703	441000	Information Tec	57,830	0	57,830	9,640.00	.00	48,190.00	16.7%
57003703	441005	Phones and Voic	18,170	0	18,170	3,030.00	.00	15,140.00	16.7%
57003703	441045	IT GIS Mapping	8,020	0	8,020	1,340.00	.00	6,680.00	16.7%
57003703	441050	IT Purchases Mi	1,000	0	1,000	.00	.00	1,000.00	.0%
57003703	442000	Motor Vehicle C	49,380	0	49,380	8,230.00	.00	41,150.00	16.7%
57003703	444000	Cost Allocation	182,960	0	182,960	30,500.00	.00	152,460.00	16.7%
57003703	447000	Radio Charges	1,550	0	1,550	260.00	.00	1,290.00	16.8%
57003703	451001	Utilities	20,000	0	20,000	.00	.00	20,000.00	.0%
57003703	451002	City Utility ch	127,000	0	127,000	8,299.94	.00	118,700.06	6.5%
57003703	452003	Cell Phone Char	4,500	0	4,500	735.85	.00	3,764.15	16.4%
57003703	452007	Cable/Satellite	3,000	0	3,000	233.88	.00	2,766.12	7.8%
57003703	452008	Telephone Servi	500	0	500	5.25	.00	494.75	1.1%
57003703	453000	Insurance	55,500	0	55,500	10,169.00	.00	45,331.00	18.3%
57003703	454001	Operating Lease	3,500	0	3,500	267.51	.00	3,232.49	7.6%
57003703	455001	Mileage	1,000	0	1,000	57.62	.00	942.38	5.8%
57003703	455002	Training and Tr	12,500	0	12,500	.00	.00	12,500.00	.0%
57003703	455005	Meeting / Busin	8,000	0	8,000	.00	.00	8,000.00	.0%
57003703	458000	Dues Membership	6,500	0	6,500	.00	.00	6,500.00	.0%
57003703	458099	Miscellaneous E	25,000	0	25,000	.00	.00	25,000.00	.0%
57003703	461000	Office Supplies	3,500	0	3,500	30.00	.00	3,470.00	.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
570 Airport	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
57003703 462000 Other Supplies	5,000	0	5,000	454.28	.00	4,545.72	9.1%	
57003703 463000 Books and Subsc	500	0	500	.00	.00	500.00	.0%	
57003703 464000 Uniforms and Sa	3,500	0	3,500	630.53	.00	2,869.47	18.0%	
57003703 471000 Equipment & Mac	46,000	0	46,000	.00	12,413.50	33,586.50	27.0%	
TOTAL Airport Operations	1,765,740	0	1,765,740	140,096.78	17,913.50	1,607,729.72	8.9%	
57003710 Airport Maintenance								
57003710 433000 Maintenance Ser	55,000	0	55,000	858.98	.00	54,141.02	1.6%	
57003710 433001 Refuse Collecti	6,000	0	6,000	461.48	.00	5,538.52	7.7%	
57003710 433003 Janitorial Serv	25,000	0	25,000	1,273.18	.00	23,726.82	5.1%	
57003710 433006 Mowing Services	17,200	0	17,200	.00	.00	17,200.00	.0%	
57003710 433008 HVAC	8,000	0	8,000	.00	.00	8,000.00	.0%	
57003710 433009 Elevator Servic	6,000	0	6,000	.00	.00	6,000.00	.0%	
57003710 433010 Snow Removal	25,000	0	25,000	.00	.00	25,000.00	.0%	
57003710 433012 Airfield Lighti	2,500	0	2,500	.00	.00	2,500.00	.0%	
57003710 433014 Elevator Inspec	2,000	0	2,000	.00	.00	2,000.00	.0%	
57003710 433015 Vehicle/Apparat	35,000	0	35,000	.00	.00	35,000.00	.0%	
57003710 439000 Other Purchased	36,000	0	36,000	.00	.00	36,000.00	.0%	
57003710 439004 Paving Services	65,000	0	65,000	.00	.00	65,000.00	.0%	
57003710 439008 Hazmat Disposal	17,000	0	17,000	.00	.00	17,000.00	.0%	
57003710 439014 Security Servic	92,000	0	92,000	1,306.50	.00	90,693.50	1.4%	
57003710 454004 Miscellaneous R	2,000	0	2,000	.00	.00	2,000.00	.0%	
57003710 462000 Other Supplies	26,000	0	26,000	91.95	.00	25,908.05	.4%	
57003710 462001 Tools	10,000	0	10,000	.00	.00	10,000.00	.0%	
57003710 462044 Airfield Lighti	15,000	0	15,000	.00	.00	15,000.00	.0%	
57003710 462046 Airport Hanger	20,000	0	20,000	.00	.00	20,000.00	.0%	
57003710 462047 Airfield Suppli	11,000	0	11,000	.00	.00	11,000.00	.0%	
57003710 462048 Security Suppli	20,000	0	20,000	104.00	.00	19,896.00	.5%	
57003710 462052 Terminal Ground	5,000	0	5,000	.00	.00	5,000.00	.0%	
57003710 462067 Maintenance Sup	2,500	0	2,500	.00	.00	2,500.00	.0%	
57003710 466000 Building and Re	35,000	0	35,000	.00	.00	35,000.00	.0%	
57003710 467000 Fuels/Oils/Lubr	11,500	0	11,500	.00	.00	11,500.00	.0%	
57003710 468000 Vehicle/Equipme	25,000	0	25,000	.00	.00	25,000.00	.0%	
57003710 471000 Equipment & Mac	60,000	0	60,000	.00	47,350.00	12,650.00	78.9%	
TOTAL Airport Maintenance	634,700	0	634,700	4,096.09	47,350.00	583,253.91	8.1%	
57003711 FAA Tower Nonreimbursable								
57003711 433000 Maintenance Ser	14,000	0	14,000	.00	.00	14,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
570	Airport		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
57003711	433008	HVAC	2,500	0	2,500	.00	.00	2,500.00	.0%
57003711	433009	Elevator Serv	3,000	0	3,000	150.00	.00	2,850.00	5.0%
57003711	433014	Elevator Inspec	1,000	0	1,000	.00	.00	1,000.00	.0%
57003711	462000	Other Supplies	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL FAA Tower Nonreimbursable			23,500	0	23,500	150.00	.00	23,350.00	.6%
57003712 FAA Tower Reimbursable									
57003712	433000	Maintenance Ser	14,000	0	14,000	882.28	.00	13,117.72	6.3%
57003712	451002	City Utility Ch	18,500	0	18,500	1,110.28	.00	17,389.72	6.0%
57003712	451003	Heating Fuel Oi	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL FAA Tower Reimbursable			33,500	0	33,500	1,992.56	.00	31,507.44	5.9%
57003713 Airport-Special Projects									
57003713	416000	S&W-Overtime	3,000	0	3,000	.00	.00	3,000.00	.0%
57003713	433003	Janitorial Serv	2,500	0	2,500	.00	.00	2,500.00	.0%
57003713	439000	Other Purchased	15,000	0	15,000	.00	.00	15,000.00	.0%
57003713	439014	Security Servic	500	0	500	.00	.00	500.00	.0%
57003713	462000	Other Supplies	12,000	0	12,000	.00	.00	12,000.00	.0%
TOTAL Airport-Special Projects			33,000	0	33,000	.00	.00	33,000.00	.0%
57003793 Airprt Capex-Finance-Debt/Trsf									
57003793	462000	Other Supplies	100,000	0	100,000	.00	.00	100,000.00	.0%
57003793	481001	Principal - Bon	211,030	0	211,030	180,000.00	.00	31,030.00	85.3%
57003793	481021	Interest - Bond	30,170	0	30,170	13,531.88	.00	16,638.12	44.9%
57003793	492575	Transfer to Air	1,682,000	0	1,682,000	1,582,000.00	.00	100,000.00	94.1%
57003793	496004	Contrib to Net	456,460	0	456,460	.00	.00	456,460.00	.0%
TOTAL Airprt Capex-Finance-Debt/Trsf			2,479,660	0	2,479,660	1,775,531.88	.00	704,128.12	71.6%
TOTAL Airport			4,970,100	0	4,970,100	1,921,867.31	65,263.50	2,982,969.19	40.0%
TOTAL EXPENSES			4,970,100	0	4,970,100	1,921,867.31	65,263.50	2,982,969.19	



MANASSAS REGIONAL AIRPORT COMMISSION

Item 5

MEETING DATE: August 26, 2021

TIME ESTIMATE: 15 Minutes

AGENDA TITLE: Presentation of the Patrol Frank G. Brewer Memorial Aerospace Award in the Organization Category to the Airport and Commission from the Virginia Wing Commander, Colonel Elizabeth Sydow

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A – Information Only

SUMMARY AND/OR COMMENTS: This will be a presentation by the Civil Air Patrol of the Frank G. Brewer Memorial Aerospace Award.

FISCAL IMPACT: N/A

STAFF CONTACT: Chairman Lemmon

Airport Director



BIOGRAPHY

VIRGINIA WING

COLONEL ELIZABETH A. SYDOW

Colonel Elizabeth “Liz” Sydow is the Commander of Civil Air Patrol’s Virginia Wing. In this role, she provides leadership and mentorship to the wing’s 1,700 adult and teen members and ensures accomplishment of CAP’s missions in the wing. She is also responsible for the wing’s budget consisting of federal, state and corporate funds, and manages the wing’s strategic goals.

On 1 March 2019, Colonel Sydow became Civil Air Patrol’s first National Diversity Officer, holding the position until 25 May 2021. In this role, she advised the National Commander and staff on the impact of diversity on mission effectiveness, recruiting and retention, organizational progress, and actions to promote diversity.



Colonel Sydow joined CAP as a cadet in 1978, progressing through the cadet program and earning the General Carl A. Spaatz Award in 1987, CAP’s highest youth program award, and promoted to cadet colonel. She is a 1988 distinguished graduate of Pennsylvania State University’s ROTC program.

Prior to assuming her current positions, Colonel Sydow served in a variety of roles at the wing level including vice wing commander, chief of staff, and plans and programs officer. She has also served as a cadet programs officer, squadron deputy commander for cadets, professional development officer, finance officer, and squadron commander across four different wings.

Colonel Sydow is a CAP liaison officer at the National Response Recovery Center. She has served twelve times on the staff of encampment, a week-long training program for CAP cadets. She served as an encampment commander and deputy commander, as well as planned four as project officer.

She is a retired Air Force colonel, serving on active duty as a civil engineer from January 1989 through February 2000 before transferring to the Air Force Reserve. Her active duty service includes positions on squadron and major command civil engineer staffs and as an instructor of readiness and engineering management at the Civil Engineer School at the Air Force Institute of Technology.

As a Reservist, she served at squadron, group, and major command and on a Civil Engineer Staff Augmentation Team. She served on active duty tours including Commander, 90th Civil Engineer Squadron; Deputy Commander, 90th Mission Support Group; Deputy Commander, 50th Mission Support Group; on the Air Force Space Command civil engineer staff; and in the Office of the Secretary of Defense. She retired from active duty on 1 January 2016 with over 27 years of service.

Colonel Sydow is married with three children.

EDUCATION

1988 Bachelor of Science, Industrial and Management Systems Engineering, Pennsylvania State University, PA
 1993 Masters of Science, Technology Management, South Dakota School of Mines and Technology, SD
 1993 Squadron Officers School (residence), Maxwell AFB, AL
 2005 Air Command and Staff College (non-residence), Maxwell AFB, AL
 2008 Air War College (non-residence), Maxwell AFB, AL
 2012 Advanced Joint Professional Military Education, Joint Forces Staff College, Norfolk, VA

DEPARTMENT OF DEFENSE AND AIR FORCE AWARDS AND DECORATIONS

Defense Superior Service Medal
 Meritorious Service Medal with four oak leaf clusters
 Air Force Commendation Medal with two oak leaf clusters
 Air Force Achievement Medal
 National Defense Service Medal with one device
 Global War on Terrorism Service Medal
 Military Outstanding Volunteer Service Medal with one oak leaf cluster
 Air Force Nuclear Deterrence Operations Service Medal with one oak leaf cluster
 Air Force Longevity Service Medal with five oak leaf clusters
 Armed Forces Reserve Medal with hourglass and 2 "M" devices

CIVIL AIR PATROL AWARDS AND DECORATIONS

Distinguished Service Award
 Exceptional Service Award with three devices
 Meritorious Service Award with four devices
 National Commander's Commendation Award
 Wing Commander's Commendation Award with seven devices
 Achievement Award

CIVIL AIR PATROL SPECIALTY TRACK RATINGS

Command, Master Rating	Finance, Senior Rating
Cadet Programs, Master Rating	Aerospace Education, Technician Rating
Professional Development, Master Rating	Communications, Technician Rating
Personnel, Master Rating	Emergency Services, Technician Rating
Administration, Master Rating	Safety, Technician Rating

CIVIL AIR PATROL EMERGENCY SERVICES RATINGS

Incident Commander Level 3	Mission Scanner
Operations Section Chief	Mission Radio Operator
Planning Section Chief	Mission Staff Assistant
Air Operations Branch Director	Point of Distribution
Ground Branch Director	Shelter Field Guide Course
Logistics Section Chief	Urban Direction Finding
Mission Observer	

OTHER ACHIEVEMENTS

Joint Qualified Officer, Level III
 Air War College "Excellent" Graduate (non-residence), 2008
 Civil Engineer Master Badge
 Gill Robb Wilson Award, 2008
 Yeager Award, 1994
 General Carl A. Spaatz Award, #836, 1985
 Second Degree Black Belt, Tae Kwon Do, 2016

(Current as of 2 June 2021)



MANASSAS REGIONAL AIRPORT COMMISSION

Item 6

MEETING DATE: August 26, 2021

TIME ESTIMATE: 10 Minutes

AGENDA TITLE: Quarterly Update of Statistical information regarding the total Aircraft Operations and total fuel sold

RECOMMENDATION: N/A

MOTION:

DATE LAST CONSIDERED BY COMMISSION: N/A – Information Only

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, 257-8402



Airport Director



MANASSAS REGIONAL AIRPORT COMMISSION

Item 7

MEETING DATE: August 26, 2021

TIME ESTIMATE: 10 Minutes

AGENDA TITLE: Quarterly Airport Maintenance Division Update

RECOMMENDATION: N/A

MOTION:

DATE LAST CONSIDERED BY COMMISSION: N/A – Information Only

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: Doug McCauley, 257-8425

A handwritten signature in blue ink, appearing to be 'JL', written over a horizontal line.

Airport Director



MANASSAS REGIONAL AIRPORT COMMISSION

Item 10

MEETING DATE: August 26, 2021

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Approve proposed changes to the Airport's Minimum Standards that would lower the current required minimum square footage from 600 square feet (sf) to 300 sf for Flight Schools

RECOMMENDATION: Staff recommends changing the facility requirement for Article 11 (Flight Training) from 600 square feet to 300 square feet and sending this item onto City Council for public hearing.

MOTION: I move that we accept the proposed changes to the Airport's Minimum Standards that lower the square footage for Flight Schools to 300 square feet and send the recommendation to City Council for consideration at their next available meeting.

DATE LAST CONSIDERED BY COMMISSION: June 17, 2021

SUMMARY AND/OR COMMENTS: In 2020, the Airport Commission recommended approval of the new Minimum Standards, which were subsequently approved by City Council. After a year of exercising the standards, the staff has recognized that based on how flight schools operated today, the square footage requirement for flight schools looked to be excessive.

Staff surveyed all the flight schools on the field and found that square footage ranged from 600 square feet to 2,100 square feet. During COVID, a number of flight schools found alternative means to instruct their students, resulting in less office space required to conduct activities. New office space on the field is very limited and it was hard to find continuous space that met the 600 square foot threshold.

Staff briefed the Airport Commission at the June meeting on the recommended change from 600 square feet to 300 square feet. No action was taken at that time. Based on the current Minimum Standards, the proposed changes had to be solicited for public comment.

Staff publically solicited comments from July 7 through August 13. This was posted through blast emails, on the airport's website, and on social media. No comments were submitted.

FISCAL IMPACT: N/A

STAFF CONTACT: Richard Allabaugh, 257-8402



Airport Director

Section 10.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

- 1. A building that will provide a minimum of two hundred fifty (250) SF of properly lighted and heated office space with immediate access to customer waiting area/lounge and sanitary restrooms.
- 2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum thirty two hundred (3,200) SF.
- 3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
- 4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 11 Flight Training (SASO)

Section 11.1 Statement of Concept

A Flight Training business engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot certificates and or ratings involved.

Section 11.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

- 1. A Flight Training Operator shall meet all the appropriate requirements under Code of Federal Aviation Regulations 14 (CFR) Part 61,141 and or 142.
- 2. A minimum of one (1) fixed wing or one (1) rotary wing Aircraft. Aircraft can be either owned or leased to the Operator.
 - a. Non-Tenant Operators are limited to one (1) fixed wing or one (1) rotary wing Aircraft. Non-Tenant Operators who operate more than one (1) Aircraft will be considered a Non-Franchise Tenant and will be required to meet facility requirements as spelt out in Section 11.3.
- 3. A minimum of one (1) currently FAA Certificated pilot, with appropriate Instructor Rating and current FAA medical certificate, if applicable, on duty during the appropriate business hours.

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- 4. Maintain hours of operation sufficient to meet public demand.
- 5. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 11.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

- 1. A building which will provide a minimum of ~~three hundred~~ (300) SF of properly lighted and heated classroom and office space and have immediate access to customer waiting area/lounge and sanitary restrooms.
- 2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum sixteen hundred (1,600) SF.
- 3. Adequate classroom training aids that may include mock-ups, pictures, slides, video and/or digital media to provide proper ground school instructions.
- 4. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
- 5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

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Article 12 Aircraft Sales (SASO)

Section 12.1 Statement of Concept

An Aircraft Sales business engages in purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

Section 12.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator engaged in the sale of new and/or used Aircraft shall provide the following services:

- 1. Maintain a Commercial Dealers License for the sale of Aircraft in the Commonwealth of Virginia.
- 2. A minimum of one (1) currently FAA Certificated pilot, with appropriate ratings for the Aircraft to be demonstrated.

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MANASSAS REGIONAL AIRPORT COMMISSION

Item 11

MEETING DATE: August 26, 2021

TIME ESTIMATE: 10 Minutes

AGENDA TITLE: Recommend to City Council the pay-off of Series 2016 Bonds in the amount of \$359,148.55.

RECOMMENDATION: Approve staff's recommendation to pay-off the Airport's Series 2016 Bonds.

MOTION: I move that the Commission recommend to City Council the pay-off of the Airport's Series 2016 Bond in the amount of \$359,148.55.

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: The Airport took out a Virginia Resource Authority Loan (Bond) to build T-hangars in 2016. The pay-off for the Bond is \$356,148.55 if paid by September 1, 2021. The Airport would save \$28,535.24 if the bond was paid in full by the 1st of September. The Finance Director has recommended that the Airport Commission consider the pay-off since the Airport has the funds available in its unrestricted net assets or cash. The current interest is 1.53%.

FISCAL IMPACT: The Airport would save \$28,535.24. The pay-off \$356,148.55 would come from the Airport Fund.

STAFF CONTACT: Juan E. Rivera, 361-1882

Airport Director



MANASSAS REGIONAL AIRPORT COMMISSION

Item 12

MEETING DATE: August 26, 2021

TIME ESTIMATE: 10 Minutes

AGENDA TITLE: Approve the request of the Bull Run Rotary Club to hold the Annual Airport 5K/10K Run Event at the Airport on April 24, 2022.

RECOMMENDATION: The Airport recommends approving this event as it will be an event for the local community, local charities and the Airport.

MOTION: I move that we approve the Annual Airport 5K/10K Run Event at the Airport on April 24, 2022.

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: The Rotatory Club and the Airport has been hosting this run for almost 8 years at the airport. This will be a single day event that includes runners racing on the taxiways, main runway and perimeter road in a 5k/10k race. This event is expected to bring 800 to 1,000 runners and their family to the airport. If the State COVID-19 restriction are still in place for limited large gatherings, this event will not take place.

FISCAL IMPACT: The Airport will be co-sponsoring this event and may have some airport giveaways.

STAFF CONTACT: Jolene Berry, Senior Operations Officer
Jberry@manassasva.gov
(703) 257-8279



Airport Director



P.O. Box 567
Manassas, VA 20110

Aug 5, 2021

Mr. Juan Rivera, Director
Manassas Airport Commission
10600 Harry Parrish Boulevard
Manassas, VA 20110

Dear Mr. Rivera

In anticipation of the Covid Restrictions being fully lifted for the April 2022 timeframe, the Bull Run Rotary Club would like to join with the Manassas Regional Airport to bring the Runway 10K-5K Run back to a live event. We are requesting the approval to hold the event on April 24, 2022. Once that request is approved, we will begin formulating plans with your office and our promoter.

We again appreciate your support of this signature event for us.

Sincerely,

 5 Aug 2021
Patrick Linehan, President
Manassas Bull Run Rotary Club