



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

AGENDA

Manassas Regional Airport Commission Meeting
10600 Harry Parrish Boulevard
Manassas, VA 20110
Airport Office Conference Room - Terminal
Thursday, December 16, 2021

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

1. Approval of Minutes

- 1.1 Consideration of approval of minutes of the regular Airport Commission meeting held on November 18, 2021

[Manassas Regional Airport Commission Minutes December 21.docx](#)

2. Review of Expenses

- 2.1 Review of expenses

[Monthly_Expenses.pdf](#)

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 Directors Report

[Director's report December 2021.docx](#)

[Master Plan Status Update.pdf](#)

4.2 Tie-down and Hangar Occupancy Reports, and Citizen's Monthly Noise Concerns

[November 2021 Hangar Occupancy.pdf](#)

[November 2021 Noise.pdf](#)

[November 2021 Tie-Down Occupancy.pdf](#)

4.3 Aging, Revenue, and Expenditure Reports.

[NOV EXPENDITURES.pdf](#)

[NOV REVENUES.pdf](#)

[Aging Report.pdf](#)

5. Presentations

**5.1 Present Proposed Airport Expenditures for the FY 2023 Operating Budget (15 Minutes;
Staff: Juan Rivera)**

[Agenda Statement - December 16 -Expenditure Forecast for the FY 23 Operating Budget.docx](#)

[FY 2023 Commission Presentation- Projected Expenditures.pptx](#)

[Airport Revenue Expense Budget Report.pdf](#)

[Airport Revenue Account Details.pdf](#)

[Airport Revenue Expense Budget Report-Expenses.pdf](#)

[Airport Revenue Expense Budget Report-Expense Details.pdf](#)

**5.2 Report on Aircraft Rescue and Fire Fighting (ARFF) training
(5 Mins: Staff: Richard Allabaugh)**

[Agenda Statement - Dec 16 - ARFF Trainer.docx](#)

[ARFF Training 2021.pptx](#)

6. Old Business

7. Consent Agenda

7.1 Lease Renewal for Manassas Aviation Maintenance

[Agenda Statement - Lease Renewal for Manassas Aviation Maintenance.docx](#)

7.2 Lease Renewal for Piston2Jet

[Agenda Statement - Lease Renewal for Piston2Jet.docx](#)

8. Committee Reports (If Available)

9. **New Business**

10. **Information Items**

11. **Commission Comments**

Adjournment



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES
November 18, 2021

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Tom Lemmon, Richard Seraydarian, James L. Uzzle, John Snider(zoom), Howard Goodie, Juan Cabrera, Theresa Coates Ellis, and Anthony McGhee.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Jolene Berry (Airport Operations) and Doug McCauley (Airport Maintenance).

Chairman Lemmon called the meeting to order at 7:00 p.m.

ITEM 1. Member Seraydarian MOVED to approve the minutes of the regular Airport Commission meeting held on September 16, 2021. SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

ITEM 2. Review of Expenses

ITEM 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.

ITEM 4. Airport Director's Report by Juan Rivera
Reviewed the tie-down, hangar occupancy reports and citizen's monthly noise concerns.
Reviewed the Aging, Revenue and Expenditure Reports.
Meeting December 10th with the Manassas City Schools and Dynamic Aviation to discuss how the airport can help with an aviation partnership.

ITEM 5. Presentations

5.1 Overview of the Airport's Proposed Operating Revenues for FY2023 Operating Budget

5.2 Quarterly Aircraft Operations and Fuel Sales Report

5.3 Airport Maintenance Quarterly Report

ITEM 6. 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. Committee Reports (If Available)

7.1 Airport Bylaws Committee – The Bylaws are being reviewed by the City Attorney.

7.2 Airport Operations Committee – No report as committee did not meet.

ITEM 8. Old Business

8.1 Discuss the Draft Strategic Plan's Mission and Priorities
Member Goodie recommend that 'Prince William' should be referenced as 'Prince William County'.

ITEM 9. New Business

9.1 Approve multiple Consent and Estoppel Agreements between the City and Manassas FBO for the assignment of several Franchises to RW Pegasus Holding, LLC and Recommend that the City Council approve the Agreements
Member Cabrera MOVED to approve the motion. SECONDED by Member Uzzle.
Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon - absent
- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus - absent
- Anthony McGhee – YES

The motion CARRIED UNANIMOUSLY.

9.2 Consideration of Renewal of the Land Lease for the Virginia Railway Express
(Staff: Jolene Berry)

Member Seraydarian MOVED to approve the motion. SECONDED by Member Cabrera.
Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon - absent
- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus - absent
- Anthony McGhee – YES

The motion CARRIED UNANIMOUSLY.

9.3 Consideration of renewing Aviation Adventures terminal leases for Suite 105, 109, and 110 at 10600 Harry J Parrish Blvd in the City of Manassas, VA (Staff: Jolene Berry)

Member Goodie MOVED to approve the motion. SECONDED by Member Uzzle.
Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon - absent
- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus – absent
- Anthony McGhee – YES

The motion CARRIED UNANIMOUSLY.

ITEM 10. Information Items

10.1 Update Airport Commission Calendar for 2022.

ITEM 11. City Council's Airport Representative Time

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.
Council member Coates Ellis spoke about the upcoming Work Session.

ITEM 12. Commission Comments

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

Member Goodie saw the Bombardier exhibit at Chantilly Air Jet Center.

Member Cabrera commented on the new tablet the commission is using and that they are a wonderful tool.

Chairmen Lemmon commented on the airport's use of Virtower and the other flight following site that can be used, i.e. Flight Aware and Flight Radar.

Member Snider gave congratulations to Juan and Tom on their presentation to Council.

Member Uzzle MOVED that the meeting adjourn. SECONDED by Member Cabrera and carried UNANIMOUSLY.

The meeting adjourned at 8:33 P.M.

Secretary

Chairman

MONTHLY EXPENSES		
Vendor	Description	Gross Amount
AM ASSOC OF AIRPORT EXEC AAAE	Digicast Other Purchased Services	1,254.00
AMERICAN DISPOSAL SERVICES	Trash services	461.48
ATLANTIC SWEEPING & CLEANING INC	Services Roadway Sweeping	380.00
ATLANTIC SWEEPING & CLEANING INC	Roadway Sweeping	380.00
BENFIELD ELEC CO OF VIRGINIA INC	Time clock installation	1,892.00
BENFIELD ELEC CO OF VIRGINIA INC	Circuit for new door motor	1,750.00
CHEMUNG CONTRACTING CORPORATION	RUNWAY 16R/34L REHABILITATION & TAXIWAY A3	75,963.06
CINTAS CORP. #145	Tower Mats	38.88
CINTAS CORP. #145	Misc. Supplies, Mats, and Uniforms	700.83
CINTAS FIRST AID & SAFETY	HARD SURFACE DISINFEC SVC	21.60
CINTAS FIRST AID & SAFETY	EXPIRATION DATES CHECKED	13.65
COMCAST COMMUNICATIONS	Cable	120.18
COMCAST COMMUNICATIONS	Cable Bill	120.18
CRAIG GOSSMAN	Manassas Regional Airport Strategic Plan Update	1,750.00
DELTA AIRPORT CONSULTANTS INC	Reconstruct Taxiway B and Taxilane Y	42,000.00
G4S TECHNOLOGY HOLDINGS USA INC	Badge readers & hardware AMAG Access Control	6,218.44
G4S TECHNOLOGY HOLDINGS USA INC	Cable, Install, Programming	900.72
ORACLE ELEVATOR HOLDCO INC	Tower Elevator Standard Maintenance	150.00
ORKIN EXTERMINATING CO INC	Pest Control	400.00
ORKIN EXTERMINATING CO INC	pest control	606.72
PARAMOUNT MECHANICAL CORPORATION	Terminal Boiler Replacement	13,900.00
PARAMOUNT MECHANICAL CORPORATION	Terminal Boiler Replacement	20,276.27
RESTORATION ENGINEERING INC	Regional Airport Leaks	262.00
REYNOLDS SMITH & HILLS INC	16R-34L Rehabilitation Construction	1,002.72
REYNOLDS SMITH & HILLS INC	Taxiway A Rehabilitation Design	13,387.00
REYNOLDS SMITH & HILLS INC	Observation Road Relocation and Drainage Improv.	34,316.47
REYNOLDS SMITH & HILLS INC	Observation Road Relocation and Drainage Improv.	6,646.85
REYNOLDS SMITH & HILLS INC	Master Plan Update	42,244.90
ROAD RUNNER WRECKER SVC INC	Relocate Red Dodge Ram & White Chevy Van	150.00
THE ADT SECURITY CORPORATION	Panic Monitoring: 24 Alarm Monitoring	31.50
THE ADT SECURITY CORPORATION	Security 24 Hour monitoring	31.50
U S PLANTS INC	MONTHLY PLANT MAINTENANCE	104.64
UNITED RENTALS NORTH AMERICA INC	Replacement for control box & POWER UNIT COVER	1,279.30
UNITED SECURITY FORCES LLC	AIRPORT SECURITY PATROL	1,997.50
UNITED SECURITY FORCES LLC	AIRPORT SECURITY PATROL	6,587.50
USI INSURANCE SERVICES LLC	Airport Liability Insurance	28,931.00
VA BUSINESS SYSTEMS	Copier Machine	174.15
VA BUSINESS SYSTEMS	Monthly Copy Machine bill	316.31
VA BUSINESS SYSTEMS	Monthly Copier Machine	228.65
VERIZON	phone	10.25
VIRTOWER LLC	VirTower 24/7 monitoring airport software	500.00
WALKERS CRPT CRE/JANTRL SVC	Steam clean conference room carpet	145.00



Airport Director's Office Juan E. Rivera

Memorandum

December 10, 2021

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR DECEMBER 2021

CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

1. The City Council took the following actions at their December 13, 2021 meeting:
 - a. Approved Consent and Estoppel Agreements between the City of Manassas and Manassas FBO.
 - b. Approved a Land Lease Between the City of Manassas and the VRE.

HANGAR OCCUPANCY RATE

West T-Hangars: 58 out of 59 Rented

98% Rented – 1 new tenant

East T-Hangars: 94 out of 97 Rented

97% Rented – 3 tenants vacated

East and West Hangars – 152 out of 156 – 97% Rented

Waiting List Status – Emails were sent out for the 3 available hangars.

Breakdown

Total on List – 91

East Side – 83

West Side – 61

60x50 – 9

TIE-DOWN OCCUPANCY RATE

West Tie-Down: 44 out of 85 Rented

52% Rented – 6 new tenants.

East Tie-Down: 84 out of 86 Rented

98% Rented – 3 new tenants. 1 vacated.

East and West Tie-Down – 128 out of 171 Rented – 75% Rented

Squatters: NONE

NOISE COMPLAINTS

There were six (6) noise complaints recorded by Airport Operations in the month of October 2021.

- 1 – Aircraft Overflight
- 2 – Aircraft Departure
- 3 – Helicopter Overflight

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.

FAA ATC TOWER LEAK & ROOF REPLACEMENT

The contractor has completed the work of removing the catwalk, sealing the seam where the cab sits on the tower, and replacing the catwalk with a new floor mat. The 2nd phase of the project will be replacing the roof on the cab and the base building. The Airport Director has determined that it would be less costly and faster if the tower was closed for 3-5 days so that the contractor would be able to have the entire site to work non-stop without the delays that the ATC personnel create.

MASTER PLAN UPDATE

The Airport Staff had its bi-monthly meeting with the staff of RS&H on December 8, 2021. The staff covered the Aviation Demand Forecast. The Airport Master Plan Status Update is attached.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

The 90% plans were submitted to the City the week of November 15, 2021. The anticipated design and bidding schedule: 1) Final Bid Documents Completed, March 2021 2) Bid in February 1, 2022 3) Construction Begins June-August, 2022. The Airport Staff and RS&H will meet on January 6th to review the 90% design and make comments.

TAXIWAY B REHABILITATION

The initial kick-off meeting was held on September 30, 2021. Once Delta Airport Consultants get to the thirty percent (30%) design stage, the staff, FAA and the State will meet to discuss issues before Delta proceeds beyond that point. The survey work for this project was extensive and took 15 days to complete.

RUNWAY 16R/34L REHABILITATION AND LIGHTING UPGRADES

RS&H is finalizing the close out of this project. They need to completed engineer's report, final RFR, and change orders. The project should be closed out by January 2021.

TAXIWAY A DESIGN EFFORT

RS&H has finalized the design and will sending 10 sets of the drawings to the City for signature. 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. NO CHANGE.

AIPORT TERMINAL BOILER REPLACEMENT

The terminal building boiler replacement project has been completed. There are several punch-list items that need to be completed prior to the final payment.

REPLACE TERMINAL REAR DOOR

The Airport Staff has issued a P.O. to replace the rear door of the terminal building. The contactor will be on site December 14, 2021 to replace the rear door with a sliding door. The job should be completed in one day.

UPCOMING EVENTS

- a. N/A

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport

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



Airport Master Plan Status Update

Date Written: December 8, 2021 Submitted By: Michael Becker	Update Number: 11
Period: Week of December 6, 2021	Look Ahead: Dec-Jan 2021/22

Work in Progress:

Contracting (Completed)

Project Formulation (MB)

- » ~~Coordination with Other HEF Projects~~ (Completed)
- » Establish Public Communication Program (Underway - Souto/Becker)
 - ~~Draft PCP~~, QC this week, submit to Airport for review next week
 - Stakeholder Directory (Discuss with Airport)
 - Create MP website (underway)
 - Meeting with Kim about website production on 12.07.2021.

Aviation Demand Forecast (JG)

- » Analysis and narrative production (Underway)
 - ~~Need to discuss 135 ops with Airport Staff.~~
 - ~~We need a list of tenants we should meet with from HEF. (Jolene to provide today)~~
 - Need to interview tenants to continue the analysis
- » Checkpoint 2 Principal Findings / Conclusions (Completed)
 - ~~Team/Airport Discussion December 1st (was November 17th ish)~~
 - ~~QC Review – December 8th~~
- » Checkpoint 3 Documentation – December 15-22nd
- » Client Review – December 29th
- » FAA /DOT Review – January 12th

AGIS/Survey (RF-MTZ)

- » ~~Fight mission completed Mid-Sept (RF)~~
- » ~~Target control data~~
 - ~~Field Crew on site in December (Ackley)~~
 - ~~Chad to connect with RF.~~
- » Processing digital imagery (RF)

Data Collection

- » Topographical survey (Spring 2021)
- » National Offload Data request (Submitted)
 - Need to follow up with Chad Carper
- » ~~Airport Data Request~~
- » ~~Tenant contact information~~

ALP /Exhibit 'A' (TM)

- » ~~Need files – Done~~

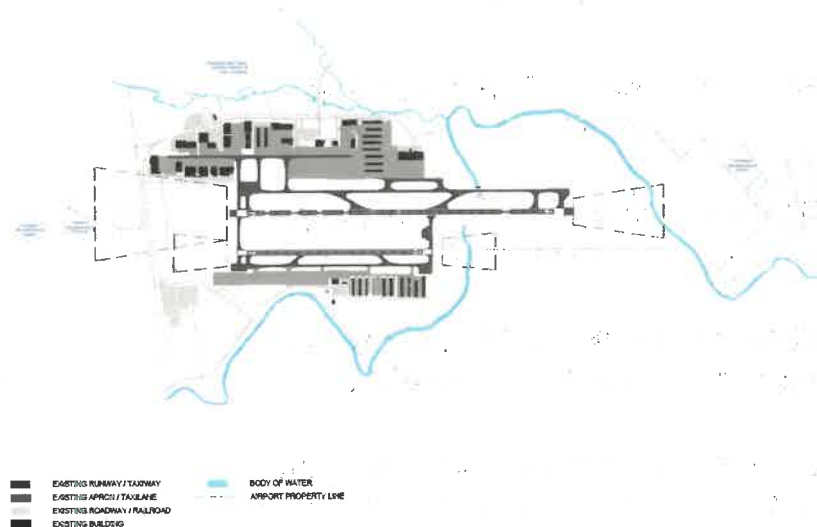
- » Create baseline graphic (Revisions Merrill)
 - Existing and Planned
 - Done by December 6th
 - Add Environmental features
 - Done by December 13th
 - Becker to do final review
 - Location Map (not started Merrill)
 - Done by January 4th
 - Vicinity Map (not started Merrill)
 - Done by January 4th
- » ALP Data Tables
 - Created, needs to be populated with existing, and find discrepancies
- » Set up the sheets

Inventory and Facility Requirements (xx)

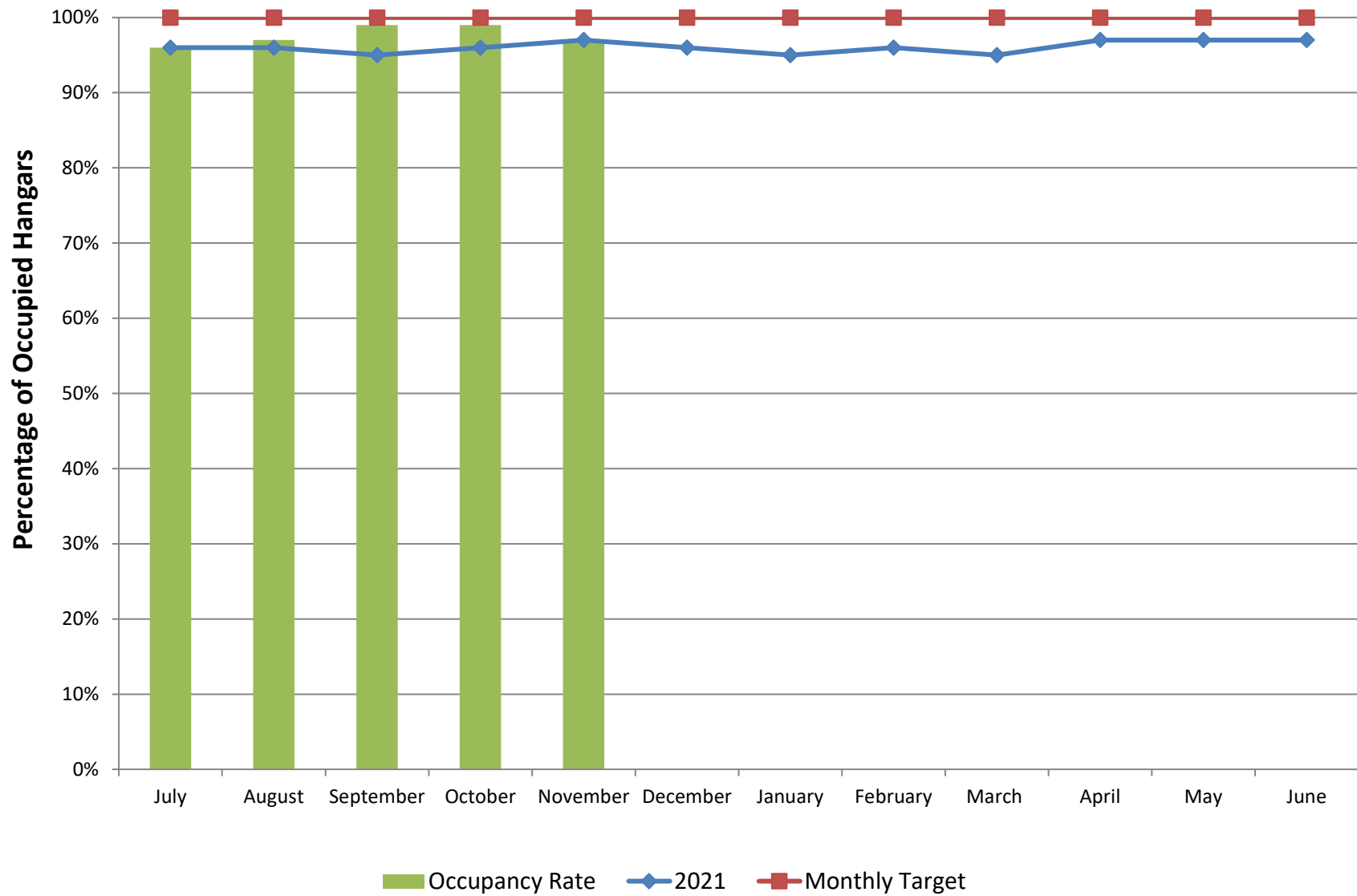
- » Data gathering – Underway
- » Review the 1990 MP and the 2002 ALPU
- » Create an outline (after Forecast is underway)
- » CLOMRS – underway (LM, SW, Becker)
 - Create a conceptual development drawing that includes a vision for Sites 1, 2, and 3.
- » Runway extension
 - Talk to Nick Patterson
- » Broad Run (Becker)
 - Begin a dialog (ASG, ESR, and ESG) to determine if moving Broad Run is a reasonable idea or not.
 - First meeting scheduled for 11.15
- » Schedule a site visit (TBD)
 - Trip logistics needed

Project Management (MB)

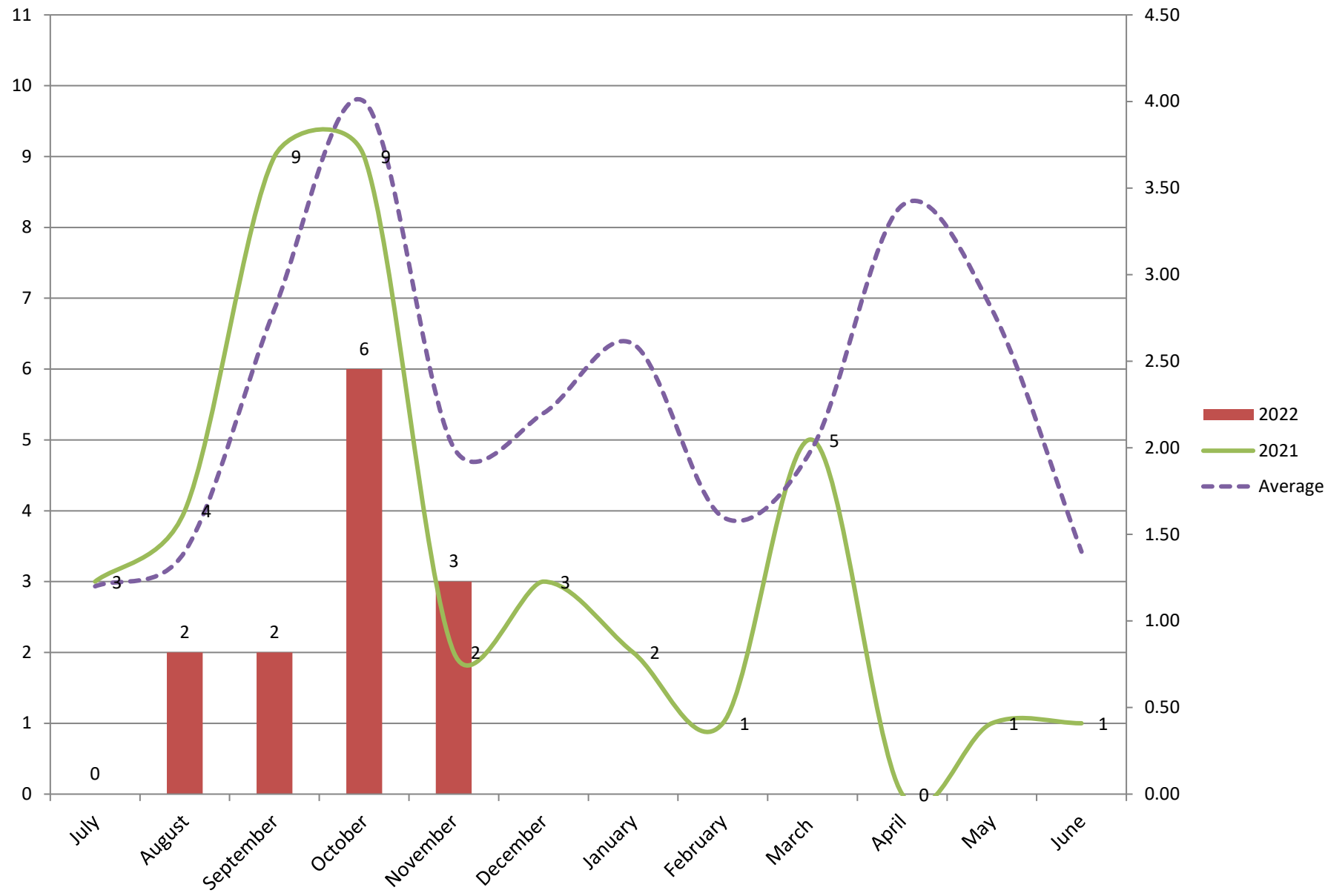
- » Next Invoice January 2022



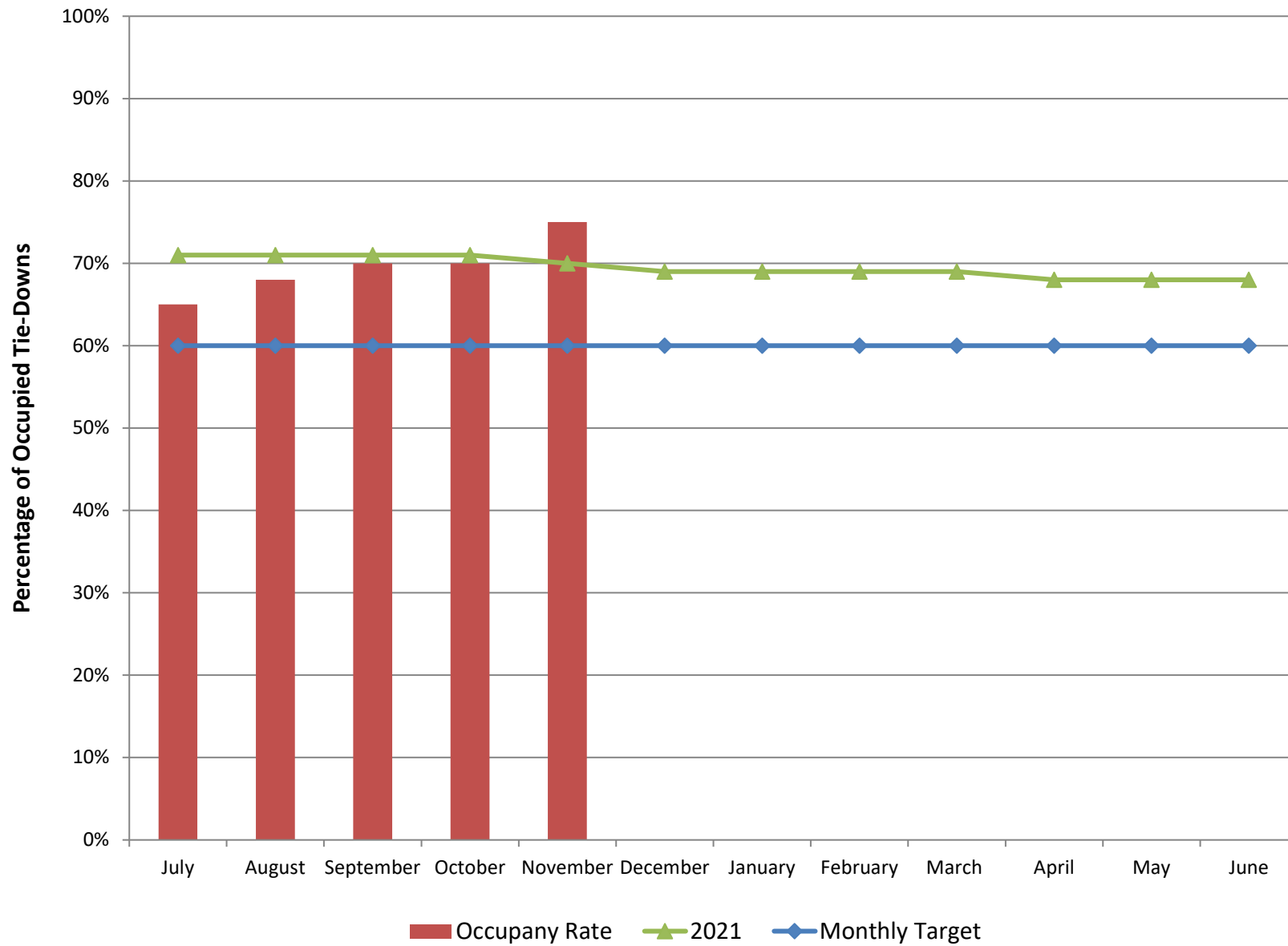
FY2022 Hangar Occupancy Rates



Noise Complaints FY 2021-2022



FY2022 Tie-Down Occupancy Rates



NOVEMBER

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	607,700	0	607,700	200,389.29	0.00	407,311	33.00
57003703	411020	Board and Elections Stipends	10,000	0	10,000	6,350.00	0.00	3,650	63.50
57003703	412000	S&W-On-Call	23,300	0	23,300	8,141.24	0.00	15,159	34.90
57003703	416000	S&W-Overtime	25,000	0	25,000	6,660.01	0.00	18,340	26.60
57003703	416010	Hours Worked on a Holiday	800	0	800	24.19	0.00	776	3.00
57003703	420000	Employee Benefits	266,500	0	266,500	0.00	0.00	266,500	0.00
57003703	420002	Deferred Compensation	0	0	0	833.65	0.00	-834	100.00
57003703	420004	FICA	0	0	0	16,388.90	0.00	-16,389	100.00
57003703	420006	Virginia Retirement System	0	0	0	25,071.51	0.00	-25,072	100.00
57003703	420008	Group Health	0	0	0	22,128.33	0.00	-22,128	100.00
57003703	420010	Worker's Compensation	0	0	0	1,892.67	0.00	-1,893	100.00
57003703	420012	Group Term Life Insurance	0	0	0	2,408.60	0.00	-2,409	100.00
57003703	420014	Long Term Disability	0	0	0	749.05	0.00	-749	100.00
57003703	420016	Unemployment	0	0	0	42.40	0.00	-42	100.00
57003703	420031	Car Allowance	6,030	0	6,030	2,123.08	0.00	3,907	35.20
57003703	431000	Professional Services	75,000	0	75,000	1,750.00	2,275.00	70,975	5.40
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	1,500	0	1,500	0.00	0.00	1,500	0.00
57003703	436000	Advertising Services	60,000	0	60,000	5,043.29	0.00	54,957	8.40
57003703	439000	Other Purchased Services	18,000	192	18,192	5,019.94	4,191.66	8,980	50.60
57003703	441000	Information Technology Charges	57,830	0	57,830	24,097.00	0.00	33,733	41.70
57003703	441005	Phones and Voicemail Charges	18,170	0	18,170	7,572.00	0.00	10,598	41.70
57003703	441045	IT GIS Mapping Charges	8,020	0	8,020	3,344.00	0.00	4,676	41.70
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	522.11	0.00	478	52.20
57003703	442000	Motor Vehicle Charges	49,380	0	49,380	20,575.00	0.00	28,805	41.70
57003703	444000	Cost Allocation Charges	182,960	0	182,960	76,238.00	0.00	106,722	41.70
57003703	447000	Radio Charges	1,550	0	1,550	647.00	0.00	903	41.70
57003703	451001	Utilities	20,000	1,924	21,924	0.00	1,924.36	20,000	8.80
57003703	451002	City Utility Charges	127,000	0	127,000	33,281.78	0.00	93,718	26.20
57003703	452003	Cell Phone Charges	4,500	0	4,500	2,372.61	0.00	2,127	52.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	713.63	0.00	2,286	23.80
57003703	452008	Telephone Service Charges	500	61	561	36.00	60.50	464	17.20
57003703	453000	Insurance	55,500	0	55,500	39,100.00	0.00	16,400	70.50
57003703	454001	Operating Leases	3,500	1,407	4,907	986.62	1,407.37	2,513	48.80
57003703	455001	Mileage	1,000	0	1,000	264.82	0.00	735	26.50
57003703	455002	Training and Travel	12,500	0	12,500	1,013.27	0.00	11,487	8.10
57003703	455005	Meeting / Business Expense	8,000	0	8,000	1,255.00	0.00	6,745	15.70
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	742.00	0.00	5,758	11.40
57003703	458099	Miscellaneous Expense--Airport	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	461000	Office Supplies	3,500	0	3,500	383.34	0.00	3,117	11.00
57003703	462000	Other Supplies	5,000	0	5,000	3,784.26	0.00	1,216	75.70
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00
57003703	464000	Uniforms and Safety Apparel	3,500	0	3,500	1,846.15	0.00	1,654	52.70
57003703	471000	Equipment & Machinery Purch	46,000	0	46,000	12,413.50	12,363.00	21,224	53.90
57003703		Total 57003703 Airport Operations	1,765,740	3,584	1,769,324	536,204.24	22,221.89	1,210,898	31.60
57003710	433000	Maintenance Services	55,000	810	55,810	7,475.42	13,097.65	35,237	36.90
57003710	433001	Refuse Collection Services	6,000	594	6,594	1,384.44	593.72	4,616	30.00
57003710	433003	Janitorial Services	25,000	1,709	26,709	3,964.54	1,709.44	21,035	21.20
57003710	433006	Mowing Services	17,200	0	17,200	0.00	0.00	17,200	0.00
57003710	433008	HVAC	8,000	0	8,000	545.00	0.00	7,455	6.80
57003710	433009	Elevator Services	6,000	0	6,000	0.00	0.00	6,000	0.00
57003710	433010	Snow Removal	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	433012	Airfield Lighting Maintenance	2,500	0	2,500	0.00	0.00	2,500	0.00
57003710	433014	Elevator Inspections	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	439000	Other Purchased Services	36,000	0	36,000	17,381.87	0.00	18,618	48.30
57003710	439004	Paving Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439008	Hazmat Disposal	17,000	348	17,348	0.00	348.03	17,000	2.00
57003710	439014	Security Services	92,000	20,683	112,683	16,562.51	70,748.06	25,372	77.50
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	462000	Other Supplies	26,000	0	26,000	653.26	0.00	25,347	2.50
57003710	462001	Tools	10,000	0	10,000	1,593.89	0.00	8,406	15.90
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	662.47	0.00	14,338	4.40
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	238.42	0.00	19,762	1.20
57003710	462047	Airfield Supplies	11,000	0	11,000	3,227.07	0.00	7,773	29.30
57003710	462048	Security Supplies	20,000	5,875	25,875	7,602.59	0.00	18,273	29.40
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	34.44	0.00	4,966	0.70
57003710	462067	Maintenance Supplies	2,500	0	2,500	1,257.79	0.00	1,242	50.30
57003710	466000	Building and Repair Materials	35,000	0	35,000	1,849.20	0.00	33,151	5.30
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	3,091.97	0.00	8,408	26.90
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	5,938.44	0.00	19,062	23.80
57003710	471000	Equipment & Machinery Purch	60,000	0	60,000	16,900.00	30,450.00	12,650	78.90
57003710		Total 57003710 Airport Maintenance	634,700	30,020	664,720	90,363.32	116,946.90	457,409	31.20
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	2,500	0	2,500	0.00	0.00	2,500	0.00
57003711	433009	Elevator Services	3,000	0	3,000	600.00	0.00	2,400	20.00
57003711	433014	Elevator Inspections	1,000	0	1,000	242.00	0.00	758	24.20
57003711	462000	Other Supplies	3,000	0	3,000	59.00	0.00	2,941	2.00
57003711		Total 57003711 FAA Tower Nonreimb	23,500	0	23,500	901.00	0.00	22,599	3.80
57003712	433000	Maintenance Services	14,000	401	14,401	2,844.94	400.66	11,155	22.50
57003712	451002	City Utility Charges	18,500	0	18,500	4,376.88	0.00	14,123	23.70
57003712	451003	Heating Fuel Oil or Gas	1,000	1,013	2,013	0.00	1,013.03	1,000	50.30
57003712		Total 57003712 FAA Tower Reimbursab	33,500	1,414	34,914	7,221.82	1,413.69	26,278	24.70
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00

57003713	433003	Janitorial Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	439000	Other Purchased Services	15,000	0	15,000	0.00	0.00	15,000	0.00
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	12,000	0	12,000	0.00	0.00	12,000	0.00
57003713		Total 57003713 Airport-Special Proj	33,000	0	33,000	0.00	0.00	33,000	0.00
57003793	462000	Other Supplies	100,000	0	100,000	0.00	0.00	100,000	0.00
57003793	481001	Principal - Bonds Payable	211,030	0	211,030	536,414.25	0.00	-325,384	254.20
57003793	481021	Interest - Bonds Payable	30,170	0	30,170	16,266.29	0.00	13,904	53.90
57003793	492575	Transfer to Airport Capital	1,682,000	0	1,682,000	1,582,000.00	0.00	100,000	94.10
57003793	496004	Contrib to Net Position	456,460	0	456,460	0.00	0.00	456,460	0.00
57003793		Total 57003793 Airprt Capex-Finance	2,479,660	0	2,479,660	2,134,680.54	0.00	344,979	86.10
		Expense Total	4,970,100	35,017	5,005,117	2,769,370.92	140,582.48	2,095,164	58.10

NOVEMBER

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57097400	315200	Leases and Rents	-2,179,340	0	-2,179,340	-894,029.01	0.00	-1,285,311	41.00
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-399,232.44	0.00	-559,558	41.60
57097400		Total 57097400 Use of Money & Prope	-3,138,130	0	-3,138,130	-1,293,261.45	0.00	-1,844,869	41.20
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-50,891.69	0.00	-19,108	72.70
57097600	317520	Airport Fuel Flowage Fees	-208,390	0	-208,390	-121,817.60	0.00	-86,572	58.50
57097600	317530	Airport Security Surcharge	-52,000	0	-52,000	-29,473.64	0.00	-22,526	56.70
57097600	317535	Airport Car Rental Revenue	-16,000	0	-16,000	-1,004.42	0.00	-14,996	6.30
57097600		Total 57097600 Sales & Connections	-346,390	0	-346,390	-203,187.35	0.00	-143,203	58.70
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-1,425.73	0.00	-1,074	57.00
57097700	318426	Card Replacement Fees	-200	0	-200	-140.00	0.00	-60	70.00
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-755.00	0.00	-5,845	11.40
57097700	318710	Cash Over/Short-Airport	0	0	0	-2.75	0.00	3	100.00
57097700		Total 57097700 Other Local Rev-Gen	-9,300	0	-9,300	-2,323.48	0.00	-6,977	25.00
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	0.00	0.00	-35,000	0.00
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	0.00	0.00	-35,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-6,490.00	0.00	-9,090	41.70
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	0.00	0.00	-25,700	0.00
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-6,490.00	0.00	-34,790	15.70
57099100	346400	Contr Surplus-Net Position	-1,400,000	0	-1,400,000	0.00	0.00	-1,400,000	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-35,017	-35,017	0.00	0.00	-35,017	0.00
57099100		Total 57099100 OFS-Contribution fro	-1,400,000	-35,017	-1,435,017	0.00	0.00	-1,435,017	0.00
57099100		Revenue Total	-4,970,100	-35,017	-5,005,117	-1,505,262.28	0.00	-3,499,855	30.10


Customer Id	Customer Name	Bill Year	Bill Number	Bill Due Date	Unpaid Balance	Billed Amount	Adjusted Amount	Paid Amount	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past	Interest Due	Total Due Now
36079	RISING PHOENIX AVIATION, INC.	2022	78002	08/31/2021	\$1,681.75	\$1,681.75	\$0.00	\$0.00	\$0.00	\$1,681.75	\$0.00	\$0.00	\$1,681.75
36079	RISING PHOENIX AVIATION, INC.	2022	78003	10/01/2021	\$1,681.75	\$1,681.75	\$0.00	\$0.00	\$1,681.75	\$0.00	\$0.00	\$0.00	\$1,681.75
36079	RISING PHOENIX AVIATION, INC.	2022	89102	08/31/2021	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00
36079	RISING PHOENIX AVIATION, INC.	2022	89103	10/01/2021	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
36535	THOMPSON, LOREN	2021	80610	05/01/2021	\$10.00	\$335.00	\$0.00	\$325.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
36535	THOMPSON, LOREN	2021	80611	05/31/2021	\$391.81	\$335.00	\$56.81	\$0.00	\$0.00	\$0.00	\$391.81	\$0.00	\$391.81
36610	FREEMAN, WALDO	2022	87403	10/01/2021	\$360.00	\$360.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00
38602	DONBUSH, KEN	2021	84210	05/01/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
38602	DONBUSH, KEN	2021	84211	05/31/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
38602	DONBUSH, KEN	2021	84212	07/01/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
38602	DONBUSH, KEN	2022	84201	07/31/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
38602	DONBUSH, KEN	2022	84202	08/31/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00
38602	DONBUSH, KEN	2022	84203	10/01/2021	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
78057	COLTON, JON	2022	2488	08/06/2021	\$449.73	\$449.73	\$0.00	\$0.00	\$0.00	\$0.00	\$449.73	\$0.00	\$449.73
305466	MANASSAS FBO LLC	2022	2566	09/02/2021	\$358.67	\$860.00	\$0.00	\$501.33	\$0.00	\$358.67	\$0.00	\$0.00	\$358.67
305466	MANASSAS FBO LLC	2022	2572	09/04/2021	\$14.39	\$4,466.14	\$0.00	\$4,451.75	\$0.00	\$14.39	\$0.00	\$0.00	\$14.39



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE:	December 16, 2021
TIME ESTIMATE:	15 Minutes
AGENDA TITLE:	Overview of the Airport's Proposed Operating Expenditures for FY2023 Operating Budget
RECOMMENDATION:	N/A
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A – New Business
SUMMARY AND/OR COMMENTS:	The Airport Director will brief the Airport Commission on the proposed Expenditures for the FY 2023 operating budget. This year's proposed spending is relatively flat. Two new programs are proposed: 1) A reclassification of the Airport Administrative Coordinator position and 2) a new Assistant Airport Director position. The Director has proposed the purchase of new vehicles as part of the airport's vehicle replacement program. No programs have been cut from this year's budget.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Juan Rivera, (703) 361-1882 jrivera@manassasva.gov

Airport Director



FY 2023 Budget Expenditure Presentation

December 16, 2021
Airport Commission Meeting

Presented by:
Juan Rivera, Airport Director

FY 2023 Expenditure Highlights

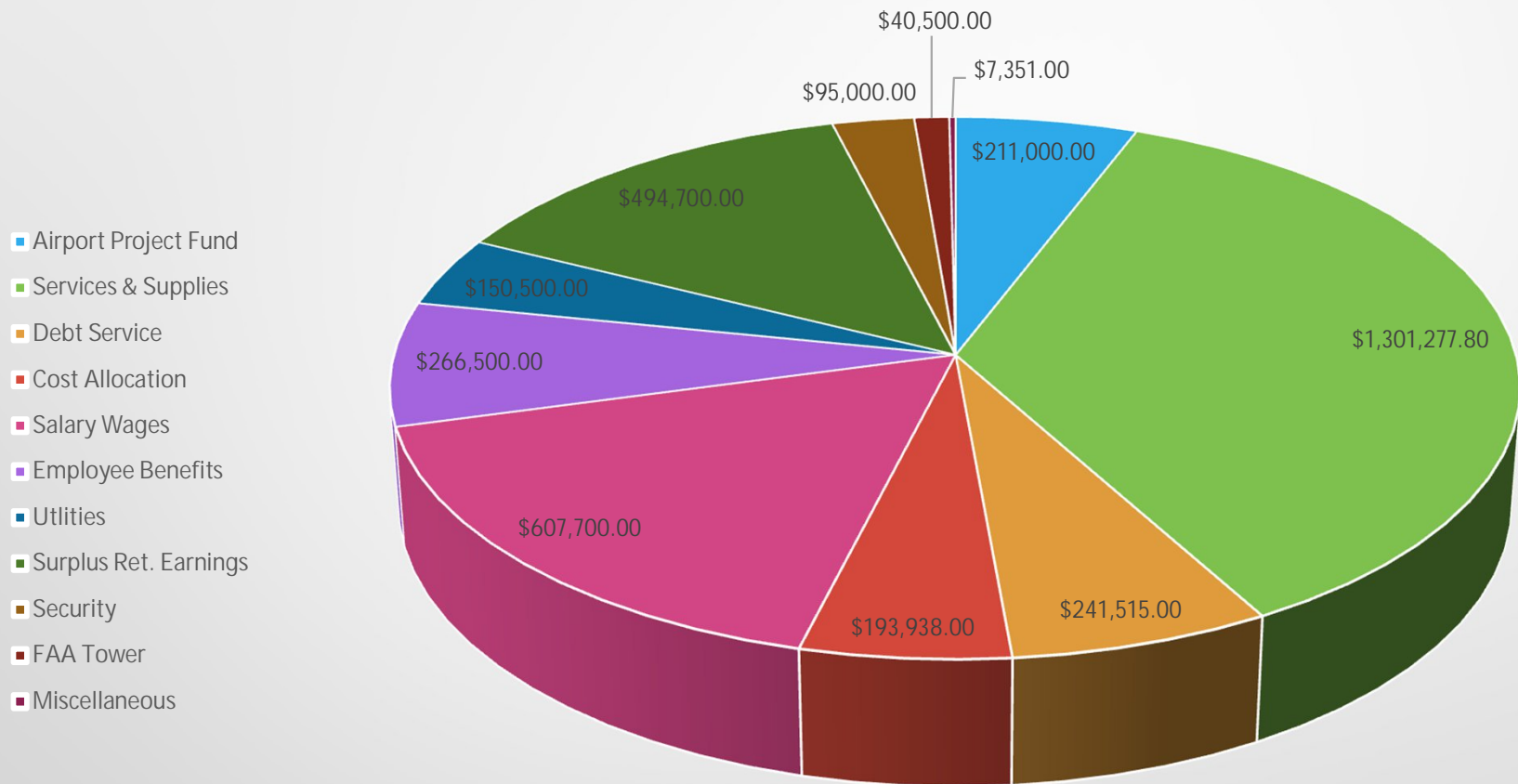
- Overall Reduction in Expenditures – 38% (Due to reduction in Transfer to Capital Projects)
- The Airport's Budget is balanced.
- Replace Airport Truck F450 w/plow package \$65,000
- Replace Airport Truck F250 w/plow \$42,000
- Reduction To Airport Capital Projects Fund (\$211,000)
- Contribution to Unrestricted Net Assets \$494,700 (increase Of 8%)

FY 2023 Expenditure Highlights

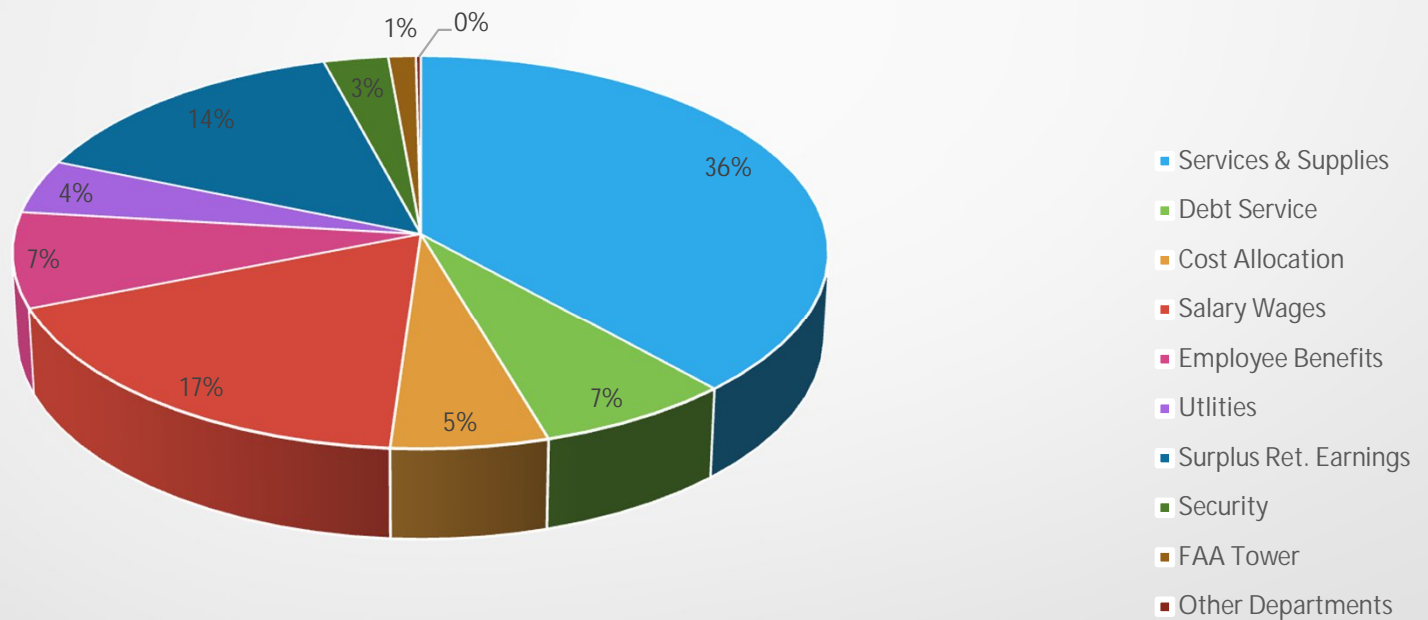
✈ Increase in Principal on Bonds (\$5,477)

✈ Decrease in Interest on Bonds (-\$5,162)

Expenditure Breakdown-Totals



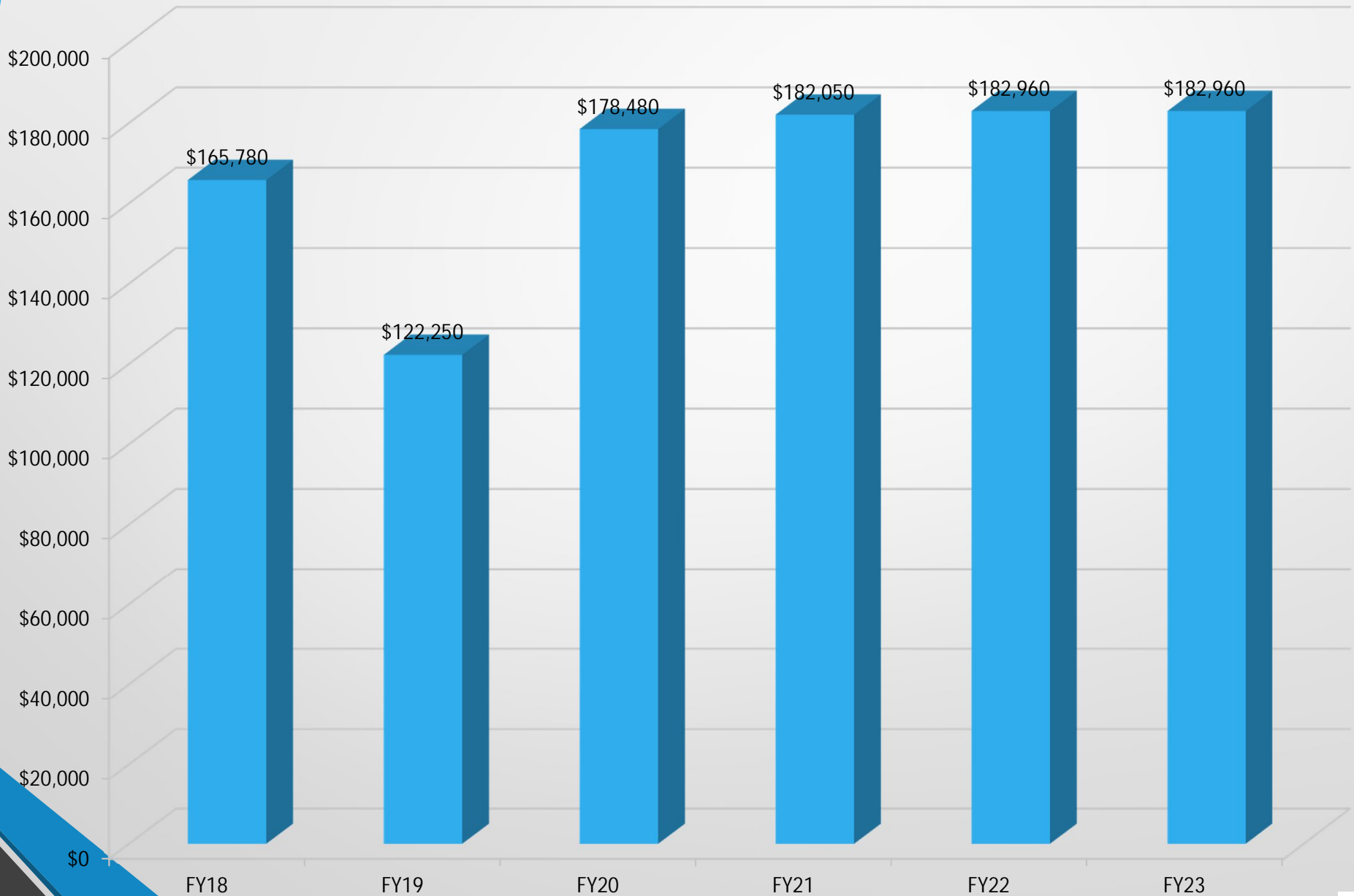
Expenditure Breakdown-Percentage



Expenditures

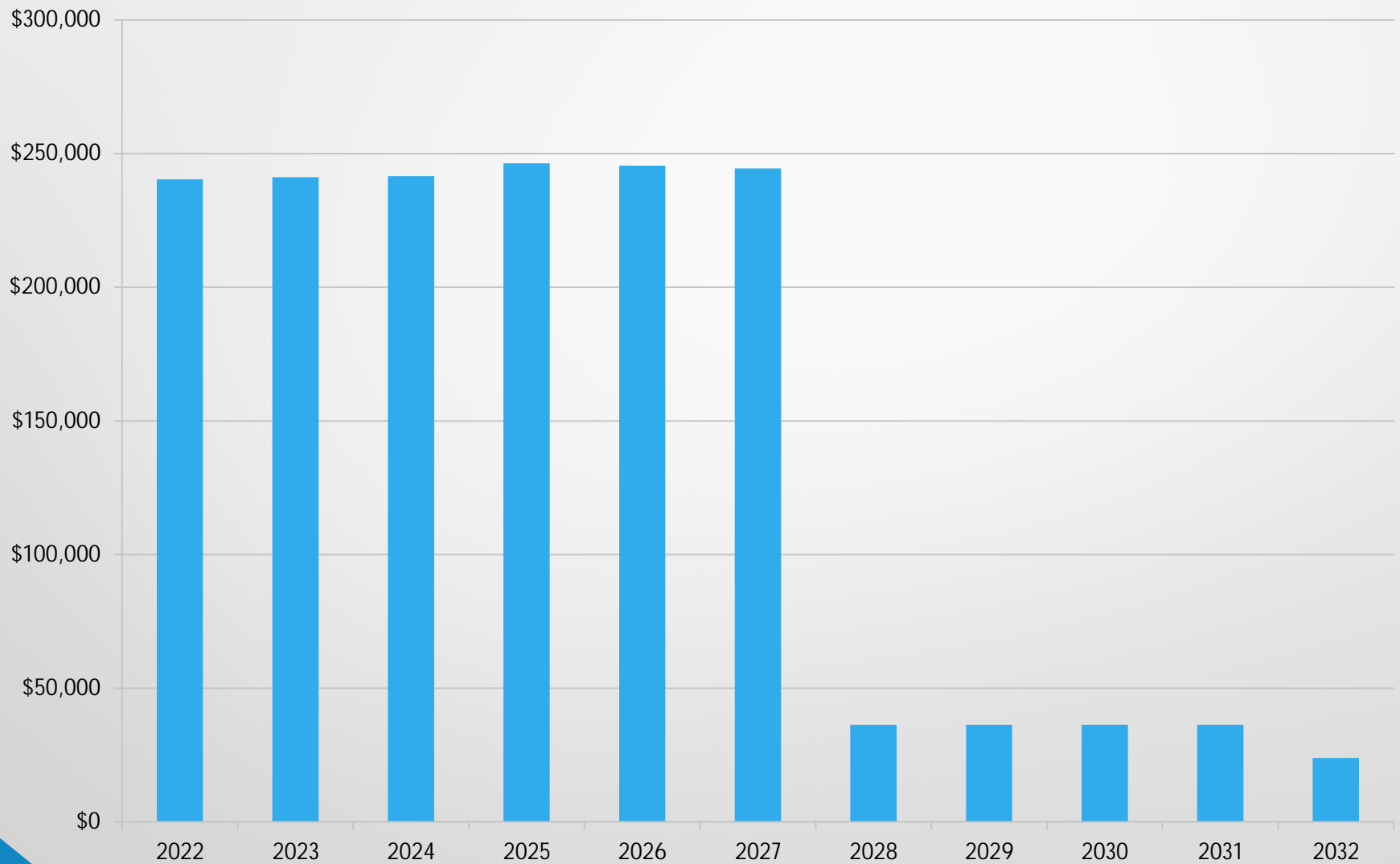


Airport Cost Allocation History



Airport Bond Debt

Airport Bond Debt



Projection	Level	Account Type	Organization	Object	Account Description	2023 Department Budget	2022 Original Budget	2022 Revised Budget	2021 Original Budget	2021 Revised Budget	2021 Actuals	2020 Actuals
20231	Department	R	57097400	315001	Interest on Pooled Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,993.37)	(\$45,098.02)
20231	Department	R	57097400	315003	Interest on Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57097400	315200	Leases and Rents	(\$2,162,610.00)	(\$2,179,340.00)	(\$2,179,340.00)	(\$2,133,220.00)	(\$2,133,220.00)	(\$2,129,801.85)	(\$1,933,708.36)
20231	Department	R	57097400	315203	Rent-Candy Factory	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57097400	315204	Hangar Rentals	(\$958,790.00)	(\$958,790.00)	(\$958,790.00)	(\$958,790.00)	(\$958,790.00)	(\$923,942.59)	(\$985,510.45)
20231	Department	R	57097600	317510	Airport Tie-Down Fees	(\$95,000.00)	(\$70,000.00)	(\$70,000.00)	(\$70,000.00)	(\$70,000.00)	(\$111,603.38)	(\$106,081.73)
20231	Department	R	57097600	317520	Airport Fuel Flowage Fees	(\$238,000.00)	(\$208,390.00)	(\$208,390.00)	(\$233,270.00)	(\$233,270.00)	(\$194,362.94)	(\$196,083.25)
20231	Department	R	57097600	317530	Airport Security Surcharge	(\$55,000.00)	(\$52,000.00)	(\$52,000.00)	(\$54,000.00)	(\$54,000.00)	(\$46,934.92)	(\$48,592.98)
20231	Department	R	57097600	317535	Airport Car Rental Revenue	(\$15,000.00)	(\$16,000.00)	(\$16,000.00)	(\$20,200.00)	(\$20,200.00)	(\$10,353.44)	(\$28,727.70)
20231	Department	R	57097700	318000	Miscellaneous Revenues	(\$2,500.00)	(\$2,500.00)	(\$2,500.00)	(\$2,500.00)	(\$2,500.00)	(\$1,062.24)	(\$12,647.26)
20231	Department	R	57097700	318426	Card Replacement Fees	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	\$0.00	(\$245.00)
20231	Department	R	57097700	318435	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57097700	318436	Legal Expense Reimbursement	\$0.00	\$0.00	\$0.00	(\$500.00)	(\$500.00)	\$0.00	\$0.00
20231	Department	R	57097700	318650	Airport Commercial Op Permit	(\$6,600.00)	(\$6,600.00)	(\$6,600.00)	(\$6,600.00)	(\$6,600.00)	(\$3,120.00)	(\$5,150.00)
20231	Department	R	57097700	318710	Cash Over/Short-Airport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.96	\$1.01
20231	Department	R	57097700	318904	Sale of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57097700	318906	Sale of ROW/Easement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$45,200.00)	\$0.00
20231	Department	R	57097900	322071	VA State Reimbursements	(\$35,000.00)	(\$35,000.00)	(\$35,000.00)	(\$35,000.00)	(\$35,000.00)	(\$5,172.12)	(\$50,097.42)
20231	Department	R	57098100	324003	FEMA Reimb-State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57098200	332010	FAA Tower Rent from Fed Govt	(\$15,580.00)	(\$15,580.00)	(\$15,580.00)	(\$15,580.00)	(\$15,580.00)	(\$15,576.00)	(\$17,551.55)
20231	Department	R	57098200	332011	FAA Tower Reimbursements	(\$25,700.00)	(\$25,700.00)	(\$25,700.00)	(\$25,700.00)	(\$25,700.00)	(\$11,067.95)	(\$28,872.00)
20231	Department	R	57098300	333101	FEMA Reimb-Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57098400	333010	CARES Act/COVID-19 Funding	\$0.00	\$0.00	\$0.00	\$0.00	(\$57,000.00)	\$0.00	(\$157,000.00)
20231	Department	R	57098688	341000	Capital Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57098900	344010	Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57099100	346400	Contr Surplus-Net Position	\$0.00	(\$1,400,000.00)	(\$1,400,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57099100	346401	Contr Surplus-Restr Net Postn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	R	57099100	346500	Contr Surplus-Encumbrances	\$0.00	\$0.00	(\$35,017.26)	\$0.00	(\$46,343.68)	\$0.00	\$0.00
TOTAL						(\$3,609,980.00)	(\$4,970,100.00)	(\$5,005,117.26)	(\$3,555,560.00)	(\$3,658,903.68)	(\$3,507,187.84)	(\$3,615,364.71)

Account Type	Organization	Object	Project	Detail Type	Year	Line	Quantity	Amount	Description	Justification
R	57097400	315200		A	2023	10	1	(\$2,162,610.00)	Fairfax Police\$0.00 Manassas FBO LLC \$170,472.34 Chantilly Holdings LLC\$93,005.90 Chantilly FBO \$264,397.32 M. J. Colgan Assco.\$76,643.58 Aurora, E Parcel E-7 Franchise \$107,836.75 Aurora Building -\$115,530.00 Boeing Parking Lot (New Franchise)\$83,240.60 KAO, Parcel 7-B\$2,961.00 Manassas Condo Hangars Parcel 16A\$57,784.00 Aerographics, Parcel E3-D\$47,909.00 Terminal Room 109 & 110 (AvAdv)\$32,082.11 Airport Property Ptnrs (10660 Aviation Ln)\$53,824.80 AeroSolutions Group Inc.\$17,014.74 Manassas Hangar Condo 16B\$79,801.75 Flightworks Land, Parcel N-1\$88,576.38 Optical Air Data, Parcel N-2\$56,325.68 APP (10661 Frnk Mrshl Ln) \$48,382.86 VRE Parking Lot\$8,294.30 Delta Fox HEF LLC\$72,092.58 Chantilly Air, Inc., N-4\$100,929.56 Airport Property Partners (APP)\$494,698.48 Terminal Room 105 Aviation Adventure\$9,548.00 Piston2Jet\$14,268.35 Manassas Aviation Maint\$66,991.00	Temporary Lease; only 6 months Budget until August at current rent. Extended so that Chantilly Air can complete new FBO. New Franchise RFFP Min Bid \$156,000= \$13,000 *9 (months) *Area 1=\$37,026 - Increase per PPI every 3 years (12/01/20) Area 2=\$37,712 Adjust 3% annually (10/01/19)* Area 1=\$27,635.21 Increase per PPI every 3 years (01/01/21) Area 2=\$76,878.63 Adjust 3% annually (12/01/20) Parcel 11 no increases 2.9% Increase annually (11/1/2020) Adjusts annually in October per PPI, ends October 2027 (1.25ac) Adjusts every 3 years per PPI (02/27/23), (1.40 ac) Adjust every 3 years per PPI (07/27/22) Adjust every 3 years per PPI (09/01/21) 3% Increase annually (07/01/20) 2.9% Increase annually (02/01/18) Assigned to APP in 2019 2.9% Increase annually (2/1/2020) 2.9% Increase annually (02/01/20) 2.9% Increase annually (02/01/20) 2.9% Increase annually (05/01/20) 2.9% Increase annually (05/01/20) 2.9% Increase annually (05/01/20) 3.0% Increase annually - Expires Dec. 14, 2021 2.9% Increase annually (02/01/20)
R	57097400	315204		A	2023	10	1	(\$958,790.00)	97% Occupancy Rate 100% would be \$965,964	
R	57097600	317510		A	2023	10	1	(\$95,000.00)		45% Occupancy Rate for the entire year. Tie-downs reduced. We have a total of 168.
R	57097600	317520		A	2023	10	1	(\$238,000.00)		
R	57097600	317530		A	2023	10	1	(\$55,000.00)		
R	57097600	317535		A	2023	10	1	(\$15,000.00)		
R	57097700	318000		A	2023	10	1	(\$2,500.00)		
R	57097700	318426		A	2023	10	1	(\$200.00)		replacement cards @ \$35.00 each
R	57097700	318650		A	2023	10	1	(\$6,600.00)		9 (\$680/year), 20 (\$25/year) COP holders
R	57097900	322071		A	2023	20	1	(\$35,000.00)	State Grants for Mostly Maintenance, Promotion, and Security projects does not include CIP projects.	
R	57098200	332010		A	2023	10	1	(\$15,580.00)		
R	57098200	332011		A	2023	10	1	(\$25,700.00)		

Projection	Level	Account Type	Organization	Object	Account Description	2023 Department Budget	2022 Original Budget	2022 Revised Budget	2021 Original Budget	2021 Revised Budget	2021 Actuals	2020 Actuals
20231	Department	E	57003701	481001	Principal-Bonds DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003701	481021	Interest-Bonds DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003701	481030	Fiscal Agent Fees-DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	411000	Salaries and Wages	\$607,700.00	\$607,700.00	\$607,700.00	\$590,000.00	\$647,000.00	\$538,979.87	\$497,034.57
20231	Department	E	57003703	411020	Board and Elections Stipends	\$10,350.00	\$10,000.00	\$10,000.00	\$11,700.00	\$11,700.00	\$1,850.00	\$4,784.42
20231	Department	E	57003703	411075	S&W-Housing Stipend	\$3,500.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00	\$0.00	\$0.00
20231	Department	E	57003703	412000	S&W-On-Call	\$23,300.00	\$23,300.00	\$23,300.00	\$23,300.00	\$23,300.00	\$23,162.44	\$23,275.86
20231	Department	E	57003703	416000	S&W-Overtime	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$17,134.78	\$14,248.48
20231	Department	E	57003703	416010	Hours Worked on a Holiday	\$850.00	\$800.00	\$800.00	\$800.00	\$800.00	\$852.13	\$635.79
20231	Department	E	57003703	416055	Inclement Weather Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	416063	Interest VA Code 9.1 704	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	420000	Employee Benefits	\$266,500.00	\$266,500.00	\$266,500.00	\$240,000.00	\$240,000.00	\$0.00	\$0.00
20231	Department	E	57003703	420002	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,237.32	\$2,054.69
20231	Department	E	57003703	420004	FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,252.57	\$38,636.81
20231	Department	E	57003703	420006	Virginia Retirement System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,603.10	\$56,681.96
20231	Department	E	57003703	420008	Group Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,301.60	\$63,981.35
20231	Department	E	57003703	420010	Worker's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,745.00	\$4,786.28
20231	Department	E	57003703	420012	Group Term Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,910.67	\$6,061.56
20231	Department	E	57003703	420014	Long Term Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,220.74	\$1,974.39
20231	Department	E	57003703	420016	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.72	\$183.00
20231	Department	E	57003703	420031	Car Allowance	\$6,030.00	\$6,030.00	\$6,030.00	\$6,030.00	\$6,030.00	\$6,023.10	\$6,046.17
20231	Department	E	57003703	420032	Clothing Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	431000	Professional Services	\$75,000.00	\$75,000.00	\$75,000.00	\$70,000.00	\$86,244.86	\$20,502.39	\$23,906.68
20231	Department	E	57003703	431004	Legal Fees	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
20231	Department	E	57003703	431005	City Attorney Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	432000	Temporary Help Services	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
20231	Department	E	57003703	433000	Maintenance Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.81	\$0.00
20231	Department	E	57003703	435000	Print Bind Photo Services	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,762.72	\$636.87
20231	Department	E	57003703	436000	Advertising Services	\$60,000.00	\$60,000.00	\$60,000.00	\$50,000.00	\$50,603.66	\$7,616.13	\$70,366.20
20231	Department	E	57003703	439000	Other Purchased Services	\$18,000.00	\$18,000.00	\$18,191.66	\$18,000.00	\$26,052.00	\$26,200.48	\$8,992.63
20231	Department	E	57003703	439010	Board Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	439044	City Attorney Misc Exp Advance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	441000	Information Technology Charges	\$61,300.00	\$57,830.00	\$57,830.00	\$49,850.00	\$49,850.00	\$49,850.00	\$44,070.00
20231	Department	E	57003703	441005	Phones and Voicemail Charges	\$19,260.00	\$18,170.00	\$18,170.00	\$19,260.00	\$19,260.00	\$19,260.00	\$18,340.00
20231	Department	E	57003703	441045	IT GIS Mapping Charges	\$8,501.00	\$8,020.00	\$8,020.00	\$18,450.00	\$18,450.00	\$18,450.00	\$14,770.00
20231	Department	E	57003703	441050	IT Purchases Mid-Year	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$163.58	\$1,087.74
20231	Department	E	57003703	442000	Motor Vehicle Charges	\$52,343.00	\$49,380.00	\$49,380.00	\$46,440.00	\$46,440.00	\$46,440.00	\$45,290.00
20231	Department	E	57003703	442050	Vehicle Purch Mid-Year Airport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	444000	Cost Allocation Charges	\$193,938.00	\$182,960.00	\$182,960.00	\$182,050.00	\$182,050.00	\$182,050.00	\$178,480.00
20231	Department	E	57003703	447000	Radio Charges	\$1,643.00	\$1,550.00	\$1,550.00	\$1,550.00	\$1,550.00	\$1,550.00	\$1,530.00
20231	Department	E	57003703	451001	Utilities	\$23,500.00	\$20,000.00	\$21,924.36	\$17,000.00	\$17,000.00	\$23,252.54	\$22,832.05
20231	Department	E	57003703	451002	City Utility Charges	\$127,000.00	\$127,000.00	\$127,000.00	\$125,000.00	\$125,000.00	\$103,383.06	\$125,725.26
20231	Department	E	57003703	452003	Cell Phone Charges	\$4,700.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,668.29	\$3,713.07
20231	Department	E	57003703	452004	Pager Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	452007	Cable/Satellite TV Service	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$1,353.02	\$1,489.34
20231	Department	E	57003703	452008	Telephone Service Charges	\$500.00	\$500.00	\$560.50	\$150.00	\$150.00	\$175.51	\$193.25
20231	Department	E	57003703	452009	Long Distance Charges	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$59.75	\$0.00
20231	Department	E	57003703	453000	Insurance	\$55,500.00	\$55,500.00	\$55,500.00	\$32,000.00	\$32,000.00	\$33,043.00	\$32,756.00
20231	Department	E	57003703	454001	Operating Leases	\$3,500.00	\$3,500.00	\$4,907.37	\$3,500.00	\$5,107.38	\$2,964.00	\$2,916.68
20231	Department	E	57003703	455001	Mileage	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$137.23
20231	Department	E	57003703	455002	Training and Travel	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$2,335.00	\$8,358.28
20231	Department	E	57003703	455005	Meeting / Business Expense	\$8,000.00	\$8,000.00	\$8,000.00	\$4,500.00	\$4,500.00	\$5,329.08	\$2,544.08
20231	Department	E	57003703	458000	Dues Memberships & Other Exp	\$6,500.00	\$6,500.00	\$6,500.00	\$6,900.00	\$6,900.00	\$5,858.83	\$5,270.00
20231	Department	E	57003703	458099	Miscellaneous Expense—Airport	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	461000	Office Supplies	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$800.92	\$1,841.49
20231	Department	E	57003703	462000	Other Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$8,768.87	\$26,858.76
20231	Department	E	57003703	463000	Books and Subscriptions	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$45.93	\$227.00
20231	Department	E	57003703	464000	Uniforms and Safety Apparel	\$3,500.00	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$4,581.54	\$2,108.96
20231	Department	E	57003703	471000	Equipment & Machinery Purch	\$0.00	\$46,000.00	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003703	495002	Salary and Wage Contingency	\$39,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003710	433000	Maintenance Services	\$55,000.00	\$55,000.00	\$55,810.34	\$55,000.00	\$63,854.64	\$55,196.33	\$11,709.98
20231	Department	E	57003710	433001	Refuse Collection Services	\$6,000.00	\$6,000.00	\$6,593.72	\$6,000.00	\$6,000.00	\$5,570.76	\$5,573.76
20231	Department	E	57003710	433003	Janitorial Services	\$25,000.00	\$25,000.00	\$26,709.44	\$25,000.00	\$25,883.48	\$15,678.82	\$15,245.46
20231	Department	E	57003710	433006	Mowing Services	\$17,200.00	\$17,200.00	\$17,200.00	\$17,200.00	\$22,180.55	\$16,197.16	\$12,683.45
20231	Department	E	57003710	433008	HVAC	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$12,337.72	\$2,431.76
20231	Department	E	57003710	433009	Elevator Services	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$7,652.00	\$1,320.00
20231	Department	E	57003710	433010	Snow Removal	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$10,593.55	\$4,004.27
20231	Department	E	57003710	433012	Airfield Lighting Maintenance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,376.50	\$0.00
20231	Department	E	57003710	433014	Elevator Inspections	\$2,000.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$300.00	\$2,095.72
20231	Department	E	57003710	433015	Vehicle/Apparatus Maintenance	\$35,000.00	\$35,000.00	\$35,000.00	\$30,000.00	\$30,000.00	\$20,250.66	\$15,324.14
20231	Department	E	57003710	439000	Other Purchased Services	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$45,671.20	\$13,348.49
20231	Department	E	57003710	439004	Paving Services	\$65,000.00	\$65,000.00	\$65,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
20231	Department	E	57003710	439008	Hazmat Disposal	\$17,000.00	\$17,000.00	\$17,348.03	\$17,000.00	\$17,000.00	\$14,059.72	\$0.00
20231	Department	E	57003710	439014	Security Services	\$95,000.00	\$92,000.00	\$112,683.06	\$91,800.00	\$95,975.63	\$91,876.62	\$85,621.15
20231	Department	E	57003710	454004	Miscellaneous Rentals	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$272.00
20231	Department	E	57003710	455002	Training and Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003710	455005	Meeting / Business Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231	Department	E	57003710	462000	Other Supplies	\$26,000.00	\$26,000.00	\$26,000.00	\$25,000.00	\$25,000.00	\$5,878.43	\$7,406.44
20231	Department	E	57003710	462001	Tools	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$2,080.35	\$2,587.27
20231	Department	E	57003710	462044	Airfield Lighting Supplies	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$5,207.36	\$5,872.42
20231	Department	E	57003710	462046	Airport Hanger Supplies	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$7,512.86	\$16,706.43
20231	Department	E	57003710	462047	Airfield Supplies	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$7,665.96	\$7,022.12
20231	Department	E	57003710	462048	Security Supplies	\$20,000.00	\$20,000.00	\$25,875.09	\$20,000.00	\$20,000.00	\$23,446.23	\$50,927.72
20231	Department	E	57003710	462052	Terminal Grounds Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$2,147.63	\$3,510.16
20231	Department	E	57003710	462067	Maintenance Supplies	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$4,971.07	\$1,717.10
20231	Department	E	570									

20231 Department	E	57003714	431000	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57003715	439000	Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57003793	439100	Bond Sale Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57003793	462000	Other Supplies	\$100,000.00	\$100,000.00	\$100,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00
20231 Department	E	57003793	481001	Principal - Bonds Payable	\$216,507.00	\$211,030.00	\$211,030.00	\$205,560.00	\$205,560.00	\$205,558.29	\$195,384.47
20231 Department	E	57003793	481021	Interest - Bonds Payable	\$25,008.00	\$30,170.00	\$30,170.00	\$34,860.00	\$34,860.00	\$34,853.44	\$43,696.01
20231 Department	E	57003793	481030	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57003793	482021	Interest on Interfund Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57003793	492575	Transfer to Airport Capital	\$211,000.00	\$1,682,000.00	\$1,682,000.00	\$500,000.00	\$508,000.00	\$507,315.00	\$358,076.00
20231 Department	E	57003793	496004	Contrib to Net Position	\$494,700.00	\$456,460.00	\$456,460.00	\$509,160.00	\$509,160.00	\$0.00	\$0.00
20231 Department	E	57008888	411000	Salaries and Wages-GAAP Adj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,086.89	\$15,778.27
20231 Department	E	57008888	420004	FICA-GAAP Adj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.15	\$1,207.04
20231 Department	E	57008888	420109	Retiree Hospitalization-OPEB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57008888	439000	Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$29,963.00)	(\$7,060.00)
20231 Department	E	57008888	462000	Other Supplies GAAP offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,504.24)	(\$76,761.50)
20231 Department	E	57008888	474000	Land / ROW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20231 Department	E	57008888	486100	Loss/Gain on Asset Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,028.19	\$0.00
20231 Department	E	57008888	489001	Contribution / Asset Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTA	\$3,609,980.00	\$4,970,100.00	\$5,005,117.26	\$3,555,560.00	\$3,658,903.68	\$2,552,316.69	\$2,312,525.25

Account Type	Organization	Object	Project	Detail Type	Year	Line	Quantity	Amount	Project String Type	Project String	Description	Justification
E	57003703	411020		A	2023	10	1	\$10,350.00				
E	57003703	411075		A	2023	10	1	\$3,500.00				
E	57003703	412000		A	2023	10	1	\$23,300.00				
E	57003703	416000		A	2023	10	1	\$25,000.00				
E	57003703	416010		A	2023	10	1	\$850.00				
E	57003703	420000		A	2023	10	1	\$266,500.00				
E	57003703	420031		A	2023	10	1	\$6,030.00				
E	57003703	431000		A	2023	10	1	\$75,000.00				
E	57003703	431004		A	2023	10	1	\$25,000.00				
E	57003703	431004		A	2023	20	1	\$0.00				
E	57003703	432000		A	2023	10	1	\$2,500.00				
E	57003703	433000		A	2023	10	0	\$0.00				
E	57003703	435000		A	2023	10	1	\$1,500.00				
E	57003703	436000		A	2023	10	1	\$60,000.00				
E	57003703	439000		A	2023	10	1	\$18,000.00			Appraisals, DBE , Fire Monitor, Discharge Sampling, Storm Management Fees &	
E	57003703	441000		A	2023	10	1	\$61,300.00				
E	57003703	441005		A	2023	10	1	\$19,260.00				
E	57003703	441045		A	2023	10	1	\$8,501.00				
E	57003703	441050		A	2023	10	1	\$1,000.00				
E	57003703	442000		A	2023	10	1	\$52,343.00				
E	57003703	444000		A	2023	10	1	\$193,938.00				
E	57003703	447000		A	2023	10	1	\$1,643.00				
E	57003703	451001		A	2023	10	1	\$23,500.00				
E	57003703	451002		A	2023	10	1	\$127,000.00				
E	57003703	452003		A	2023	10	1	\$4,700.00				
E	57003703	452007		A	2023	10	1	\$3,000.00				
E	57003703	452008		A	2023	10	1	\$500.00				
E	57003703	452009		A	2023	10	1	\$100.00				
E	57003703	453000		A	2023	10	1	\$55,000.00				
E	57003703	454001		A	2023	10	1	\$3,500.00				
E	57003703	455001		A	2023	10	1	\$1,000.00				
E	57003703	455002		A	2023	10	1	\$12,500.00				
E	57003703	455005		A	2023	10	1	\$8,000.00				
E	57003703	458000		A	2023	10	1	\$6,500.00			General Dues/Memberships	
E	57003703	458000		A	2023	20	0	\$0.00			Homeowner Association Fees	
E	57003703	458099		A	2023	10	1	\$25,000.00				
E	57003703	461000		A	2023	10	1	\$3,500.00				
E	57003703	462000		A	2023	10	1	\$5,000.00				
E	57003703	463000		A	2023	10	1	\$500.00				
E	57003703	464000		A	2023	10	1	\$3,500.00				
E	57003703	471000		A	2023	10	1	\$0.00				
E	57003703	495002		A	2023	10	1	\$39,550.00				
E	57003710	433000		A	2023	10	1	\$55,000.00				
E	57003710	433001		A	2023	10	1	\$6,000.00				
E	57003710	433003		A	2023	10	1	\$25,000.00				
E	57003710	433006		A	2023	10	1	\$17,200.00				
E	57003710	433008		A	2023	10	1	\$8,000.00				
E	57003710	433009		A	2023	10	1	\$6,000.00				
E	57003710	433010		A	2023	10	1	\$25,000.00				
E	57003710	433012		A	2023	10	1	\$2,500.00				
E	57003710	433014		A	2023	10	1	\$2,000.00				
E	57003710	433015		A	2023	10	1	\$35,000.00				
E	57003710	439000		A	2023	10	1	\$36,000.00				
E	57003710	439004		A	2023	10	1	\$65,000.00				
E	57003710	439008		A	2023	10	1	\$17,000.00				
E	57003710	439014		A	2023	10	1	\$95,000.00				
E	57003710	454004		A	2023	10	1	\$2,000.00				
E	57003710	462000		A	2023	10	1	\$26,000.00				
E	57003710	462001		A	2023	10	1	\$10,000.00				
E	57003710	462044		A	2023	10	1	\$15,000.00				
E	57003710	462046		A	2023	10	1	\$20,000.00				
E	57003710	462047		A	2023	10	1	\$11,000.00				
E	57003710	462048		A	2023	10	1	\$20,000.00				
E	57003710	462052		A	2023	10	1	\$5,000.00				
E	57003710	462067		A	2023	10	1	\$2,500.00				
E	57003710	466000		A	2023	10	1	\$35,000.00				
E	57003710	467000		A	2023	10	1	\$11,500.00				
E	57003710	468000		A	2023	10	1	\$25,000.00				
E	57003710	471000		A	2023	10	1	\$107,000.00				
E	57003711	433000		A	2023	10	1	\$14,000.00				
E	57003711	433008		A	2023	10	1	\$2,500.00				
E	57003711	433009		A	2023	10	1	\$3,000.00				
E	57003711	433014		A	2023	10	1	\$1,000.00				
E	57003711	462000		A	2023	10	1	\$3,000.00				
E	57003712	433000		A	2023	10	1	\$14,000.00				
E	57003712	451002		A	2023	10	1	\$18,500.00				
E	57003712	451003		A	2023	10	1	\$1,000.00				
E	57003713	416000		A	2023	10	1	\$3,000.00				
E	57003713	431003		A	2023	10	1	\$2,500.00				
E	57003713	433003		A	2023	10	1	\$2,500.00				
E	57003713	439000		A	2023	10	1	\$15,000.00				
E	57003713	439014		A	2023	10	1	\$500.00				
E	57003713	462000		A	2023	10	1	\$12,000.00				
E	57003793	462000		A	2023	10	1	\$100,000.00				
E	57003793	481001		A	2023	10	1	\$216,507.00				
E	57003793	481021		A	2023	10	1	\$25,008.00				
E	57003793	492575		A	2023	10	0	\$0.00			Airport's share of the project cost for the proposed in the FY2022 CIP budget and Capital Maint.	
E	57003793	492575		A	2023	20	0	\$0.00			West Corporate Development Site/Drainage Improvement (A-087)	
E	57003793	492575		A	2023	30	0	\$0.00			Local Match as needed	

E	57003793	492575	A	2023	40	1	\$211,000.00
E	57003793	496004	A	2023	10	1	\$494,700.00



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: November 18, 2021

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Report on Aircraft Rescue and Fire Fighting (ARFF) training

RECOMMENDATION: N/A

MOTION:

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

SUMMARY AND/OR COMMENTS: The Airport and the City of Manassas Fire Department partner with the Virginia Department of Fire Programs to conduct training on the Commonwealth's ARFF Trainer (Aircraft Rescue and Firefighting). Training lasts about a week with invitations sent to mutual aid agencies to participate. Information will be presented on PowerPoint slides.

FISCAL IMPACT: N/A

STAFF CONTACT: Richard Allabaugh, 257-8402

Airport Director

ARFF Training

- November 29th – December 1
- Participants – City of Manassas, Prince William County, Manassas Park, and Pro-Tec
- Airport paid for \$5,000 towards propane supply.



ARFF Training



ARFF Training





City of Manassas
Manassas City Council
9027 Center Street
Manassas, VA 20110

Meeting Date: December 2, 2021

Time Estimate: 5 Minutes

Agenda Title: Consideration of renewing Manassas Aviation Maintenance lease for Parcel 11-A at 10601 Observation Road in the City of Manassas, VA

Recommendation: Approve the Manassas Aviation Maintenance lease for an additional twelve (12) months incorporating the 2.9% escalation in the monthly rent.

Motion: I hereby move that the Airport renew the lease agreements with Manassas Aviation Maintenance for 1 year (12 months) with an effective date of January 1, 2021.

Date Last Considered by Airport Commission: June 2020

Summary and/or Comments: Manassas Aviation Maintenance has been in this building since July 2020 when the lease was transferred from West Side Aviation for the remainder of the term.

Board – Committee – or Commission Reviewed:

Fiscal Impact:

Staff Contact(s): Jolene Berry, (703) 361-1882
Airport Operations
jberry@manassasva.gov



City of Manassas
Manassas City Council
9027 Center Street
Manassas, VA 20110

Meeting Date: December 2, 2021

Time Estimate: 5 Minutes

Agenda Title: Consideration of renewing Piston2Jet lease for Office space at 10600 Observation Road in the City of Manassas, VA

Recommendation: Approve the Piston2Jet lease for an additional twelve (12) months incorporating the annual 2.9% escalation in the monthly rent.

Motion: I hereby move that the Airport renew the lease agreements with Piston2Jet for another twelve (12) months with an effective date of January 1, 2021.

Date Last Considered by Airport Commission: June 2019

Summary and/or Comments: Piston2Jet has been based in their current location for 2 years. They are an active flight school that has always been in good standing with the airport.

Board – Committee – or Commission Reviewed:

Fiscal Impact:

Staff Contact(s): Jolene Berry, (703) 361-1882
Airport Operations
jberry@manassasva.gov