

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 taxi lane 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

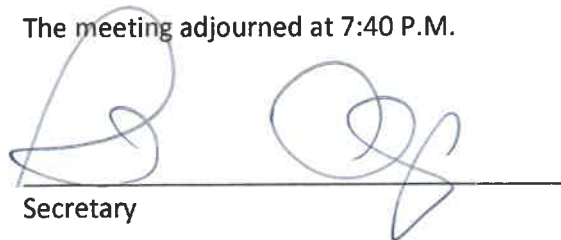
ITEM 13. (Reserved for Informational Items)

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

8/26/2021
Date Approved