

**MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
MINUTES**

June 17, 2021

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Dan Radtke, Vice Chairman Tom Lemmon, Harry Clark, Lawrence Pigeon, Ross Snare, Howard Goodie, Richard H. Seraydarian, James L. Uzzle, and John Snider.

Juan Cabrera was unable to attend.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Richard Allabaugh (Airport Operations) and Jolene Berry (Airport Operations).

Others present were Council Member Coates Ellis.

Chairman Radtke called the meeting to order at 7:02 p.m.

ITEM 1. Consideration of approval of minutes of the regular meeting held on May 20th , 2021

ITEM 2. **Member Clark MOVED** to approve of minutes of the regular meeting held on May 20th , 2021. **SECONDED by Member Seraydarian and CARRIED UNANIMOUSLY.**

ITEM 3. Review of expenses.

COMMENTS FROM THE PUBLIC

ITEM 4. 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.

Mr. Quinn Redden (APP Jet Center): Spoke about the increase in business and transient traffic. He thanked the airport and staff for all the support in running a great airport, particularly Chairman Radtke. He also spoke in support of Vice Chairman Lemmon's nomination for Chairman.

AIRPORT DIRECTOR'S REPORT

ITEM 5. Airport Director's Report

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

Mr. Rivera had a meeting with the City Clerk at the Committee Commission Liaison Meeting. This is the first time that they held this type of meeting, but it will be held quarterly. An attendance report is requested for each commission member. Mr. Rivera also asked about the Annual Report in getting it on the calendar.

Mr. Rivera noted that the airport had two projects that were approved at the last Virginia Aviation Board (VAB): T-Hangar Paving Project and the Terminal Boiler Replacement.

Mr. Rivera noted that the interview process for the Admin Coordinator position finished up today and we will make an offer for the number one candidate next week. The person hopefully will start July 6th.

Mr. Rivera noted that the t-hangar inspections were completed today. Staff anticipates about 20 notices to be sent out for discrepancies.

Mr. Rivera noted that the work on James Payne Court and Aviation Lane is expected to start next week. The Tower Parking Lot has not been scheduled yet.

PRESENTATIONS

ITEM 6. Recognition of Mr. Harry Clark for his 13 years (2008-2021) of service on the Airport Commission (10 minutes, Commission Member: Mr. Dan Radtke, Chair)

The Airport Commission went into a 10 minute recess from 7:17PM to 7:27PM.

ITEM 7. 2021 Airport Financial Plan Update (20 minutes, Davenport Financial Advisor)

Mr. Rivera noted that the goals in the financial plan are set by the Airport Commission and can be adjusted.

OLD BUSINESS

ITEM 8. Receive nominations and vote for Chairman and Vice-Chairman to serve from July 1, 2021 to June 30, 2022. (8 minutes, Commission Member: Mr. Dan Radtke, Chair)

Member Pigeon MOVED to close nominations for Chairman. **SECONDED by Member Snider and CARRIED UNANIMOUSLY.**

Vice-Chairman Lemmon MOVED to close nominations for Vice-Chairman. **SECONDED by Member Clark and CARRIED UNANIMOUSLY.**

Chairman Radtke gave each of the nominees an opportunity to speak on why they want to be Chairman and Vice-Chairman.

Chairman Radtke read the results of the ballot: Vice-Chairman is Richard Seraydarian and Chairman is Tom Lemmon

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 9. (Reserved for Consent Agenda Items)

COMMITTEE REPORTS IF AVAILABLE

ITEM 10. (Reserved for addition of any Committee Reports)

NEW BUSINESS

ITEM 11. Consideration of a proposed changes to the Airport Minimum Standards that would reduce the 600 square feet office requirement for flight schools to 300 square feet. (5 minutes, Staff: Mr. Richard Allabaugh)

Member Snider asked that the staff be receptive to comments from our existing customers under these new set of rules.

Chairman Radtke asked to clarify that the smallest flight school has 600 sqft and the office with the simulator is 300 sqft. Mr. Allabaugh confirmed these measurements.

Item required no action from Airport Commission as the proposed changes required a minimum of a 30 day comment period. The item will be placed back on the agenda for consideration to Council after the period ended.

ITEM 12. Consideration of adding the requirement for having \$1 million in Contractor's Pollution Insurance to the Airport's Insurance Matrix that would apply to all fuel operators that transport fuel on the Airport. (5 minutes, Staff: Juan Rivera)

Mr. Rivera noted that the requirement would be revisited over the next year.

Member Clark MOVED to add the requirement for having \$1 million in Contractor's Pollution Insurance to the Airport's Insurance Matrix that would apply to all fuel operators that transport fuel on the Airport. **SECONDED by Member Goodie and CARRIED UNANIMOUSLY.**

ITEM 13. Consideration of and recommendation to City Council of requested changes to the Franchise between the City of Manassas and Chantilly Air Inc. (Ordinance #O-2021-04)(5 minutes, Staff: Juan Rivera)

Member Clark MOVED to approve proposed changes to Section 3.3 and recommend approval to City Council of other changes to the Franchise between the City of Manassas and Chantilly Air Inc. **SECONDED by Member Seraydarian, Member Snare OBSTAINED and CARRIED.**

ITEM 14. Recommend to City Council the acceptance of a ACRGP Grant Agreement from the FAA (AIP 3-51-0030-05-2021) in the amount of \$57,000 (5 minutes, Staff: Juan Rivera)

Member Clark MOVED to recommend to City Council the acceptance of a ACRGP Grant Agreement from the FAA (AIP 3-51-0030-05-2021) in the amount of \$57,000. **SECONDED by Member Snare and CARRIED UNANIMOUSLY.**

ITEM 15. Consideration of adopting a revised Hangar Waiting List Policy that would incorporate a new requirement for a deposit to be placed with the Airport prior to being placed on the hangar waiting list. (5 minutes, Staff: Richard Allabaugh)

Member Clark MOVED to adopt a revised Hangar Waiting List Policy that would incorporate a new requirement for a deposit and shorten of the waiting list time to five (5) calendar days. **SECONDED by Member Snider and CARRIED UNANIMOUSLY.**

INFORMATION ITEMS

ITEM 16. (Reserved for addition of any Information item)

COMMISSION COMMENTS

ITEM 17. Commission Members may make comments or raise questions on matters of interest to the Commission.

Mr. Snare congratulated Mr. Lemmon on being appointed to Chairman position. He asked Council rep to bring his concern to City Council, to look at how different each Commission is run, and the ability for County reps to serve in a capacity as Chairman/Vice-Chairman.

Mr. Clark thanked the City for being able to serve on the Airport Commission. He also thanked and commended the City and Airport Staff for their hard work, with proof in the report that was presented by Davenport.

Vice-Chairman Lemmon thanked everyone for their support. He also congratulated Member Clark on his service.

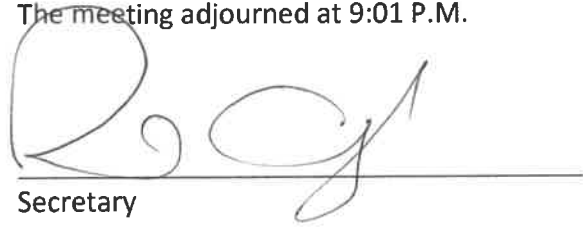
Member Goodie congratulated Vice-Chairman Lemmon and Member Seraydarian on their new positions. He also thanked Chairman Radtke on his leadership and service.

Chairman Radtke reflected on his past years of service and thanked the Commission for their support.

Council Member Coates Ellis addressed Mr. Snare's comment and the proposed policy change for committee, commissions, and boards.

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

The meeting adjourned at 9:01 P.M.



Secretary



Chairman

07/15/21
Date Approved

