

**MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
MINUTES**

May 20, 2021

The Manassas Regional Airport Commission held its regular meeting in the Council Chambers on the above date, attended by Chairman Dan Radtke, Vice Chairman Tom Lemmon, Juan E. Cabrera, Harry J. Clark, Richard H. Seraydarian, James L. Uzzle, Ross Snare, John Snider, and Lawrence Pigeon.

Howard Goodie was unable to attend.

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

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

ITEM 1. Consideration of approval of minutes of the regular meeting held on April 15th, 2021

Member Clark MOVED that the minutes be amended to address typo in Item 1 to say, **“SECONDED by MEMBER Clark CARRIED UNANIMOUSLY.” SECONDED by Member Seraydarian and CARRIED UNANIMOUSLY.**

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.

Mr. Tom Hueg: Provided a status update on the Freedom Museum’s vacancy from the terminal building. Jolene Berry sent an email May 17 saying that the Museum had met all the requirements and closed out the lease. After 22 years of calling the Manassas Regional Airport terminal home, the Freedom Museum has moved on to a new exciting stage and wished the Airport the best in the new space.

AIRPORT DIRECTOR’S REPORT

ITEM 4. Airport Director’s Report

Mr. Rivera stated that the Airport received notification from the DEQ that tank closure investigation in regards to the underground storage tanks have been officially closed and not further action was required.

Mr. Rivera stated that the Airport receive the second COVID relief grant from the FAA. It will be on the agenda for the June Commission meeting. Staff will recommend that it be used to offset staff salaries.

Mr. Rivera will be conducting interviews for Mrs. Witte's position the first week in June.

Mr. Rivera stated that masks are still considered PPE by VOSH and they are still required inside the terminal building. Businesses can make their own determination of mask-use policy.

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

Member Seraydarian asked about the aging report. Mr. Rivera clarified that the accounts are still in arrears based on the agreement with the City, but everything is current. They have paid on time and every time

PRESENTATIONS

ITEM 5. Use of the Laser Inclinometer to Identify Obstructions at the Airport (5 minutes, Staff: Richard Allabaugh)

Presentation Included as attachment to Minutes

ITEM 6. Quarterly Airport Operations and Fuels Sales Report (5 minutes, Staff: Richard Allabaugh)

Presentation Included as attachment to Minutes

OLD BUSINESS

ITEM 7. (Reserved for Old Business)

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. (Reserved for addition of any Committee Reports)

NEW BUSINESS

- ITEM 10.** Consideration of exercising an option to extend the Lease Agreement between the City of Manassas and Fairfax County for hangar space for their Aviation Unit for an additional twelve (12) months. (5 minutes, Staff: Juan Rivera)

Mr. Rivera stated that there would be a 2.9% increase to their lease for the 12 months. He indicated that construction on their Fairfax facility is behind schedule. He also indicated that an email was exchanged with Fairfax and stating that staff would be recommending approval of the extension to the Airport Commission. If it was approved by the Commission, not to come back for any more extensions as they probably wouldn't be granted.

Member Cabrera MOVED to extend the Lease Agreement between the City of Manassas and Fairfax County for hangar space for their Aviation Unit for an additional twelve (12) months. **SECONDED by Member Seraydarian and CARRIED UNANIMOUSLY.**

- ITEM 11.** Nominations for Chair and Vice-Chair of the Airport Commission to serve from July 1st 2021 to June 30th 2022. (5 minutes, Chair, Airport Commission)

Member Seraydarian MOVED to nominate Tom Lemmon for Chair of the Airport Commission. **SECONDED by Member Cabrera.**

Member Uzzle MOVED to nominate Ross Snare for Chair of the Airport Commission. **SECONDED by Member Snare.**

Member Lemmon MOVED to nominate Richard Seraydarian for Vice-Chair of the Airport Commission. **SECONDED by Member Clark.**

Chairman Radtke indicated that nominations will remain open until the next commission meeting.

INFORMATION ITEMS

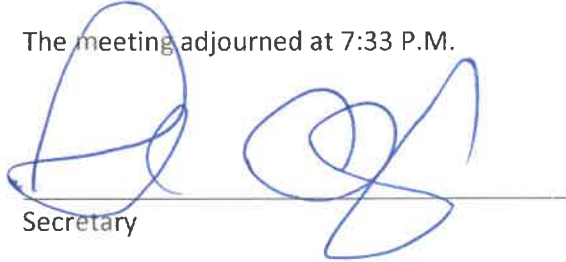
- ITEM 12.** (Reserved for addition of any Information item)

COMMISSION COMMENTS

ITEM 13. Commission Members may make comments or raise questions on matters of interest to the Commission.

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

The meeting adjourned at 7:33 P.M.



Secretary

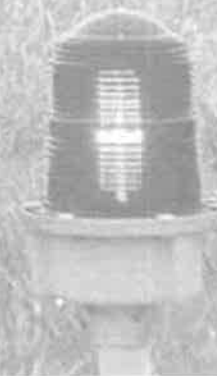


Chairman

6/17/21
Date Approved



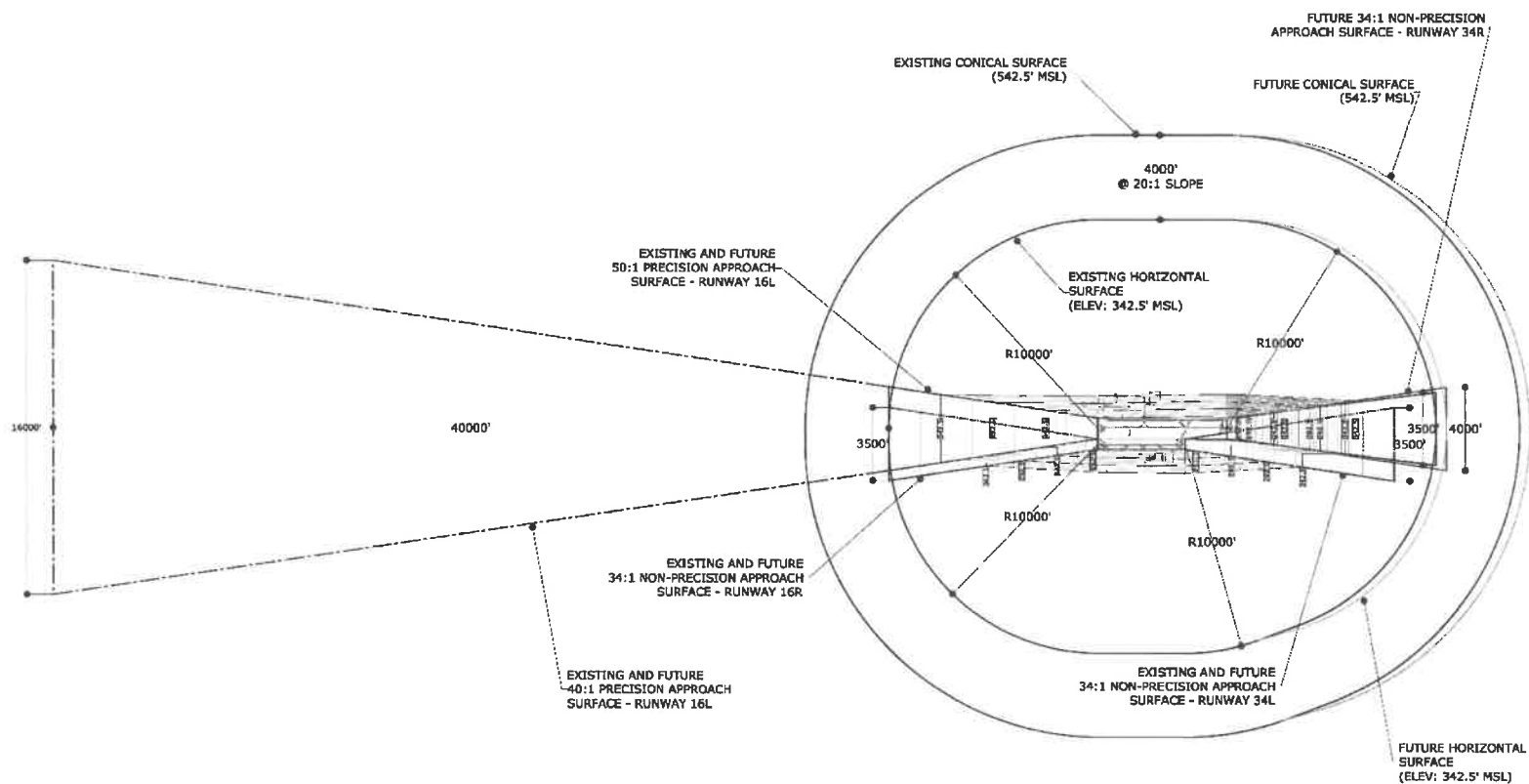
Airport Operations Laser Inclinator Brief



Laser Inclinator

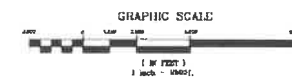
- TruePulse 200X
 - Range - 6,233FT to 8,200FT
 - 7x Optic Zoom
 - Water Resistant
 - Foliage Filter
 - Bluetooth Capable
 - Smart Phone App
- Acquired October 2015 after DOAV 5010 Inspection
 - \$2305.95





LEGEND

- EXISTING PRIMARY SURFACE
- EXISTING APPROACH SURFACES
- EXISTING TRANSITIONAL SURFACES
- EXISTING HORIZONTAL SURFACE
- EXISTING CONICAL SURFACE
- FUTURE TRANSITIONAL SURFACES
- FUTURE HORIZONTAL SURFACE
- FUTURE CONICAL SURFACE
- FUTURE APPROACH SURFACES



CAMERON J. & PAUL LUGGINS INC.		1. NAME	2. DATE
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Chantilly, Virginia 201500-102 800		5. CAP. PM. %	6. CAP. PM. %
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MANASSAS REGIONAL AIRPORT
HARRY P. DAVIS FIELD
AIRPORT LAYOUT PLAN UPDATE
ULTIMATE PART 77 SURFACES

ALT. PROJECTION


SHEET NO.

8
9

Laser Inclinator



Obstruction Analysis

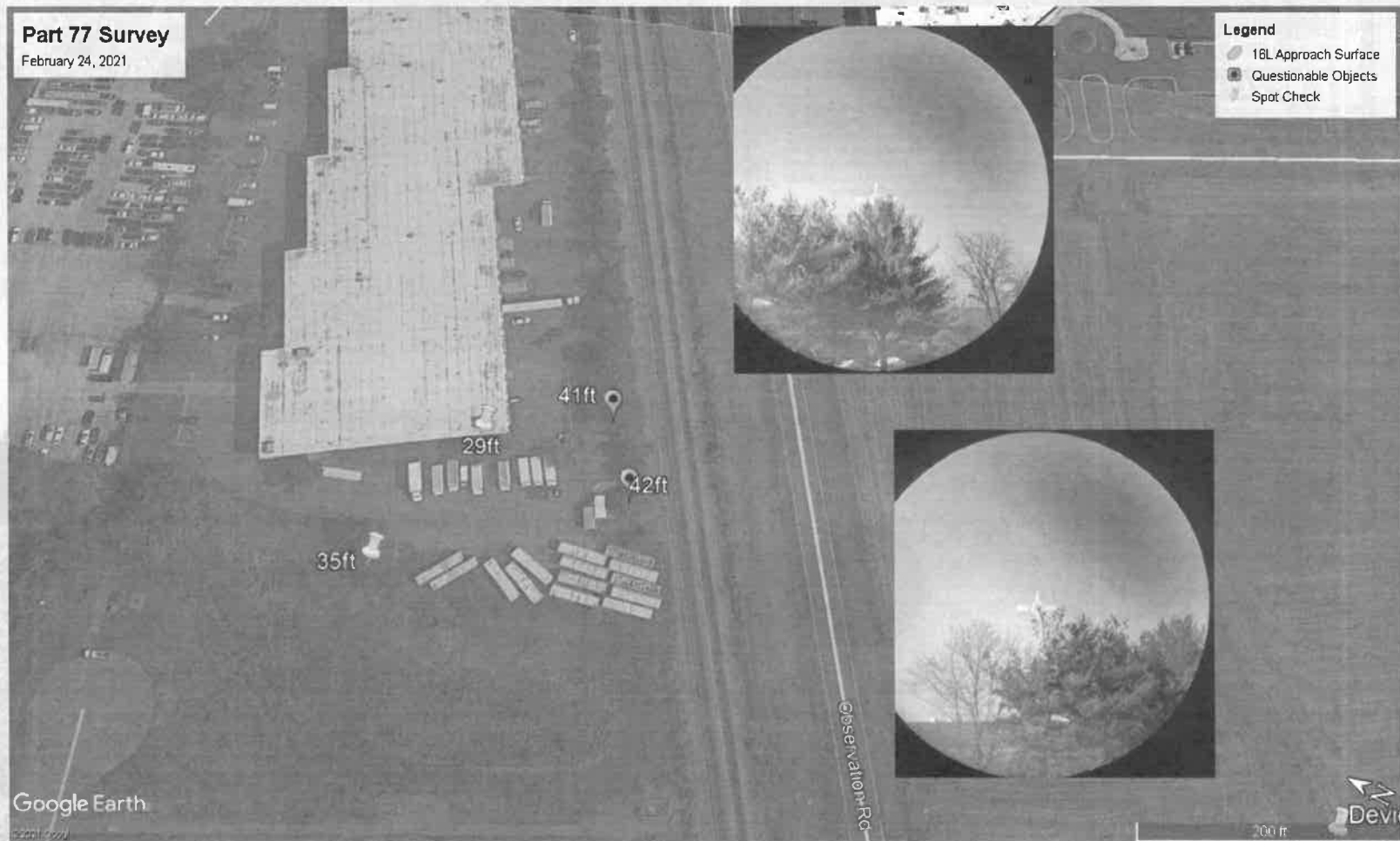
- DOAV Inspections Every 3 years
 - 2015 – 12 Obstructions
 - 2018 – 7 Obstructions
 - 2021 – On Hold
 - Proactive Approach for Identifying Obstructions
 - Spot Inspections
 - 2019 – 1 Obstruction
 - 2021 – 2 Obstructions
- 



Obstruction Analysis



Obstruction Analysis



Contractor Education

**CONSTRUCTION? YES.
CRANE? YES.
LIABLE? ABSOLUTELY.**

**PROTECT YOURSELF FROM LIABILITY BY FILING A
FAA 7460 FORM BEFORE YOU OPERATE.**


**FOR MORE INFORMATION AND TO E-FILE YOUR FORM,
VISIT THE FAA OBSTRUCTION EVALUATION WEBSITE
[HTTP://OEAAA.FAA.GOV](http://oeaaa.faa.gov)**



**QUESTIONS?
CONTACT AIRPORT OPERATIONS
703-361-5488
HEFOPS@MANASSASVA.GOV**

Notice of Proposed Construction or Alteration

Purpose of filing this form:



- Protect yourself from liability
- Evaluate the effect of your construction or alteration on operating procedures
- Determine the potential hazardous effect of your proposed construction on air navigation
- Identify mitigating measures to enhance safe air navigation
- Place new objects on navigational charts

An example 7460 form is located on the reverse side of this document.
For additional forms, please contact Airport Operations at 703-257-8270.

For FAA questions and additional information, please contact
FAA Technician Debbie Cardenas by phone: (817) 321-7755 or via email: debbie.cardenas@faa.gov
or FAA Specialist Cindy Whitten by phone: (816) 329-2528 or via email: cindy.whitten@faa.gov.

Form: HEF 7460-1 July 22, 2015

FAA Form 7460-1 Filing Instructions

The best way to file the form is electronically via the FAA's Obstruction website. <http://oeaaa.faa.gov/>

<p>Construction or alterations that meet any of the following criteria must be filed:</p> <ul style="list-style-type: none"> • Construction on a public use airport • Construction near an airport (within a radius of 5 miles for Manassas) and is 200 feet above the ground • Construction that will penetrate any FAR Part 77 Imaginary surface of the airport or penetrates an imaginary surface with a slope of 100:1 within 20,000 feet of the nearest runway 	<p>When must the form be filed:</p> <ul style="list-style-type: none"> • FAA Form 7460-1 must be submitted no less than 45 days prior to construction beginning <p>Operating a Crane?</p> <ul style="list-style-type: none"> • If a crane will be in operation within 5 miles of the airport, please contact airport operations 72 hours in advance • Cranes must be flagged and/or lighted appropriately (2' x 2' orange or 3' x 3' orange/white checkerboard)
<p>E-file or mail your proposal to the following address:</p> <p>Mail Processing Center Federal Aviation Administration Southwest Regional Office Obstruction Evaluation Group 2601 Meacham Blvd. Fort Worth, TX 76193</p>	<p>Airport Contact Information:</p> <p>Manassas Regional Airport 10600 Harry J. Parrish Blvd. Manassas, VA 20110 (703)257-8270</p>

For more information visit and to E-file your form visit the FAA Obstruction Evaluation Web Site
<http://oeaaa.faa.gov/>

Form: HEF Form 7460-1 July 22, 2015



**Fuel Flowage and Aircraft Operations
May Update**

OPERATIONS – TOTALS

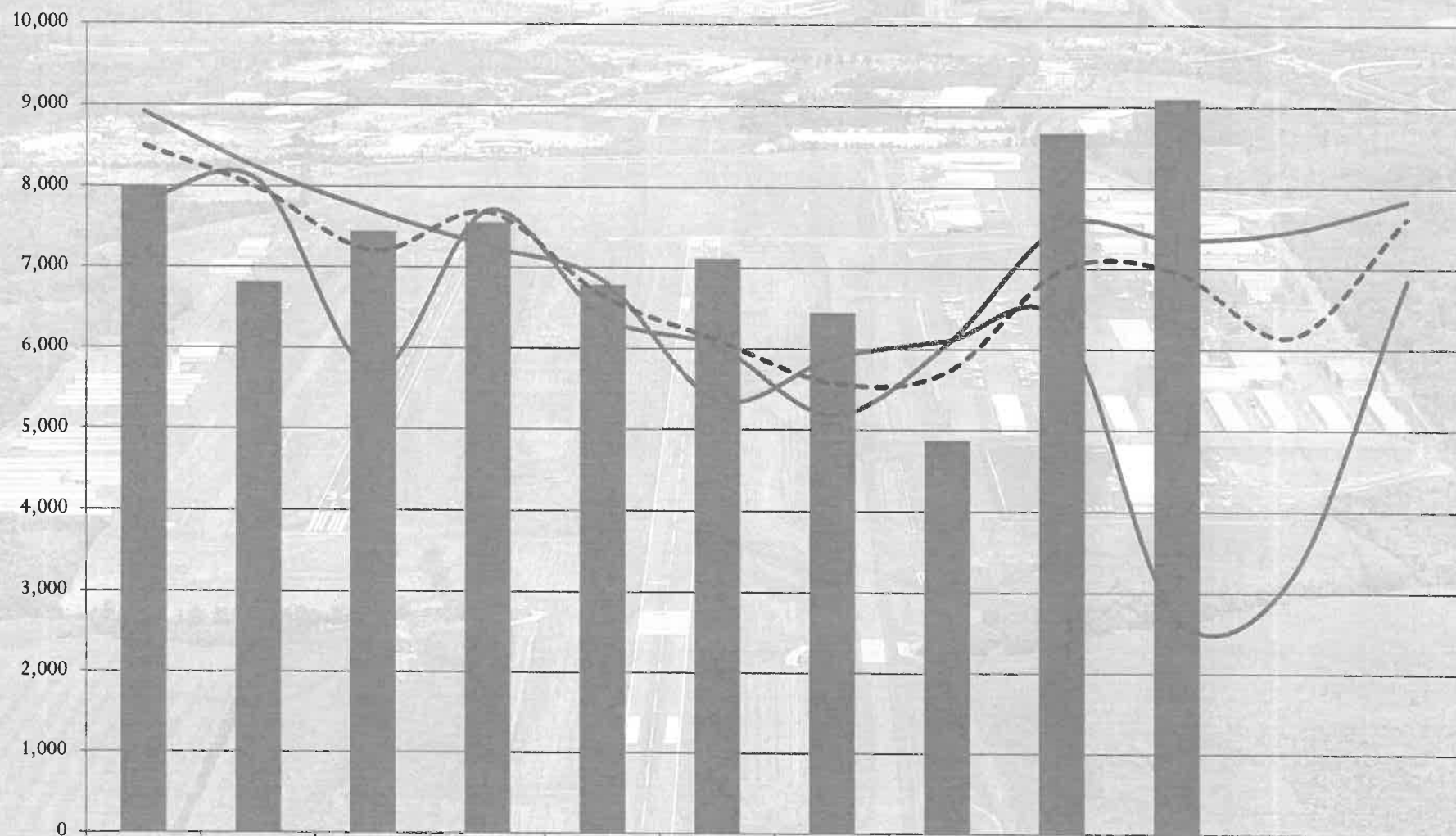
Calendar Year	Operations		Fiscal Year	Operations	
2016	90,163		2016	83,815	
2017	83,911		2017	89,654	
2018	79,930		2018	80,714	
2019	85,701		2019	83,130	
2020	74,765		2020	75,316	
2021	29,097		2021	72,829	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
2016	35,182	54,981	2016	40,597	43,218
2017	37,380	46,531	2017	43,798	45,856
2018	33,538	46,392	2018	34,270	46,444
2019	39,264	46,437	2019	36,409	46,721
2020	30,815	43,950	2020	33,442	41,874
2021	13,922	15,175	2021	31,801	41,028

PERCENT CHANGE

Month	FY2018/FY2019	FY2019/FY2020	FY2020/FY2021
July	-5.32%	13.82%	-10.22%
August	-1.25%	1.96%	-17.07%
September	-20.32%	35.14%	-3.31%
October	6.36%	-5.84%	4.23%
November	2.35%	6.95%	-0.64%
December	11.10%	-11.03%	32.73%
January	-1.20%	13.53%	9.62%
February	20.33%	0.61%	-20.09%
March	23.53%	-16.02%	37.23%
April	-2.32%	-63.36%	237.75%
May	7.23%	-57.20%	
June	6.48%	-12.65%	
Total	2.99%	-9.40%	

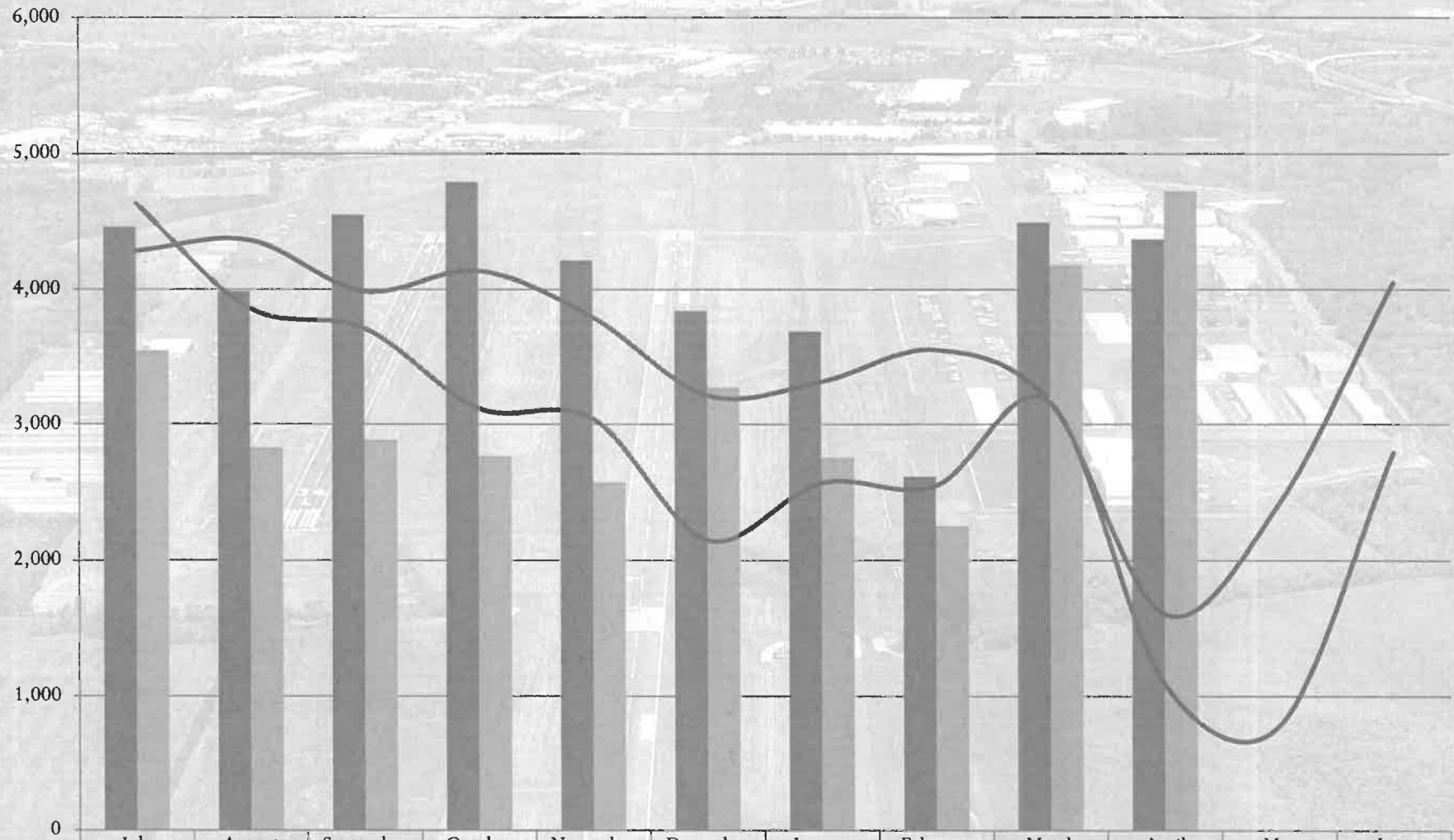
Note - Incomplete Year
Stats through April 30, 2021

Monthly Aircraft Operations - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
2021	8,007	6,816	7,441	7,561	6,790	7,117	6,448	4,873	8,677	9,099		
2020	8,918	8,219	7,696	7,254	6,834	5,362	5,882	6,098	6,323	2,694	3,193	6,843
2019	7,835	8,061	5,695	7,704	6,390	6,027	5,181	6,061	7,529	7,353	7,460	7,834
Average	8,495	7,970	7,199	7,681	6,645	6,102	5,578	5,716	6,986	6,949	6,147	7,612

Local Vs Itinerant - Fiscal



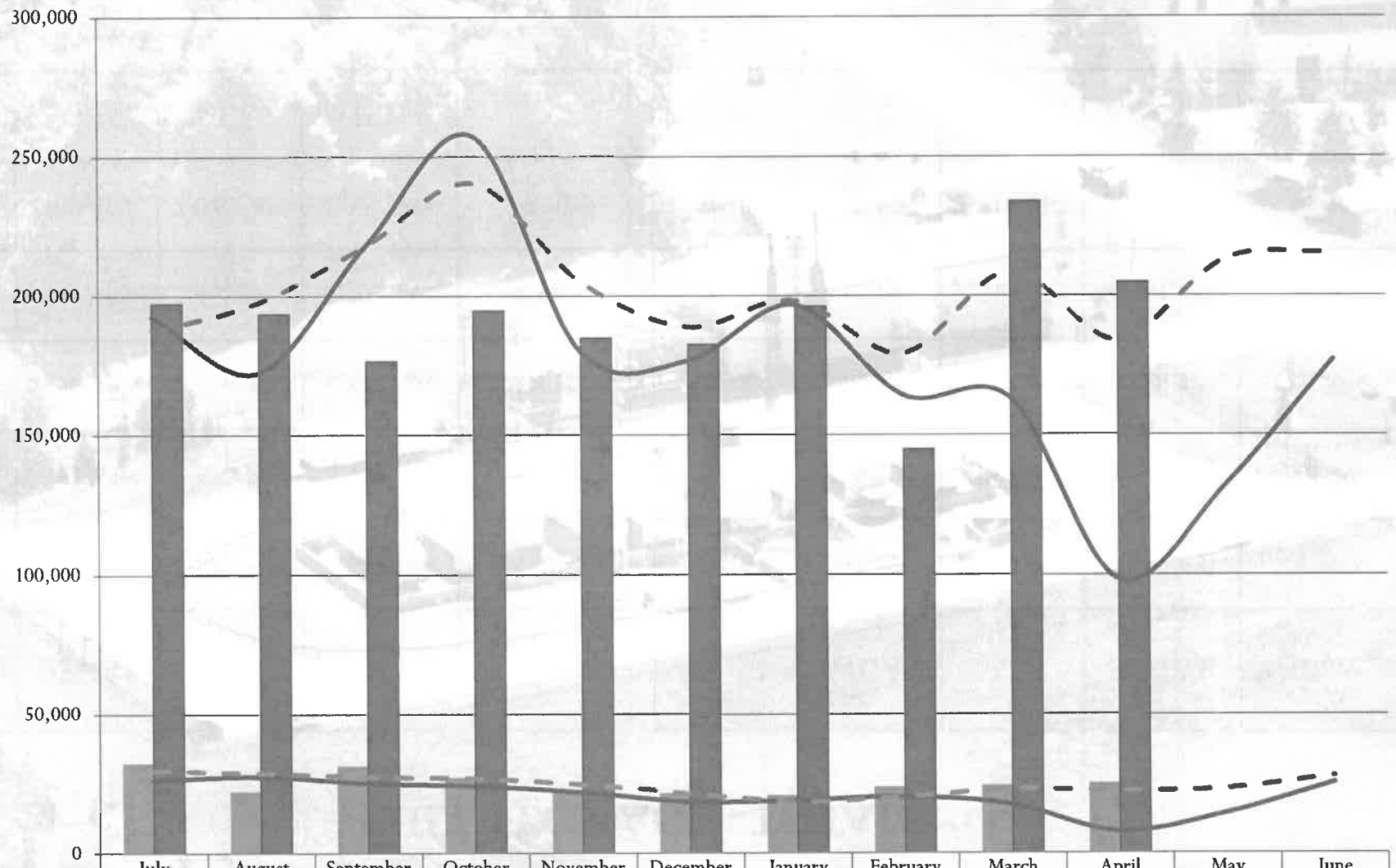
	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2021	4,461	3,986	4,553	4,794	4,215	3,844	3,690	2,617	4,497	4,371		
Local 2021	3,546	2,830	2,888	2,767	2,575	3,273	2,758	2,256	4,180	4,728		
Itinerant 2020	4,284	4,363	3,985	4,138	3,793	3,214	3,314	3,550	3,163	1,605	2,415	4,050
Local 2020	4,634	3,856	3,711	3,116	3,041	2,148	2,568	2,548	3,160	1,089	778	2,793

FUEL FLOWAGE - TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
2016	309,066	2,534,537	2,843,603	-6.59%	2016	300,470	2,587,167	2,887,637	-5.96%
2017	311,650	2,633,283	2,944,933	3.56%	2017	316,294	2,659,679	2,975,973	3.06%
2018	296,197	2,576,100	2,872,297	-2.47%	2018	306,885	2,551,238	2,858,123	-3.96%
2019	284,689	2,458,013	2,742,702	-4.51%	2019	292,146	2,552,229	2,844,375	-0.48%
2020	309,565	2,013,409	2,322,974	-15.30%	2020	265,136	2,110,967	2,376,103	-16.46%
2021	105,460	769,301	874,761		2021	293,923	1,868,278	2,162,201	-9.00%

Note - Incomplete Year
Stats through May 1, 2021

Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2021	32,521	22,253	31,552	27,360	22,373	21,637	21,012	24,019	24,509	25,322		
JETA 2021	197,278	193,642	176,583	194,795	184,915	182,531	196,240	144,873	233,928	204,858		
AVGAS 2020	26,324	27,523	25,274	24,273	22,032	18,608	19,055	20,381	17,507	7,780	14,440	25,491
JETA 2020	192,327	172,309	218,117	257,381	179,753	176,648	196,684	164,154	162,868	98,300	131,972	176,902
Average AVGAS	29,753	28,859	27,519	26,926	24,823	21,485	18,637	20,262	23,062	22,542	23,380	27,790
Average JETA	187,364	197,688	218,029	240,475	204,997	188,723	198,301	179,291	208,665	184,008	212,882	215,341