



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES

**Manassas Regional Airport Commission Meeting
10600 Harry Parrish Boulevard
Manassas, VA 20110
Airport Office Conference Room - Terminal
Thursday, December 16, 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, Larry Pigeon, John Snider, Howard Goodie, Juan Cabrera, Theresa Coates Ellis, and Vanslyn Augustus.

Ross Snare and Anthony McGhee were not present.

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

Chairman Lemmon called the meeting to order at 7:07 p.m.

1. Approval of Minutes

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

Member Snider MOVED to approve the minutes of the regular Airport Commission meeting held on November 18, 2021. **SECONDED by Member Goodie and CARRIED UNANIMOUSLY.**

2. Review of Expenses

2.1 Review of expenses

Member Snider inquired if the document was for monthly expenses. He noted that the Airport paid Reynolds Smith and Hill \$42,000 for the Master Plan Update. Mr. Rivera noted that the entire contract amount was almost \$800,000. Member Seraydarian wanted clarification on what services were being provided. Mr. Rivera indicated that it was a 1 ½ to 2 year process. This includes survey work and plans.

Mr. Rivera indicated that he would recirculate the Master Plan's scope of work via with the commission.

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

Mr. Rivera mentioned that at Monday's City Council meeting, they approved the land lease for the VRE as well as the consent and estoppel agreement for Manassas FBO LLC.

Mr. Rivera provided a status update on Rising Phoenix Aviation, noting that all four (4) aircraft have been booted and liens are being filed on the aircraft. There is no status update on naming the executor of the estate.

Mr. Rivera noted that a 3rd round of COVID money, \$157,000, should be coming in January. The grant would be applied towards salaries and wages as the Airport has previously done with COVID money.

Mr. Rivera noted that the Airport will receive \$3,735,000 as part of the Infrastructure Bill. This would be about \$747,000 over a 5-year period. Staff had a meeting to discuss low-priority projects that the Airport would like to accelerate using these funds. Mr. Rivera explained that an example of a low-priority project would be snow removal equipment and the Taxilane X-ray project.

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

4.3 Aging, Revenue, and Expenditure Reports.

5. **Presentations**

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

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

6. **Old Business**

7. **Consent Agenda**

7.1 **Lease Renewal for Manassas Aviation Maintenance (REMOVED)**

Mr. Seraydarian noted that item 7.1 should be removed from the consent agenda.

Member Cabrera MOVED that item 7.1 be removed from the Consent Agenda. **SECONDED** by Vice Chairman Seraydarian and **CARRIED UNANIMOUSLY**.

7.2 **Lease Renewal for Piston2Jet**

Member Snider MOVED the consent agenda be approved. **SECONDED** by Member Goodie and **CARRIED UNANIMOUSLY**.

8. **Committee Reports (If Available)**

8.1 **Operations Committee Report (5 Mins: Staff: Mr. John Snider)**

Member Snider provided an update on the Operations Committee.

8.2 **Bylaws Update Committee Report (5 Mines: Staff: Mr. Richard Seraydarian)**

Mr. Rivera noted that the City Attorney has three documents to review: the KAO Franchise Renewal clause, the Bylaws, and the Airport's Wildlife Plan. He is waiting on the City Attorney to come back with comments.

9. **New Business**

10. Information Items

11. Commission Comments

Chairman Lemmon noted that there was an article talking about the interference issues with some 5G Networks and certain aircraft autopilots.

Chairman Lemmon asked about the status of the Strategic Plan. Mr. Rivera noted that the Commission should expect something at the January meeting.

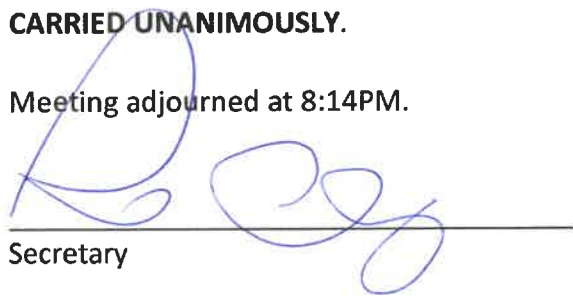
Councilwoman Ellis asked about the status of charter operations and the terminal building.

Mr. Rivera noted that the Airport has updated all the major systems in the terminal building: new roof, new HVAC, new boiler, bathrooms, and rear door. He noted that Mr. Seraydarian attended a meeting with George Mason about putting artwork in the terminal building. Mr. Rivera noted that the Airport has put money in the future budget to replace the terminal chairs and flooring.

Mr. Rivera noted that Ultimate Air has suspended scheduled charter service until April due to shortage of aircraft. Mr. noted that he has had discussion with JSX for potential scheduled charter operations.

Member Cabrera MOVED to adjourn the meeting. SECONDED by Vice Chairman Seraydarian and CARRIED UNANIMOUSLY.

Meeting adjourned at 8:14PM.



Secretary



Chairman

2-18-22

Date