



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, February 17, 2022

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

Ross Snare, Richard Seraydarian, Vanslyn Augustus, and Anthony McGhee were not present.

Airport Personnel In Attendance: Juan E. Rivera (Airport Director), Patty Bibber (Admin Fiscal Coordinator) and Richard Allabaugh (Airport Operations).

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

1.

1.1 Approval of Meeting Minutes for January 20, 2022

Member Goodie **MOVED** to approve the minutes of the regular Airport Commission meeting held on January 20, 2022. **SECONDED** by Member Pigeon and **CARRIED UNANIMOUSLY**.

2.

Review of Expenses

2.1 Review of Expenses

Member Goodie inquired about expenses regarding office supplies from Target. He asked whether the cost was a cumulative total or from last month. Mr. Rivera explained that we have accounts with Target and Costco for paper, meeting expenses, and snacks and that the cost is to date for the entire fiscal year.

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 Director's Report

Mr. Rivera introduced the Patty Bibber, the new Admin Fiscal Coordinator. Ms. Bibber gave a brief overview of her credentials.

Mr. Rivera noted that the airport is to receive \$750,000 per year for the next 5 years as part of the Infrastructure Bill passed by Congress. Staff is working to come up with projects/equipment that they can complete/acquire as part of this additional funding. Mr. Rivera noted that staff was working with the FAA.

Mr. Rivera gave an update on the new tower project. Staff is waiting for notice on available funding. In the meantime, staff is working with Michael Baker, engineer firm, on the project. It is the intent of the Airport to give the tower to the FAA.

Mr. Rivera noted that staff attended Legislative Day in Richmond. There were a number of people present from the City of Manassas as well.

Mr. Rivera mentioned that staff presented the annual report to City Council on Monday. Feedback was positive. Staff noted that Airport had 105,000 aircraft operations in the past year, which was the highest it has been in over 10 years.

Mr. Rivera noted that the Chairman Lemmon and Member Snare will be representing the Commission during the master plan process and will provide status updates to the whole Commission.

Mr. Rivera noted that staff has a round table with Prince William County (PWC) public schools on Friday. Airport tenants were present as well. The intent of the meeting was brainstorming ideas on how to get students involved in aviation. A plan is in the works to host a career day at the Airport.

Mr. Rivera provided a status update on the Rising Phoenix. Staff has booted the four (4) aircraft and liens are being placed on the aircraft. Staff is also coordinating with the City Attorney on drafting a lease cancellation letter to the next of kin.

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 Quarterly Airport Maintenance Report (Mr. Doug McCauley, 8 minutes).

Mr. McCauley noted that he is taking lead on coordinating this year’s VAOC Maintenance Conference.

6. Old Business

6.1 Review and Approve the Airport’s Updated 2022 Strategic Plan. (Mr. Juan Rivera, 10 minutes)

Member Cabrera noted that he had not had time to review the Strategic Plan.

Member Snider MOVED to approve the Airport Commission’s Strategic Plan and forward them to the City Council for review and approval. SECONDED by Member Goodie and CARRIED UNANIMOUSLY.

6.2 Approve Airport Commission’s Updated Bylaws and forward them to the City Council for review and approval. (Mr. Juan Rivera, 10 minutes)

The Commission had extensive discussion on the draft Bylaws . It was noted that under Section 5.1, the sentence “who may be Prince William County residents” should be removed from the document. Chairman Lemmon stated that he didn’t feel it was the Commission’s place to tell the County how to appoint their members.

Member Snider MOVED to approve the Airport Commission’s Bylaws with the suggested changes and forward them to the City Council for review and approval. SECONDED by Member Pigeon and CARRIED UNANIMOUSLY.

7. Consent Agenda

7.1 Approve Renewal of Lease Agreement between the City and Manassas Aviation Maintenance.

Member Cabrera MOVED to remove item 7.1 from the consent agenda for discussion. SECONDED by Member Snider and CARRIED UNANIMOUSLY.

Member Goodie noted that in Section 7.2.1 Snow and Ice should be capitalized and that the meets and bounds of the lease agreement be included in the final document.

Member Goodie MOVED to approve the renewal of the lease agreement between the City and Manassas Aviation Maintenance. SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

8. Committee Reports (If Available)

8.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)

9. New Business

9.1 Review and recommend approval of the Rates and Charges Ordinance that will be forwarded to City Council for their approval. (Mr. Richard Allabaugh, 5 minutes)

Chairman Lemmon asked Mr. Allabaugh if there are mechanisms in place to take a deposit or hold a check prior to using the facilities. Mr. Allabaugh indicated that there was not as it would take extensive staff time to take a deposit then refund it for every meeting. Staff has mechanisms in place to generate an invoice should the facilities be left in less than satisfactory condition. Individuals sign an agreement accepting these terms prior to using the space.

Member Snider MOVED to approve the Rates and Charges Ordinance and forward to City Council for their approval. SECONDED by Member Uzzle and CARRIED UNANIMOUSLY.

9.2 Review and Approve an Assignment of Franchise for Buchanan Properties. (Mr. Juan Rivera, 5 minutes)

Mr. Rivera indicated that nothing was sent from Buchanan Properties. There is no item to discuss. Mr. Rivera indicated that the item will be placed on next month's agenda for approval.

10. Information Items

10.1 Letter to FAA Administrator

11. Commission Comments

11.1 Council Representative Comments

Member Uzzle MOVED to adjourn the meeting. SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.

Meeting adjourned at 8:35PM.


Secretary


Chairman

4/11/2022
Date