

**MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
MINUTES**

October 21, 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, Ross Snare, John Snider, Howard Goodie, Juan Cabrera, Theresa Coates Ellis, Anthony McGhee, and Vanslyn Augustus.

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

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

ITEM 1. Member Goodie **MOVED** to approve the minutes of the regular Airport Commission meeting held on September 16, 2021. **SECONDED** by Member Snare 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.

AIRPORT DIRECTOR'S REPORT

ITEM 4. Airport Director's Report by Juan Rivera
Review of the Commission of Revenue report of funds from airport businesses that go into the general fund.
Rising Phoenix update – Owners have passed away and business is non-operational. Once the executor is established and the hangar is cleared out we will rent the hangar to the next on our waiting list.
Reminder that the Retreat is Saturday October 23rd.
November 4th is a work session and December will present findings
Review of the written report. Mr. Rivera pointed out the new section "City Council Actions in Regards to the Airport"
Runway 16R/34L Rehabilitation is 99% done. Finishing up the punch list items.

PRESENTATIONS

ITEM 5. 5.1 Update on I-66 Outside of the Beltway Project (15 minutes, Mr. Chris Doherty)

5.2 Overview of the Airport's Capital Improvement Plan (CIP) Budget (20 minutes, Staff: Juan Rivera)

5.3 Update of Airport’s Social Media and Marketing Efforts (10 minutes, Staff: Paige Kroner)

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 6. (Reserved for addition of any Consent Agenda item)

COMMITTEE REPORTS IF AVAILABLE

ITEM 7. 7.1 Airport Bylaws Committee (5 minutes, Committee Chair, Mr. Seraydarian)
Mr. Snider reported that the draft is with the city attorney

7.2 Airport Operations Committee (5 minutes, Committee Chair, Mr. Snider)
Mr. Snider said the draft provisions of the ops committee currently says that non-commission members are not allowed to serve on the committee. There was discussion to change the language to allow non-commission members to be appointed to the ops committee with the approval of the chairman and the commission.
The Ops committee is also reviewing the airport security requirements and will provide an assessment next meeting.

OLD BUSINESS

ITEM 8. (Reserved for addition of any Old Business Item)

NEW BUSINESS

ITEM 9. 9.1 Consideration and approval of the Airport’s Budget Calendar (5 minutes, Staff: Juan Rivera)
Member Snider MOVED to approve the motion. SECONDED by Member Seraydarian. Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon -YES
- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus - YES
- Anthony McGhee - YES

The motion CARRIED UNANIMOUSLY.

9.2 Approve a Consent and Estoppel Agreement between the City and SJCO – Aurora Manassas, VA LLC and Recommend that the City Council approve the Agreement (5 minutes, Staff: Juan Rivera)

Member Goodie MOVED to approve the motion. SECONDED by Member Seraydarian. Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon -YES

- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus - YES
- Anthony McGhee - YES

The motion CARRIED UNANIMOUSLY.

9.3 Approve an update to the Airport Minimum Standards' Insurance Matrix that would require \$1 million in Environmental Insurance for airport businesses with Hangar Foam Suppression Systems. (5 minutes, Staff: Juan Rivera)

Member Cabrera MOVED to approve the motion. SECONDED by Member Seraydarian with correction of typos. Chairman Lemmon asked for a roll call vote.

- Charles T. Lemmon, Jr., Chairman - YES
- Lawrence Pigeon -YES
- Howard W. Goodie -YES
- Richard H. Seraydarian - YES
- James L. Uzzle -YES
- Juan E. Cabrera - YES
- Ross Snare – absent
- John Snider - YES
- Vanslyn Augustus - YES
- Anthony McGhee - YES

The motion CARRIED UNANIMOUSLY.

INFORMATION ITEMS

ITEM 10. (Reserved for addition of any Information item)

AUTHORIZED CLOSED MEETING

ITEM 11. (Reserved for meetings that are authorized to be closed to the public)

CITY COUNCIL'S AIRPORT REPRESENTATIVE TIME

ITEM 12. The City Council member assigned to the Airport Commission may make comments or raise questions to the Commission regarding issues that may impact the Airport.
Council member Coates Ellis spoke about the recent appointments committee training that occurred this week that met here at the airport. Discussed marketing and suggested WhatsApp for international communication; Adding Social media stories is also a good way to engage with followers. Discussed our need for an upgraded and separate website from the city's.

COMMISSION TIME

ITEM 13.

Commission Members may make comments, raise questions, or discuss matters of interest to the Commission.

Member Snider reminded everyone about voting.


Chairman Lemmon will be sending the commission members aviation links he finds helpful as we start our Master planning conversations.

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

The meeting adjourned at 9:25 P.M.



Secretary



Chairman

2-18-22