

MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
AGENDA

October 15th 2020

7:00 PM –City Hall, Council Chambers
9027 Center Street
Manassas, VA 20110

ITEM 1. **Airport Director’s Report**

- 1.1 Upcoming Annual Report

ITEM 2. **Consent Agenda**

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved".

SUGGESTED MOTION #2: "I move that Items # and # be removed from the Consent Agenda and be added as Items # and #, respectively, and that the remaining Consent Agenda items be approved as it now appears".

- 2.1 Approval of Minutes: Regular Meeting of September. (Staff: Rita Witte)

ITEM 3. **Committee Reports**

- 3.1 Rules and Regulations. (Mr. Tom Lemon: Vice-Chair)

ITEM 4. **New Business**

- 4.1 Discuss the bids received FAA Tower Roof and Cat Walk Replacement (Staff: Juan Rivera)
- 4.2 Approve the FY 2021 Budget Calendar (Staff: Juan Rivera)
- 4.3 Approve requesting a surplus Sweeper from Norfolk International Airport (Staff: Juan Rivera)

ITEM 5. **Old Business**

- 5.1 Discuss Virginia Railway Express request for either amending the existing agreement to extend the term by 12-months or to execute a new short-term agreement with the City, additionally VRE also asks that the City consider waiving escalation for the period of November 2020 to November 2021, which escalation has historically been at the rate of 3% annually. (Staff: Juan Rivera)

ITEM 6. **Commission Members Comments**

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

ADJOURNMENT



Memorandum

October 9, 2020

TO: Manassas Regional Airport Commission
FROM: Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR OCTOBER 2020

REQUEST FOR FRANCHISE PROPOSALS (RFFP)

The second RFFP for the SE Corporate pad site is available at the office of the City Clerk and can also be downloaded at the Airport's website. All proposals are due on November 9, 2020.

The second RFFP for the two 12,000 sf hangars located at 10500 and 10502 Wakeman Drive is available at the office of the City Clerk and can also be downloaded at the Airport's website. All proposals are due on November 9, 2020. Both RFFPs will be advertised in the local newspaper as required by franchise law.

AIR TRAFFIC CONTROL TOWER REDUCED OPERATIONAL HOURS.

The Manassas tower operating hours are currently 0800 to 2000. The Director is working with the FAA to get the hours extended to pre-pandemic operational hours. The Director has requested that the FAA change the hours to 0700 to 2100 since the amount aircraft operations has been increasing.

TIE-DOWN OCCUPANCY

East and West Tie-Down – 122 out of 171 Rented – 71% Rented

West Tie-Down: 44 out of 85 Rented
51% Rented – **1 new tenant.**

East Tie-Down: 78 out of 86 Rented
92% Rented – **1 tenant vacated.**

Squatters
N/A

T-HANGAR OCCUPANCY RATE

West T-Hangars: 57 out of 59 Rented
97% Rented – **No change**

East T-Hangars: 91 out of 97 Rented
94% Rented – **Two vacated.**

East and West Hangars – 148 out of 156 – 95% Rented

Total on List – 162

East Side List – 156
Airport Director's Report
October 9, 2020
Page Two

West Side List – 107
60x50 List – 15

NOISE COMPLAINTS

There were nine (9) noise complaints recorded by Airport Operations in the month of September 2020 (8 Helicopters, 1 Fixed Wing Airplanes, and 0 unknown).

A noise complaint form is available on the Airport's website for citizens who have noise concerns. The form can be completed and submitted online, or a citizen can call the Noise Hotline 24/7 at (703) 257-2576. Staff is continuing to exercise contacts with operators in an effort to educate on Noise Program. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military.

TAXIWAY G/TAXILANE Y (CONSTRUCTION)

Chemung has reached substantial completion on the construction of Taxiway G and Taxilane Y. They are working on the final punch list. It is anticipated that this project will come in under budget.

RUNWAY 16R/34L REHABILITATION (Construction Phase)

The notice-to-proceed was issued on October 5th. The short runway will be closed 45 days during the rehabilitation. The contract time is 47 days. The contractor has milled the entire runway and is placing light cans.

FAA ATC TOWER LEAK & ROOF REPLACEMENT

The Airport received two bids for the FAA Tower Roof Replacement project. Both bids were way over the anticipated cost. The staff is evaluating the next step in the process. It may be that we just replace the tower roof and base building roof and not replace the cat walk at this time.

TERMINAL BUILDING ROOF REPLACEMENT

The terminal roof replacement is ongoing. The project will take 3 to five weeks to complete.

SE CORPORATE PAD SITE

The Airport must reimburse the VDOA for those areas of the SE Corporate Pad site development that was not eligible for State funding. The Department indicated that the Airport would have to pay the State back after the Chantilly Air FBO project was completed. This is expected to take place in June of this year. NO CHANGE.

AIRPORT RULES AND REGULATIONS UPDATE

Ms. Jolene Berry, Mr. Juan Cabrera and Mr. Tom Lemon met on October 6, 2020 to discuss the process of updating the Rules and Regulations and to begin the review process.

VRE EXPANSION

Airport Director's Report
October 9, 2020
Page Three

The VRE is moving forward with appraisals, surveys and their design effort. The Airport staff has reviewed and submitted commits on the CATEX that the VRE plans to submit to the FAA for approval.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H has received comments from FEMA on the Conditional Letter of Map Revision (CLOMAR). RS&H are moving forward with responding to the comments.

TERMINAL ELEVATOR REPAIR

The airport staff has issued a Purchase Order (P.O.) to have the elevator fixed. Hopefully the elevator will be repaired within the next three weeks.

GMU BEE INIATIVE

George Mason University is reviewing the draft License Agreement that will give them access to airport property to place their bee hives. They have indicated that they would like to have the bee hives relocated by the end of October.

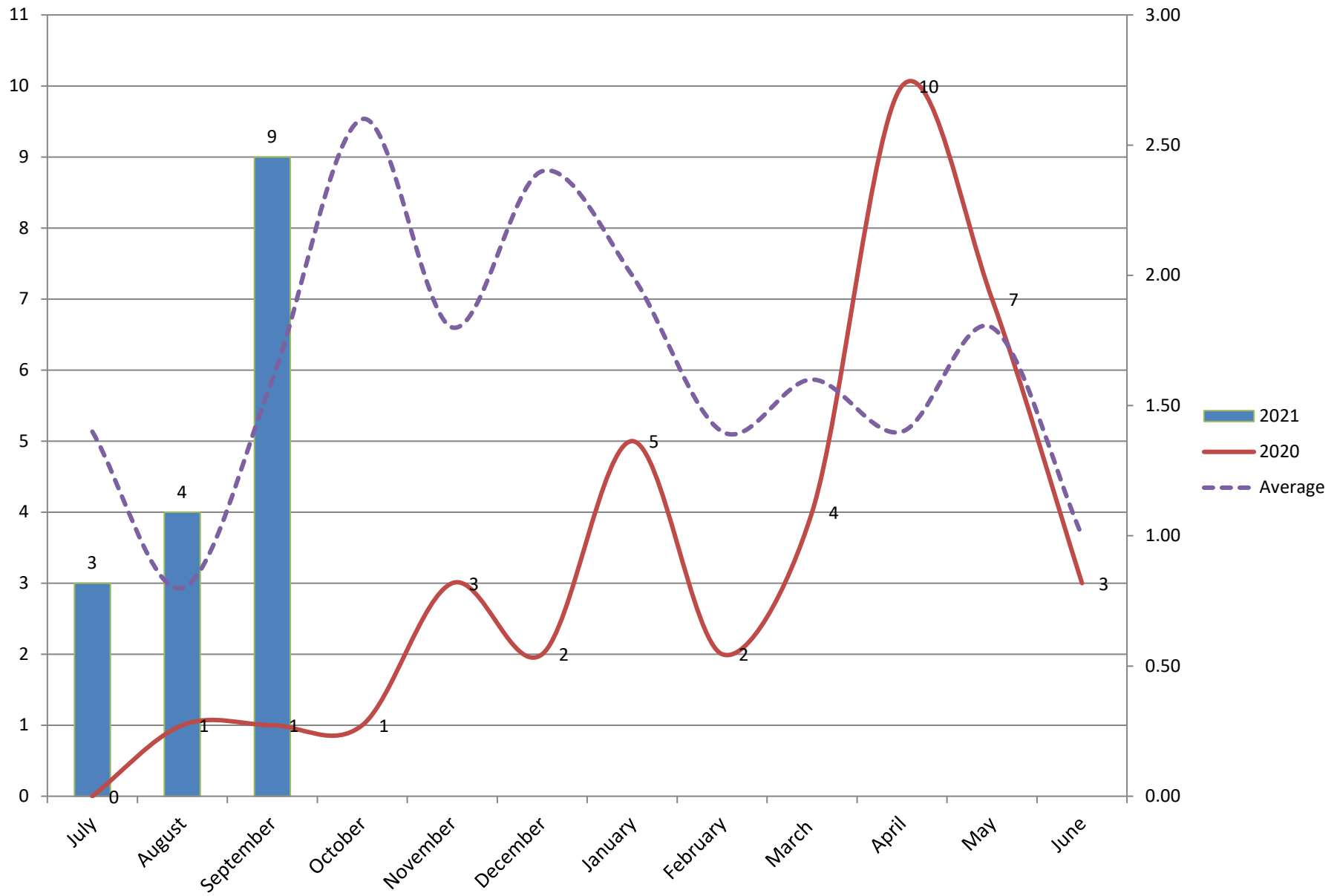
UPCOMING EVENTS

Airport Business Recognition – November 4, 2020
Annual Airport Report to City Council – November 9, 2020

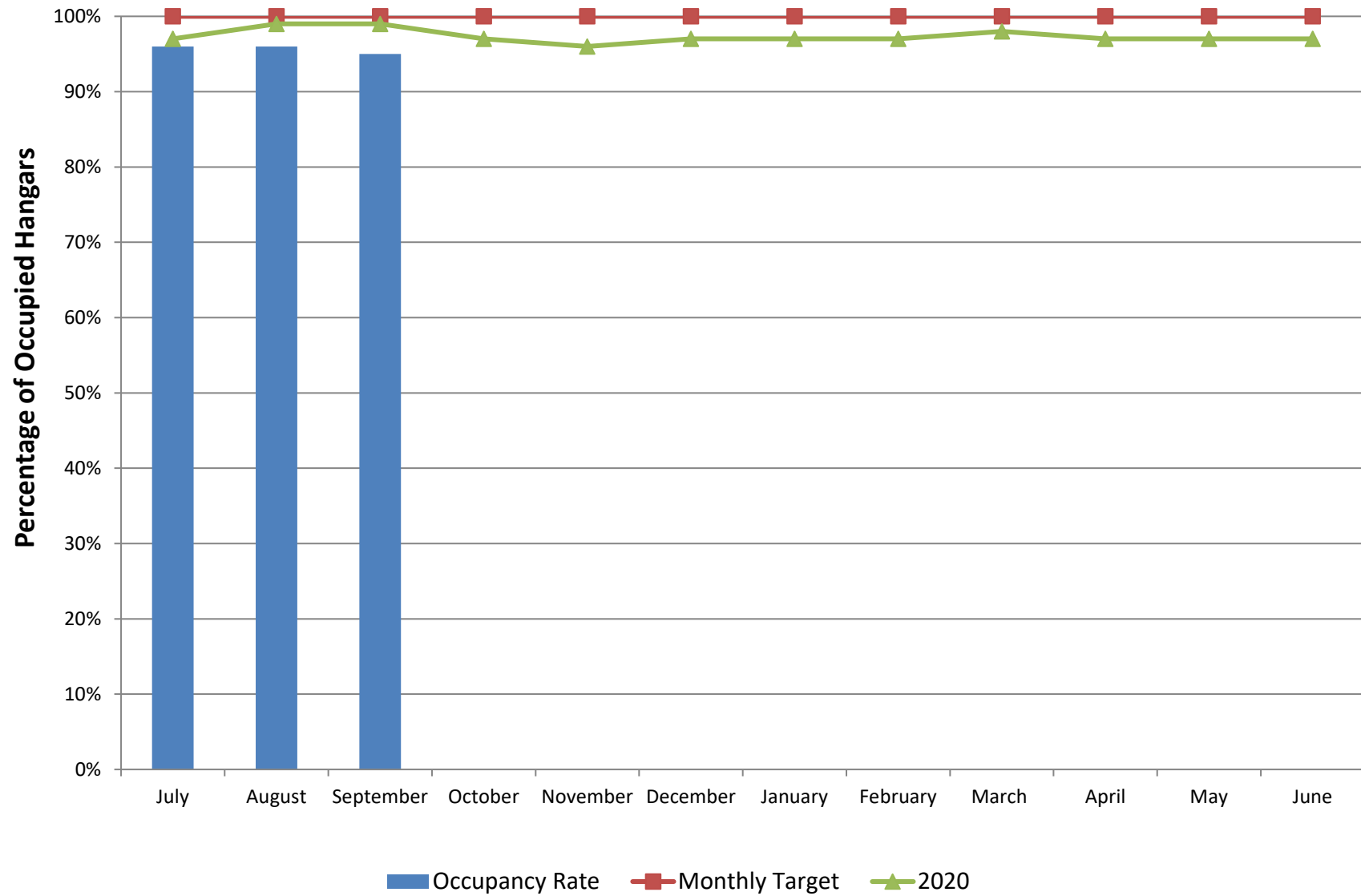


Juan E. Rivera, Director
Manassas Regional Airport

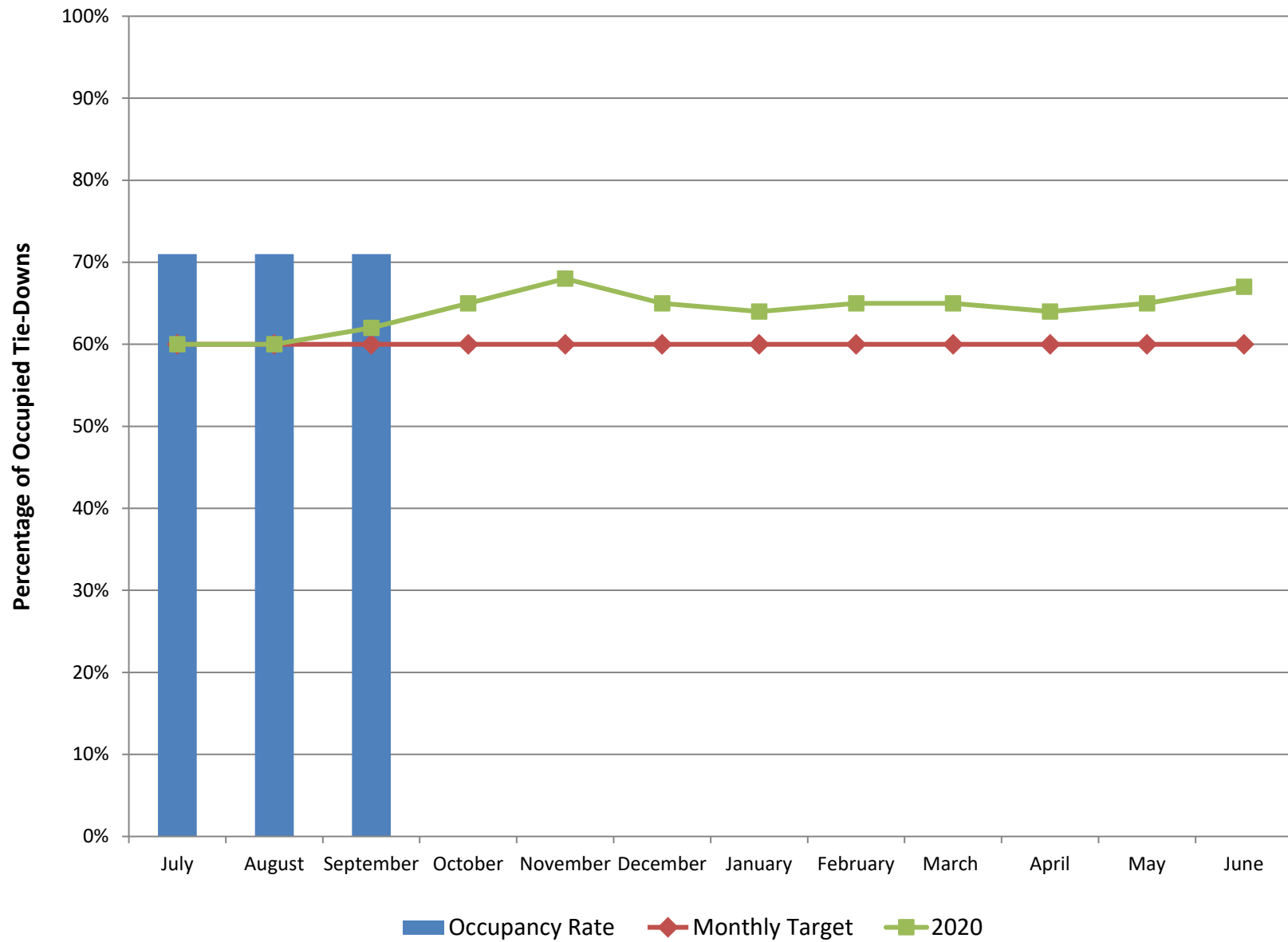
Noise Complaints FY 2020-2021



FY2021 Hangar Occupancy Rates



FY2021 Tie-Down Occupancy Rates



MONTHLY EXPENSES			
Vendor	Description	Past 30 days	FY20 Gross Amount
AM ASSOC OF AIRPORT EXEC AAAE	digicast membership		\$ 1,014.48
AMERICAN DISPOSAL COMMERCIAL SVCS, INC	AMERICAN DISPOSAL SERVICES		\$ 5,574.16
CINTAS CORP.	Medical Supplies	\$ 33.58	\$ 132.70
COMCAST	Cable Service	\$ 125.32	\$ 1,990.61
EAGLE PROTECTION SERVICES INC	SECURITY SERVICES	\$ 6,398.28	\$ 96,843.69
FINLAY FIRE	ARFF Truck Service		\$ 6,571.81
LABOR FINDERS	Temporary Help - Maintenance		\$ -
ORACLE ELEVATOR	Service Call/Inspections	\$ 150.00	\$ 4,038.24
M C W SOLUTIONS LLC	camera repair/replacement		\$ -
MOOR GREEN ESTATES HOMEOWNERS	MOA Fees		\$ 3,860.00
OLDE TOWNE LANDSCAPING	Mowing Services	\$ 198.19	\$ 13,658.74
ORKIN EXTERMINATING CO INC	Orkin services		\$ 1,065.52
PROTECTION 1 ALARM	Security Monitoring		\$ 676.25
TEMPORARY SOLUTIONS, INC	Temporary Help - Admin		\$ -
ATLANTIC SWEEPING SERVICES INC	Sweeping Services	\$ 380.00	\$ 4,449.08
TRUGREEN CHEMLAWN	lawn service	\$ 384.91	\$ 1,924.55
U S PLANTS INC	PLANTS	\$ 104.64	\$ 1,360.32
CINTAS CORP.	Uniforms	\$ 118.89	\$ 1,485.28
CINTAS CORP.	Terminal Mats	\$ 22.17	\$ 385.89
VA BUSINESS SYSTEMS	KONICA COPIER LEASE	\$ 222.61	\$ 3,976.98
VERIZON	703-060-1303	\$ 10.25	\$ 221.25
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 1,274.00	\$ 20,617.08
WASHINGTON GAS	10529 wakeman dr	\$ 40.10	\$ 2,525.97
WASHINGTON GAS	10400 wakeman dr	\$ 297.52	\$ 19,422.78
CITY OF MANASSAS UTILITIES			
Vendor	Description	Past 30 days	FY20 Gross Amount
MANASSAS, CITY OF UTILITIES	10531 TERMINAL	\$ 71.89	\$ 342.02
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 3,360.09	\$ 35,961.01
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 36.38	\$ 2,386.47
MANASSAS, CITY OF UTILITIES	9950 WAKEMAN	\$ 13.16	\$ 131.57
MANASSAS, CITY OF UTILITIES	10481 OBSERVATION	\$ 601.12	\$ 6,011.20
MANASSAS, CITY OF UTILITIES	10601 WAKEMAN	\$ 1,626.14	\$ 15,943.99
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 43.67	\$ 524.40
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 39.39	\$ 808.12
MANASSAS, CITY OF UTILITIES	10600 OBSERVATION	\$ 282.21	\$ 3,405.08
MANASSAS, CITY OF UTILITIES	10401 WAKEMAN	\$ 293.00	\$ 3,339.23
MANASSAS, CITY OF UTILITIES	10557 WAKEMAN	\$ 83.72	\$ 1,193.13
MANASSAS, CITY OF UTILITIES	10577 WAKEMAN	\$ 136.17	\$ 1,295.07
MANASSAS, CITY OF UTILITIES	10567 WAKEMAN	\$ 129.99	\$ 1,677.90
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 22.05	\$ 227.31
MANASSAS, CITY OF UTILITIES	10451 WAKEMAN	\$ 161.64	\$ 1,670.18
MANASSAS, CITY OF UTILITIES	10557 TERMINAL	\$ 70.38	\$ 1,080.79
MANASSAS, CITY OF UTILITIES	10549 TERMINAL	\$ 42.31	\$ 634.50
MANASSAS, CITY OF UTILITIES	10541 TERMINAL	\$ 44.57	\$ 1,077.51
MANASSAS, CITY OF UTILITIES	10529 TERMINAL	\$ 44.99	\$ 1,708.31
MANASSAS, CITY OF UTILITIES	10501 TERMINAL	\$ 515.40	\$ 5,218.74
MANASSAS, CITY OF UTILITIES	10547 TERMINAL	\$ 118.06	\$ 1,393.57
MANASSAS, CITY OF UTILITIES	10631 OBSERVATION	\$ 46.33	\$ 820.14
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 208.17	\$ 2,226.45
MANASSAS, CITY OF UTILITIES	10509 WAKEMAN DR	\$ 446.72	\$ 2,911.38
MANASSAS, CITY OF UTILITIES	10499 OBSERVATION RD	\$ 129.28	\$ 2,105.27
MANASSAS, CITY OF UTILITIES	10501 OBSERVATION RD	\$ 137.99	\$ 5,324.11
AIRPORT PROJECTS			
Vendor	Description	Past 30 Days	FY20 Gross Amount
DELTA AIRPORT CONSULTANTS INC	General Engineering		\$ 34,810.62
DELTA AIRPORT CONSULTANTS INC	Contract Taxiway G/ Taxiway Y		\$ 687,201.47
REYNOLDS SMITH & HILLS INC	Runway 16R/34L Rehab Design		\$ 326,628.01
CHEMUNG	CONSTRUCTION	\$ 500,886.25	\$ 549,674.92
REYNOLDS SMITH & HILLS INC	LOMR East Corp Expansion		\$ 14,124.91
REYNOLDS SMITH & HILLS INC	WEST APRON REHAB DESIGN AND BID		\$ 246,842.63
TOWER INVOICES			
Vendor	Description	Past 30 Days	FY20 Gross Amount
MANASSAS, CITY OF UTILITIES	10603 observation	\$ 279.36	\$ 2,257.56
MANASSAS, CITY OF UTILITIES	10605 observation	\$ 666.20	\$ 9,379.89
UNIFIRST CORP	Tower Mats	\$ 22.35	\$ 395.53
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 836.00	\$ 11,671.09
WASHINGTON GAS	10603 Observation	\$ 24.99	\$ 710.42

10/9/2020

Aging Report

Item 2

Customer Id	Customer Name	Unpaid Balance	Billed Amount	Adjusted Amount	Paid Amount	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past	Total Due Now
36438	LOVE, ANDREW	\$0.67	\$80.00	\$0.00	\$79.33	\$0.67	\$0.00	\$0.00	\$0.00	\$0.67
36504	JONES, FORREST	\$50.21	\$1,500.00	\$0.00	\$1,449.79	\$50.21	\$0.00	\$0.00	\$0.00	\$50.21
36535	THOMPSON, LOREN	\$670.00	\$670.00	\$0.00	\$0.00	\$335.00	\$335.00	\$0.00	\$0.00	\$670.00
36865	RYCHLIK, KEVIN	\$480.00	\$480.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$240.00	\$480.00
38127	GARCIA, MICHAEL	\$5.58	\$335.00	\$0.00	\$329.42	\$5.58	\$0.00	\$0.00	\$0.00	\$5.58
38602	RIGNEY, JOHN	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
42215	AMERICAN HELICOPTERS INC	\$9,987.83	\$10,298.22	\$0.00	\$310.39	\$1,716.37	\$1,716.37	\$1,716.37	\$4,838.72	\$9,987.83
42744	AMERICAN AVIATION SERVICES LLC	\$69,162.46	\$64,648.48	\$5,149.11	\$635.13	\$11,053.16	\$8,695.48	\$10,009.79	\$39,404.03	\$69,162.46
43119	VIRGINIA AIRBORNE SEARCH & RESCUE SQUAD	\$7,705.48	\$7,705.48	\$0.00	\$0.00	\$0.00	\$0.00	\$1,926.37	\$5,779.11	\$7,705.48
46729	CAMPBELL, DANA L	\$7.99	\$7.99	\$0.00	\$0.00	\$0.00	\$0.00	\$2.99	\$5.00	\$7.99
46846	RAVEN AVIATION, LLC	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
48662	PARDUE, SCOTT	\$569.33	\$1,120.00	\$0.00	\$550.67	\$560.00	\$9.33	\$0.00	\$0.00	\$569.33
51074	BARRY, MARK	\$240.00	\$240.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$0.00	\$240.00
		\$89,039.55	\$87,245.17	\$5,149.11	\$3,354.73	\$14,040.99	\$10,916.18	\$13,815.52	\$50,266.86	\$89,039.55

10/9/2020

Revenue

Item 1

ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
57097400	315200	Leases and Rents	-2,133,220	0	-2,133,220	-708,548.01	-1,424,672	33.2
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-305,903.28	-652,887	31.9
57097400		Total 57097400 Use of Money & Prope	-3,092,010	0	-3,092,010	-1,014,451.29	-2,077,559	32.8
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-37,226.26	-32,774	53.2
57097600	317520	Airport Fuel Flowage Fees	-233,270	0	-233,270	-70,401.29	-162,869	30.2
57097600	317530	Airport Security Surcharge	-54,000	0	-54,000	-16,926.92	-37,073	31.3
57097600	317535	Airport Car Rental Revenue	-20,200	0	-20,200	-4,908.26	-15,292	24.3
57097600		Total 57097600 Sales & Connections	-377,470	0	-377,470	-129,462.73	-248,007	34.3
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	376.90	-2,877	-15.1
57097700	318426	Card Replacement Fees	-200	0	-200	0.00	-200	0.0
57097700	318436	Legal Expense Reimbursement	-500	0	-500	0.00	-500	0.0
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-755.00	-5,845	11.4
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.03	0	100.0
57097700	318906	Sale of ROW/Easement	0	0	0	-45,200.00	45,200	100.0
57097700		Total 57097700 Other Local Rev-Gene	-9,800	0	-9,800	-45,578.13	35,778	465.1
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-11,559.82	-23,440	33.0
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	-11,559.82	-23,440	33.0
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-5,192.00	-10,388	33.3
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-5,434.95	-20,265	21.1
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-10,626.95	-30,653	25.7
57098400	333010	CARES Act Funding COVID-19	0	0	0	-157,000.00	157,000	100.0
57098400		Total 57098400 Federal Categorical	0	0	0	-157,000.00	157,000	100.0
		Revenue Total	-3,555,560	0	-3,555,560	-1,368,678.92	-2,186,881	38.5

10/9/2020

Expense

Item 1

ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	590,000	0	590,000	122,365.54	0.00	467,634	20.70
57003703	411020	Board and Elections Stipends	11,700	0	11,700	2,034.42	0.00	9,666	17.40
57003703	411075	S&W-Housing Stipend	3,200	0	3,200	0.00	0.00	3,200	0.00
57003703	412000	S&W-On-Call	23,300	0	23,300	5,554.82	0.00	17,745	23.80
57003703	416000	S&W-Overtime	25,000	0	25,000	3,901.97	0.00	21,098	15.60
57003703	416010	Hours Worked on a Holiday	800	0	800	118.79	0.00	681	14.80
57003703	420000	Employee Benefits	240,000	0	240,000	0.00	0.00	240,000	0.00
57003703	420002	Deferred Compensation	0	0	0	517.94	0.00	-518	100.00
57003703	420004	FICA	0	0	0	10,073.29	0.00	-10,073	100.00
57003703	420006	Virginia Retirement System	0	0	0	15,050.68	0.00	-15,051	100.00
57003703	420008	Group Health	0	0	0	15,407.12	0.00	-15,407	100.00
57003703	420010	Worker's Compensation	0	0	0	1,228.84	0.00	-1,229	100.00
57003703	420012	Group Term Life Insurance	0	0	0	1,612.30	0.00	-1,612	100.00
57003703	420014	Long Term Disability	0	0	0	520.46	0.00	-520	100.00
57003703	420031	Car Allowance	6,030	0	6,030	1,453.85	0.00	4,576	24.10
57003703	431000	Professional Services	70,000	0	70,000	17,264.39	-16,244.86	68,980	1.50
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	1,500	0	1,500	0.00	0.00	1,500	0.00
57003703	436000	Advertising Services	50,000	0	50,000	4,008.99	-603.66	46,595	6.80
57003703	439000	Other Purchased Services	18,000	0	18,000	2,013.48	0.00	15,987	11.20
57003703	441000	Information Technology Charges	49,850	0	49,850	16,618.00	0.00	33,232	33.30
57003703	441005	Phones and Voicemail Charges	19,260	0	19,260	6,420.00	0.00	12,840	33.30
57003703	441045	IT GIS Mapping Charges	18,450	0	18,450	6,146.00	0.00	12,304	33.30
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	442000	Motor Vehicle Charges	46,440	0	46,440	15,480.00	0.00	30,960	33.30
57003703	444000	Cost Allocation Charges	182,050	0	182,050	60,682.00	0.00	121,368	33.30
57003703	447000	Radio Charges	1,550	0	1,550	518.00	0.00	1,032	33.40
57003703	451001	Utilities	17,000	0	17,000	961.69	21,201.29	-5,163	130.40
57003703	451002	City Utility Charges	125,000	0	125,000	17,242.13	0.00	107,758	13.80
57003703	452003	Cell Phone Charges	4,500	0	4,500	1,425.39	0.00	3,075	31.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	501.27	0.00	2,499	16.70
57003703	452008	Telephone Service Charges	150	0	150	30.75	162.50	-43	128.80
57003703	452009	Long Distance Charges	100	0	100	0.00	0.00	100	0.00

10/9/2020

Expense

Item 1

57003703	453000	Insurance	32,000	0	32,000	33,043.00	0.00	-1,043	103.30
57003703	454001	Operating Leases	3,500	0	3,500	790.30	1,262.32	1,447	58.60
57003703	455001	Mileage	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	455002	Training and Travel	12,500	0	12,500	510.00	0.00	11,990	4.10
57003703	455005	Meeting / Business Expense	4,500	0	4,500	173.64	0.00	4,326	3.90
57003703	458000	Dues Memberships & Other Exp	6,900	0	6,900	304.83	0.00	6,595	4.40
57003703	461000	Office Supplies	3,500	0	3,500	95.54	0.00	3,404	2.70
57003703	462000	Other Supplies	10,000	0	10,000	6,262.84	0.00	3,737	62.60
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00
57003703	464000	Uniforms and Safety Apparel	3,000	0	3,000	525.86	0.00	2,474	17.50
57003703		Total 57003703 Airport Operations	1,612,780	0	1,612,780	370,858.12	5,777.59	1,236,144	23.40
57003710	433000	Maintenance Services	55,000	0	55,000	3,533.09	3,201.44	48,265	12.20
57003710	433001	Refuse Collection Services	6,000	0	6,000	928.96	4,771.04	300	95.00
57003710	433003	Janitorial Services	25,000	0	25,000	3,819.54	10,575.14	10,605	57.60
57003710	433006	Mowing Services	17,200	0	17,200	3,639.29	4,141.79	9,419	45.20
57003710	433008	HVAC	8,000	0	8,000	4,800.00	0.00	3,200	60.00
57003710	433009	Elevator Services	6,000	0	6,000	0.00	0.00	6,000	0.00
57003710	433010	Snow Removal	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	433012	Airfield Lighting Maintenance	2,500	0	2,500	3,226.50	0.00	-727	129.10
57003710	433014	Elevator Inspections	1,200	0	1,200	300.00	0.00	900	25.00
57003710	433015	Vehicle/Apparatus Maintenance	30,000	0	30,000	3,425.27	0.00	26,575	11.40
57003710	439000	Other Purchased Services	36,000	0	36,000	10,521.74	0.00	25,478	29.20
57003710	439004	Paving Services	15,000	0	15,000	0.00	0.00	15,000	0.00
57003710	439008	Hazmat Disposal	17,000	0	17,000	0.00	0.00	17,000	0.00
57003710	439014	Security Services	91,800	0	91,800	27,423.64	64,183.89	192	99.80
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	462000	Other Supplies	25,000	0	25,000	444.55	0.00	24,555	1.80
57003710	462001	Tools	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	0.00	0.00	15,000	0.00
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	372.33	0.00	19,628	1.90
57003710	462047	Airfield Supplies	11,000	0	11,000	0.00	0.00	11,000	0.00
57003710	462048	Security Supplies	20,000	0	20,000	5,544.73	4,857.00	9,598	52.00
57003710	462052	Terminal Grounds Supplies	3,500	0	3,500	332.15	0.00	3,168	9.50
57003710	462067	Maintenance Supplies	2,500	0	2,500	307.44	0.00	2,193	12.30
57003710	466000	Building and Repair Materials	30,000	0	30,000	3,790.76	0.00	26,209	12.60
57003710	467000	Fuels/Oils/Lubricants	5,500	0	5,500	1,045.87	0.00	4,454	19.00

10/9/2020

Expense

Item 1

57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	2,947.85	0.00	22,052	11.80
57003710	471000	Equipment & Machinery Purch	25,000	0	25,000	40,815.16	0.00	-15,815	163.30
57003710		Total 57003710 Airport Maintenance	530,200	0	530,200	117,218.87	91,730.30	321,251	39.40
57003711	433000	Maintenance Services	14,000	0	14,000	63.60	0.00	13,936	0.50
57003711	433008	HVAC	2,500	0	2,500	0.00	0.00	2,500	0.00
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	1,000	0	1,000	300.00	-104.56	805	19.50
57003711	462000	Other Supplies	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711		Total 57003711 FAA Tower Nonreimbur	23,500	0	23,500	363.60	-104.56	23,241	1.10
57003712	433000	Maintenance Services	12,000	0	12,000	2,579.05	6,695.36	2,726	77.30
57003712	451002	City Utility Charges	18,500	0	18,500	1,952.19	0.00	16,548	10.60
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	24.99	1,475.01	-500	150.00
57003712		Total 57003712 FAA Tower Reimbursab	31,500	0	31,500	4,556.23	8,170.37	18,773	40.40
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00
57003713	433003	Janitorial Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	439000	Other Purchased Services	15,000	0	15,000	0.00	0.00	15,000	0.00
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	12,000	0	12,000	0.00	0.00	12,000	0.00
57003713		Total 57003713 Airport-Special Proj	33,000	0	33,000	0.00	0.00	33,000	0.00
57003793	462000	Other Supplies	75,000	0	75,000	0.00	0.00	75,000	0.00
57003793	481001	Principal - Bonds Payable	205,560	0	205,560	190,220.76	0.00	15,339	92.50
57003793	481021	Interest - Bonds Payable	34,860	0	34,860	18,469.48	0.00	16,391	53.00
57003793	492575	Transfer to Airport Capital	500,000	0	500,000	0.00	0.00	500,000	0.00
57003793	496004	Contrib to Net Position	509,160	0	509,160	0.00	0.00	509,160	0.00
57003793		Total 57003793 Airprt Capex-Finance	1,324,580	0	1,324,580	208,690.24	0.00	1,115,890	15.80
Expense Total			3,555,560	0	3,555,560	701,687.06	105,573.70	2,748,299	22.70

MANASSAS REGIONAL AIRPORT COMMISSION REGULAR MEETING MINUTES

September 17th, 2020

The Manassas Regional Airport Commission held its regular meeting at council chambers at City above date, attended by Chairman Dan Radtke, Vice Chairman Tom Lemmon, Juan Cabrera, Harry Clark, Richard H. Seraydarian, Howard Goodie, Ross Snare, James L. Uzzle, John Snider, and Lawrence R. Pigeon.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Richard Allabaugh (Airport Operations), and Rita Witte (Secretary), Doug McCauley (Maintenance).

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

Member Cabrera MOVED to AMEND the agenda adding Items:

ADDITION: NEW BUSINESS

ITEM 4.2: Accept the Virginia Department of Aviation Promotion and Marketing Grant for Grant (# PR0030-03) \$10,000 at a 50% match.

ITEM 4.3: Chantilly Air Fuel

SECONDED BY Member Snare and CARRIED UNANIMOUSLY.

ITEM 1. Airport Director's Report

- a. Mr. Rivera added to his report that the APP jet center has revised the current hanger plan to reduce the office space but add more hanger space.
- b. The airport has issued the PO for RS&H for the LOMR \$26,883.
- c. Richard Allabaugh gave an update on the airfield camera, that was struck by lightning. Stating that all equipment has been purchased \$8,500. The entire system is in full working order. All new equipment will have lighting arrestors.
 - a. Member Cabrera asked how many cameras do not have lighting protection. And what a light lime would be to protect all of the cameras.
 - b. Mr. Rivera agreed to have a lighting arrestor added to all airfield cameras.
- d. Doug McCauley gave a presentation on airport maintenance depart, giving an overview of equipment and projects.
 - a. Member Cabrera asked about the use of overtime and how it is controlled.
 - b. Mr. McCauley stated overtime is avoid by using staggered schedules and adjusting hours during the week.

ITEM 2. Consent Agenda

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved".

SUGGESTED MOTION #2: "I move that Items # and # be removed from the Consent Agenda and be added as Items # and #, respectively, and that the remaining Consent Agenda items be approved as it now appears".

2.1 Approval of Minutes: Regular Meeting of August. (Staff: Rita Witte)

Member Snare MOVED for the approval of all items on the Consent Agenda as written. **SECONDED by Member Uzzle CARRIED UNANIMOUSLY.**

ITEM 3. Committee Reports

ITEM 4. New Business

4.1 Discuss Virginia Railway Express request for either amending the existing agreement to extend the term by 12-months or to execute a new short-term agreement with the City, additionally VRE also asks that the City consider waiving escalation for the period of November 2020 to November 2021, which escalation has historically been at the rate of 3% annually. (Staff: Juan Rivera)

a. Member Sn asked about a prior resolution the commission had made regarding the name change of the VRE station.

Member Seraydarian MOVED to table the motion until the airport director can speak to the VRE director regarding the name change of VRE station. **SECONDED by Member Clark CARRIED UNANIMOUSLY.**

4.2 Consideration for moving the due date for two RFFP's to November 9th, 2020 (Staff: Juan Rivera)

Member Seraydarian MOVED for moving the due date for two RFFP's to November 9th, 2020. **SECONDED by Member Clark CARRIED UNANIMOUSLY.**

4.3 Approve Chantilly Air FBO to start fueling operations at the airport before their facility opening in December.

Member Snider MOVED for the approval of Chantilly Air FBO to start fueling operations on the airport before their facility opening in December, upon meeting the insurance requirements. The approval expires on January 1st, 2020. **SECONDED by Member Clark CARRIED UNANIMOUSLY.**

4.4 Accept the Virginia Department of Aviation Promotion and Marketing Grant for (Grant # PR0030-03) \$10,000 at a 50% match.

Member Snare MOVED to accept the Virginia Department of Aviation Promotion and Marketing Grant for (Grant # PR0030-03) \$10,000 at a 50% match. **SECONDED by Member Uzzle CARRIED UNANIMOUSLY.**

ITEM 5. **Commission Members Comments**

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

ADJOURNMENT

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

The meeting adjourned at 8:04 P.M.

Secretary

Chairman

Date Approved

Item 4.1

IFB # 21B004

CITY OF MANASSAS

RFQ #

BID/PROPOSAL OPENING DATE: October 7, 2020

RFP #

INVITATION FOR BID

BID/PROPOSAL OPENING TIME: 2:30 pm

VENDOR SPREAD SHEET

	Vendor Names					
DESCRIPTION		Alta Vista Consultants			Alonzo Ours Construction	
AIR TRAFFIC CONTROL TOWER (ATCT) – ROOF REPLACEMENT AND MISCELLANEOUS CATWALK REPAIRS						
Base Bid Lump Sum		\$ 393,724.00			\$ 327,200.00	
Bid Bond (Y/N)		Y			Y	
Addendum No 1 (Y/N)		Y			Y	
Addendum No 2 (Y/N)		Y			Y	

Item 4.2

MANASSAS REGIONAL AIRPORT FY 2022 BUDGET CALENDAR

DATE	EVENT	MEETING TYPE	LOCATION	TIME
FIVE-YEAR CIP				
October 15, 2020	Review Airport 5-Year CIP	Regular Meeting	Airport	7:00 pm
November 6, 2020	Department CIP Budget Due to Finance Director		City Hall	5:00 pm
TBD (December 14-18)	Airport Director meets with City Manager on CIP Budget		City Hall	TBD
January 20, 2021	Airport Director meets with Planning Commission on CIP		City Hall	TBD
OPERATING BUDGET				
October 23 2020	Request for New Radios, New vehicles, New IT Software/ Hardware and positions.		City Hall	5:00 pm
November 13, 2020	Costs for Requested New Radios, New Vehicles, New IT Software/Hardware, New Positions, New Building Maintenance Distributed		City Hall	5:00 pm
December 4 th , 2020	Department Operating Budget Due 5:00 pm (this Includes; All funds and all departments)		City Hall	5:00 pm
December 17 th , 2020	Review & Discuss Estimated Revenue for FY 2021	Regular Meeting	Airport	7:00 pm
January 5, 2021	Budget Work Session – Discuss Revenues – <i>Only if Required</i>	Work Session	Airport	7:00 pm
January 11-15, 2021	Airport Director Meets with City Manager on Budget		City Hall	TBD
January 21, 2021	Review and Discuss Expenditures/ Adopt CIP and Operating Budget	Regular Meeting	Airport	7:00 pm
February 1, 2021	Airport Commission Budget Due to Finance		City Hall	8:30 am

Item 4.3



Tymco HPS 600 airside recovery sweeper

This airside recovery sweeper was utilized for glycol recovery and apron cleaning.

Milage - 21068

Hours - 1932

Year manufactured: 2000