



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, September 21, 2023

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by, Chairman Ross Snare, Vice Chairman John Snider; Member Jim Uzzle, Member Lawrence Pigeon, Member Tony McGhee; Member David Farajollahi; Member Cyril Pierre; Member Jakelin Melgar.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director); Jolene Berry (Asst Airport Director) Richard Allabaugh (Sr. Airport Operations Officer); Patty Bibber (Secretary)

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

Voted on Vanslynn Augustus attending meeting via Zoom due to work travel (TDY)

Vice Chairman Snider **MOVED** to approve Member Augustus to attend meeting via Zoom, **SECONDED** by Member Cabrera and **CARRIED UNANIMOUSLY**

Pledge of Allegiance

1. Approval of Meeting Minutes

Vice Chairman Snider **MOVED** to approve the minutes for the July 20, 2023 meeting, **SECONDED** by Member Cabrera and **CARRIED UNANIMOUSLY**

2. Review of Expenses

No Comments

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 Commission Member Comments

- 4.1** Vice Chairman commended Airport Staff for the way they handled the Tuskegee Airman Event. It was well received by the public.
- 4.2** Chairman Ross Snare informed the whole Commission of Juan Rivera receiving the award for a Servants Heart.

5. City Council Representative Comments

6. Airport Director's Report

- 6.1** City Council approved the resolution that allows Commission, and Boards to attend a meeting electronically if they meeting one of the four criteria. We have attached the Resolution along with the criteria.
- 6.2** Mrs. Jolene Berry will be briefing the Commission on Capital Project progress monthly starting this meeting.
- 6.3** Reminder to Commission of Commission Retreat 9/30 breakfast starting at 7:30am
- 6.4** Introduced the Operations Officer Alex Del Valle Mari. Mr. Del Valle Mari gave the Commission a briefing of his qualifications.
- 6.5** Mr. Rivera met with PWC Deputy County Executive for General Government, Mr. Quintin Haynes, he will be the liaison for Airport Issues
- 6.6** Met with an airline on Monday, August 28th. Meeting went well. Matt Shelby with Avports presented the bidding on ARRF service and use of property across from the RR tracks/parking lot.
- 6.7** Met with FAA Environmental Specialist – updated the Noise Contours for the FAA based on FY 2022 data. Change is less than 1.5 DNL.
- 6.8** First Project coordination meeting with Avports and Airport was held on August 22nd.
- 6.9** FAA Airport Inspection was conducted from Monday 9/18 – Wednesday 9/20.

- 6.10 The debrief was conducted on Wednesday 9/20. Major items – existing ARRF truck does not meet the Index B requirements. Need surface painting markings/thermoplastic (enhanced airfield markings). Airfield signs/out and panels are faded. More inspections of the FBO fueling operations and fuel farm.
- 6.11 Part 139 Certification Process – Draft ARFF RFP has been reviewed and comments sent to Purchasing. B&A funds. Using the City’s Contractor to design build for ARFF hangar. Possible led on a ARFF truck, have made phone inquire to Manager of Eri International Airport.
- 6.12 We will be having a Career Fair November 9, 2023.

7. **Presentations**

- 7.1 **Noise Program Presentation (Mr. Richard Allabaugh, Sr. Airport Operations, 5 mins)**

8. **Old Business**

- 8.1 **None**

9. **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 TO REMOVE AN ITEM: "I move that Item # be removed from the Consent Agenda and be added as Items # under New Business, and that the remaining Consent Agenda items be approved as it now appears".

10. **New Business**

- 10.1 **Approved Projects to B&A from Airport Fund Balance (Mr. Juan Rivera, Director, 10 minutes)**

Member Cabera MOVED to approve the B&A Airport Fund Balance, SECONDED by Member Farajollahi and CARRIED UNANIMOUSLY

CIP Projects and Projects Associated with Transition to Commercial Service

Commission was briefed on the new position Airport Security Coordinator.

11. Committee Reports (If Available)

11.1 Airport Operations Committee Report (Mr. Larry Pigeon, 5 minutes)

Member Pigeon Chairman of the Operations Committee turned over the reporting to Member Pierre.

Security/Wildlife and projects at the airport were discussed.

The quality of the rope used to tiedown airplanes.

Discussed why one plane flipped and not the others. Also, the fuel spill due to the flip. Aviation Adventures advised that the plane wasn't tiedown right by one of the students.


12. Information Items

12.1 Resolution approving Individual Remote Participation by Member of City Committees. No Action Required

13. Authorize a Closed Meeting (Reserved)

14. Certify the Closed Meeting (Reserved)

Meeting adjourned at 8:22 PM.



Secretary



Chairman

10/17/2023
Date