



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 15, 2023

The Manassas Regional Airport Commission held its regular meeting in the Chantilly Air 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 Vanslyn Augustus Member Farajollahi, Member Cyril Pierre and Member Melgar.

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

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

Pledge of Allegiance

1. 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.

2. Airport Commission Member Comments

2.1 No comment

3. City Council Representative Comments

3.1 No comment

4. Approval of Meeting Minutes

Vice Chairman Snider MOVED to approve the meeting minutes from January 18, 2024,
SECONDED by Member McGhee **MOVED** and **CARRIED UNANIMOUSLY**

5. **Financial Reports**

5.1 **Bill Sheet**

5.2 **Revenues, Expenses and Aging Report**

6. **Airport Director's Report**

6.1 Introduced the new Security Coordinator Nicholas Carr

6.2 The Airport Director met with Mr. Mark Butler, Vice President of Planning and Development of ATP Flight School. Mr. Butler and several other ATP representatives wanted to discuss their future at the airport and their plans to grow. They were hoping to find options that would allow them to grow their school and provide maintenance for their fleet of aircraft.

6.3 There are limited opportunities on the Airport for small aircraft maintenance. Recently on social media it was mentioned as a topic and to discuss with the Airport Director. I have asked staff to look at ways to fill the need and report back to me so I can brief the Airport Commission. Insurance cost, lack of A&P mechanics and the high cost of leasing facilities have all been mentioned as problems for starting new maintenance facilities.

6.4 The Airport Director met with Chief Holmes of Pro-Tec to discuss how ARFF Services will be ramped up. A Staffing Plan was given to Pro-Tec and they plan to base their updated cost proposal to the airport within the next week.

6.5 The preliminary study of the ARFF Hangar Rehabilitation has been completed. The Architect has submitted estimated budget cost for the facility as well as a cost proposal to go forward with the Final Design. The Director met with the Public Works Director to ask for assistance in managing the project to save money and to ensure that we get a good product.

6.6 Operations staff submitted the 2nd round of the AOC to the FAA for their review and comments last Friday. The FAA has given 12 months from the time that we receive our AOC to have a Triennial Mass Casualty Exercise.

6.7 The EA for that the Airport needs for the AOC is moving forward. **Show List of Airport projects that are being studied (Have Patty place on the TV prior to the meeting).**

6.8 The Director attended the Moor Green HOA meeting on January 24, 2024. No fees were increased by either Road Fund.

6.9 The Airport Director has lunch with the CEO of Airports today, Mr. Jorge Roberts.

- 6.10 The model validation for the ACT Tower Siting Study was held on February 1st. The Siting/Safety Assessment will be February 20th and 21st. The tower will be
- 6.11 The staff will be taking some road trips over the next few weeks to visit other Part-139 Airport. To include Lynchburg, Shenandoah, and Charlottesville.
- 6.12 The Director and Assistant Director attended the VAOC Legislative Day in Richmond on February 8th. We visited the following legislators: Delegate Michell Maldonado, Senator Danica Roem, Delegate Ian Lovejoy, Senator William Stanley, and Senator Jeremy McPike. We ask that they support the following bills: HB30/SB30 Maintain the Budget for the Department of Aviation at no less than \$32,157,020 for FY 25/26. HB446 Abandoned or derelict aircraft. Support MWAA amendments to HB467/SB354 to continue to have real estate contract disclosures at Dulles Airport located in Fairfax and Loudoun Counties.
- 6.13 The Director sent a scope of work to RS&H to conduct an analysis of the Runway Bridge. We have asked them to evaluate the entire bridge, to include the bridge's box beam structures, MSE wall and foundation, to determine the maximum aircraft load. To provide the Airport with a Pavement Condition Report or PCR based on the FAA/ICAO standards. Run a sensitivity test on the bridge structure to determine the maximum structural loading on the bridge that would create a failure of the bridge. A separate analysis should be prepared based on airplane design group (ADG III) aircraft operating on a dual-wheel configuration weighing 200,000 lbs.; 175,000 lbs.; 150,000 Lbs. and 125,000 lbs.
- 6.14 We are working with HR to get an Intern this summer. The intern must be in college and taking Airport Management or Administration with the desire to go into Airport Operations or Airport Management.

Airport Project Update/ACM Report (Mrs. Jolene Berry, 20 minutes)

- 6.15 Power Point presentation on construction projects.

7. Presentations

- 7.1 **AeroSimple Presentation (Mr. Richard Allabaugh, Operations Manager, 10 minutes)**

8. Old Business

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. **Committee Reports (If Available)**
No Comments
- 11. **New Business**
- 12. **Authorize a Closed Meeting (Reserved)**
- 13. **Certify the Closed Meeting (Reserved)**

Meeting adjourned at 8:20 PM.

Vice Chairman Snider MOVED to adjourn the meeting, SECONDED by Member Uzzle MOVED and CARRIED UNANIMOUSLY



Secretary



Chairman

3/21/2024

Date