



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, October 20, 2022

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Seraydarian, Vice Chairman Ross Snare, Member Juan Cabrera, Member Howard Goodie, Member John Snider, Member Lawrence Pigeon, Member David Farajollahi,

Member Anthony McGhee, Member Vanslyn Augustus, & Member David Farajollahi were not present.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Patty Bibber (Secretary) Richard Allabaugh (Airport Operations), Bryan Foster (Deputy City Manager), and Council Member Theresa Coates Ellis.

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

Pledge of Allegiance

1. Approval of Meeting Minutes

Vice Chairman Snare **MOVED** to approve the minutes for the September 16, 2022 meeting, **SECONDED** by Member Goodie 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 Director's Report

- 4.1** Career Fair on Oct 17th was a success. 440 students attended and 28 vendors. Looking forward to next year.

Jolene Berry and Brian Smith were at the VDOA Career Fair at the Prince William County Fairground. A table was set up and they talked to individuals about Airport Operations and Maintenance careers

Jolene Berry and Richard Allabaugh set up a table at the Salute to the Armed Forces r sponsored by the Prince William Chamber and hosted by Chantilly air and was able to answer questions.

Last month we hosted the City Leadership Academy meeting at the Airport. The staff gave a presentation to the group about the Airport and fielded questions.

Roger Carriker retired last Friday, he was with the Airport for 2 years. We are still looking to fill our vacant Maintenance Supervisor position and now a Maintenance Worker position.

Working with the VDOA to get funding for the first phase of the New ATCT Project. This would be a 80/20 grant. The cost of the Tower Siting Study is \$151,094.17. The VDOA approved the scope of work for the Reimbursable Agreement with the FAA.

Discussed the aging report. Most of the collections are have received promises of payment. Should be cleaned up by next month.

- 4.2** Tie-Down and Hangar Occupancy Reports, and Citizen's Monthly Noise Concerns

- 4.3** Revenue, Expenditure and Aging Report

5. Presentations

- 5.1** Quarterly Reports on Airport Operations and Fuel Sales (Mr. Richard Allabaugh, Operations, 6 minutes)
- 5.2** Quarterly Maintenance Division Report (Mr. Brian Smith, Acting Maintenance Supervisor 6 minutes)
- 5.3** GoFMX Maintenance Work Order Demonstration (Mr. Richard Allabaugh, Operations, 6 minutes)

6. Old Business

- 6.1 Approval of Burleith TH, LLC’s request for a new Franchise for Parcel 7-B for a renewal term of thirty (30) years (Mr. Juan Rivera, Director, 6 minutes)**

Member Snider MOVED to approve the 30 year renewal, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

7. 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".

- 7.1 Approve renewal of VRE Lease for one twelve (12) month term.**

Vice Chairman Snare MOVED to approve the consent agenda, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

8. Committee Reports (If Available)

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

9. New Business

- 9.1 Presentation of FY 2024 Airport Capital Improvement Program CIP (Mr. Juan Rivera, Director, 15 minutes)**

- 9.2 Approve Airport Commission's Budget Calendar (Mr. Juan Rivera, Director, 5 Minutes) Action Required**

10. Information Items (No Discussion Necessary)

No items

11. Council Representative Comments


11.1 Council Member Coates Ellis commented on the Aviation Career Day and asked about turn out numbers. Mr. Rivera noted that it was a little over 450 students in attendances from three different school districts (Prince William County, Manassas City and Manassas Park).

12. Commission Comments

12.1 No Comments

Vice Chairman Snare **MOVED** to adjourn the meeting. **SECONDED** by Member Snider and **CARRIED UNANIMOUSLY**.

Meeting adjourned at 8:15 PM.


Secretary


Chairman

11/17/22
Date