

**MANASSAS REGIONAL AIRPORT COMMISSION**  
**REGULAR MEETING**  
**AGENDA**

November 19<sup>th</sup>, 2020

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

**ITEM 1.**      **Airport Director's Report**

- 1.1              Quarterly Update on Fuel Sales and Aircraft Operations (Staff: Richard Allabaugh)
- 1.2              West Side Development and Road Relocation Update (Staff: Juan Rivera)
- 1.3              GMU & Airport Bee Initiative Update (Staff: Juan Rivera)

**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 October (Staff: Rita Witte)

**ITEM 3.**      **Committee Reports**

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

**ITEM 4.**      **New Business**

- 4.1              Discuss the Airport Master Plan Scope of Work (Staff: Juan Rivera)
- 4.2              Review Projected Airport Revenues for FY 2021 Operating Budget (Staff: Juan Rivera)

**ITEM 5.**      **Old Business**

- 5.1              Update on Airport CIP that was submitted (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 13, 2020

TO: Manassas Regional Airport Commission  
FROM: Airport Director

**RE: AIRPORT DIRECTOR'S REPORT FOR NOVEMBER 2020**

### REQUEST FOR FRANCHISE PROPOSALS (RFFP)

One proposal was received for the SE Corporate pad site on November 9, 2020. One proposal was received for the two 12,000 sf hangars located at 10500 and 10502 Wakeman Drive on November 9, 2020. Both proposals will be reviewed by the Evaluation Committee and then a recommendation will be made to the full Airport Commission and ultimately the City Council.

### 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

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

Squatters  
N/A

### T-HANGAR OCCUPANCY RATE

West T-Hangars: 58 out of 59 Rented  
98% Rented – **1 new tenant**

East T-Hangars: 92 out of 97 Rented  
95% Rented – **1 new tenant**

#### **East and West Hangars – 150 out of 156 – 96% Rented**

#### **Total on List – 164**

East Side List – 158  
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).

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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)

The project is complete. The final close-out paperwork is being developed by Delta Airport Engineers. It is anticipated that the close-out will be completed by the end of December.

## RUNWAY 16R/34L REHABILITATION (Construction Phase)

The notice-to-proceed was issued on October 5<sup>th</sup>. The short runway will be closed 45 days during the rehabilitation. The contract time is 47 days. The contractor has completed approximately 80% of the work on the runway. Weather has delayed the project.

## 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. NO CHANGE IN REPORT.

## TERMINAL BUILDING ROOF REPLACEMENT

The terminal roof replacement is on hold as the Airport works with Restoration Engineer to resolve the issue of a Change Order. The contractor has requested an additional \$47,000 for extra materials and labor due to an issue with the plans. The Airport Director and the Purchasing Agent feels that Restoration Engineers that developed the plans and specification for the project is at fault since they should have cored the roof to know exactly what was under the rubberized roof.

## 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. The results of their meeting was some minor changes that have been distributed to the public for their review and comments. The public comment period is 68 days.

## 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.

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## TERMINAL ELEVATOR REPAIR

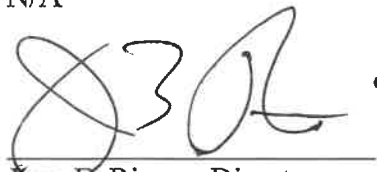
The airport staff has issued a Purchase Order (P.O.) to have the elevator fixed. The parts are on order and the elevator is scheduled to be repaired by the end of December.

## GMU BEE INIATIVE

George Mason University has signed the License Agreement and the bees have been relocated to airport property.

## UPCOMING EVENTS

N/A

A handwritten signature in black ink, appearing to read 'J. Rivera', is written over a horizontal line.

Juan E. Rivera, Director  
Manassas Regional Airport

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## 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	-885,641.72	-1,247,578	41.5
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-381,611.66	-577,178	39.8
<b>57097400</b>		<b>Total 57097400 Use of Money &amp; Prope</b>	<b>-3,092,010</b>	<b>0</b>	<b>-3,092,010</b>	<b>-1,267,253.38</b>	<b>-1,824,757</b>	<b>41.0</b>
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-46,175.34	-23,825	66.0
57097600	317520	Airport Fuel Flowage Fees	-233,270	0	-233,270	-88,770.46	-144,500	38.1
57097600	317530	Airport Security Surcharge	-54,000	0	-54,000	-21,370.02	-32,630	39.6
57097600	317535	Airport Car Rental Revenue	-20,200	0	-20,200	-7,256.63	-12,943	35.9
<b>57097600</b>		<b>Total 57097600 Sales &amp; Connections</b>	<b>-377,470</b>	<b>0</b>	<b>-377,470</b>	<b>-163,572.45</b>	<b>-213,898</b>	<b>43.3</b>
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	251.90	-2,752	-10.1
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
<b>57097700</b>		<b>Total 57097700 Other Local Rev-Gene</b>	<b>-9,800</b>	<b>0</b>	<b>-9,800</b>	<b>-45,703.13</b>	<b>35,903</b>	<b>466.4</b>
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-11,559.82	-23,440	33.0
<b>57097900</b>		<b>Total 57097900 State Non-Categorica</b>	<b>-35,000</b>	<b>0</b>	<b>-35,000</b>	<b>-11,559.82</b>	<b>-23,440</b>	<b>33.0</b>
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-6,490.00	-9,090	41.7
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-5,434.95	-20,265	21.1
<b>57098200</b>		<b>Total 57098200 Federal Non-Categori</b>	<b>-41,280</b>	<b>0</b>	<b>-41,280</b>	<b>-11,924.95</b>	<b>-29,355</b>	<b>28.9</b>
<b>Revenue Total</b>			<b>-3,555,560</b>	<b>0</b>	<b>-3,555,560</b>	<b>-1,500,013.73</b>	<b>-2,055,546</b>	<b>42.2</b>

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## 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	164,381.55	0.00	425,618	27.90
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	7,301.34	0.00	15,999	31.30
57003703	416000	S&W-Overtime	25,000	0	25,000	5,114.10	0.00	19,886	20.50
57003703	416010	Hours Worked on a Holiday	800	0	800	216.14	0.00	584	27.00
57003703	420000	Employee Benefits	240,000	0	240,000	0.00	0.00	240,000	0.00
57003703	420002	Deferred Compensation	0	0	0	730.76	0.00	-731	100.00
57003703	420004	FICA	0	0	0	13,404.81	0.00	-13,405	100.00
57003703	420006	Virginia Retirement System	0	0	0	20,337.63	0.00	-20,338	100.00
57003703	420008	Group Health	0	0	0	20,222.18	0.00	-20,222	100.00
57003703	420010	Worker's Compensation	0	0	0	1,686.20	0.00	-1,686	100.00
57003703	420012	Group Term Life Insurance	0	0	0	2,194.90	0.00	-2,195	100.00
57003703	420014	Long Term Disability	0	0	0	714.15	0.00	-714	100.00
57003703	420016	Unemployment	0	0	0	12.10	0.00	-12	100.00
57003703	420031	Car Allowance	6,030	0	6,030	1,915.39	0.00	4,115	31.80
57003703	431000	Professional Services	70,000	16,245	86,245	17,264.39	0.00	68,980	20.00
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	110.28	0.00	1,390	7.40
57003703	436000	Advertising Services	50,000	604	50,604	4,403.89	0.00	46,200	8.70
57003703	439000	Other Purchased Services	18,000	8,052	26,052	7,086.45	3,106.00	15,860	39.10
57003703	441000	Information Technology Charges	49,850	0	49,850	20,772.00	0.00	29,078	41.70
57003703	441005	Phones and Voicemail Charges	19,260	0	19,260	8,025.00	0.00	11,235	41.70
57003703	441045	IT GIS Mapping Charges	18,450	0	18,450	7,684.00	0.00	10,766	41.60
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	19,350.00	0.00	27,090	41.70
57003703	444000	Cost Allocation Charges	182,050	0	182,050	75,853.00	0.00	106,197	41.70
57003703	447000	Radio Charges	1,550	0	1,550	647.00	0.00	903	41.70
57003703	451001	Utilities	17,000	0	17,000	1,284.12	20,878.86	-5,163	130.40
57003703	451002	City Utility Charges	125,000	0	125,000	33,313.39	0.00	91,687	26.70
57003703	452003	Cell Phone Charges	4,500	0	4,500	1,867.06	0.00	2,633	41.50
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	626.58	0.00	2,373	20.90
57003703	452008	Telephone Service Charges	150	0	150	41.00	152.25	-43	128.80
57003703	452009	Long Distance Charges	100	0	100	0.00	0.00	100	0.00
57003703	453000	Insurance	32,000	0	32,000	33,043.00	0.00	-1,043	103.30
57003703	454001	Operating Leases	3,500	1,607	5,107	790.30	2,869.70	1,447	71.70
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	382.66	0.00	4,117	8.50
57003703	458000	Dues Memberships & Other Exp	6,900	0	6,900	964.83	0.00	5,935	14.00

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## Expense

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57003703	461000	Office Supplies	3,500	0	3,500	232.91	0.00	3,267	6.70
57003703	462000	Other Supplies	10,000	0	10,000	6,512.11	0.00	3,488	65.10
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	2,183.14	0.00	817	72.80
<b>57003703</b>		<b>Total 57003703 Airport Operations</b>	<b>1,612,780</b>	<b>26,508</b>	<b>1,639,288</b>	<b>483,212.78</b>	<b>27,006.81</b>	<b>1,129,068</b>	<b>31.10</b>
57003710	433000	Maintenance Services	55,000	8,855	63,855	4,036.87	11,581.08	48,237	24.50
57003710	433001	Refuse Collection Services	6,000	0	6,000	1,393.44	4,306.56	300	95.00
57003710	433003	Janitorial Services	25,000	883	25,883	5,092.72	10,185.44	10,605	59.00
57003710	433006	Mowing Services	17,200	4,981	22,181	7,064.32	5,697.31	9,419	57.50
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	10,834.44	0.00	25,166	30.10
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	527.85	0.00	16,472	3.10
57003710	439014	Security Services	91,800	4,176	95,976	32,224.84	63,588.32	162	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	4,640.00	19,915	20.30
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	543.03	0.00	19,457	2.70
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	13,022.94	4,857.00	2,120	89.40
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	1,209.13	0.00	1,291	48.40
57003710	466000	Building and Repair Materials	30,000	0	30,000	4,241.69	0.00	25,758	14.10
57003710	467000	Fuels/Oils/Lubricants	5,500	0	5,500	1,045.87	0.00	4,454	19.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	6,450.46	0.00	18,550	25.80
57003710	471000	Equipment & Machinery Purch	25,000	0	25,000	40,815.16	0.00	-15,815	163.30
<b>57003710</b>		<b>Total 57003710 Airport Maintenance</b>	<b>530,200</b>	<b>18,894</b>	<b>549,094</b>	<b>141,031.23</b>	<b>104,855.71</b>	<b>303,207</b>	<b>44.80</b>
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	105	1,105	300.00	0.00	805	27.20
57003711	462000	Other Supplies	3,000	0	3,000	0.00	0.00	3,000	0.00
<b>57003711</b>		<b>Total 57003711 FAA Tower Nonreimbur</b>	<b>23,500</b>	<b>105</b>	<b>23,605</b>	<b>363.60</b>	<b>0.00</b>	<b>23,241</b>	<b>1.50</b>
57003712	433000	Maintenance Services	12,000	837	12,837	3,431.92	6,695.36	2,710	78.90
57003712	451002	City Utility Charges	18,500	0	18,500	3,608.86	0.00	14,891	19.50
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	45.44	1,454.56	-500	150.00
<b>57003712</b>		<b>Total 57003712 FAA Tower Reimbursab</b>	<b>31,500</b>	<b>837</b>	<b>32,337</b>	<b>7,086.22</b>	<b>8,149.92</b>	<b>17,101</b>	<b>47.10</b>

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## Expense

Item 1

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
<b>57003713</b>		<b>Total 57003713 Airport-Special Proj</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>	<b>0.00</b>	<b>0.00</b>	<b>33,000</b>	<b>0.00</b>
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
<b>57003793</b>		<b>Total 57003793 Airprt Capex-Finance</b>	<b>1,324,580</b>	<b>0</b>	<b>1,324,580</b>	<b>208,690.24</b>	<b>0.00</b>	<b>1,115,890</b>	<b>15.80</b>
<b>Expense Total</b>			<b>3,555,560</b>	<b>46,344</b>	<b>3,601,904</b>	<b>840,384.07</b>	<b>140,012.44</b>	<b>2,621,507</b>	<b>27.20</b>



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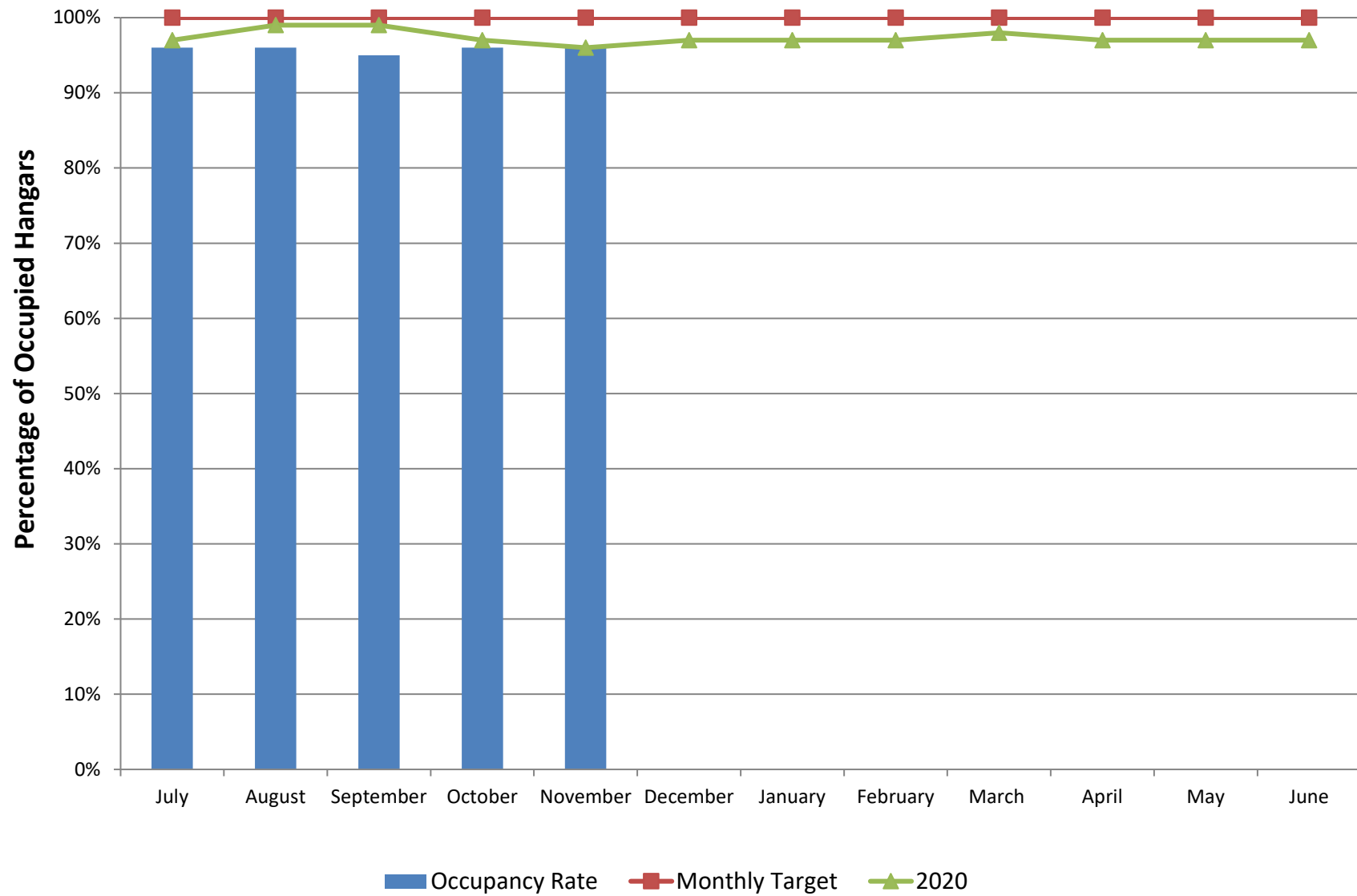
## Aging Report

Item 1

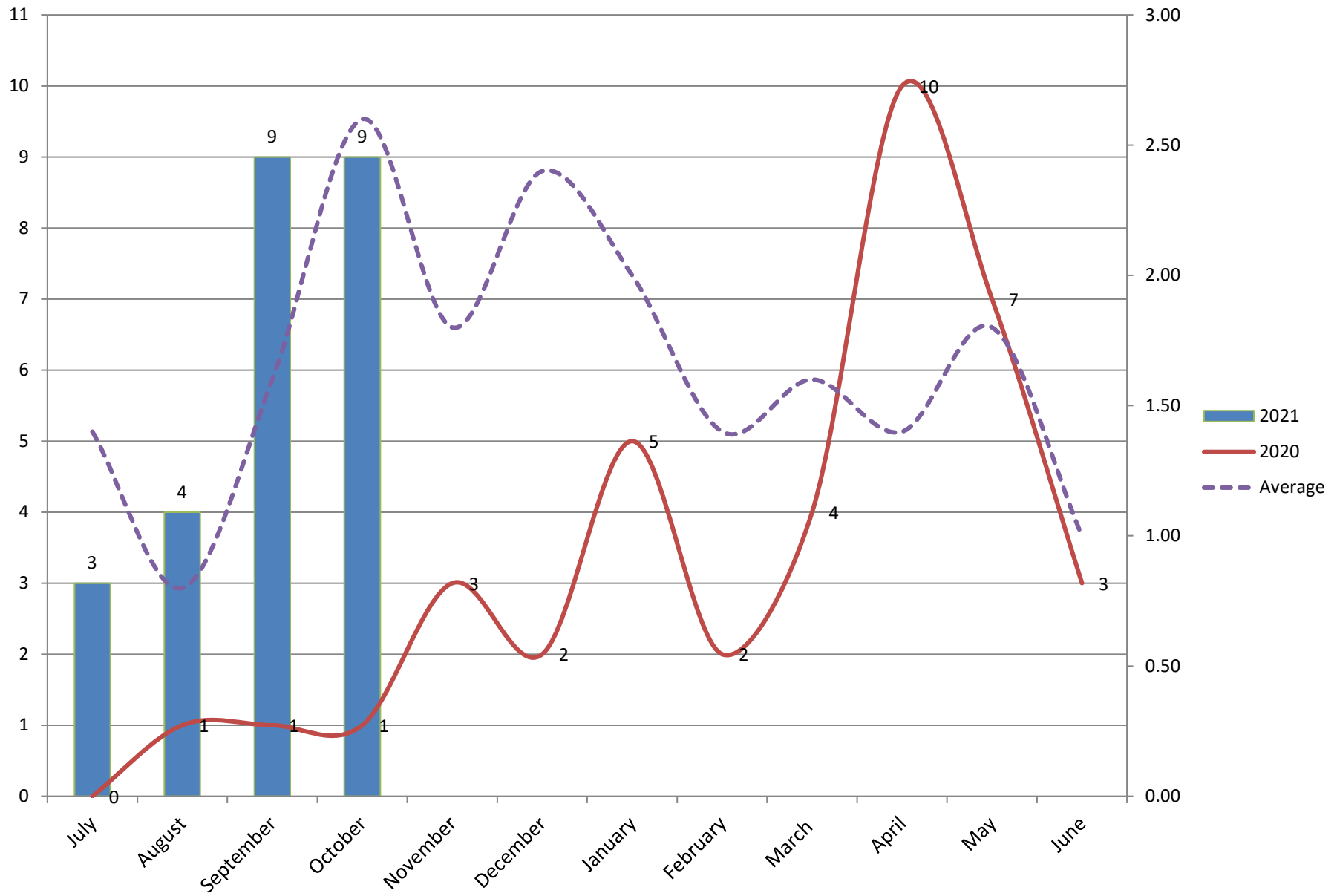
Customer Id	Customer Name	Unpaid Balance	Billed Amount	Adjusted Amount	Paid Amount	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past	Total Due Now
36438	LOVE, ANDREW	\$0.67	\$80.00	\$0.00	\$79.33	\$0.00	\$0.67	\$0.00	\$0.00	\$0.67
36504	JONES, FORREST	\$50.21	\$1,500.00	\$0.00	\$1,449.79	\$50.21	\$0.00	\$0.00	\$0.00	\$50.21
36535	THOMPSON, LOREN	\$1,005.00	\$1,005.00	\$0.00	\$0.00	\$335.00	\$335.00	\$335.00	\$0.00	\$1,005.00
36865	RYCHLIK, KEVIN	\$480.00	\$480.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$240.00	\$480.00
38602	RIGNEY, JOHN	\$2.66	\$80.00	\$0.00	\$77.34	\$2.66	\$0.00	\$0.00	\$0.00	\$2.66
42215	AMERICAN HELICOPTERS INC	\$9,299.87	\$10,298.22	\$0.00	\$998.35	\$1,716.37	\$1,716.37	\$1,716.37	\$4,150.76	\$9,299.87
42744	AMERICAN AVIATION SERVICES LLC	\$58,312.18	\$51,848.01	\$6,464.17	\$0.00	\$8,935.48	\$10,651.85	\$8,695.48	\$30,029.37	\$58,312.18
43119	VIRGINIA AIRBORNE SEARCH & RESCUE SQUAD	\$5,779.11	\$5,779.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,779.11	\$5,779.11
46729	CAMPBELL, DANA L	\$7.99	\$7.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.99	\$7.99
51074	BARRY, MARK	\$320.00	\$320.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$80.00	\$320.00
60529	FAA/MMAC	\$43.53	\$1,899.82	\$0.00	\$1,856.29	\$43.53	\$0.00	\$0.00	\$0.00	\$43.53

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	\$ 464.48	\$ 6,038.64
CINTAS CORP.	Medical Supplies	\$ 13.07	\$ 145.77
COMCAST	Cable Service	\$ 125.31	\$ 2,115.92
EAGLE PROTECTION SERVICES INC	SECURITY SERVICES	\$ 4,771.20	\$ 101,614.89
FINLAY FIRE	ARFF Truck Service		\$ 6,571.81
LABOR FINDERS	Temporary Help - Maintenance		\$ -
ORACLE ELEVATOR	Service Call/Inspections		\$ 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	\$ 3,425.03	\$ 17,083.77
ORKIN EXTERMINATING CO INC	Orkin services	\$ 312.70	\$ 1,378.22
PROTECTION 1 ALARM	Security Monitoring	\$ 30.00	\$ 706.25
TEMPORARY SOLUTIONS, INC	Temporary Help - Admin		\$ -
ATLANTIC SWEEPING SERVICES INC	Sweeping Services	\$ 475.00	\$ 4,924.08
TRUGREEN CHEMLAWN	lawn service		\$ 1,924.55
U S PLANTS INC	PLANTS	\$ 100.00	\$ 1,460.32
CINTAS CORP.	Uniforms	\$ 64.00	\$ 1,549.28
CINTAS CORP.	Terminal Mats	\$ 23.00	\$ 408.89
VA BUSINESS SYSTEMS	KONICA COPIER LEASE		\$ 3,976.98
VERIZON	703-060-1303	\$ 10.25	\$ 231.50
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 1,312.00	\$ 21,929.08
WASHINGTON GAS	10529 wakeman dr	\$ 20.45	\$ 2,546.42
WASHINGTON GAS	10400 wakeman dr	\$ 322.43	\$ 19,745.21
CITY OF MANASSAS UTILITIES			
Vendor	Description	Past 30 days	FY20 Gross Amount
MANASSAS, CITY OF UTILITIES	10531 TERMINAL	\$ 35.86	\$ 377.88
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 3,047.41	\$ 39,008.42
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 28.83	\$ 2,415.30
MANASSAS, CITY OF UTILITIES	9950 WAKEMAN	\$ 13.13	\$ 144.70
MANASSAS, CITY OF UTILITIES	10481 OBSERVATION	\$ 601.12	\$ 6,612.32
MANASSAS, CITY OF UTILITIES	10601 WAKEMAN	\$ 31.94	\$ 15,975.93
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 36.46	\$ 560.86
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 307.82	\$ 1,115.94
MANASSAS, CITY OF UTILITIES	10600 OBSERVATION	\$ 292.54	\$ 3,697.62
MANASSAS, CITY OF UTILITIES	10401 WAKEMAN	\$ 70.23	\$ 3,409.46
MANASSAS, CITY OF UTILITIES	10557 WAKEMAN	\$ 117.94	\$ 1,311.07
MANASSAS, CITY OF UTILITIES	10577 WAKEMAN	\$ 122.82	\$ 1,417.89
MANASSAS, CITY OF UTILITIES	10567 WAKEMAN	\$ 21.88	\$ 1,699.78
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 160.55	\$ 387.86
MANASSAS, CITY OF UTILITIES	10451 WAKEMAN	\$ 63.53	\$ 1,733.71
MANASSAS, CITY OF UTILITIES	10557 TERMINAL	\$ 31.67	\$ 1,112.46
MANASSAS, CITY OF UTILITIES	10549 TERMINAL		\$ 634.50
MANASSAS, CITY OF UTILITIES	10541 TERMINAL		\$ 1,077.51
MANASSAS, CITY OF UTILITIES	10529 TERMINAL		\$ 1,708.31
MANASSAS, CITY OF UTILITIES	10501 TERMINAL	\$ 487.50	\$ 5,706.24
MANASSAS, CITY OF UTILITIES	10547 TERMINAL	\$ 96.43	\$ 1,490.00
MANASSAS, CITY OF UTILITIES	10631 OBSERVATION	\$ 47.58	\$ 867.72
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 211.10	\$ 2,437.55
MANASSAS, CITY OF UTILITIES	10509 WAKEMAN DR	\$ 234.70	\$ 3,146.08
MANASSAS, CITY OF UTILITIES	10499 OBSERVATION RD	\$ 128.28	\$ 2,233.55
MANASSAS, CITY OF UTILITIES	10501 OBSERVATION RD	\$ 154.97	\$ 5,479.08
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	\$ 23,857.80	\$ 711,059.27
REYNOLDS SMITH & HILLS INC	Runway 16R/34L Rehab Design	\$ 43,393.49	\$ 370,021.50
CHEMUNG	CONSTRUCTION		\$ 549,674.92
REYNOLDS SMITH & HILLS INC	LOMR East Corp Expansion	\$ 9,438.28	\$ 23,563.19
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	\$ 218.37	\$ 2,475.93
MANASSAS, CITY OF UTILITIES	10605 observation	\$ 582.63	\$ 9,962.52
UNIFIRST CORP	Tower Mats	\$ 8.75	\$ 404.28
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 830.00	\$ 12,501.09
WASHINGTON GAS	10603 Observation	\$ 24.24	\$ 734.66

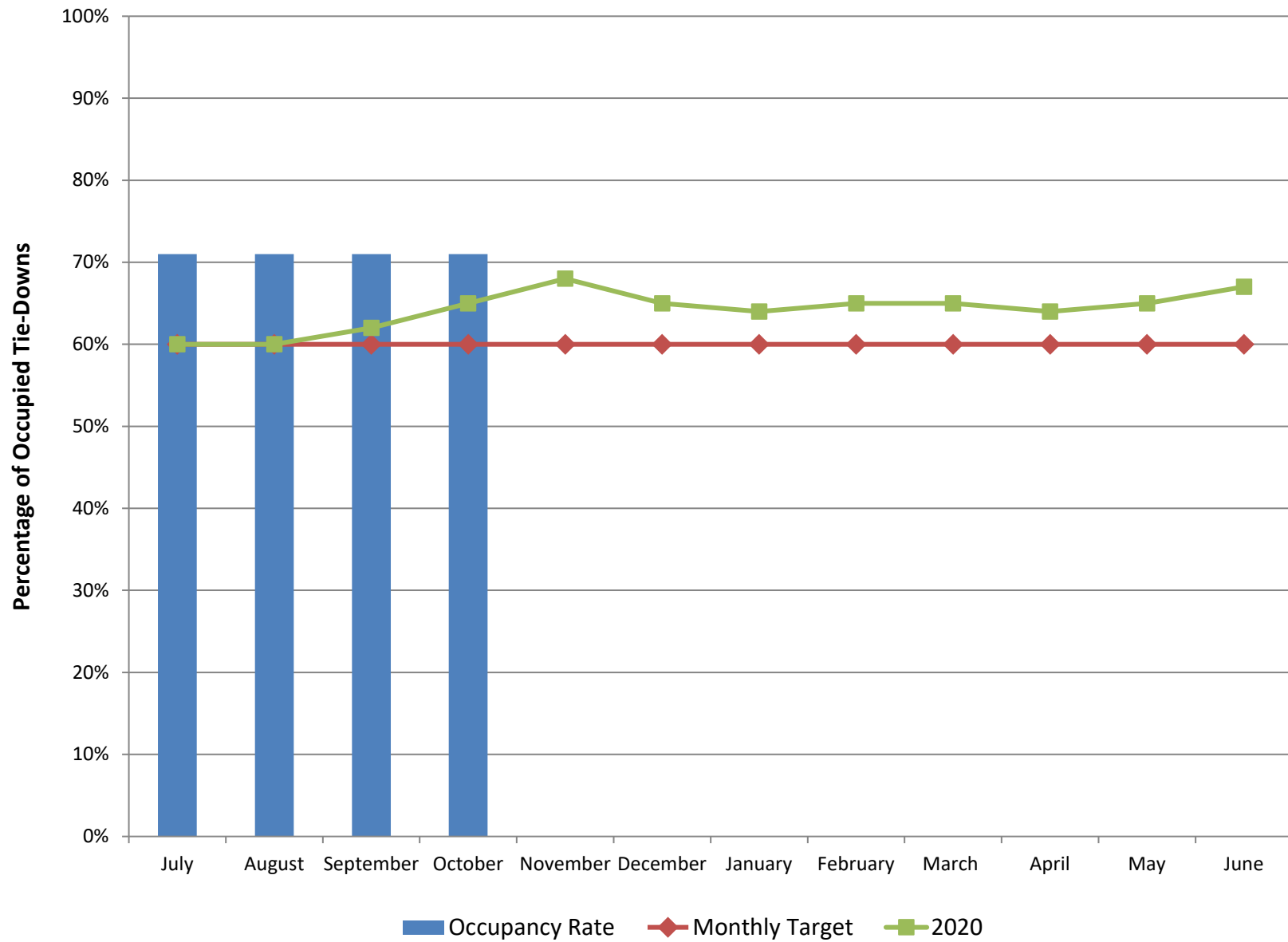
## FY2021 Hangar Occupancy Rates



## Noise Complaints FY 2020-2021



## FY2021 Tie-Down Occupancy Rates





## AIRPORT COMMISSION AGENDA STATEMENT

**MEETING DATE:** November 19, 2020

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Quarterly Report on Airport Operations and Fuel Flowage

**DATE THIS ITEM WAS  
LAST CONSIDERED BY  
COMMISSION:** N/A

**SUMMARY OF ISSUE/  
TOPIC:** This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.

**STAFF  
RECOMMENDATION:** N/A

**DISCUSSION  
(IF NECESSARY):** No Discussion

**BUDGET/FISCAL  
IMPACT:** N/A

**STAFF:** Richard Allabaugh, 257-8402

Attachment

**MANASSAS REGIONAL AIRPORT COMMISSION  
REGULAR MEETING  
MINUTES**

**October 15<sup>th</sup>, 2020**

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the 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), Jolene Berry (Airport Operations), and Rita Witte (Secretary)

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

**ITEM 1.**     **Airport Director's Report**

- 1.1**           Upcoming Annual Report
  - A.           Mr. Rivera mentioned the Commissions would be giving the Annual Report to City Council on November 9<sup>th</sup> at 5:30 pm
  - B.           The airport has received a request from Aurora Flight Science to construct a structure for testing land side.
  - C.           The LOMR for the North West Apron has been completed the airport will need to work with engineers to complete FEMA's comments.
  - D.           Mr. Rivera gave an update on the evaluator; the contract has been signed and is currently planned for completion by December.

**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)

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

**ITEM 3.**     **Committee Reports**

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

Vice-Chair Tom Lemon gave an update that the committee has met and submitted comments. The comments have been opened up to the public and will remain up until January 6<sup>th</sup>.

**ITEM 4.**     **New Business**

- 4.1**            Discuss the bids received for FAA Tower Roof and Cat Walk Replacement (Staff: Juan Rivera)  
                    Mr. Rivera gave an update that bids received were higher than expected. The airport will adjust the scope of work and put the project out again.
- 4.2**            Approve the FY 2021 Budget Calendar (Staff: Juan Rivera)

**Member Snare MOVED** for the approval of the FY 2021 Budget Calendar. **SECONDED by Member Clark CARRIED UNANIMOUSLY**

- 4.3**            Approve requesting a surplus Sweeper from Norfolk International Airport (Staff: Juan Rivera)

**Member Snare MOVED** for the approval of requesting a surplus Sweeper from Norfolk International Airport. **SECONDED by Member Seraydarian CARRIED UNANIMOUSLY**

**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)

**Member Snare MOVED** for the approval of Extending the existing agreement to extend the term by 12-months with a 3% increase. **SECONDED by Member Lemmon CARRIED UNANIMOUSLY**

**ITEM 6.**     **Commission Members Comments**

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

**ADJOURNMENT**

**Member Uzzle MOVED** that the meeting adjourn. **SECONDED by Member Cabrera and CARRIED UNANIMOUSLY.**

The meeting adjourned at 8:06 P.M.

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Secretary

Chairman

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Date Approved

# Item 5.1

## SUMMARY OF AIRPORT CAPITAL PROJECTS

(\$ in Thousands)

<b>Cost Estimates:</b>	<b>Prior Years</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>Future</b>	<b>Total Project</b>	<b>5-Year CIP</b>
Planning	1,383	65	600	250	250	600	1,575	4,723	1,765
Land	-	-	-	-	-	-	10,300	10,300	-
Construction	4,275	3,950	4,845	250	5,000	-	22,550	40,870	14,045
<b>Total Cost</b>	<b>5,658</b>	<b>4,015</b>	<b>5,445</b>	<b>500</b>	<b>5,250</b>	<b>600</b>	<b>34,425</b>	<b>55,893</b>	<b>15,810</b>

### Funding Sources:

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	662	1,464	108	55	105	48	1,170	3,612	1,780
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	8,600	8,600	-
State	408	256	436	220	420	192	3,243	5,175	1,524
Federal	4,588	2,295	4,901	225	4,725	360	21,412	38,506	12,506
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
<b>Total Funding</b>	<b>5,658</b>	<b>4,015</b>	<b>5,445</b>	<b>500</b>	<b>5,250</b>	<b>600</b>	<b>34,425</b>	<b>55,893</b>	<b>15,810</b>

### Operating Impacts:

Revenue	-	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	1	2	-	1	-	-	4	4
Program (Costs) Saving	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Net Revenue</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>4</b>

# Item 5.1

## AIRPORT CAPITAL PROJECT LISTING

(\$ in Thousands)

Project Name	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project	5-Year CIP
Air Traffic Control Tower	-	-	-	-	-	-	8,600	8,600	-
Realignment of Wakema	-	-	-	-	-	-	3,850	3,850	-
Land Acquisition Southw	-	-	-	-	-	-	3,000	3,000	-
Fuel Farm Upgrade	-	-	-	-	-	-	550	550	-
Taxiway A Rehabilitation	250	2,550	-	-	-	-	-	2,800	2,550
Runway 16R/34L Rehabi	399	-	-	-	-	-	-	399	-
North East Apron Expan	-	-	-	-	-	-	2,200	2,200	-
Rehabilitate and Widen	450	-	4,845	-	-	-	-	5,295	4,845
Terminal Parking Lot Ex	-	-	-	-	-	-	1,100	1,100	-
Upgrade Taxiway A Light	-	-	-	-	-	-	-	-	-
Midfield Ditch Restoratio	-	65	-	250	-	-	-	315	315
Installation of Backup Ge	-	-	-	-	-	-	550	550	-
Taxiway G and Taxilane	4,059	-	-	-	-	-	-	4,059	-
West Corporate Develop	500	1,400	-	-	-	-	-	1,900	1,400
Rehabilitation of Runway	-	-	600	-	5,000	-	-	5,600	5,600
Upgrade and Replace 1	-	-	-	-	-	-	-	-	-
East Apron Rehabilitatio	-	-	-	-	250	-	3,500	3,750	250
Runway 16L/34R Extens	-	-	-	-	-	-	3,775	3,775	-
Taxiway B Lighting Syste	-	-	-	-	-	-	-	-	-
Environmental Assessm	-	-	-	250	-	-	-	250	250
South East Airport Comp	-	-	-	-	-	400	7,300	7,700	400
South West Hangar Red	-	-	-	-	-	200	-	200	200
<b>Total</b>	<b>5,658</b>	<b>4,015</b>	<b>5,445</b>	<b>500</b>	<b>5,250</b>	<b>600</b>	<b>34,425</b>	<b>55,893</b>	<b>15,810</b>

# Item 5.1

## AIRPORT MAINTENANCE CAPITAL PROJECT LISTING

(\$ in Thousands)

The City identifies Capital Projects as projects with a cost greater than \$100,000 and a useful life of 10+ years. The City recognizes that there are additional projects/needs that are capital in nature but do not meet the requirement set forth for a capital project. These additional projects/needs are considered Maintenance Capital Projects, a list of which is provided below for the Airport Program.

Project Name	Prior Years	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total Project	5-Year CIP
Airport Paving Program (	372	-	-	30	172	-	-	574	202
Master Plan Study	600	72	-	-	-	-	-	672	72
Airport Alternative Energ	-	-	-	-	-	-	35	35	-
Airfield Paving Program	300	100	160	150	-	-	-	710	410
Air Traffic Control Tower	26	65	-	-	-	-	-	91	65
Terminal Elevator Pump	-	-	-	-	-	-	-	-	-
Terminal Boiler Replace	-	50	-	-	-	-	-	50	50
Terminal Rear Slide Doo	-	-	25	-	-	-	-	25	25
Airfield Marking Program	-	80	40	-	-	-	-	120	120
Airfield Fencing Program	-	-	-	40	125	-	-	165	165
Airside Tree Removal Pr	-	-	-	-	45	125	-	170	170
<b>Total Cost</b>	<b>1,298</b>	<b>367</b>	<b>225</b>	<b>220</b>	<b>342</b>	<b>125</b>	<b>35</b>	<b>2,612</b>	<b>1,279</b>

### Funding Sources

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	256	118	65	45	98	25	7	614	351
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
State	565	189	160	180	254	100	28	1,476	883
Federal	540	60	-	-	-	-	-	600	60
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
<b>Total Funding</b>	<b>1,361</b>	<b>367</b>	<b>225</b>	<b>225</b>	<b>352</b>	<b>125</b>	<b>35</b>	<b>2,690</b>	<b>1,294</b>