

**MANASSAS REGIONAL AIRPORT COMMISSION  
REGULAR MEETING  
AGENDA**

September 17<sup>th</sup> 2020

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

**ITEM 1.**     **Airport Director’s 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 August . (Staff: Rita Witte)**

**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)**

**4.2 Consideration for moving the due date for two RFFP’s to November 9<sup>th</sup> 2020 (Staff: Juan Rivera)**

**ITEM 5.**     **Commission Members Comments**

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

**ADJOURNMENT**




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## Memorandum

August 20, 2020

TO: Manassas Regional Airport Commission  
FROM: Airport Director

**RE: AIRPORT DIRECTOR'S REPORT FOR AUGUST 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. 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 September 28, 2020. Both RFFPs will be advertised in the local newspaper as required by franchise law. The Airport Director has received several requests to extend the date for submission. After considering the matter the Director does not see any down side to extending the time for submitting a proposal. No proposal have been received to date. By extending the submission deadline, the chances are better of receiving multiple submissions. The Director feels that a 45 day extension would be appropriate.

### AIR TRAFFIC CONTROL TOWER REDUCED OPERATIONAL HOURS.

The Manassas tower operating hours have been 8 a.m. – 4 p.m. for a few months. The Director is working with the FAA to get the hours extended to pre-pandemic operational hours. The Director has also requested that NATA assist the Airport in getting the FAA to change the hours of operations back to normal. The Airport's operations are going up and with the closure of runway 16R/34L for construction, it would be safer to have the tower open during the 45 days construction period.

### CARES ACT GRANTS

The Airport had received a CARES Act grant in the amount of \$157,000.00 earlier this year. Also as part of the CARES Act the Airport has received two 100% FAA funding grants for two FY 2020 projects. These project were originally 90% FAA funding, 8% State, and 2% Airport. The Airport received \$3,238,315 for the Rehabilitation of runway 16R/34L and \$250,000 for the design effort of the Taxiway A Rehabilitation.

### TIE-DOWN OCCUPANCY

Currently the airport has 122 of the public-use tie-downs under contract of the 171 available spaces. This represents an occupancy rate of 71%. East Tie-Downs: 79 of 86 rented (92%). West Tie-Downs: 43 of 85 rented (51%). No squatters have been reported on the Airport by Airport Operations.

## T-HANGAR OCCUPANCY RATE

The Airport has a combined east and west hangar occupancy rate of 96% (150 out of 156). The Airport has ninety-three (93) of the ninety-seven (97) t-hangar units on the east side under contract (95% occupancy) and fifty-seven (57) of the fifty-nine (59) hangars on the west side are under contract (97% occupancy).

We are moving through the list and waiting for call-backs from prospective hangar tenants as needed. We currently have a waiting list of 156 people. Some prospective tenants are on multiply hangar waiting list. (150 east side, 101 west side & 15 60'X50')

## NOISE COMPLAINTS

There were four (4) noise complaints recorded by Airport Operations in the month of August 2020 (4 Helicopters, 0 Airplane, 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.

## TAXIWAY G/TAXILANE Y (Construction Phase)

Chemung has reached substantial completion on the construction of Taxiway G and Taxilane Y. The punch list has been developed by Delta Airport Consultants and Chemung is working to complete the list. This project should be close shortly. The project looks to be under budget.

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

The contract has been signed with Chemung Contractor Corporation and RS&H Engineers. RS&H is in the process of approving submittal from Chemung. The Airport staff worked with the FAA to get a Reimbursable Agreement in place for the flight test after the construction is completed. The notice-to-proceed will be issued for a construction start date of October 5th. The short runway will be closed during the 45 day rehabilitation project. The total contract time is 47 days. There have been some issues with getting electrical parts (light cans) necessary to complete the project and this could lead to delays in getting the lighting system up and running.

## FAA ATC TOWER LEAK & ROOF REPLACEMENT

This project is out to bid. A mandatory pre-bid meeting was held on September 8<sup>th</sup>. The bids are due on September 22<sup>nd</sup>.

## TERMINAL BUILDING ROOF REPLACEMENT

The lower bidder is MS Construction with a bid of \$120,600.00. The Airport has received a VDOA Maintenance grant for \$83,817.00 for this project. The project is scheduled to start the week of September 14<sup>th</sup> and should be completed in five (5) weeks. There will be some disruption in using the north door of the terminal building during the construction period.

## VRE EXPANSION

The VRE is moving forward with appraisals 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.

## 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

The Airport Staff will start the process of updating the Airport's Rules and Regulations in September. The process will be similar to the update of the Minimum Standards. Ms. Jolene Berry will lead the process from the Airport staff and the Chairman will appoint two members of the Commission to form the review committee.

## OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H has submitted the 50% design effort for the relocation of Observation Road and additional drainage improvements. They have also submitted the Conditional Letter of Map Revision (CLOMAR) to the City and the County for their review. The City and County have both approved the CLOMAR application and the application has been submitted to the Corp of Engineers for review and comments. The Corps has 90 days to conduct their initial review. Once the comments are received, the preliminary design can be completed and the Airport can move forward with the final design for this project. NO UPDATE

## SJCO FRANCHISE PROPOSAL

SJCO who has a Franchise with the Airport for the land and buildings that are occupied by Aurora Flight Sciences has requested the Airport Commission consider a proposal to add two additional 5-year periods to their Franchise. The City Attorney has indicated that due to Franchise Law, we are not able to entertain the proposal since we are not allowed to go beyond 40 years by law. The Airport Director informed SJCO that this was the case and that no other review of the proposal would be needed and no action would be taken.

## APP JET CENTER (MANASSAS FBO)

Mr. Thom Harrow, President of APP Jet Center recently stated that the new hangar (19,000 sf) that is being built by APP will begin after Labor Day. He indicated that the project should be completed within the timeframe outlined in the Franchise. Manassas FBO was recently approved for IDA backed Bonds by the City Council. The City Attorney has approved the performance bond for this project and the permit should be issued shortly for this project.

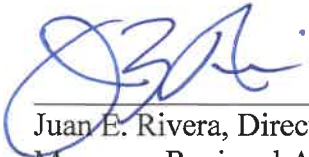
## HOT SPOT IDENTIFIED ON AIRPORT

During the last RSAT meeting, the team discussed the need for a hot spot at the intersection of taxiway Kilo and Runway 16L/34R. A hot spot is defined as a location on an airport movement area with a history of potential risk of collision or runway incursion, and where heightened attention by pilots and drivers is necessary. There have been several issues with pilots who were cleared to taxiway B3, but instead turned left and taxi north on the runway without the proper clearance from ATC. The hot spot was published officially on September 10<sup>th</sup>.

Page Four  
Airport Director's Report  
August 20, 2020

## UPCOMING EVENTS

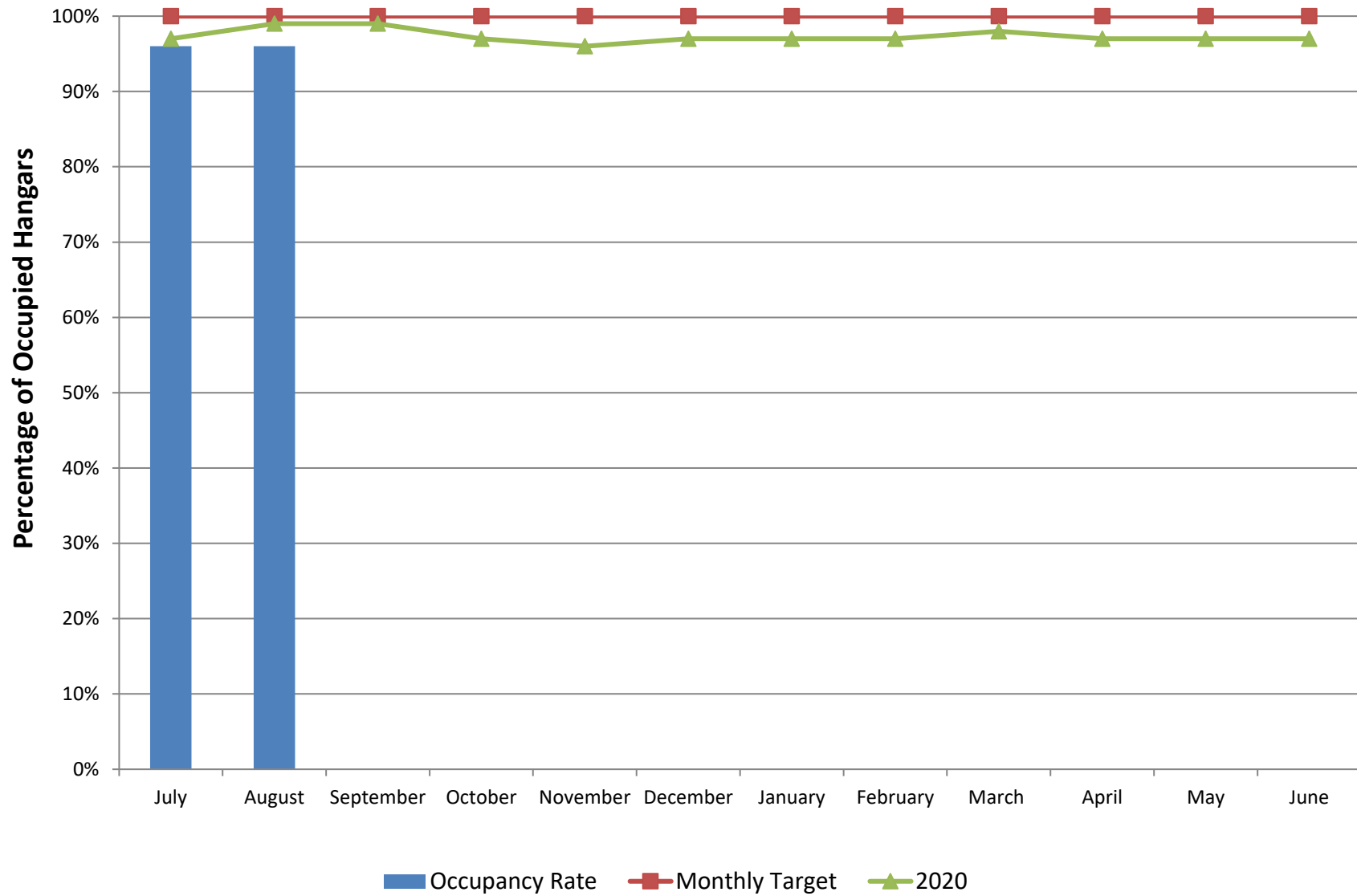
Arsenal of Democracy – September 25<sup>th</sup>



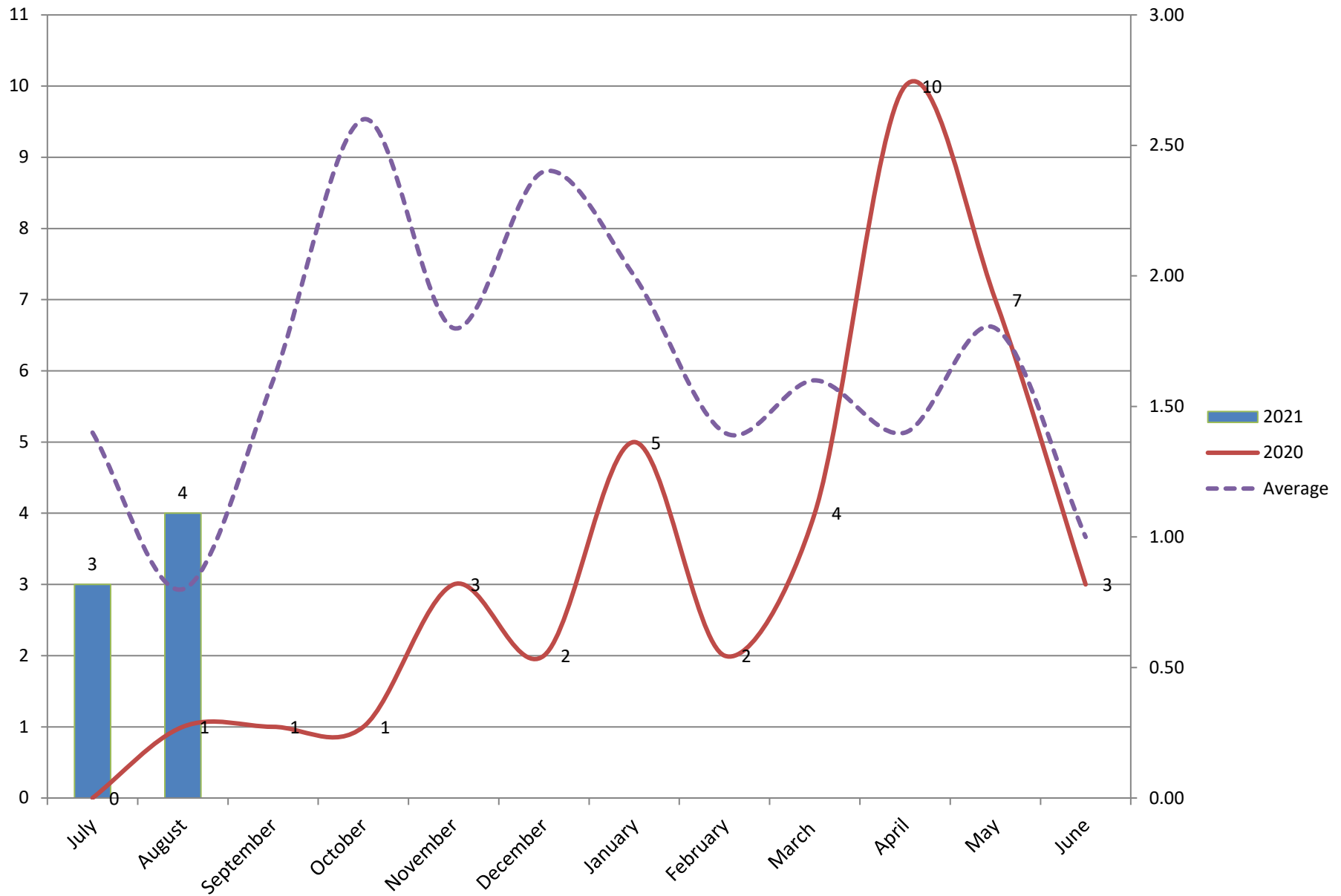
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Juan E. Rivera, Director  
Manassas Regional Airport

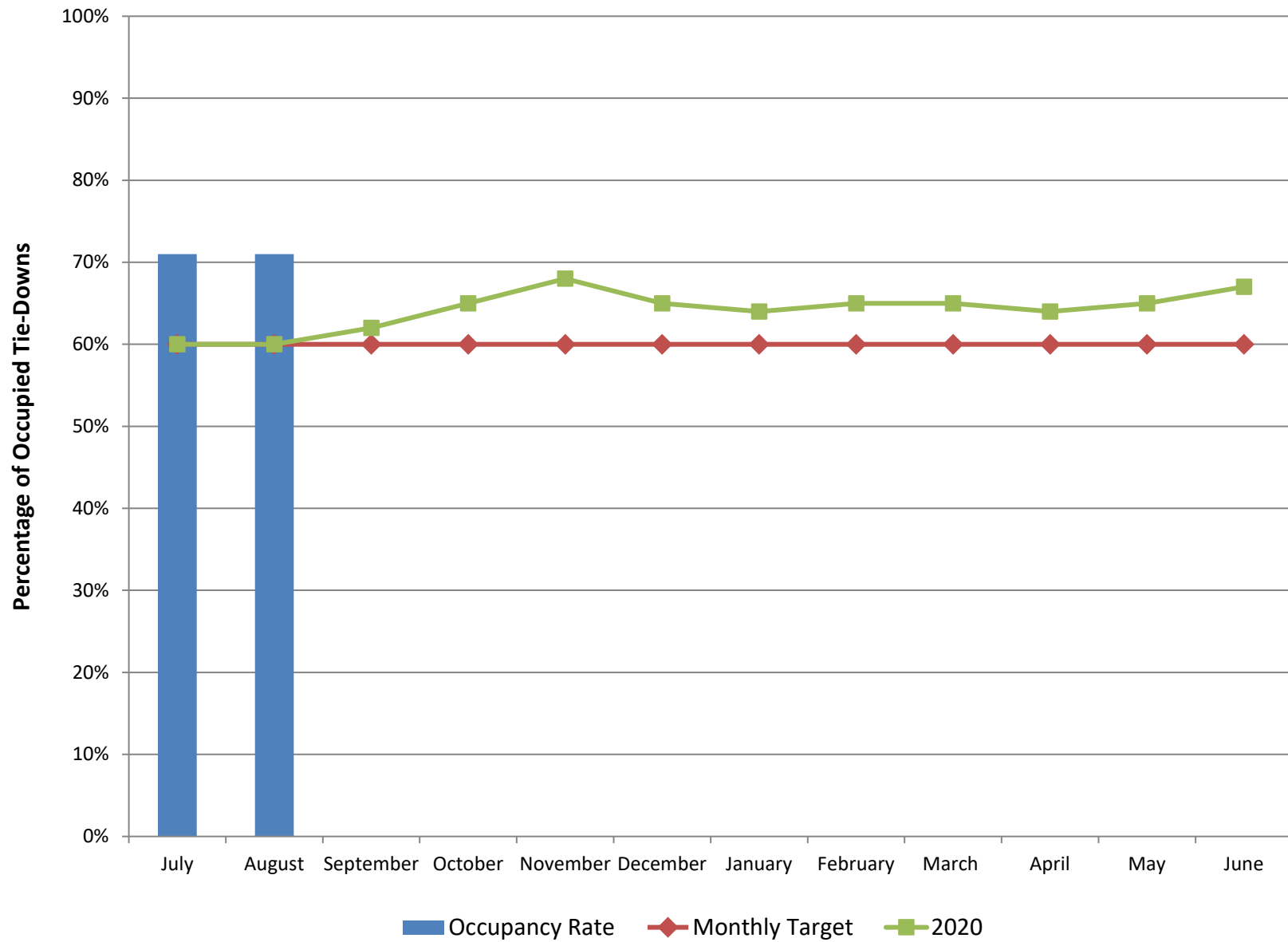
## FY2021 Hangar Occupancy Rates



## Noise Complaints FY 2020-2021



## 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	\$ 464.48	\$ 5,574.16
CINTAS CORP.	Medical Supplies	\$ 20.51	\$ 99.12
COMCAST	Cable Service	\$ 250.64	\$ 1,865.29
EAGLE PROTECTION SERVICES INC	SECURITY SERVICES	\$ 6,361.60	\$ 90,445.41
FINLAY FIRE	ARFF Truck Service	\$ 3,424.27	\$ 6,571.81
LABOR FINDERS	Temporary Help - Maintenance		\$ -
ORACLE ELEVATOR	Service Call/Inspections	\$ 150.00	\$ 3,888.24
M C W SOLUTIONS LLC	camera repair/replacement		\$ -
MOOR GREEN ESTATES HOMEOWNERS	MOA Fees		\$ 3,860.00
OLDE TOWNE LANDSCAPING	Mowing Services	\$ 1,918.44	\$ 13,460.55
ORKIN EXTERMINATING CO INC	Orkin services		\$ 1,065.52
PROTECTION 1 ALARM	Security Monitoring	\$ 30.00	\$ 676.25
TEMPORARY SOLUTIONS, INC	Temporary Help - Admin		\$ -
ATLANTIC SWEEPING SERVICES INC	Sweeping Services	\$ 760.00	\$ 4,069.08
TRUGREEN CHEMLAWN	lawn service		\$ 1,539.64
U S PLANTS INC	PLANTS		\$ 1,255.68
CINTAS CORP.	Uniforms	\$ 92.25	\$ 1,366.39
CINTAS CORP.	Terminal Mats	\$ 45.00	\$ 363.72
VA BUSINESS SYSTEMS	KONICA COPIER LEASE	\$ 393.54	\$ 3,754.37
VERIZON	703-060-1303		\$ 211.00
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 1,280.00	\$ 19,343.08
WASHINGTON GAS	10529 wakeman dr	\$ 44.03	\$ 2,485.87
WASHINGTON GAS	10400 wakeman dr	\$ 414.06	\$ 19,125.26
CITY OF MANASSAS UTILITIES			
Vendor	Description	Past 30 days	FY20 Gross Amount
MANASSAS, CITY OF UTILITIES	10531 TERMINAL	\$ 29.91	\$ 270.13
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 3,479.25	\$ 32,600.92
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 25.40	\$ 2,350.09
MANASSAS, CITY OF UTILITIES	9950 WAKEMAN	\$ 13.16	\$ 118.41
MANASSAS, CITY OF UTILITIES	10481 OBSERVATION	\$ 601.12	\$ 5,410.08
MANASSAS, CITY OF UTILITIES	10601 WAKEMAN	\$ 1,559.72	\$ 14,317.85
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 36.97	\$ 480.73
MANASSAS, CITY OF UTILITIES	10661 OBSERVATION	\$ 38.06	\$ 768.73
MANASSAS, CITY OF UTILITIES	10600 OBSERVATION	\$ 299.22	\$ 3,122.87
MANASSAS, CITY OF UTILITIES	10401 WAKEMAN	\$ 300.86	\$ 3,046.23
MANASSAS, CITY OF UTILITIES	10557 WAKEMAN	\$ 72.83	\$ 1,109.41
MANASSAS, CITY OF UTILITIES	10577 WAKEMAN	\$ 113.63	\$ 1,158.90
MANASSAS, CITY OF UTILITIES	10567 WAKEMAN	\$ 108.83	\$ 1,547.91
MANASSAS, CITY OF UTILITIES	10601 OBSERVATION	\$ 21.80	\$ 205.26
MANASSAS, CITY OF UTILITIES	10451 WAKEMAN	\$ 160.65	\$ 1,508.54
MANASSAS, CITY OF UTILITIES	10557 TERMINAL	\$ 67.61	\$ 1,010.41
MANASSAS, CITY OF UTILITIES	10549 TERMINAL	\$ 42.39	\$ 592.19
MANASSAS, CITY OF UTILITIES	10541 TERMINAL	\$ 557.25	\$ 1,032.94
MANASSAS, CITY OF UTILITIES	10529 TERMINAL	\$ 115.80	\$ 1,663.32
MANASSAS, CITY OF UTILITIES	10501 TERMINAL	\$ 46.25	\$ 4,703.34
MANASSAS, CITY OF UTILITIES	10547 TERMINAL	\$ 115.80	\$ 1,275.51
MANASSAS, CITY OF UTILITIES	10631 OBSERVATION	\$ 46.25	\$ 773.81
MANASSAS, CITY OF UTILITIES	10600 HARRY J PARRISH	\$ 195.72	\$ 2,018.28
MANASSAS, CITY OF UTILITIES	10509 WAKEMAN DR	\$ 427.58	\$ 2,464.66
MANASSAS, CITY OF UTILITIES	10499 OBSERVATION RD	\$ 117.47	\$ 1,975.99
MANASSAS, CITY OF UTILITIES	10501 OBSERVATION RD		\$ 5,186.12
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	\$ 60,882.28	\$ 687,201.47
REYNOLDS SMITH & HILLS INC	Runway 16R/34L Rehab Design	\$ 14,681.60	\$ 326,628.01
NEATHAWK DUBUQUE INC	MARKETING PLAN		\$ 48,788.67
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	\$ 284.32	\$ 1,978.20
MANASSAS, CITY OF UTILITIES	10605 observation	\$ 723.31	\$ 8,713.69
UNIFIRST CORP	Tower Mats	\$ 23.85	\$ 373.18
WALKERS CRPT CRE/JANTRL SVC	JANITORIAL SERVICES	\$ 830.00	\$ 10,835.09
WASHINGTON GAS	10603 Observation	\$ 26.96	\$ 685.43

9/14/2020

## 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
36504	JONES, FORREST	\$25.00	\$1,500.00	\$0.00	\$1,475.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
36535	THOMPSON, LOREN	\$1,013.38	\$1,340.00	\$0.00	\$326.62	\$335.00	\$335.00	\$335.00	\$8.38	\$1,013.38
36865	RYCHLIK, KEVIN	\$400.00	\$400.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$160.00	\$400.00
42047	AVIATION ADVENTURES LLC	\$73.40	\$2,446.64	\$73.40	\$2,446.64	\$73.40	\$0.00	\$0.00	\$0.00	\$73.40
42215	AMERICAN HELICOPTERS INC	\$8,581.85	\$8,581.85	\$0.00	\$0.00	\$1,716.37	\$1,716.37	\$1,716.37	\$3,432.74	\$8,581.85
42744	AMERICAN AVIATION SERVICES LLC	\$58,744.43	\$55,311.69	\$3,432.74	\$0.00	\$8,695.48	\$10,009.79	\$10,009.79	\$30,029.37	\$58,744.43
43119	VIRGINIA AIRBORNE SEARCH & RESCUE SQUAD	\$7,705.48	\$7,705.48	\$0.00	\$0.00	\$0.00	\$1,926.37	\$1,926.37	\$3,852.74	\$7,705.48
46729	CAMPBELL, DANA L	\$7.99	\$7.99	\$0.00	\$0.00	\$0.00	\$2.99	\$0.00	\$5.00	\$7.99
48662	PARDUE, SCOTT	\$9.33	\$560.00	\$0.00	\$550.67	\$9.33	\$0.00	\$0.00	\$0.00	\$9.33
51074	BARRY, MARK	\$160.00	\$160.00	\$0.00	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$160.00
		\$76,720.86	\$78,013.65	\$3,506.14	\$4,798.93	\$11,014.58	\$14,150.52	\$14,067.53	\$37,488.23	\$76,720.86

9/14/2020

## 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	-531,465.97	-1,601,754	24.9
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-229,663.31	-729,127	24.0
57097400		Total 57097400 Use of Money & Prope	-3,092,010	0	-3,092,010	-761,129.28	-2,330,881	24.6
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-27,576.26	-42,424	39.4
57097600	317520	Airport Fuel Flowage Fees	-233,270	0	-233,270	-53,173.75	-180,096	22.8
57097600	317530	Airport Security Surcharge	-54,000	0	-54,000	-12,764.22	-41,236	23.6
57097600	317535	Airport Car Rental Revenue	-20,200	0	-20,200	-3,349.86	-16,850	16.6
57097600		Total 57097600 Sales & Connections	-377,470	0	-377,470	-96,864.09	-280,606	25.7
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	-705.00	-5,895	10.7
57097700		Total 57097700 Other Local Rev-Gene	-9,800	0	-9,800	-328.10	-9,472	3.3
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	-3,894.00	-11,686	25.0
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	-9,328.95	-31,951	22.6
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	-1,036,210.24	-2,519,350	29.1

9/14/2020

## 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	82,967.14	0.00	507,033	14.10
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	3,791.68	0.00	19,508	16.30
57003703	416000	S&W-Overtime	25,000	0	25,000	2,139.53	0.00	22,860	8.60
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	347.66	0.00	-348	100.00
57003703	420004	FICA	0	0	0	6,843.91	0.00	-6,844	100.00
57003703	420006	Virginia Retirement System	0	0	0	10,214.18	0.00	-10,214	100.00
57003703	420008	Group Health	0	0	0	10,592.06	0.00	-10,592	100.00
57003703	420010	Worker's Compensation	0	0	0	823.60	0.00	-824	100.00
57003703	420012	Group Term Life Insurance	0	0	0	1,094.16	0.00	-1,094	100.00
57003703	420014	Long Term Disability	0	0	0	351.88	0.00	-352	100.00
57003703	420031	Car Allowance	6,030	0	6,030	992.31	0.00	5,038	16.50
57003703	431000	Professional Services	70,000	0	70,000	17,264.39	-16,151.70	68,887	1.60
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	886.99	-477.49	49,591	0.80
57003703	439000	Other Purchased Services	18,000	0	18,000	15.74	0.00	17,984	0.10
57003703	441000	Information Technology Charges	49,850	0	49,850	12,464.00	0.00	37,386	25.00
57003703	441005	Phones and Voicemail Charges	19,260	0	19,260	4,815.00	0.00	14,445	25.00
57003703	441045	IT GIS Mapping Charges	18,450	0	18,450	4,608.00	0.00	13,842	25.00
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	11,610.00	0.00	34,830	25.00
57003703	444000	Cost Allocation Charges	182,050	0	182,050	45,511.00	0.00	136,539	25.00
57003703	447000	Radio Charges	1,550	0	1,550	389.00	0.00	1,161	25.10
57003703	451001	Utilities	17,000	0	17,000	624.07	21,538.91	-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	1,059.82	0.00	3,440	23.60
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	375.95	0.00	2,624	12.50
57003703	452008	Telephone Service Charges	150	0	150	20.50	172.75	-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	8,684.00	0.00	23,316	27.10
57003703	454001	Operating Leases	3,500	0	3,500	567.69	3,092.31	-160	104.60
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	85.85	0.00	4,414	1.90
57003703	458000	Dues Memberships & Other Exp	6,900	0	6,900	145.00	0.00	6,755	2.10
57003703	461000	Office Supplies	3,500	0	3,500	78.68	0.00	3,421	2.20

9/14/2020

## Expense

Item 1

57003703	462000	Other Supplies	10,000	0	10,000	626.53	5,602.73	3,771	62.30
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	171.77	0.00	2,828	5.70
57003703		Total 57003703 Airport Operations	1,612,780	0	1,612,780	250,067.43	13,777.51	1,348,935	16.40
57003710	433000	Maintenance Services	55,000	0	55,000	2,640.08	3,790.72	48,569	11.70
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	2,546.36	12,731.80	9,722	61.10
57003710	433006	Mowing Services	17,200	0	17,200	3,441.10	8,558.90	5,200	69.80
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	0.00	0.00	2,500	0.00
57003710	433014	Elevator Inspections	1,200	0	1,200	150.00	0.00	1,050	12.50
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	6,106.26	0.00	29,894	17.00
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	16,289.36	73,158.40	2,352	97.40
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	0.00	0.00	25,000	0.00
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	270.62	0.00	19,729	1.40
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	0.00	0.00	20,000	0.00
57003710	462052	Terminal Grounds Supplies	3,500	0	3,500	327.25	0.00	3,173	9.40
57003710	462067	Maintenance Supplies	2,500	0	2,500	186.00	0.00	2,314	7.40
57003710	466000	Building and Repair Materials	30,000	0	30,000	8,069.74	0.00	21,930	26.90
57003710	467000	Fuels/Oils/Lubricants	5,500	0	5,500	0.00	0.00	5,500	0.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	1,909.19	0.00	23,091	7.60
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	91,905.35	103,010.86	335,284	36.80
57003711	433000	Maintenance Services	14,000	0	14,000	47.70	0.00	13,952	0.30
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	0.00	700	30.00
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	347.70	0.00	23,152	1.50
57003712	433000	Maintenance Services	12,000	0	12,000	1,727.49	8,369.20	1,903	84.10
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	0.00	1,500.00	-500	150.00
57003712		Total 57003712 FAA Tower Reimbursab	31,500	0	31,500	3,679.68	9,869.20	17,951	43.00
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00

9/14/2020

## Expense

Item 1

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	175,000.00	0.00	30,560	85.10
57003793	481021	Interest - Bonds Payable	34,860	0	34,860	15,500.63	0.00	19,359	44.50
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	190,500.63	0.00	1,134,079	14.40
		Expense Total	3,555,560	0	3,555,560	536,500.79	126,657.57	2,892,402	18.70

## MANASSAS REGIONAL AIRPORT COMMISSION REGULAR MEETING MINUTES

August 27<sup>th</sup>, 2020

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

Richard H. Seraydarian was unable to attend.

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.

**Member Snare MOVED to AMEND** the agenda deleting Items:

**4.4 Approve and Recommend Approval to City Council an Agreement between GMU and the City for use of Airport property for a Bee Initiative (Staff: Juan Rivera)**

**SECONDED BY Member Cabrera and CARRIED UNANIMOUSLY**

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

Mr. Rivera added to his report that Chemung Construction won the bid for the construction of Runway 16R 34L. During a recent lightning storm, 5 cameras went down, the airport staff will be doing most of the repair work to save about \$5000.

Member Cabrera asked how often lightning has taken out the cameras and what can we do to prevent this from happening again.

**1.1 Overview of Strategic Plan Accomplishments (Staff: Jolene Berry)**

**1.2 Quarterly Report on Airport Operations and Fuel Flowage (Staff: Jolene Berry)**

### **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 July 16<sup>th</sup>, 2020. (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**            **Minimum Standards Committee (John Snider)**

**ITEM 4.**     New Business

**4.1**            **Approve the draft Minimum Standards for consideration by City Council (Staff: Juan Rivera)**

**Member Snider MOVED** for the approval of the draft Minimum Standards for consideration by City Council **SECONDED by Member Snare CARRIED UNANIMOUSLY.**

**4.2**            **Tie-down agreements for two aircraft owned by the Civil Air Patrol (Staff: Juan Rivera)**

**Member Snider MOVED** for the approval of a Tie-down agreement for two aircraft owned by the Civil Air Patrol **SECONDED by Member Snare CARRIED UNANIMOUSLY.**

**4.3**            **Appoint a Committee to update the Rules and Regulations (Chairman)**

**Chairman Dan Radtke appointed** Tom Lemmon and Juan Cabrera. **Member Snare MOVED** for the approval of **Committee to update the Rules and Regulations SECONDED by Member Uzzle CARRIED UNANIMOUSLY**

**4.5**            **Approve a Collateral Assignment of Franchise between Manassas FBO LLC and Wells Fargo Bank and Recommend the City Council approve the assignment (Staff: Juan Rivera)**

**Member Lemmon MOVED** for the approval of a Collateral Assignment of Franchise between Manassas FBO LLC and Wells Fargo Bank and Recommend the City Council approve the assignment **SECONDED by Member Clark CARRIED UNANIMOUSLY.**

**ITEM 5.**     Commission Member Comments

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

**ADJOURNMENT**

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

The meeting adjourned at 7:35 P.M.

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Secretary

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Chairman

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Date Approved





## AIRPORT COMMISSION AGENDA STATEMENT

**MEETING DATE:** September 17<sup>th</sup> 2020

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Land Lease - Virginia Railway Express

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

**TOPIC:** 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  
RECOMMENDATION:** Extend for 12 months with a 3% increase

**DISCUSSION  
(IF NECESSARY):** N/A

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

**STAFF:** Juan Rivera, 257-8261

# Item 4.1

**From:** [Juan Rivera](#)  
**To:** ["Kristin Nutter"](#)  
**Cc:** [Rita Witte](#)  
**Subject:** RE: [EXT]:Land Lease - Virginia Railway Express  
**Date:** Wednesday, September 2, 2020 12:10:20 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Kristin,

Thanks for the email. We will move this issue to the Airport Commission for consideration and action. Please let me know if you have any questions.

Juan E. Rivera, Director  
Manassas Regional Airport  
Office: 703-361-1882  
[jrivera@manassasva.gov](mailto:jrivera@manassasva.gov)  
[www.flyhef.com](http://www.flyhef.com)

50th logo



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**From:** Kristin Nutter [mailto:[knutter@vre.org](mailto:knutter@vre.org)]  
**Sent:** Wednesday, September 2, 2020 11:16 AM  
**To:** Juan Rivera <[jrivera@ci.manassas.va.us](mailto:jrivera@ci.manassas.va.us)>  
**Subject:** [EXT]:Land Lease - Virginia Railway Express

**[EXTERNAL]**

Juan,

Good morning.

The Land Lease for the parking lot that serves the Broad Run Station executed by and between the City of Manassas, through the Airport Director, and Virginia Railway Express (VRE) will expire on November 14, 2020.

After internal conversation with VRE's CEO, Rich Dalton, as well as Christine Hoeffner, I understand that efforts to acquire this leased parcel are underway, specifically the title search subsequent to the

# Item 4.1

appraisal. However, these steps toward land acquisition/negotiations have taken much longer than anticipated. Therefore, VRE proposes either amending the existing agreement to extend the term by 12-months or to execute a new short-term agreement with the City.

In response to the current COVID-19 pandemic and the impact on our financial position as the result of greatly diminished ridership, 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.

Please let me know your thoughts. I am happy to schedule a time for us to talk more about this topic.

Sincerely,

Kristin Nutter  
Manager of Purchasing and Contract Administration  
Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
(703) 838-5441 (direct)





## AIRPORT COMMISSION AGENDA STATEMENT

**MEETING DATE:** September 17<sup>th</sup> 2020

**TIME ESTIMATE:** 5 Minutes

**AGENDA ITEM TITLE:** Consideration for moving the due date for two RFFP's to November 9<sup>th</sup> 2020

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

**TOPIC:** The City of Manassas seeks proposals from all interested and qualified parties for **TWO** leasing and development opportunities at Manassas Regional Airport (KHEF), Manassas, Virginia. Upon approval, successful proposers will enter into a Franchise Agreement with the City of Manassas. The proposals are due on September 28th at 7:00 p.m. to be open in public at the City Council meeting. The Airport Director has received several requests from prospective developers who have requested more time to put together their proposals. The proposed date would coincide with the City Council meeting scheduled for November 9<sup>th</sup> 2020.

**STAFF RECOMMENDATION:** Approve extending the due date for all RFFPs to November 9<sup>th</sup>, 2020 to increase competition for the parcel(s).

**DISCUSSION (IF NECESSARY):** N/A

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

**STAFF:** Juan Rivera, (703) 257-8261