



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, January 19, 2023

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Seraydarian, Member Howard Goodie, Member John Snider, Member Lawrence Pigeon, Member David Farajollahi. Members not present were Vice Chairman Ross Snare; Member Juan Cabrera; Member Anthony McGhee, Member Vanslyn Augustus.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Patty Bibber (Secretary) Jolene Berry (Sr Operations Manager).

Chairman Seraydarian called the meeting to order at 7:03 p.m.

1. Pledge of Allegiance
2. Approval of Meeting Minutes

Member Goodie **MOVED** to approve the minutes for the December 8, 2022 meeting, **SECONDED** by Member Snider and **CARRIED UNANIMOUSLY**

3. Review of Expenses
No Comments

4. 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.

5. Airport Director's Report

- 5.1** Flood update: Insurance company will pay for all the work that needed to be done as well as the Transfer switch and UPS battery back up approximate total is \$242,624.00.
- 5.2** Aviation Adventures was credited for the difference of square footage provided to them during the flood for days they were displaced. Credit was for November and December.
- 5.3** Our aircraft went up 4.1% from 413 to 430 haven't seen this much of an increase since 2007. We have 7 new jets, 11 new single engines, as well as multi-engine, 2 new turbo props, 2 less helicopters, 1 less other. Increase came from APP and Chantilly Air. City tie-downs increased.
- 5.4** We received an unsolicited proposal to purchase the two lots in Moor Green Estates. The original proposal was not based on an appraisal and the offer was \$125,000 per lot. The new offer is based on an appraisal and is \$155,000 for the 6.12 ac lot and \$150,000 for the 5.10 ac lot. Airport needs to get their own appraisal.
- 5.5** Making offer to a candidate for the Airport Maintenance Supervisor position. We also made an offer for the open Airport Operations position and it was declines. We are down two maintenance workers in the Maintenance Division, but we have had several new applications that recently came in and those candidates are experienced enough to bring in possibly at a higher grade level.
- 5.6** We have a pre-construction meeting for the Taxiway A project scheduled for tomorrow morning. We issued the Notice to Proceed (NTP) for the 90-day Administrative period as outlined in the contract.
- 5.7** Meeting with RS&H last week to discuss the Observation Road Relocation and drainage project. The goal is to bid this project by March 1st. We also found out that the duration of the project will be close to 230 days due to the utility relocations involved. The cost is projected to be \$3.8 million. We are working with RS&H to lower the RA services.
- 5.8** Reminder that the annual report to the City is on February 13, 2023.
- 5.9** We will be applying for Supplemental Discretionary Funding for a possible grant for the Taxilane Y portion of the Taxiway B and Taxilane Y Rehabilitation project. We will be requesting \$1.3 million in Federal Funding.
- 5.10** Received a call from a person that may be interested in building a 40K Sf hangar. I sent him the information on the process and a sample franchise and drone footage showing lots A&B.

- 5.11 Sent an email to the Attorney for Executor of the Estate for Rising Phoenix Aviation indicating that we were going to take legal action to remove the items in the hangar. I reached out to the City Attorney to schedule some time to discuss our options.
- 5.12 If any one wants to volunteer for the Open House in the spring, please see Jolene Berry. We are asking the Commission members to man the Airport's tent providing information about the airport.

6. **Presentations**

- 6.1 **Quarterly Reports on Airport Operations and Fuel Sales (Mrs. Jolene Berry, Sr. Operations)**
- 6.2 **Quarterly Maintenance Division Report (Mr. Brian Smith, Acting Maintenance Supervisor)**
- 6.3 **Airport 5K/10K Runway Run Update by Brian & Dan Radtke**
Brian and Dan Radtke said that they have received approval of their plan from Jolene and have now started marketing with Flyers and Sponsorship. Working towards a thousand runners.

7. **Old Business**

- 7.1 **Approve the Airport's FY 2024 Operating Budget (Mr. Juan Rivera, Director)**

Member Goodie MOVED to approve the FY 2024 Operating Budget, SECONDED by Member Snider and CARRIED UNANIMOUSLY

- 7.2 **Approve the Airports FY2024 Capital Improvement Plan Budget (CIP) (Mr. Juan Rivera, Director)**

Member Goodie MOVED to approve the FY 2024 Capital Improvement Plan Budget, SECONDED by Member Snider and CARRIED UNANIMOUSLY

- 7.3 **Approve Airport Fee and Rent Schedule (Mr. Juan Rivera, Director)**

Member Goodie MOVED to approve the Airport Fee and Rent Schedule, SECONDED by Member Pigeon and CARRIED UNANIMOUSLY

8. **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".

- 8.1 Approve renewal of Manassas Aviation Maintenance Lease for one twelve (12) month term with an escalation of rent by 2.9%**

Member Snider MOVED to approve the renewal of Manassas Aviation Lease for a period of twelve (12) months, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

9. Committee Reports (If Available)

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

Mr. Snider noted that they discussed all the agenda topics at the committee meeting.

10. New Business

11. Information Items (No Discussion Necessary)

12. Council Representative Comments

13. Commission Comments

Member Snider MOVED to adjourn the meeting. SECONDED by Member Pigeon and CARRIED UNANIMOUSLY.

Meeting adjourned at 8:53 PM.



Secretary

2/16/23

Date



Chairman
Acting