



City of Manassas, Virginia  
Manassas Regional Airport Commission Meeting

MINUTES

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Manassas Regional Airport Commission Meeting  
Terminal Building - 1st Floor Conference Room  
10600 Harry Parrish Boulevard  
Manassas, VA 20110  
Thursday, October 19, 2023

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by, Chairman Ross Snare, Vice Chairman John Snider; Member Jim Uzzle, Member Lawrence Pigeon, Member Juan Cabrera, Member Tony McGhee; Member Vanslyn Augustus, Member David Farajollahi; Member Cyril Pierre; Member Jakelin Melgar.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director); Jolene Berry (Asst Airport Director) Richard Allabaugh (Sr. Airport Operations Officer); Gary Moore (Maintenance Supervisor), Patty Bibber (Secretary)

**Chairman Ross Snare called the meeting to order at 7:01 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** Member Melgar has been getting in touch with Contractors.

Chairman Ross Snare thanked the staff for putting together Commission Retreat.  
**2.2** He also stated that if a Commission Member is involved in a Committee they need to be more committed.

3. **City Council Representative Comments**

- 3.1 Visit the Historic Downtown Manassas website or Facebook page to complete the community survey with the goal to better understand participant's aspirations for Downtown.

We have a new HMI Executive Director: former School Board member Kristen Keifer – an excellent choice.

Please invite everyone to a “Farewell to Mr. Pate”, who has been our City Manager for 10 years. He accepted a City Manager position in NC. I am grateful for his dedication and excellent service to our City of Manassas and for his support to Council. The location is the newly expanded Manassas Museum on Nov 1<sup>st</sup> from 2-5pm.

Next week Council will be interviewing firms for assisting with the nation-wide recruitment and hiring of a new City Manager. Police Chief Doug Keen will be the interim City Manager until the permanent position is filled. Chief Keen has been one of the Assistant City Managers for a few years and grew up and worked in Manassas. He has excellent coverage for his position as Chief so our public safety will continue at the highest quality for our community.

4. **Approval of Meeting Minutes**

**Member Cabrera MOVED to approve the minutes for the September 21, 2023 meeting, SECONDED by Vice Chairman Snider and CARRIED UNANIMOUSLY**

5. **Airport Director's Report**

- 5.1 Letter to the FAA regarding the requirement for an EA rather than a CATEX. Requested that the Airport be allowed to get its Airport Operating Certificate (AOC) with a CATEX and not an EA.
- 5.2 Reminder that Mr. Pat Pate will be leaving the City after 10 years. A “Farewell to Mr. Pate” will be held on November 1<sup>st</sup> from 2-5pm. The location is the Manassas Museum.
- 5.3 We have had two kick-off Telecon meetings regarding the Virtual Immersive Siting Tower Assessment (VISTA) Process. The Siting/Safety Assessment is scheduled for 2/20/2023. The plan is to use a drone to fly the entire airport to collect data and create a 3D Model. Found out that the FAA does not like to have less than 2 acres of land. They prefer 4 acres. They admitted that they had a site in PA that was only 1.67 acres. We alerted our RS&H Environmental Team to the fact.
- 5.4 I have a presentation to the EDA earlier this month. They ask a lot of good questions and showed a true interest in what was going on at the airport.

- 5.5 Met with Councilman Mark Wolfe regarding a grant that Electra Aero wanted the city to apply for. All agreed that it was too late to apply and that since it was related to BIL funding, we would look at applying next year. I spoke with the Director of Aviation and we agreed to talk about it in March or April of next year. The State was not interested a well due to the timing and manpower issue.
- 5.6 Had a meeting with an Architect, Mr. John Hertzell, to start the process of figuring out how we could renovate the ARFF Hangar.
- 5.7 The RFP for ARFF Services will go out by Monday of next week, maybe tomorrow.
- 5.8 A reminder the Aviation Career Fair will be November 9<sup>th</sup>, 10am-1:30pm.

6. **Review of Expenses**  
No Comments

7. **Presentations**

- 7.1 **Quarterly Report on Fuel Sales and Aircraft Operations (Mr. Richard Allabaugh, Operations Manager, 5 minutes)**
- 7.2 **Quarterly Airport Maintenance Report (Mr. Gary Moore, Maintenance Supervisor, 5 minutes)**

8. **Old Business**

- 8.1 **Review "Brian Storming" Notes from Airport Commission Retreat (Mrs. Jolene Berry, Asst Airport Director, 10 minutes)**

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".*

**9.1 Approve the Airport Commission's FY 2025 Budget Calendar**

**Member Cabrera MOVED to approve the FY 2025 Budget Calendar, SECONDED by Vice Chairman Snider and CARRIED UNANIMOUSLY**

**10. Committee Reports (If Available)**

**11. New Business**

**11.1 Review of the FY 2025 CIP Preview (Mr. Juan Rivera, Director, 10 minutes)**

Approve accepting on a E-One ARRF Vehicle From the Erie International Airport (Mr. Juan Rivera, Airport Director, 10 minutes)

**Member Farajollahi MOVED to acquiring the E-One ARRF Vehicle from Erie International Airport, SECONDED by Member McGhee and CARRIED UNANIMOUSLY**

**13. Authorize a Closed Meeting (Reserved)**

**14. Certify the Closed Meeting (Reserved)**

Meeting adjourned at 8:50 PM.

  
Secretary

11/16/2023  
Date

  
Chairman