



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

AGENDA

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, December 08, 2022

Call to Order and Roll Call - 7:00 p.m.

1. Approval of Minutes

- 1.1 Approval of Meeting Minutes for November 17, 2022
[Commission Minutes November 17 2022.docx](#)

2. Review of Expenses

- 2.1 Review of Bill Sheet
[Bill Sheet December.xlsx](#)

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 Airport Director's Report
[Airport Director's Report December 2022.docx](#)

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

[November 2022 Tie-Down Occupancy.pdf](#)

[November 2022 Hangar Occupancy.pdf](#)

[November 2022 Noise.pdf](#)

4.3 Revenue, Expenditure and Aging Report

[Revenues YTD.xlsx](#)

[Expenses YTD.xlsx](#)

[Aging Report.xlsx](#)

5. Presentations

6. Old Business

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".*

8. Committee Reports (If Available)

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

9. New Business

9.1 Presentation of projected Expenditures for the Airport's FY 2024 Operating Budget (Mr. Juan Rivera, Director, 10 minutes) No Action Required

[Agenda Statement - December - Preview of FY 2024 Airport Project Expenditures.docx](#)
[FY 2024 Commission Presentation- Projected Expenditures.pptx](#)

9.2 Approval of 2023 Airport Commission Calendar (Mr. Richard Allabaugh, 5 minutes) Action Required

[Agenda Statement - December 8 - 2023 Airport Commission Calendar.docx](#)
[2023 Airport Commission Calendar.xls](#)

10. Information Items

11. Authorize a Closed Meeting

11.1 Authorize a Closed Meeting

[Agenda_Statement_-_Authorize_a_Closed_Meeting_-_December 8 _2022.docx](#)
[Backup for Item 11.1 - ROLL CALL for Closed Meeting RE PROSPECTIVE BUSINESS.docx](#)

12. Certify the Closed Meeting

12.1 Certify the Closed Meeting

[Agenda_Statement_-_Certify_a_Closed_Meeting on December 8 2022.docx](#)
[Backup for Item 12.1 - ROLL CALL for Closed Meeting RE PROSPECTIVE BUSINESS.docx](#)

13. City Council's Representative Comments (Council Woman Theresa Coates-Ellis

14. Commission Comments

Adjournment



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, November 17, 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

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

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

Pledge of Allegiance

1. Approval of Meeting Minutes

Vice Chairman Snare MOVED to approve the minutes for the October 20, 2022 meeting, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

1.1. Approval of Zoom Meeting

Vice Chairman Snare MOVED to approve Member Farajollahi to attend meeting via zoom, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

2. Review of Expenses

No Comments

3. Comments from the Public

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3.1	Mr. Ray Baybrook, of Manassas, VA, requested space in our hangars for Bomber. It is used to go to schools and different events to talk about history and to educate everybody. The Bomber is 25' long and 10' wide. It would be left here during the winter until March
3.2	Mr. Dan Radtke, and Mr. Brian Snook both of Manassas, VA, spoke about having the Runway run at the airport this year. A lengthy discussion regarding the pros & cons about having it here was discussed. It was requested that the Runway committee discuss with the FBO's and Flight schools the best times to have the run and bring it back to the committee to discuss.

4. Airport Director's Report

4.1 Airport Director's Report

Mr. Rivera attended the Virginia Aviation Board meeting in Richmond on Nov 17th. There was one item on the agenda requesting \$20,825.04 for the tower sighting study to do the first phase of the new tower. FAA says that it will probably be between 18-19 million for the tower.

VA Department program manual being updated.

Also discussed was the need for better utilities. In the past this wasn't a concern but now with Advance Air Mobility hopefully this will fund the change.

We talked about in February for the state system plan that should be available for review by the Aviation Board.

The ADA reported that they're holding their legislative reception in January 25th. For those of you who have not attended that event, it's a good event at about 400 people.

Legislative day. We'll be going around and speaking to all the different legislators around the country. Well, to make sure that they understand what our needs are or anything that's been out there that may oppose.

There were several noise complaints, mostly due to APP hosting Textron helicopters for three days.

Congratulations Bob Hepp of Aviation Adventures for being conducted into the Union Hall of Fame, the Virginia Historical Society. Will be posting him as well as Scott Crissfield on our Museum Wall.

Mr. Rivera gave a brief account of the flood here at the airport on November 6th and how the renovations are going.

Rising Phoenix has had several serious offers. The executor of the estate has been coming up from Florida where she resides to speak with several people. Hopefully she will get more offers and close this up fast so that their debt to the airport could be settled.

4.2

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

4.3

Revenue, Expenditure and Aging Report

5. Presentations
N/A

6. Old Business
N/A

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 Aviation Adventures Leases for Suites 105, 109 & 110 for one twelve (12) month term.

7.2 Approval of Aviation Adventures' Lease Agreement for Office space (Room 105) in the terminal building for a renewal period of 12 months.

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

8. Committee Reports (If Available)

- 8.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)
Member Snider referred to Member Pigeon to discuss the Operations Committee meeting because Member Snider was not present. Member Pigeon said that there wasn't a lot to discuss other than the doors on the baggage claim have been fixed.

9. New Business

- 9.1 Consideration of approving the 2023 Rotary Club 5K/10K Run (Mr. Juan Rivera, Director, 10 minutes)
It was decided that when the Rotary Club comes back with more information that we would have the run this year, but possibly not having the Run in the future. Members agreed to vote with the condition that they give us feedback from flight schools and FBO's suggestions.
- Member Snider MOVED to approve the 2023 Rotary Club 5K/10K Run with the condition that they give the Commission feedback, SECONDED by Member Goodie, OPPOSED by Vice Chairman Snare and CARRIED
- 9.2 Presentation of projected revenues for the airport's FY 2024 Operating Budget (Mr. Juan Rivera, Director, 10 minutes)

No action required.

10. Information Items (No Discussion Necessary)

No items

11. Authorize a Closed Meeting

- 11.1 Authorize a Closed Meeting

Vice Chairman Snare moved that Airport Commission convene in a Closed Meeting. To discuss the acquisition of real property for a public purpose in the Manassas Regional Airport area, where discussion in an open meeting would adversely affect the negotiating strategy of the City, as permitted by Va. Code §2.2-3711 (A) (3); to approve a closed meeting.

Roll Call: Chairman Seraydarian, Vice Chairman Ross Snare, Member Juan Cabrera, Member Howard Goodie, Member John Snider, Member Lawrence Pigeon, Member Anthony McGhee, Member Vanslyn Augustus CARRIED UNANIMOUSLY

Meeting closed to the public at 8:50pm

12. Certify the Closed Meeting
12.1 Certify the Closed Meeting

Member Snider MOVED that the Commission certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion

ROLL CALL: Chairman Seraydarian, Vice Chairman Ross Snare, Member Juan Cabrera, Member Howard Goodie, Member John Snider, Member Lawrence Pigeon, Member Anthony McGhee, Member Vanslyn Augustus CARRIED UNANIMOUSLY

Meeting open to the public at 9:50 pm

13. Council Representative Comments

13.1 Councilwoman Theresa Coates-Ellis is supportive of the Runway Run because it is for good causes, for this year but feels that there should be changes for the future.

14. Commission Comments

14.1 Member Snider commented on the voting process. Member Goodie commented on Dallas, TX plane crash. Member Augustus thanked the Commission for their understanding during her health issues. Member McGhee thanked everyone for the condolences at his brothers passing. Vice Chairman Snare shared a family addition.

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

Meeting adjourned at 10:00 PM.

Secretary

Chairman

Date

Bill Sheet From 11/17/22-Present

Vendor	Description	Gross Amount
A R C WATER TREATMENT	Water Treatment Service	\$195.00
AM ASSOC OF AIRPORT EXEC AAAE	Affiliate Membership for Richard & Jolene	\$550.00
AMERICAN DISPOSAL SVCS, INC	Trash Pickup	\$461.48
CINTAS CORP. #145	Mats/Misc/Uniforms/Tower Mats	\$660.77
CINTAS FIRST AID & SAFETY	Medical Box Supplies	\$22.10
COMCAST COMMUNICATIONS	Acct # 8299610350408976 Cable/Internet	\$124.65
DELTA AIRPORT CONSULTANTS INC	10/22 Reconstruct Taxiway B and Taxilane Y	\$23,632.79
G & V TREE SERVICE INC	Tree Clearing Obstruction	\$10,606.75
HI LITE AIRFIELD SERVICES LLC	Runway 16L-34R Remarking (Construction)	\$41,046.98
HI LITE AIRFIELD SERVICES LLC	Restripe Taxiway Bravo	\$2,775.00
NATIONAL AIR TRANSPORTATION ASSOCIATION	Membership Renewal	\$274.00
NATIONAL BUSINESS AVIATION ASSOCIATION	Membership Dues NBAA	\$435.00
NICHOLAS M VILLAFAN	Travel to and from Conference in Culpeper, VA	\$97.50
ORACLE ELEVATOR HOLDCO INC	Elevator Maintenance	\$250.00
ORKIN EXTERMINATING CO INC	Termite Baiting Renewal	\$376.58
ORKIN EXTERMINATING CO INC	Quarterly Pest Control	\$652.80
PATRIOT POTTYS LLC	Toilets for Career Fair	\$980.00
PR WM CNTY	Parcel 055477 Moor Green Estates PCL S	\$57.04
PR WM CNTY	Parcel 057371 Moor Green Estates PCL L	\$57.04
REYNOLDS SMITH & HILLS INC	10/22 Master Plan Update	\$55,238.25
REYNOLDS SMITH & HILLS INC	11/18/22 16R-34L Rehabilitation Construction	\$29,418.00
RICHARD ALLABAUGH	Purchased on personal cc -Outdoor Bullet IP	\$1,291.44
SECURADYNE SYSTEMS INTERMEDIATE LLC	Maglocks fixed baggage claim area	\$438.75
U S PLANTS INC	Monthly Plant Maintenance	\$120.00
UNITED SECURITY FORCES LLC	Security 10/22	\$6,916.10
VERIZON	Phone Service	\$10.25
VIRTOWER LLC	Virtual Tower Monitoring	\$500.00
WALKERS CRPT CRE/JANTRL SVC	Cleaning Services	\$2,110.10
WASHINGTON GAS	10493 Observation Gas	\$34.08
WASHINGTON GAS	10509 Wakeman Gas	\$25.35
WASHINGTON GAS	10529 Wakeman Gas	\$41.98
WASHINGTON GAS	10529 Wakeman Gas	\$33.35
WASHINGTON GAS	10603 Observation Gas	\$30.15
WASHINGTON GAS	10400 Wakeman Gas	\$1,408.67
WEWERKA CONSTRUCTION MANAGEMENT INC	Mowing Services	\$4,396.65
	Total	\$185,268.60



Airport Director's Office Juan E. Rivera

Memorandum

December 5, 2022

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR DECEMBER 2022

CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

No action was taken in regards to the Airport in November.

HANGAR OCCUPANCY RATE

East T-Hangars: 97 out of 97 Rented

100% Rented – **1 new tenant.**

West T-Hangars: 58 out of 59 Rented

98% Rented - **No change.**

East and West Hangars – 155 out of 156 – 99% Rented

Waiting List Status – We have two hangars that are vacant.

Breakdown

Total on List – 117

East Side - 102

West Side – 77

60x50- 13

TIE-DOWN OCCUPANCY RATE

East Tie-Down: 84 out of 86 Rented

98% Rented – No Change.

West Tie-Down: 45 out of 85 Rented

53% Rented – No Change.

East and West Tie-Down – 129 out of 171 Rented – 75% Rented

Squatters

There have been no squatters identified at this time on the public use tie-downs.

NOISE COMPLAINTS FOR NOVEMBER

There were not noise complaints recorded in November.

November Total(s):

0 – Helicopter

0 – Aircraft

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.

MASTER PLAN UPDATE

The Airport Staff's next bi-monthly meeting with the staff of RS&H and the Airport Staff is scheduled for December 14, 2022. See attached progress report.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H is finalizing the site plan drawings and will submit them to the City for final approval. The plan is to advertise the project in the winter of 2022-2023 with construction to follow in the Spring/Summer of 2023.

TAXIWAY B REHABILITATION

The Airport Staff has submitted the modification to standards (can only be done by Sponsor) to the FAA. The design effort is at the 60% stage.

TAXIWAY A CONSTRUCTION

The FAA and State grants for the Taxiway A project have been received and properly executive. The contract has been signed by Chemung and the City Manager. The design grant is being processed for final closed out. Construction will begin in the spring of 2023.

RUNWAY 16R-34L REHABILITATION (CONSTRUCTION)

The Airport received concurrence from the FAA on the contract amendments for RS&H construction administration and inspection services. The final close out documents are pending, as well as the final RFR.

ATC TOWER FUNDING FROM BIL ATP

The Airport Director received the FAA's Notice of a Funding Opportunity and has applied for the 2nd round of funding for a new tower. It is expected that the FAA will make an announcement of what airports get funding in January of 2023. The Airport requested \$850,000 for the design and bid and award phase. The Airport staff worked with the Virginia Department of Aviation and received a grant for the first phase of the project which is the Siting Analysis and Environmental Due Diligence. The grant is for \$151,094.18 and represents 80% of the total cost.

December 5, 2022
Airport Director's Report for December
Page Three

UPCOMING EVENTS

May 2023 – Airport Open House

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport

Attachments: Airport Master Plan Status Update
Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates
Grant Cost Summary Sheet



Airport Master Plan Status Update

Date Written: November 30, 2022	Submitted By: Lanre Olaniyan	Update Number: 41
Period: November 28, 2022	Look Ahead: December 2022	

Work in Progress:

Project Formulation

- » Phase is complete.

Aviation Demand Forecast

- » ~~Received DOAV approval letter. Received FAA approval June 7th.~~

AGIS/Survey

- » ~~Processing digital imagery (RF)~~
 - ⊖ ~~The field survey data on HEF is processed and looks good.~~
- » ~~Topographical survey (Spring 2022)~~
 - ⊖ ~~Planimetrics and imagery are expected in the next few weeks.~~
- » Part 77 Airspace data processed
- » Digital ortho-imagery provided

ALP /Exhibit 'A'

- » Sheets
 - ⊖ ~~Airfield Basemap files provided 04.05.2022~~
 - ALP development underway

Inventory and Facility Requirements

- » Chapter Submittal to Airport – September 16th
 - FAA comments received 11/18
 - Revisions underway

Airport Development Alternatives

- » Alternative development underway
- » Alternative Evaluation Schedule
 - 11/16/22: Runway Extension
 - Preferred Alternative – 300' Extension on 34R End
 - 11/30/22: Taxiway C (OFA & Direct Runway Access)
 - Preferred Alternative – Alt 1: Shift TWY/TXL C South or Alt 3: Shift TWY/TXL C South with expanded runup area
 - Airport staff requested comparison of available staging in runup area between both alternatives

- 12/14/22: Aircraft Storage (Transient Apron, Tie-downs, T-Hangars, Corporate & Conventional Hangars)
- 12/28/22: Safety Center, Wash Facility, Landside Facilities

Waste and Recycling/Sustainability Initiatives

- » Waste and Recycling and Sustainability discussion with HEF on November 2nd
 - 11/18 - Airport provided requested items for Waste and Recycle Plan and Sustainability Initiatives
- » Waste and Recycle Plan in progress
- » Sustainability Initiatives in progress

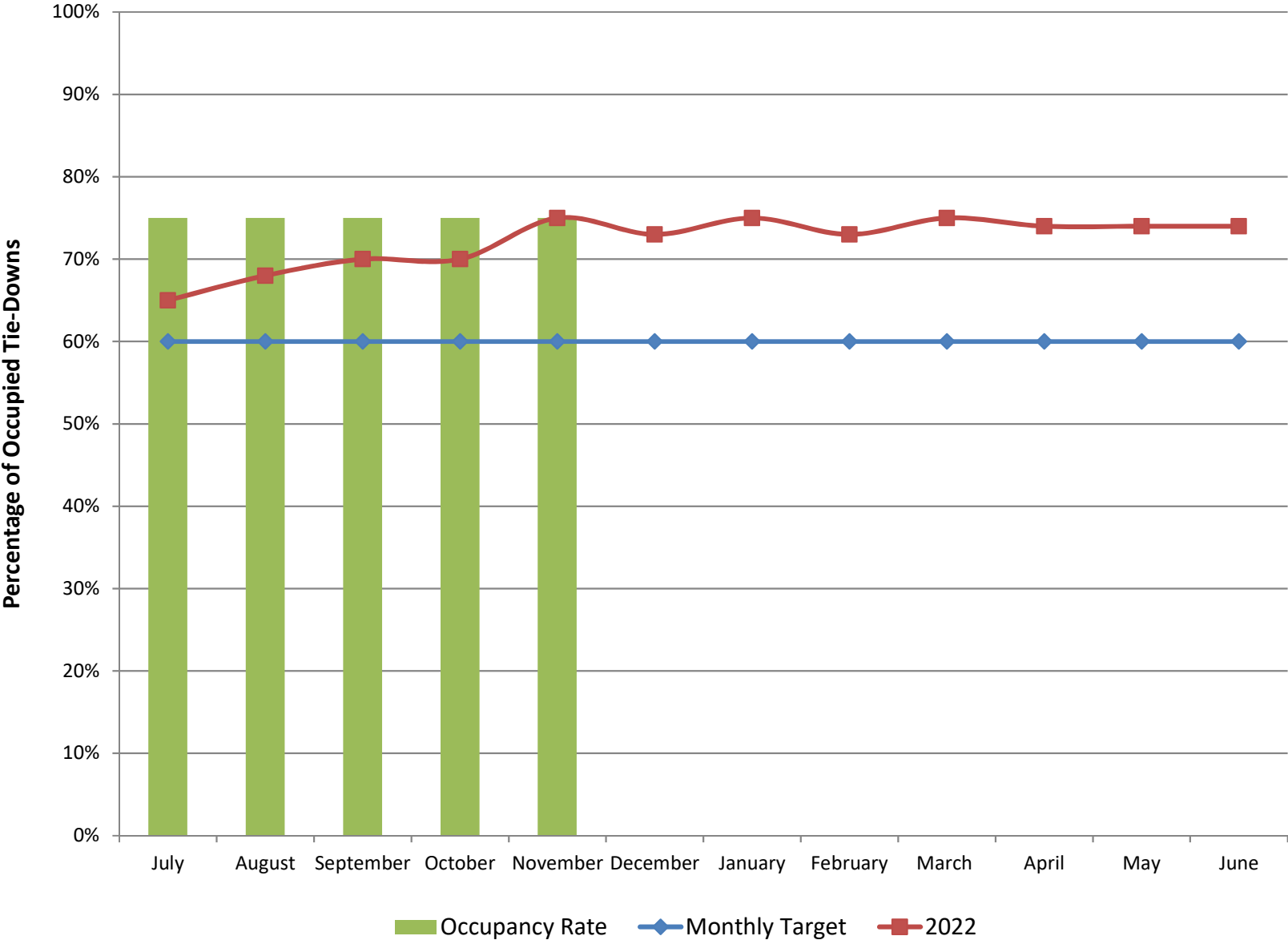
Public Communication

- » Website
 - ~~Next step: create MP intro video~~
 - ~~Video uploaded to airport website~~
 - Updated schedule uploaded to website
- » Social Media
 - No action
- » Advisory Committees
 - TAC Meeting #1 complete – July 21st
 - TAC Meeting #2 – anticipated January/February 2023

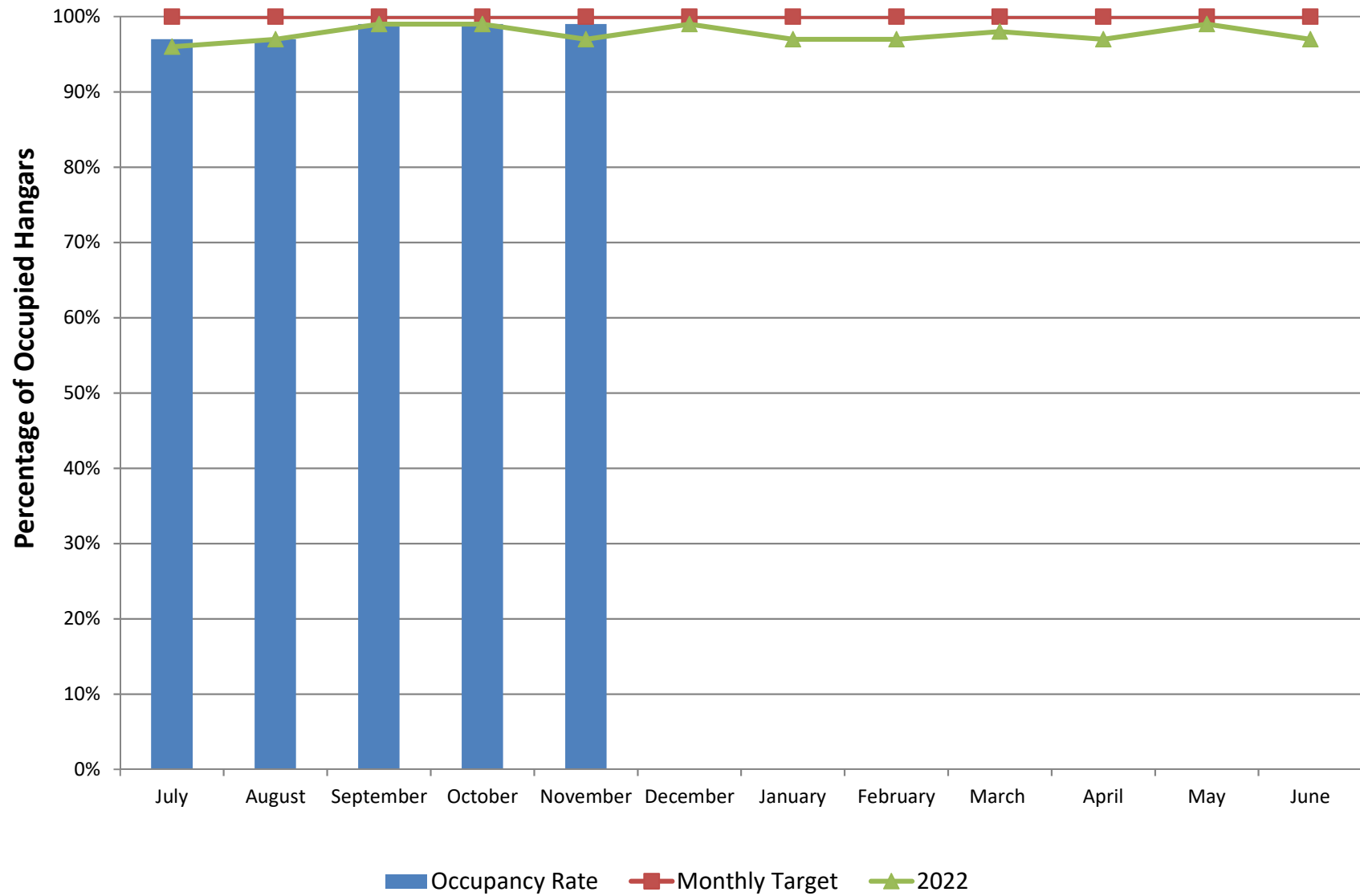
Project Management

- » November invoice submitted
- » Next Invoice – January 2023

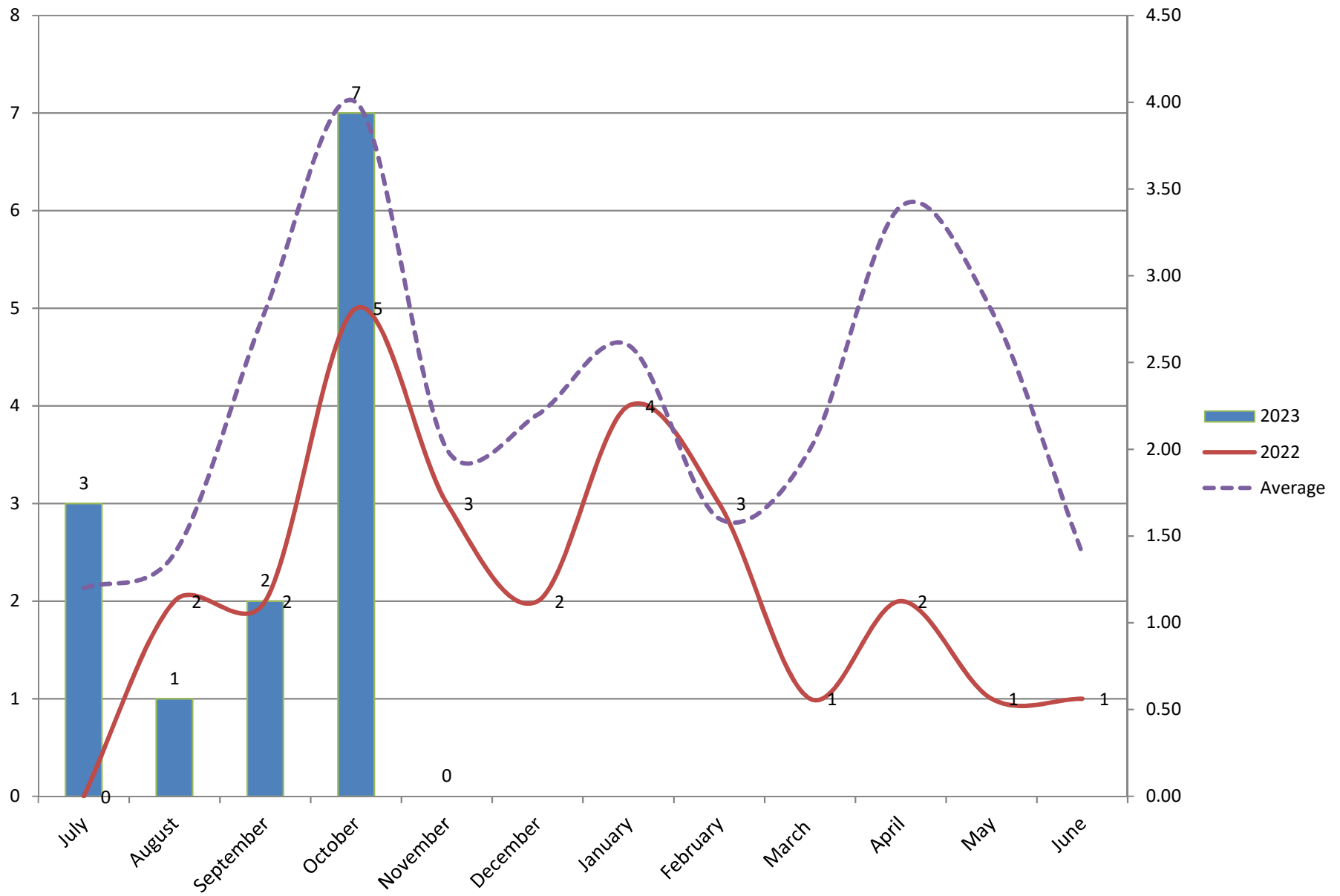
FY2023 Tie-Down Occupancy Rates



FY2023 Hangar Occupancy Rates



Noise Complaints FY 2022-2023



Revenues Year to Date								
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
57097400	315200	Leases and Rents	-2,162,610	0	-2,162,610	-1,157,077.98	-1,005,532	53.50
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-472,774.87	-486,015	49.30
57097400		Total 57097400 Use of Money & Prope	-3,121,400	0	-3,121,400	-1,629,852.85	-1,491,547	52.20
57097600	317510	Airport Tie-Down Fees	-95,000	0	-95,000	-65,644.99	-29,355	69.10
57097600	317520	Airport Fuel Flowage Fees	-238,000	0	-238,000	-120,986.50	-117,014	50.80
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-29,184.98	-25,815	53.10
57097600	317535	Airport Car Rental Revenue	-15,000	0	-15,000	-18,149.84	3,150	121.00
57097600		Total 57097600 Sales & Connections	-403,000	0	-403,000	-233,966.31	-169,034	58.10
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-3,214.67	715	128.60
57097700	318426	Card Replacement Fees	-200	0	-200	-245.27	45	122.60
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-805.00	-5,795	12.20
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.01	0	100.00
57097700		Total 57097700 Other Local Rev-Gene	-9,300	0	-9,300	-4,264.95	-5,035	45.90
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-2,664.00	-32,336	7.60
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	-2,664.00	-32,336	7.60
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-7,788.00	-7,792	50.00
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-4,336.66	-21,363	16.90
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-12,124.66	-29,155	29.40
57099100	346500	Contr Surplus-Encumbrances	0	-6,690	-6,690	0.00	-6,690	0.00
57099100		Total 57099100 OFS-Contribution fro	0	-6,690	-6,690	0.00	-6,690	0.00
		Revenue Total	-3,609,980	-6,690	-3,616,670	-1,882,872.77	-1,733,797	52.10

Expenses Year to Date

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	726,500	0	726,500	212,345.79	0.00	514,154	29.20
57003703	411020	Board and Elections Stipends	10,350	0	10,350	1,650.00	0.00	8,700	15.90
57003703	411075	S&W-Housing Stipend	3,500	0	3,500	2,274.76	0.00	1,225	65.00
57003703	412000	S&W-On-Call	23,300	0	23,300	8,822.88	0.00	14,477	37.90
57003703	416000	S&W-Overtime	25,000	0	25,000	6,288.84	0.00	18,711	25.20
57003703	416010	Hours Worked on a Holiday	850	0	850	452.78	0.00	397	53.30
57003703	420000	Employee Benefits	345,700	0	345,700	0.00	0.00	345,700	0.00
57003703	420002	Deferred Compensation	0	0	0	1,422.83	0.00	-1,423	100.00
57003703	420004	FICA	0	0	0	16,481.24	0.00	-16,481	100.00
57003703	420006	Virginia Retirement System	0	0	0	27,927.01	0.00	-27,927	100.00
57003703	420008	Group Health	0	0	0	16,182.80	0.00	-16,183	100.00
57003703	420010	Worker's Compensation	0	0	0	1,591.86	0.00	-1,592	100.00
57003703	420012	Group Term Life Insurance	0	0	0	2,510.07	0.00	-2,510	100.00
57003703	420014	Long Term Disability	0	0	0	831.96	0.00	-832	100.00
57003703	420016	Unemployment	0	0	0	23.27	0.00	-23	100.00
57003703	420031	Car Allowance	6,030	0	6,030	2,330.78	0.00	3,699	38.70
57003703	431000	Professional Services	75,000	462	75,462	10,790.00	462.35	64,210	14.90
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	407.50	0.00	1,093	27.20
57003703	436000	Advertising Services	60,000	0	60,000	1,589.86	0.00	58,410	2.60
57003703	439000	Other Purchased Services	18,000	1,000	19,000	6,273.62	5,400.00	7,326	61.40
57003703	441000	Information Technology Charges	74,830	0	74,830	37,414.00	0.00	37,416	50.00
57003703	441005	Phones and Voicemail Charges	19,580	0	19,580	9,788.00	0.00	9,792	50.00
57003703	441045	IT GIS Mapping Charges	8,750	0	8,750	4,376.00	0.00	4,374	50.00
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	7,326.82	0.00	-6,327	732.70
57003703	442000	Motor Vehicle Charges	55,600	0	55,600	27,802.00	0.00	27,798	50.00
57003703	444000	Cost Allocation Charges	182,960	0	182,960	91,484.00	0.00	91,476	50.00
57003703	447000	Radio Charges	6,480	0	6,480	3,240.00	0.00	3,240	50.00
57003703	451001	Utilities	23,500	0	23,500	3,534.25	0.00	19,966	15.00
57003703	451002	City Utility Charges	127,000	0	127,000	39,053.14	0.00	87,947	30.80
57003703	452003	Cell Phone Charges	4,700	0	4,700	2,099.21	0.00	2,601	44.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	634.88	995.00	1,370	54.30
57003703	452008	Telephone Service Charges	500	0	500	51.25	84.00	365	27.10
57003703	452009	Long Distance Charges	100	0	100	15.73	0.00	84	15.70
57003703	453000	Insurance	55,000	0	55,000	39,729.00	0.00	15,271	72.20
57003703	454001	Operating Leases	3,500	0	3,500	1,044.90	1,044.90	1,410	59.70
57003703	455001	Mileage	1,000	0	1,000	97.50	0.00	903	9.80
57003703	455002	Training and Travel	12,500	0	12,500	5,687.06	0.00	6,813	45.50
57003703	455005	Meeting / Business Expense	8,000	0	8,000	3,455.73	0.00	4,544	43.20
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	1,654.00	0.00	4,846	25.40
57003703	458099	Miscellaneous Expense--Airport	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	461000	Office Supplies	3,500	0	3,500	8,626.07	278.03	-5,404	254.40
57003703	462000	Other Supplies	5,000	0	5,000	3,250.54	0.00	1,749	65.00
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00
57003703	464000	Uniforms and Safety Apparel	3,500	0	3,500	849.98	0.00	2,650	24.30
57003703	Total 57003703	Airport Operations	1,955,230	1,462	1,956,692	611,411.91	8,264.28	1,337,016	31.70
57003710	433000	Maintenance Services	55,000	0	55,000	24,885.79	3,165.18	26,949	51.00
57003710	433001	Refuse Collection Services	6,000	0	6,000	1,845.92	5,078.52	-924	115.40
57003710	433003	Janitorial Services	25,000	0	25,000	5,092.72	0.00	19,907	20.40

57003710	433006	Mowing Services	17,200	0	17,200	0.00	0.00	17,200	0.00
57003710	433008	HVAC	8,000	0	8,000	570.00	0.00	7,430	7.10
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	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	35,000	0	35,000	685.50	0.00	34,315	2.00
57003710	439000	Other Purchased Services	36,000	0	36,000	10,634.75	0.00	25,365	29.50
57003710	439004	Paving Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439008	Hazmat Disposal	17,000	0	17,000	0.00	0.00	17,000	0.00
57003710	439014	Security Services	95,000	5,228	100,228	11,107.48	91,171.42	-2,051	102.00
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	2,277.47	0.00	-277	113.90
57003710	462000	Other Supplies	26,000	0	26,000	1,001.08	0.00	24,999	3.90
57003710	462001	Tools	10,000	0	10,000	773.56	0.00	9,226	7.70
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	2,478.53	0.00	12,521	16.50
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	625.57	0.00	19,374	3.10
57003710	462047	Airfield Supplies	39,000	0	39,000	773.17	0.00	38,227	2.00
57003710	462048	Security Supplies	20,000	0	20,000	1,315.28	0.00	18,685	6.60
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	1,426.87	0.00	3,573	28.50
57003710	462067	Maintenance Supplies	2,500	0	2,500	1,000.41	0.00	1,500	40.00
57003710	466000	Building and Repair Materials	35,000	0	35,000	1,258.86	0.00	33,741	3.60
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	6,194.01	0.00	5,306	53.90
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	1,898.38	0.00	23,102	7.60
57003710	471000	Equipment & Machinery Purch	107,000	0	107,000	5,985.00	136,911.00	-35,896	133.50
57003710	Total 57003710 Airport Maint		712,700	5,228	717,928	81,830.35	236,326.12	399,771	44.30
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	2,500	0	2,500	212.50	0.00	2,288	8.50
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	1,250.00	0.00	-250	125.00
57003711	462000	Other Supplies	3,000	0	3,000	414.12	0.00	2,586	13.80
57003711	Total 57003711 FAA Tower Nonreimbur		23,500	0	23,500	1,876.62	0.00	21,623	8.00
57003712	433000	Maintenance Services	14,000	0	14,000	2,650.24	0.00	11,350	18.90
57003712	451002	City Utility Charges	18,500	0	18,500	5,092.56	0.00	13,407	27.50
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	114.77	0.00	885	11.50
57003712	Total 57003712 FAA Tower Reimbursab		33,500	0	33,500	7,857.57	0.00	25,642	23.50
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00
57003713	431003	Marketing	2,500	0	2,500	0.00	0.00	2,500	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	980.00	0.00	14,020	6.50
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		35,500	0	35,500	980.00	0.00	34,520	2.80
57003793	462000	Other Supplies	100,000	0	100,000	0.00	0.00	100,000	0.00
57003793	481001	Principal - Bonds Payable	185,000	0	185,000	185,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	20,150	0	20,150	11,281.88	0.00	8,868	56.00
57003793	492575	Transfer to Airport Capital	261,000	0	261,000	211,000.00	0.00	50,000	80.80
57003793	496004	Contrib to Net Position	283,400	0	283,400	0.00	0.00	283,400	0.00
57003793	Total 57003793 Airprt Capex-Finance		849,550	0	849,550	407,281.88	0.00	442,268	47.90
Expense Total			3,609,980	6,690	3,616,670	1,111,238.33	244,590.40	2,260,841	37.50

Aging Report

Cust #	Customer Name	Bill #	Bill Due Date	30 to 60	61 to 90	91 to 120	Over 120
36079	RISING PHOENIX AVIATION, INC.	3667	12/31/2021	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	78002	08/31/2021	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	78003	10/01/2021	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	89102	08/31/2021	\$0.00	\$0.00	\$0.00	\$410.00
36079	RISING PHOENIX AVIATION, INC.	89103	10/01/2021	\$0.00	\$0.00	\$0.00	\$410.00
36079	RISING PHOENIX AVIATION, INC.	105601	10/31/2021	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105602	12/01/2021	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105603	01/31/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105604	03/03/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105605	03/31/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105606	05/01/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105607	05/31/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105608	07/01/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105701	10/31/2021	\$0.00	\$0.00	\$0.00	\$410.00
36079	RISING PHOENIX AVIATION, INC.	105702	12/01/2021	\$0.00	\$0.00	\$0.00	\$410.00
36079	RISING PHOENIX AVIATION, INC.	105703	12/31/2021	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105704	01/31/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105705	03/03/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105706	03/31/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105707	05/01/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105708	05/31/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105709	07/01/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105601	07/31/2022	\$0.00	\$0.00	\$0.00	\$1,711.75
36079	RISING PHOENIX AVIATION, INC.	105602	08/31/2022	\$0.00	\$0.00	\$1,711.75	\$0.00
36079	RISING PHOENIX AVIATION, INC.	105603	10/01/2022	\$0.00	\$1,711.75	\$0.00	\$0.00
36079	RISING PHOENIX AVIATION, INC.	105604	10/31/2022	\$1,711.75	\$0.00	\$0.00	\$0.00
36079	RISING PHOENIX AVIATION, INC.	105701	07/31/2022	\$0.00	\$0.00	\$0.00	\$330.00
36079	RISING PHOENIX AVIATION, INC.	105702	08/31/2022	\$0.00	\$0.00	\$330.00	\$0.00
36079	RISING PHOENIX AVIATION, INC.	105703	10/01/2022	\$0.00	\$330.00	\$0.00	\$0.00
36079	RISING PHOENIX AVIATION, INC.	105704	10/31/2022	\$330.00	\$0.00	\$0.00	\$0.00
Total				\$2,041.75	\$2,041.75	\$2,041.75	\$24,821.00

Aging Report								
Cust #	Customer Name	Bill #	Bill Due Date	30 to 60	61 to 90	91 to 120	Over 120	Notes
36864	COWAN GROUP	99204	10/31/2022	\$3,206.00	\$0.00	\$0.00	\$0.00	Working w/Warren w/Cowan to resolve. the \$140 is a combo of NSF fee+late fee+tiedown- Emailed 12/6 sent pymt The treasurers office has emailed them as well as myself FAA showed this is paid working w/Dustin to resolve They paid November not sure what happened in Oct emailed Emailed pd November but not Oct - responded will pay NLT 12/15/2022 Customer kept making promises to pay but never paid The treasurers office has put a lien on his plane & started collection process.
47733	BITTERFIELD, COLIN	113304	10/31/2022	\$140.00	\$0.00	\$0.00	\$0.00	
50500	AURORA MANASSAS VA, LLC	3358	06/04/2022	\$0.00	\$0.00	\$0.00	\$1,096.20	
60528	FAA/MMAC	3790	10/22/2022	\$871.07	\$0.00	\$0.00	\$0.00	
64366	MANASSAS AVIATION MAIN LLC	3013804	10/31/2022	\$4,730.00	\$0.00	\$0.00	\$0.00	
79598	SANDERS, KEVIN	3021804	10/31/2022	\$365.00	\$0.00	\$0.00	\$0.00	
83168	HERNANDEZ, MARCO	3256	04/30/2022	\$0.00	\$0.00	\$0.00	\$257.74	
83168	HERNANDEZ, MARCO	3020901	05/01/2022	\$0.00	\$0.00	\$0.00	\$90.00	
83168	HERNANDEZ, MARCO	3020902	05/31/2022	\$0.00	\$0.00	\$0.00	\$90.00	This balance is incorrect the Treasurer's office is correcting
83168	HERNANDEZ, MARCO	3020903	07/01/2022	\$0.00	\$0.00	\$0.00	\$90.00	
83168	HERNANDEZ, MARCO	3020901	07/31/2022	\$0.00	\$0.00	\$0.00	\$90.00	
83168	HERNANDEZ, MARCO	3020902	08/31/2022	\$0.00	\$0.00	\$90.00	\$0.00	
83168	HERNANDEZ, MARCO	3020903	10/01/2022	\$0.00	\$90.00	\$0.00	\$0.00	
83168	HERNANDEZ, MARCO	3020904	10/31/2022	\$90.00	\$0.00	\$0.00	\$0.00	
85277	MILLER, CHRISTOPHER	3019704	10/31/2022	\$535.00	\$0.00	\$0.00	\$0.00	
86737	SCHAIBLE, PETER	3020604	10/31/2022	\$90.00	\$0.00	\$0.00	\$0.00	Emailed asking for pymt 12/5 Spoke with Leidos again he is employe but not stationed here
87078	STETTIN, EDWARD R	1154	04/07/2022	\$0.00	\$0.00	\$0.00	\$35.00	
306206	M J COLGAN ASSOCIATES	111804	10/31/2022	\$299.99	\$0.00	\$0.00	\$0.00	Emailed 12/5
364814	CHANTILLY AIR INC	98204	10/31/2022	\$2,712.51	\$0.00	\$0.00	\$0.00	Emailed 12/5
	Totals			\$13,039.57	\$90.00	\$90.00	\$1,748.94	



AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: December 8, 2022

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Preview of FY 2024 Airport Operating Budget – Projected Expenditures

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

**SUMMARY OF ISSUE/
TOPIC:** This is a presentation on the upcoming FY 2024 Airport Operating Budget. This presentation will cover the projected expenditures in the FY 2024 operating budget.

The presentation will be available at the Airport Commission's meeting.

**STAFF
RECOMMENDATION:** N/A

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


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

STAFF: Juan Rivera, (703) 361-1882

JER

Airport Director

Attachment



FY 2024 Budget Expenditure Presentation

December 2022
Airport Commission Meeting

Presented by:
Juan Rivera, Airport Director

FY 2023 Expenditure Highlights

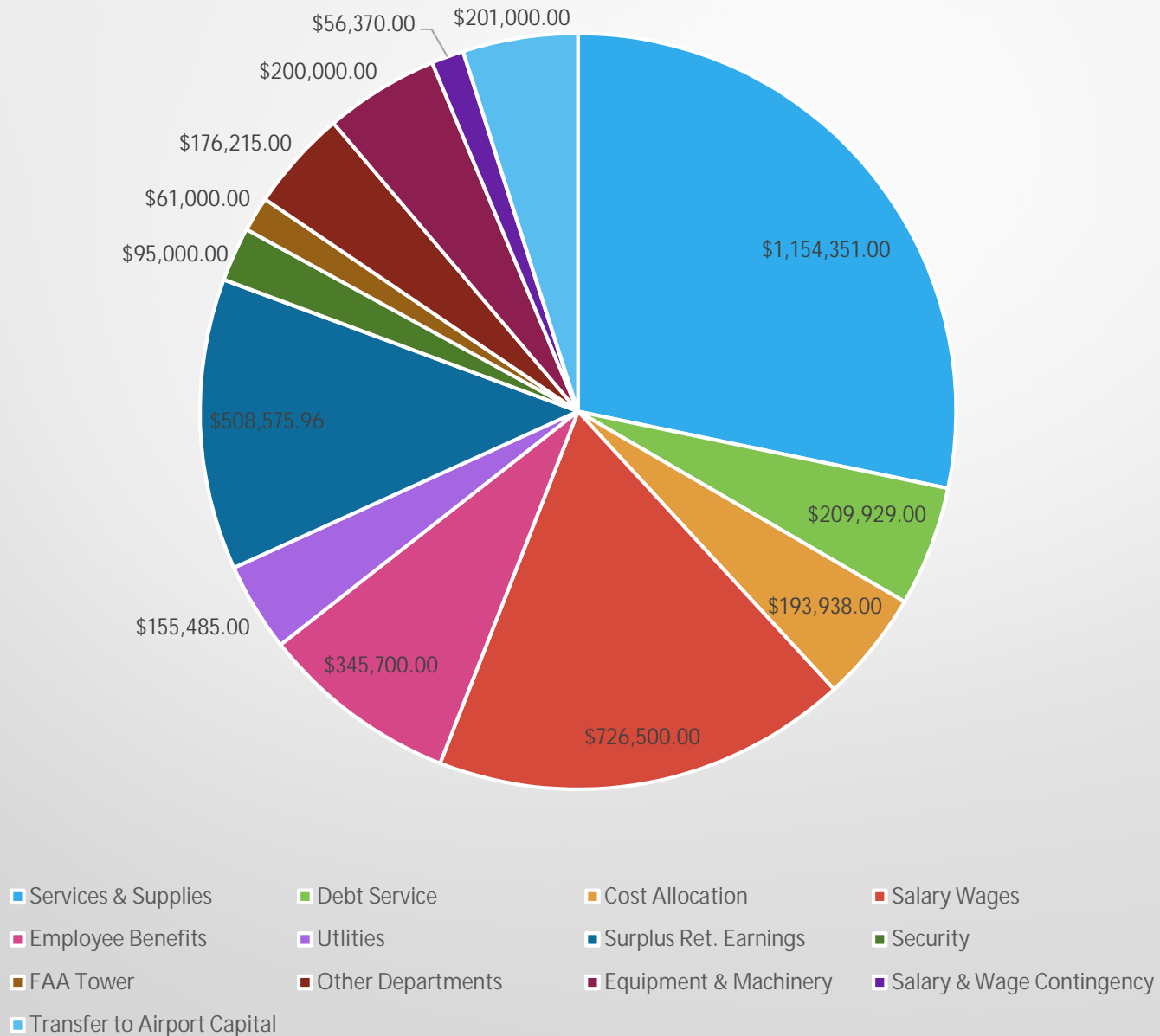
- Overall Increase in Expenditures – 12%
- The Airport's Budget is balanced.
- Replace TV 140 Tractor \$200,000
- Reduction To Airport Capital Projects Fund (\$201,000)
- Contribution to Unrestricted Net Assets \$508,575.96
(increase Of 44%)

FY 2024 Expenditure Highlights

- Increase in Janitorial Services (50%)
- Increase in Principal on Bonds (\$10,000)
- Decrease in Interest on Bonds (-\$5,221)

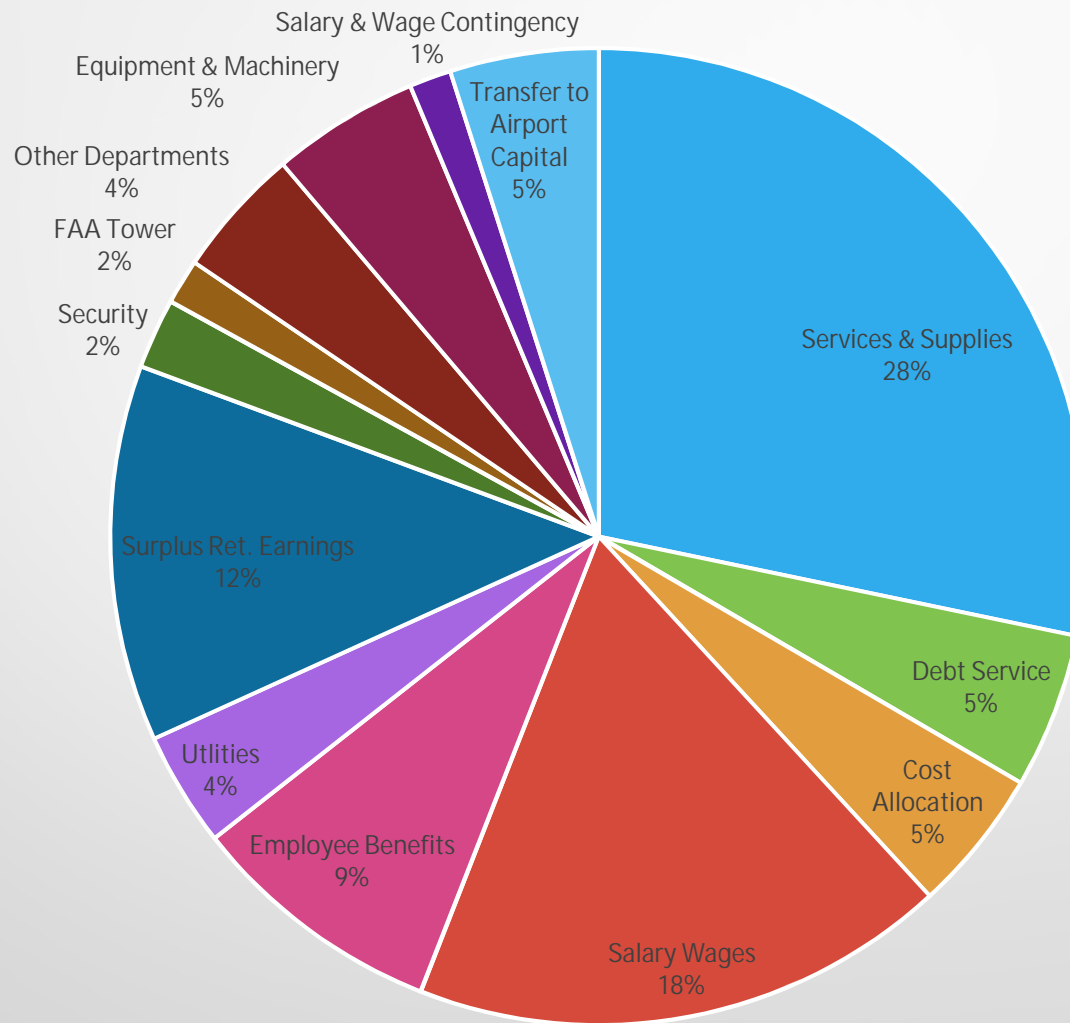
Expenditure Breakdown-Totals

FY 2024 Breakdown of Expenditures



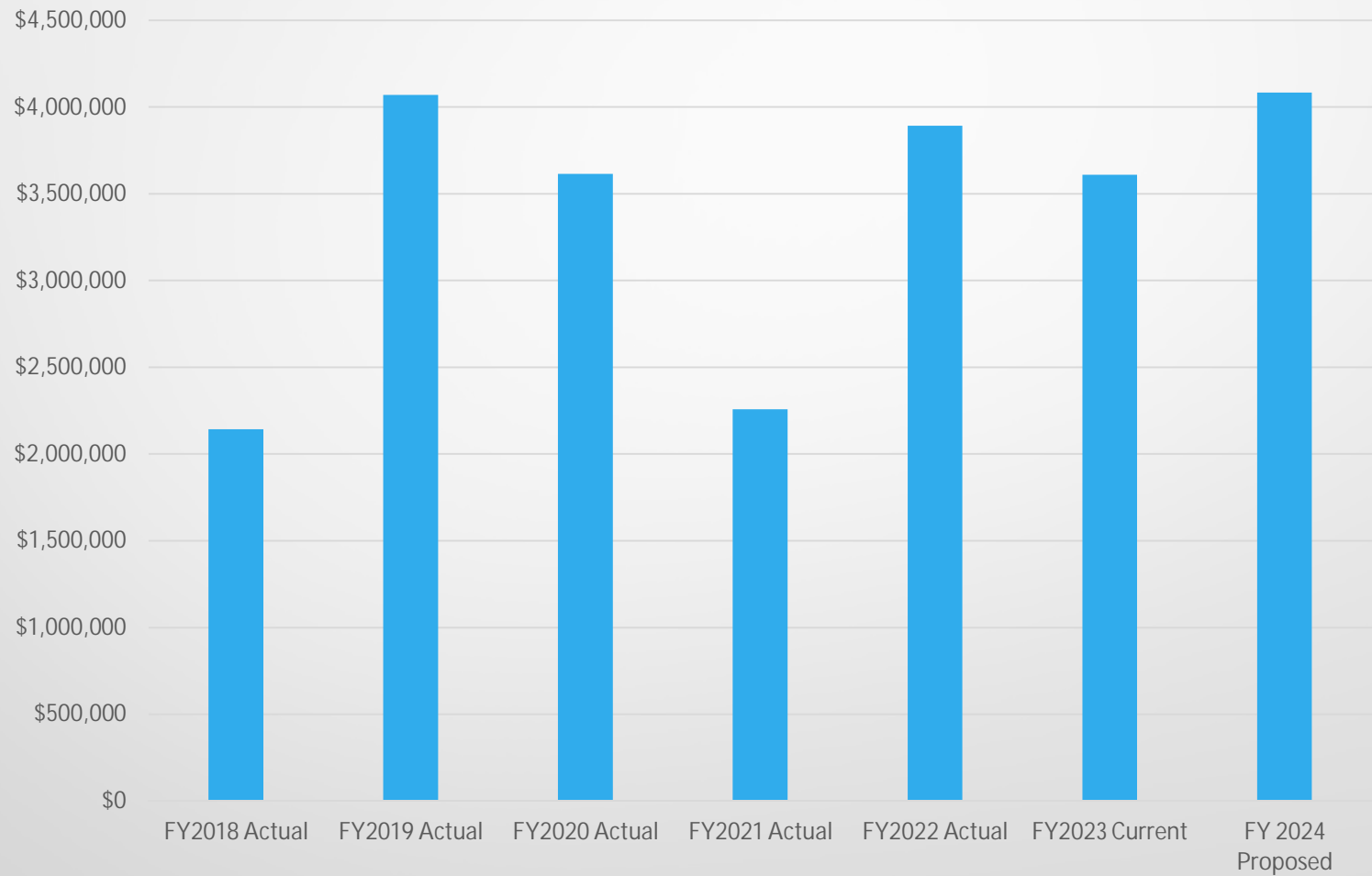
Expenditure Breakdown-Percentage

FY 2024 Breakdown of Expenditures

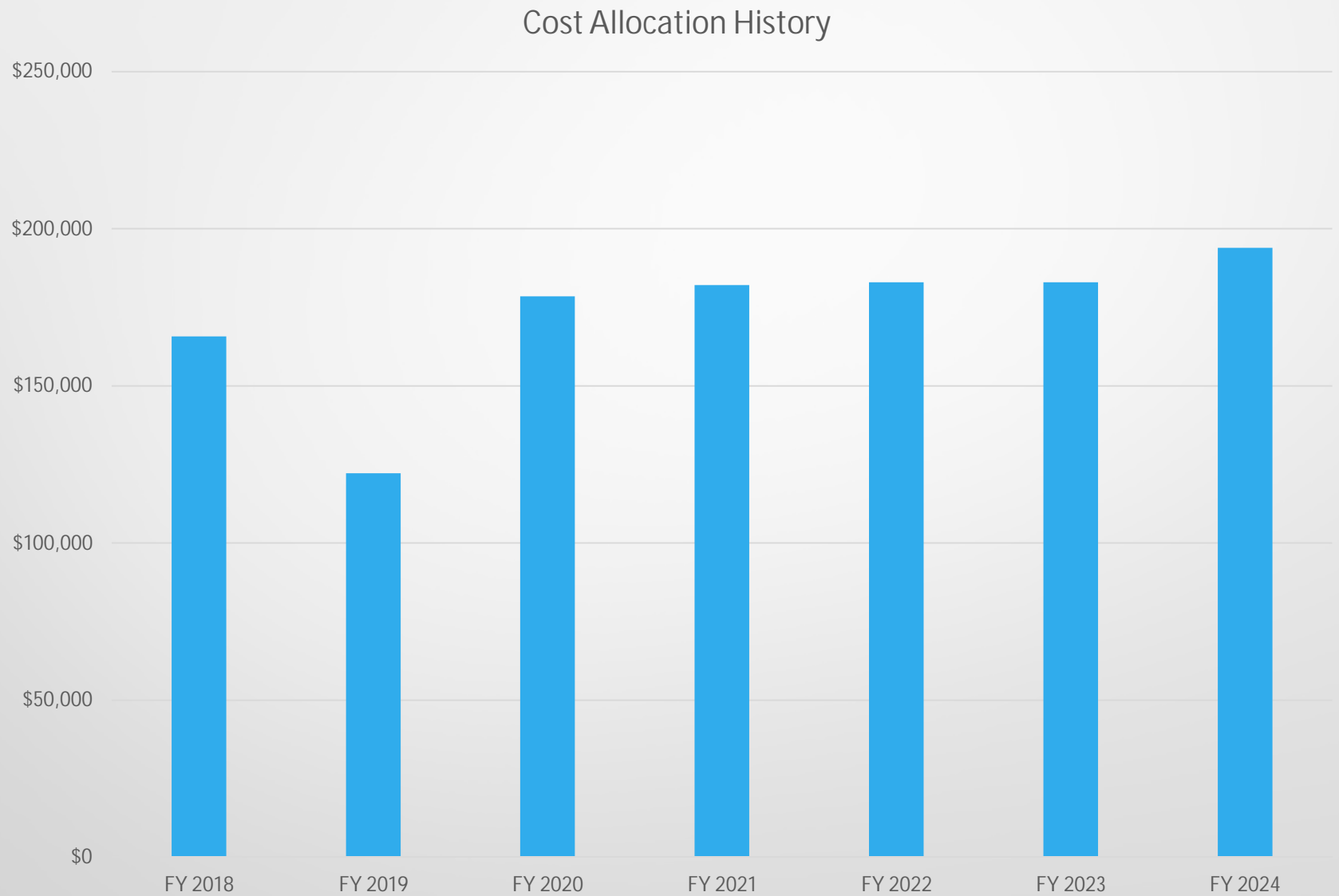


Expenditures

Total Expenditures

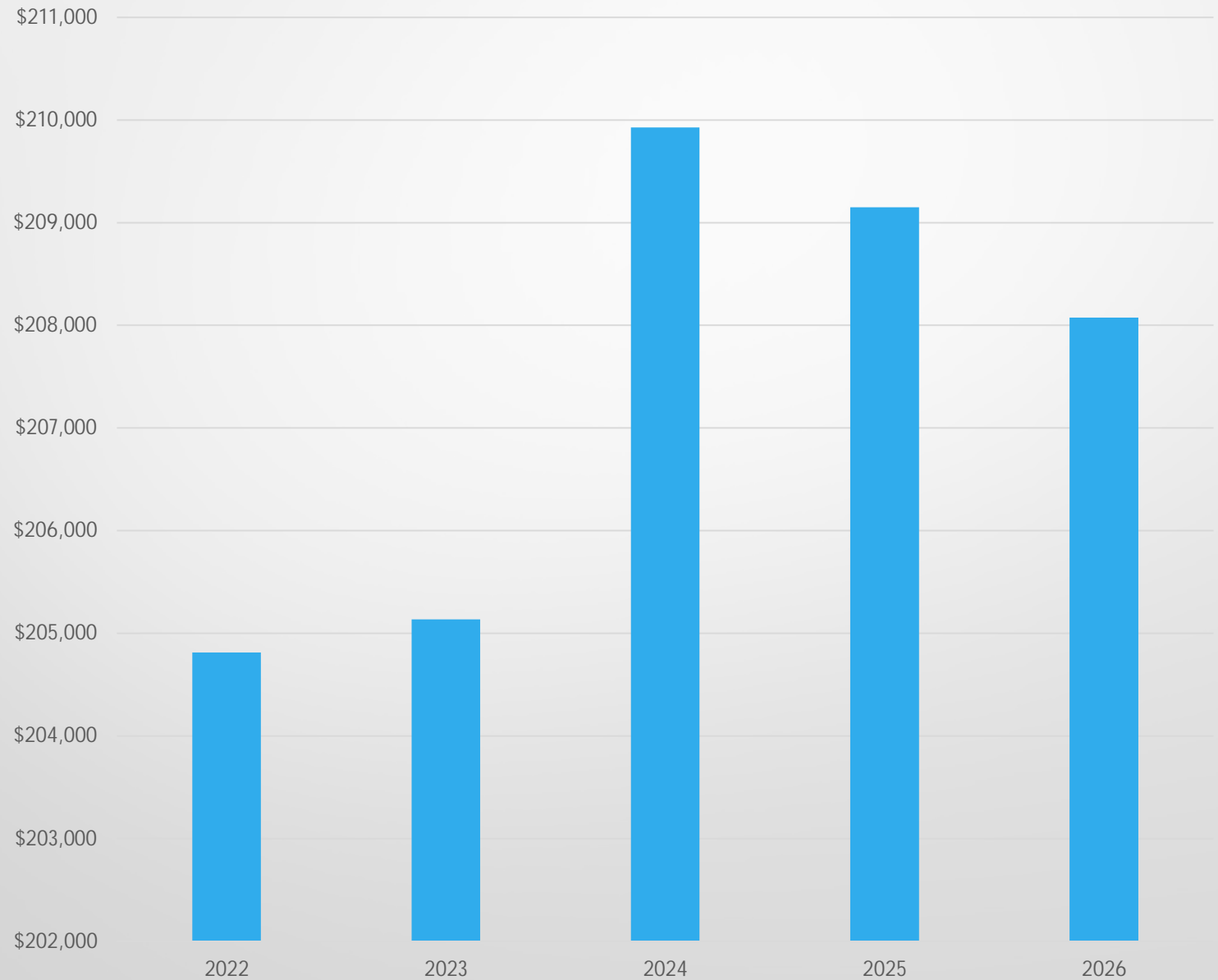


Airport Cost Allocation History



Airport Bond Debt

FY 2024 AIRPORT BOND P&I





MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: December 7, 2022

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Approval of 2023 Airport Commission Calendar

RECOMMENDATION: Approval

MOTION: **I motion to approve the 2023 Airport Commission Calendar**

DATE LAST CONSIDERED BY COMMISSION: December 2021

SUMMARY AND/OR COMMENTS: This an annual calendar of meeting dates for the Airport Commission Meetings, Airport Executive Committee Meetings, and Airport Operations Committee Meetings.

FISCAL IMPACT: N/A

STAFF CONTACT: Jolene Berry 703-257-8279

JER

Airport Director



2023 Manassas Regional Airport Commission Meetings

Airport Commission Meetings
City Council Meetings
Executive Committee Meetings
Operations Committee Meetings
City Holidays - Office Closed
Airport Commission Recess

Airport Commission Meetings are held on the third Thursday of every month at 7pm. The Commission will meet in the Terminal 1st Floor, Conference Room.

Executive Committee - 2nd Tuesday
Operations Committee - 2nd Wednesday

Regular Council Meetings are held on the second and fourth Monday of each month at 5:30 p.m. Public Hearings will typically be scheduled for the second Monday of the month. Unless it is noticed, Council will meet at City Hall, 9027 Center Street, Manassas, VA 20110.

Please note that amendments may be made to this calendar by the Airport Director or Airport Commission when deemed necessary.
Prepared by Airport Staff

Holidays & Observances

January 2 New Years Day (ob.)
January 16 Martin Luther King Day
February 21 President's Day
May 29 Memorial Day

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	*24	25	26	27	28	29
30						

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*Public Hearing on the FY23 Budget

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 19

Juneteenth

November 10

Veterans Day

July 4

Independence Day

November 23 & 24

Thanksgiving Holiday

Sept. 4

Labor Day

December 25

Christmas Holiday

Oct. 9

Indigenous Peoples Day

December 26

Floating Holiday



City of Manassas

Manassas Regional Airport

Meeting Date:	December 8, 2022
Time Estimate:	60 Minutes
Agenda Title:	Authorization of a Closed Meeting
Recommendation:	Authorize a Closed Meeting
Motion:	<p>I move that the Manassas Regional Airport Commission convene in a Closed Meeting.</p> <p>To discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, where discussion in an open meeting would adversely affect the negotiating strategy of the City, as permitted by Va. Code §2.2-3711 (A) (5).</p>
Date Last Considered by City Council:	N/A
Summary and/or Comments:	If the Manassas Regional Airport Commission votes to hold a closed meeting, the Commission will be required to certify by motion that the meeting was held in conformance with the amended Virginia Freedom of Information Act.
Board – Committee – or Commission Reviewed:	N/A
Fiscal Impact:	N/A
Staff Contact:	Juan Rivera, Airport Director jrivera@manassasva.gov (703) 361-1881

MOTION FOR CONVENING CLOSED MEETING
(Requires recorded roll call vote)

I (_____) move that the Manassas Regional Airport Commission convene in closed session, as permitted by Virginia Code § 2.2-3711(A)(5), for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

ROLL CALL:

Richard Seraydarian		Ross Snare	
Cabrera, Juan		Howard Goodie	
John Snider		Jim Uzzle	
Lawrence Pigeon		Anthony Mcghee	
Vanslyn Augustus		David Farajollahi	

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(Requires recorded roll call vote)

I (_____) move that the Manassas Regional Airport Commission certify that, in the closed session just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

ROLL CALL:

Richard Seraydarian		Ross Snare	
Cabrera, Juan		Howard Goodie	
John Snider		Jim Uzzle	
Lawrence Pigeon		Anthony Mcghee	
Vanslyn Augustus		David Farajollahi	



City of Manassas

Manassas Regional Airport

Meeting Date:	November 17, 2022
Time Estimate:	2 minutes
Agenda Title:	Certification of the Closed Meeting
Recommendation:	Certify the Closed Meeting
Motion:	I move that the Manassas Regional Airport Commission certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion.
Date Last Considered by City Council:	N/A
Summary and/or Comments:	If the Manassas Regional Airport Commission votes to hold a closed meeting, the Commission will be required to certify by motion that the meeting was held in conformance with the amended Virginia Freedom of Information Act.
Board – Committee – or Commission Reviewed:	N/A
Fiscal Impact:	N/A
Staff Contact:	Juan Rivera, Airport Director jrivera@manassasva.gov (703) 361-1882

MOTION FOR CONVENING CLOSED MEETING
(Requires recorded roll call vote)

I (_____) move that the Manassas Regional Airport Commission convene in closed session, as permitted by Virginia Code § 2.2-3711(A)(5), for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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(Requires recorded roll call vote)

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