



City of Manassas, Virginia  
Manassas Regional Airport Commission Meeting

AGENDA

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Manassas Regional Airport Commission Meeting  
Terminal Building - 1st Floor Conference Room  
10600 Harry Parrish Boulevard  
Manassas, VA 20110  
Thursday, July 21, 2022

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

Pledge of Allegiance

1. Approval of Minutes

- 1.1 Approval of Meeting Minutes for June 16, 2022  
[Commission Minutes June 16 2022.docx](#)

2. Review of Expenses

- 2.1 Review of Bill Sheet  
[Bill Sheet.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**  
[July 2022 Director's Report.docx](#)  
[Grant Cost Summary.pdf](#)
- 4.2 Tie-Down and Hangar Occupancy Reports, and Citizen's Monthly Noise Concerns**  
[June 2022 Tie-Down Occupancy.pdf](#)  
[June 2022 Hangar Occupancy.pdf](#)  
[June 2022 Noise.pdf](#)
- 4.3 Revenue, Expenditure, Aging Reports**  
[Revenue Report.xlsx](#)  
[Expenses Report.xlsx](#)  
[Agng Report.xlsx](#)

**5. Presentations**

- 5.1 Quarterly Reports on Airport Operations and Fuel Sales (Mr. Matthew LeCompte, 8 minutes)**  
[FuelOperations - Fiscal - July 2022 Update.pptx](#)  
[Agenda Statement - July 21 - Quarterly Fuel Flowage.docx](#)
- 5.2 Quarterly Airport Maintenance Report (Mr. Brian Smith, 8 minutes)**  
[July Power point.pptx](#)  
[Agenda Statement - July 21 - Quarterly Maintenance Update.docx](#)
- 5.3 Master Plan Update by RS&H**  
[Airport Commission Agenda Statement - July 21 - RS&H Master Plan Presentation.docx](#)

**6. Old Business**

**7. Consent Agenda**

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

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

**9. New Business**

- 9.1 **Approve the Chairman's Committee Assignments for the Executive Committee for FY 2023 (Mr. Ross Snare, Vice Chairman, 5 minutes)**  
[Airport Commission Agenda Statement - July 21 - Approve the Chairm's Committee Assignments for the Executive Committe for FY 2023.docx](#)
- 9.2 **Approve the Chairman's Committee Assignments for the Operations Committee for FY2023 (Mr. Ross Snare, Vice Chairman, 5 minutes)**  
[Airport Commission Agenda Statement - July 21 - Approve the Chairm's Committee Assignments for the Airport Operations Committee for FY 2023.docx](#)

10. **Information Items**

11. **Commission Comments**

**Adjournment**



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, June 16, 2022

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended by Chairman Tom Lemmon, Vice Chairman Richard Seraydarian, Member Juan Cabrera, Member Anthony McGhee, Member John Snider, Member Ross Snare, Member James Uzzle, Member Vanslyn Augustus, Member Howard Goodie, Mayor Michelle Davis-Younger and Council Member Theresa Coates Ellis.

Member Larry Pigeon was not present.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Patty Bibber (Admin Fiscal Coordinator) Jolene Berry (Airport Operations) and Matt LeCompte (Intern).

Chairman Lemmon called the meeting to order at 7:04 p.m.

Pledge of Allegiance

1.        Approval of Meeting Minutes  
Member Snider MOVED to approve the minutes for the May 19, 2022 meeting, SECONDED by Member Goodie and CARRIED UNANIMOUSLY
2.        Review of Expenses
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

Mr. Rivera and Mrs. Jolene Berry attended the VAOC Spring workshop. They learned that the funding for VDOA will be much better this year. They will be eliminating the Bridge loan program and all was converted to a grant. Ms. Berry was a moderator for one of the sessions. All grants will now be done electronically.

Mr. Rivera introduced Matt LeCompte, the airport's new summer intern.

Mr. Rivera mentioned that in City Council meeting the budget was approved. The City and Airport will not be impacted by the Grocery Tax. Staff is instructed to hold off on hiring the new Operations employee.

Mr. Rivera indicated that there still no word on the Air Traffic Control Tower funding that we applied for probably won't hear anything till end of June.

Mr. Rivera noted that an agreement was made with Chemung we drop \$27k for liquidated damages and they drop \$31K claim.

Mr. Rivera noted that the ACIP to the VDOA Capital Improvement projects were submitted on time. One of the projects is to replace the old rotating beacon. Another project we will be replacing the control panel upstairs.

Regarding Rising Phoenix, Mr. Rivera noted that the Airport did submit the letter to the parties that we knew of and have given them till the end of the month to respond. If no response will seek legally disposing of property in the hangar.

Mr. Rivera and Jolene Berry will be attending the NBAA regional forum next week at Westchester airport; they are not setting up a booth, but will be walking around talking to people.

Mr. Rivera mentioned that bids for Taxiway A on out on the street. They are due next week. We have included a provision for fuel indexing as well.

Mr. Rivera noted that staff is still looking for a Maintenance Supervisor. People have applied but were not qualified. We are down to only 3 maintenance technicians.

Mr. Rivera reminded the Commission that the AAM meeting is on July 7<sup>th</sup>. Hoping for a good attendance. There will be several speakers and Mr. Rivera will be moderating.

5. Presentations

- 5.1 Manassas Business & Career and Technical Education (CTE) Working Group Presentation (Mr. Nasr Ayoub Prince William County School and Lisa Wolf Manassas Park Schools, 20 Minutes).
- 5.2 Update of the Airport's Financial Plan (Mr. Ty Wellford Davenport, 30 Minutes).

6. Old Business

7. Consent Agenda

8. Committee Reports (If Available)

- 8.1 Airport Operations Committee Report (Mr. John Snider, 5 minutes)  
The Airport is still waiting for Taxilane B markings looking like July possibly.

Member Snider discussed the Asbestos in the West side hangars.

Member Snider discussed challenges with the security issues that was brought up last meeting. We need to make sure that the airfield is secure, buildings, hangars Utilities secure and employees secure

Member Snider noted that once the new members are appointed to the Operations committee he suggested we look into what is the best strategy on security.

9. New Business

- 9.1 Accept Nominations for Chairman and Vice-Chairman for FY2023 (Chairman Tom Lemmon, 5 Minutes)

Motion to open nominations for Chairman by Member Snider, SECONDED by Member Goodie and CARRIED UNANIMOUSLY

Member Uzzle nominated Richard Seraydarian for Chairman and was SECONDED by Member Cabrera

Motion to close nominations for Chairman by Member Snider, SECONDED by Member Cabrera

Motion to elect Richard Seraydarian for Chairman by acclimation by Member Snare, SECONDED by Member Goodie

Motion to open for Vice Chairman by Member Goodie, SECONDED by Member Cabrera

Member McGhee nominated Ross Snare for Vice Chairman, SECONDED by Member Goodie.

Motion to close nominations for Vice Chairman by Member Snider, SECONDED by Member Goodie

Motion to elect Ross Snare for Vice Chairman by acclimation by Member McGhee, SECONDED by Member Goodie

- 9.2 Voice Vote for Vice-Chair – Each Commission member has one vote (Member Lemmon, Chair, 5 minutes)

By election Member Richard Seraydarian is the FY2023 Chairman and Member Ross Snare is the FY2023 Vice Chairman

- 9.3 Approve an Airport Open House Event on May 6, 2023 (Mr. Juan Rivera, 5 minutes) Motion to approve Open House by Member Snare and SECONDED by Member Uzzle and CARRIED UNANIMOUSLY

10. Information Items

11. Commission Comments

- 11.1 All members thanked Chairman Lemmon for his service to the Commission. Councilwoman Theresa Coates-Ellis and Mayor Michelle Davis-Younger also expressed their appreciation for Chairman Lemmon's dedication to the Airport Commission

Mr. Rivera announced there will be a reception for Chairman Lemmon prior to the next Commission meeting July 21, 2022 at 5:30pm.

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

Meeting adjourned at 9:23 PM.

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Secretary

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Chairman

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Date

Bill Sheet from 6/16/2022 - Present

Vendor	Description	Net Amount
AMERICAN DISPOSAL SVCS, INC	Trash Services	461.48
CAPITOL BOILER WORKS INC	Repair a/c unit	719.00
CHEMUNG CONTRACTING CORPORATION	RUNWAY 16R/34L REHABILITATION & TAXIWAY A3	18,729.99
CINTAS CORP. #145	Mats/Uniforms/Misc/Tower Mats	796.18
CINTAS FIRST AID & SAFETY	First Aid Box	40.62
DELTA AIRPORT CONSULTANTS INC	Reconstruct Taxiway B and Taxilane Y	42,020.74
MISTRAS GROUP INC	Pump test	300.00
ORACLE ELEVATOR HOLDCO INC	Elevator Maintenance Fee	154.50
PR WM CNTY	Solid Waste/Storm Water -RE taxes	57.04
REYNOLDS SMITH & HILLS INC	16R-34L Rehabilitation Construction	1,400.00
REYNOLDS SMITH & HILLS INC	Taxiway A Rehabilitation Design	13,757.74
U S PLANTS INC	Plant Maintenance	104.64
UNITED SECURITY FORCES LLC	AIRPORT SECURITY PATROL	6,587.50
VA BUSINESS SYSTEMS	Copier Lease	178.91
VERIZON	Acct 351-673-688-0001-31	10.25
VSC FIRE & SECURITY INC	Sprinkler/Fire Alarm Inspections	200.00
WALKERS CRPT CRE/JANTRL SVC	Janitorial Service	4,220.20
WASHINGTON GAS	Gas 10493 Observation Rd	38.06
WASHINGTON GAS	Gas 10509 Wakeman	59.32
WASHINGTON GAS	Gas 10509 Wakeman Dr	25.67
WASHINGTON GAS	Gas - 10529 Wakeman Drive	36.90
WASHINGTON GAS	Gas 10603 Observation Lane	20.45
WASHINGTON GAS	Gas - 10400 Wakeman Dr	181.99



## Airport Director's Office Juan E. Rivera

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### Memorandum

July 14, 2022

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: **AIRPORT DIRECTOR'S REPORT FOR JULY 2022**

#### CITY COUNCIL ACTIONS IN REGARDS TO THE AIRPORT

*On the June 13, 2022 the City Council approved a resolution to reappoint Mr. Lawrence Pigeon to the Manassas Regional Airport Commission.*

*On June 27, 2022 the City Council approved a resolution to appointment Mr. David Farajollahi to the Airport Commission as a regular member for a first four-year term ending June 30, 2026.*

#### HANGAR OCCUPANCY RATE

East T-Hangars: 94 out of 97 Rented

97% Rented – **2 tenants vacated**

West T-Hangars: 58 out of 59 Rented

98% Rented - **4 new tenants. 1 vacated.**

**East and West Hangars – 152 out of 156 – 97% Rented**

Waiting List Status – We have two hangars that are vacant. Some repairs are being done before we can rent them.

#### *Breakdown*

Total on List – 113

East Side - 106

West Side – 79

60x50- 12

#### Squatters

There have been no squatters identified at this time in any of the City owned hangars.

#### TIE-DOWN OCCUPANCY RATE

East Tie-Down: 83 out of 86 Rented

97% Rented – **No changes.**

West Tie-Down: 44 out of 85 Rented

52% Rented – **No changes.**

**East and West Tie-Down – 127 out of 171 Rented – 74% Rented**

#### Squatters

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

#### NOISE COMPLAINTS

There was one (1) noise complaint recorded by Airport Operations in the month of June 2022.

##### 1 – Helicopter Overflight

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, FAA and the Airport Staff is scheduled for August 10, 2022. RS&H staff members will be at the Airport Commission meeting on July 21, 2022 to give the Commission an update on the progress of the Master Plan update. The Technical Advisory Committee (TAC) will be the same day at 3:00 p.m.

#### OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

RS&H is finalizing the response to comments that they received from the City. The plan is to use AIG funding for this project. The Airport would front some of the cost and get reimbursed by the FAA over the course of five years. This project will be scheduled to start in the spring of 2023 to take advantage of the Federal and State funding availability. The contract will include a fuel index to allow for the contractor to get paid for the higher cost of fuel. The Airport will benefit if the fuel prices go down.

#### TAXIWAY B REHABILITATION

Delta has completed the 30% report in house. A meeting was held with the FAA, State, airport staff and Delta Airport Consultants to discuss the 30% design. The cost of the project is estimated to be over \$8 million. This is roughly \$2.5 million over the current budget. It looks like the widening of the pavement is out of the scope along with the paved shoulders. The work along Taxilane Y and Zulu will be placed in the bid package as a bid alternative due to budget constraints. The scope of this project will still include the replacement of the lighting system. Delta Engineers are looking for ways to include a portion of the paved shoulders

### TAXIWAY A DESIGN EFFORT

The Taxiway A Rehabilitation (Construction) project was bid and the Airport received one bid. The apparent low bidder was Chemung Contracting Corporation. The Airport staff and RS&H reviewed the bid and found it to be responsive and responsible. The Airport Director recommended that the FAA accept the bid since it was in the best interest of the Airport and FAA. The construction bid was for \$3,096,198.00. The total project cost is \$3,440,729.00. This price includes Administrative cost, Engineer Services, Equipment Upgrades (Airfield Lighting Controls by others), and Project Inspection fee. The Airport's share of the project is 2% or \$68,814.00. The FAA's share is \$3,096,656.00 (90%) and the State's share is \$275,258.00 (8%). A grant cost summary sheet is included in this report.

### AAM SEMINAR

The first ever Advanced Air Mobility Seminar was held at the Airport on July 7, 2022. The event was well attended. Over 60 attendees were present. The Airport Director acted as the moderator for the four panelists. The panel included: Dr. Amber Wilson, Manager of Technology for the VDOA, Dr. Michael Patterson, Systems Analysis Branch of NASA, Dr. John Langford, President of Electra.aero and Mr. Greg Campbell, Director of the Department of Aviation.

### ATC TOWER FUNDING FROM BIL ATP

The Airport received an official notification that we were not selected to receive funding under the FY 2022 Airport Terminal Program (ATP) project under the Bipartisan Infrastructure Law (BIL). The Airport will reapply for subsequent annual ATP Notice of Funding Opportunities. Our next opportunity will be at the end of September 2022. We will not give up until we are funded!

### UPCOMING EVENTS

October 2022 – Aviation Career Day  
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

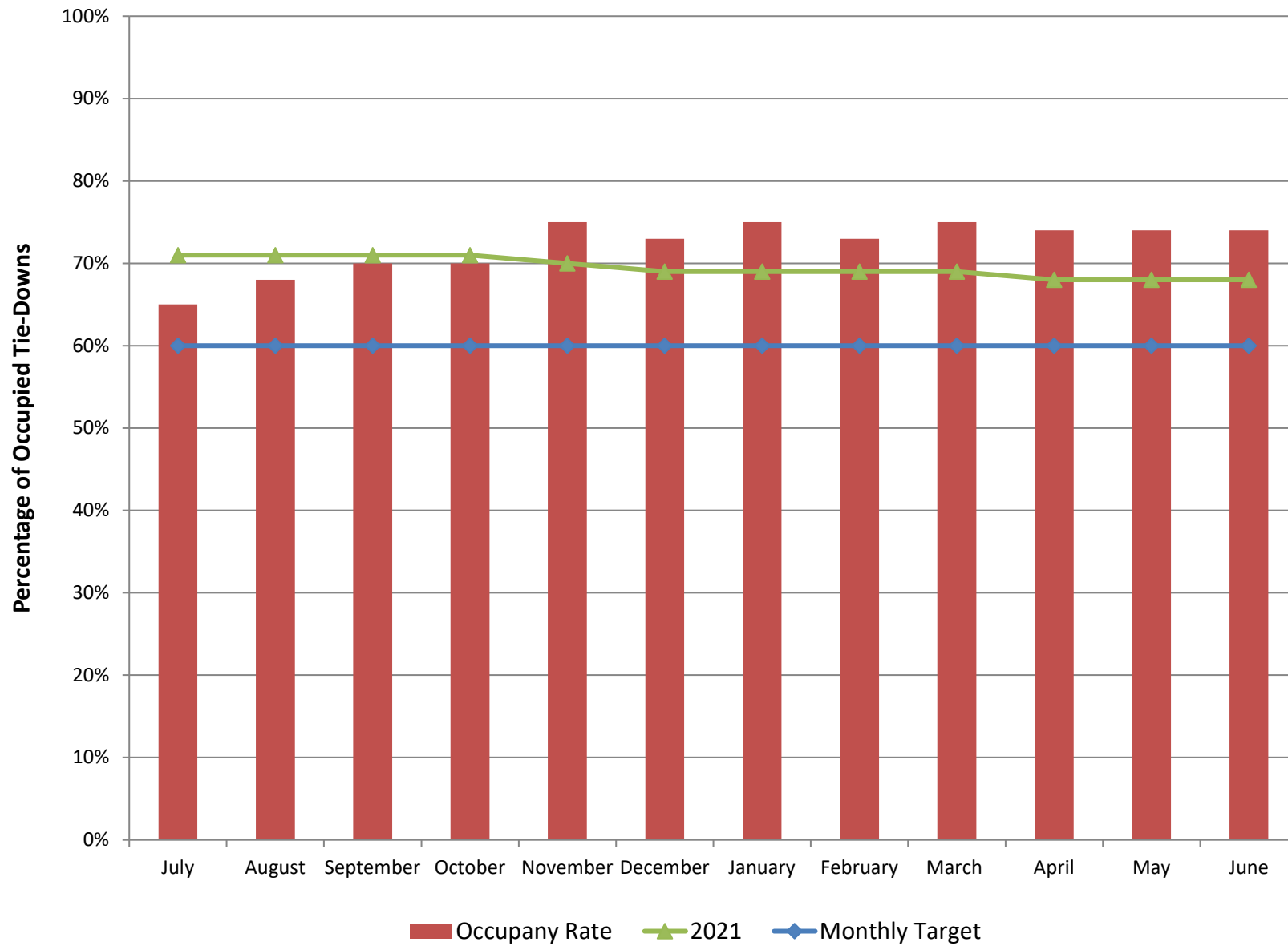
**Grant Cost Summary**

Taxiway A Rehabilitation - Construction  
Manassas Regional Airport

Grant Summary	
FAA	\$3,096,656.00
DOAV	\$275,258.00
Local	\$68,814.00
<b>TOTAL</b>	<b>\$3,440,729.00</b>

Cost Classification	Budget	Cost to Date	%	FAA Share	DOAV Share	Local Share
1.) Administrative expense						
Airport Administrative; IFE - LR Kimball	\$10,000.00		0.0%	\$ 9,000.00	\$ 800.00	\$ 200.00
Sub-Total	\$10,000.00		0.0%	\$ 9,000.00	\$ 800.00	\$ 200.00
4.) Architectural/engineering/planning basic fees						
Reynolds, Smith & Hills	\$145,313.00		0.0%	\$ 130,782.00	\$ 11,625.00	\$ 2,906.00
Sub-Total	\$145,313.00		0.0%	\$ 130,782.00	\$ 11,625.00	\$ 2,906.00
6.) Project inspection fees						
Reynolds, Smith & Hills	\$179,218.00		0.0%	\$ 161,296.00	\$ 14,337.00	\$ 3,584.00
Sub-Total	\$179,218.00		0.0%	\$ 161,296.00	\$ 14,337.00	\$ 3,584.00
11.) Construction and project improvement						
Chemung Contracting Corp.	\$3,096,198.00		0.0%	\$ 2,786,578.00	\$ 247,696.00	\$ 61,924.00
Sub-Total	\$3,096,198.00		0.0%	\$ 2,786,578.00	\$ 247,696.00	\$ 61,924.00
12.) Equipment						
ADB - ALCMS Upgrade	\$10,000.00		0.0%	\$ 9,000.00	\$ 800.00	\$ 200.00
Sub-Total	\$10,000.00		0.0%	\$ 9,000.00	\$ 800.00	\$ 200.00
TOTAL	\$3,440,729.00		0.0%	\$3,096,656.00	\$275,258.00	\$68,814.00

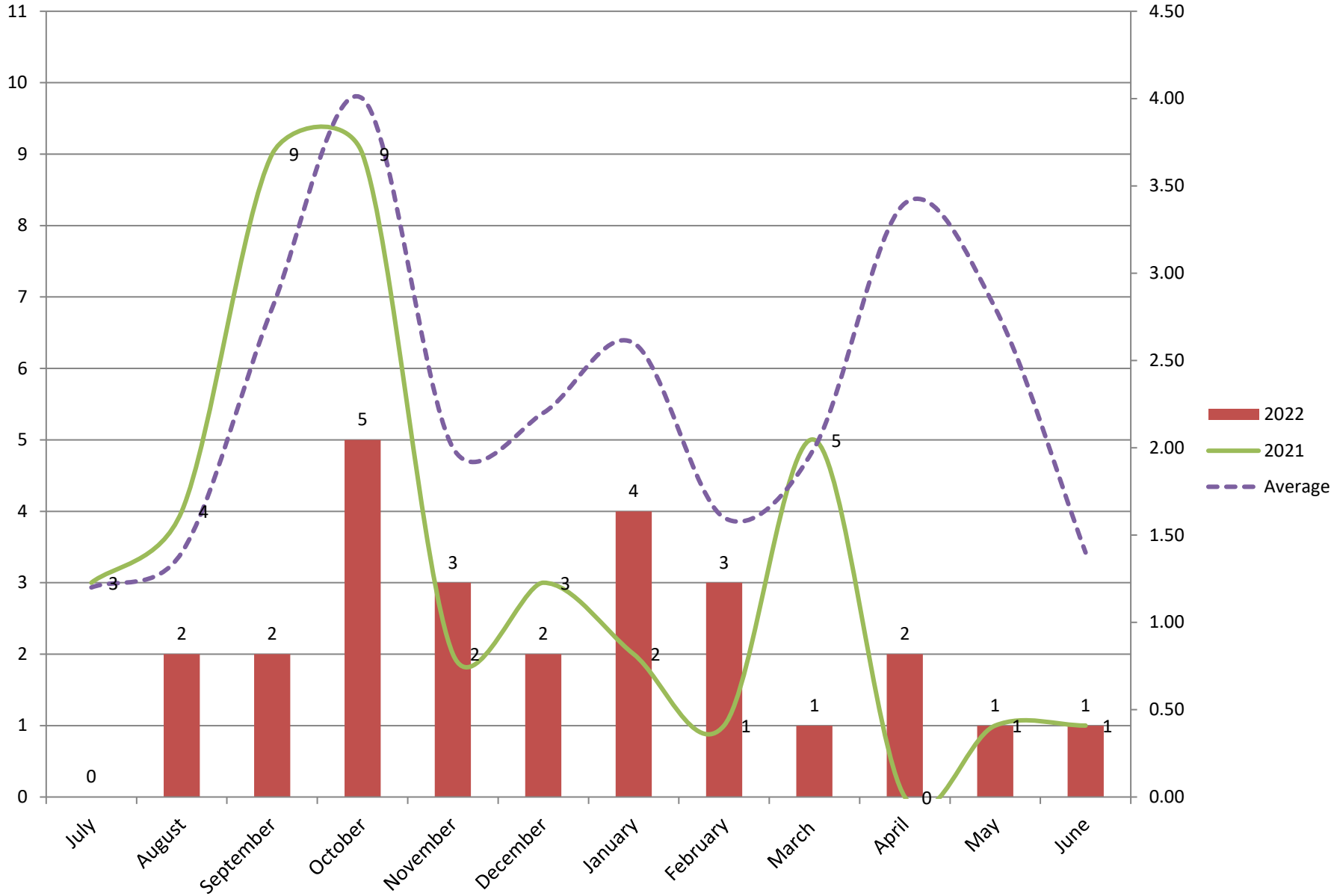
## FY2022 Tie-Down Occupancy Rates



## FY2022 Hangar Occupancy Rates



Noise Complaints FY 2021-2022



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	-188,641.05	-1,973,969	8.70
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-75,293.23	-883,497	7.90
57097400		Total 57097400 Use of Money & Prope	-3,121,400	0	-3,121,400	-263,934.28	-2,857,466	8.50
57097600	317510	Airport Tie-Down Fees	-95,000	0	-95,000	-10,342.09	-84,658	10.90
57097600	317520	Airport Fuel Flowage Fees	-238,000	0	-238,000	-22,583.39	-215,417	9.50
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-5,494.16	-49,506	10.00
57097600	317535	Airport Car Rental Revenue	-15,000	0	-15,000	0.00	-15,000	0.00
57097600		Total 57097600 Sales & Connections	-403,000	0	-403,000	-38,419.64	-364,580	9.50
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	0.00	-2,500	0.00
57097700	318426	Card Replacement Fees	-200	0	-200	0.00	-200	0.00
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	0.00	-6,600	0.00
57097700		Total 57097700 Other Local Rev-Gene	-9,300	0	-9,300	0.00	-9,300	0.00
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	0.00	-35,000	0.00
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	0.00	-35,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-1,298.00	-14,282	8.30
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	0.00	-25,700	0.00
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-1,298.00	-39,982	3.10
57098400	333010	CARES/ARPA/COVID-19 Funding	0	0	0	-148,000.00	148,000	100.00
57098400		Total 57098400 Federal Categorical	0	0	0	-148,000.00	148,000	100.00
		Revenue Total	-3,609,980	0	-3,609,980	-451,651.92	-3,158,328	12.50

Expenses Year to Date

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	726,500	0	726,500	2,144.86	0.00	724,355	0.30
57003703	411020	Board and Elections Stipends	10,350	0	10,350	65.00	0.00	10,285	0.60
57003703	411075	S&W-Housing Stipend	3,500	0	3,500	0.00	0.00	3,500	0.00
57003703	412000	S&W-On-Call	23,300	0	23,300	91.18	0.00	23,209	0.40
57003703	416000	S&W-Overtime	25,000	0	25,000	46.32	0.00	24,954	0.20
57003703	416010	Hours Worked on a Holiday	850	0	850	0.00	0.00	850	0.00
57003703	420000	Employee Benefits	345,700	0	345,700	0.00	0.00	345,700	0.00
57003703	420002	Deferred Compensation	0	0	0	9.64	0.00	-10	100.00
57003703	420004	FICA	0	0	0	190.26	0.00	-190	100.00
57003703	420006	Virginia Retirement System	0	0	0	311.65	0.00	-312	100.00
57003703	420008	Group Health	0	0	0	197.77	0.00	-198	100.00
57003703	420010	Worker's Compensation	0	0	0	20.25	0.00	-20	100.00
57003703	420012	Group Term Life Insurance	0	0	0	27.44	0.00	-27	100.00
57003703	420014	Long Term Disability	0	0	0	9.33	0.00	-9	100.00
57003703	420031	Car Allowance	6,030	0	6,030	23.08	0.00	6,007	0.40
57003703	431000	Professional Services	75,000	0	75,000	0.00	0.00	75,000	0.00
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	1,500	0	1,500	0.00	0.00	1,500	0.00
57003703	436000	Advertising Services	60,000	0	60,000	0.00	0.00	60,000	0.00
57003703	439000	Other Purchased Services	18,000	0	18,000	531.50	0.00	17,469	3.00
57003703	441000	Information Technology Charges	74,830	0	74,830	0.00	0.00	74,830	0.00
57003703	441005	Phones and Voicemail Charges	19,580	0	19,580	0.00	0.00	19,580	0.00
57003703	441045	IT GIS Mapping Charges	8,750	0	8,750	0.00	0.00	8,750	0.00
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	442000	Motor Vehicle Charges	55,600	0	55,600	0.00	0.00	55,600	0.00
57003703	444000	Cost Allocation Charges	182,960	0	182,960	0.00	0.00	182,960	0.00
57003703	447000	Radio Charges	6,480	0	6,480	0.00	0.00	6,480	0.00
57003703	451001	Utilities	23,500	0	23,500	0.00	0.00	23,500	0.00
57003703	451002	City Utility Charges	127,000	0	127,000	0.00	0.00	127,000	0.00
57003703	452003	Cell Phone Charges	4,700	0	4,700	379.03	0.00	4,321	8.10
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	0.00	0.00	3,000	0.00
57003703	452008	Telephone Service Charges	500	0	500	10.25	0.00	490	2.10
57003703	452009	Long Distance Charges	100	0	100	0.00	0.00	100	0.00
57003703	453000	Insurance	55,000	0	55,000	10,409.00	0.00	44,591	18.90
57003703	454001	Operating Leases	3,500	0	3,500	174.15	1,915.65	1,410	59.70
57003703	455001	Mileage	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	455002	Training and Travel	12,500	0	12,500	0.00	0.00	12,500	0.00
57003703	455005	Meeting / Business Expense	8,000	0	8,000	0.00	0.00	8,000	0.00
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	0.00	0.00	6,500	0.00
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	0.00	600.00	2,900	17.10
57003703	462000	Other Supplies	5,000	0	5,000	297.19	0.00	4,703	5.90
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	19.92	0.00	3,480	0.60

57003703		Total 57003703 Airport Operations	1,955,230	0	1,955,230	14,957.82	2,515.65	1,937,757	0.90
57003710	433000	Maintenance Services	55,000	0	55,000	137.65	0.00	54,862	0.30
57003710	433001	Refuse Collection Services	6,000	0	6,000	0.00	0.00	6,000	0.00
57003710	433003	Janitorial Services	25,000	0	25,000	0.00	0.00	25,000	0.00
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	0.00	0.00	8,000	0.00
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	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	439000	Other Purchased Services	36,000	0	36,000	0.00	0.00	36,000	0.00
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	0	95,000	0.00	0.00	95,000	0.00
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	462000	Other Supplies	26,000	0	26,000	0.00	0.00	26,000	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	0.00	0.00	20,000	0.00
57003710	462047	Airfield Supplies	39,000	0	39,000	0.00	0.00	39,000	0.00
57003710	462048	Security Supplies	20,000	0	20,000	0.00	0.00	20,000	0.00
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003710	462067	Maintenance Supplies	2,500	0	2,500	0.00	0.00	2,500	0.00
57003710	466000	Building and Repair Materials	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	467000	Fuels/Oils/Lubricants	11,500	0	11,500	0.00	0.00	11,500	0.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	471000	Equipment & Machinery Purch	107,000	0	107,000	0.00	5,985.00	101,015	5.60
57003710		Total 57003710 Airport Maintenance	712,700	0	712,700	137.65	5,985.00	706,577	0.90
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	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	0.00	0.00	1,000	0.00
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	0.00	0.00	23,500	0.00
57003712	433000	Maintenance Services	14,000	0	14,000	6.83	0.00	13,993	0.00
57003712	451002	City Utility Charges	18,500	0	18,500	0.00	0.00	18,500	0.00
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	0.00	0.00	1,000	0.00
57003712		Total 57003712 FAA Tower Reimbursab	33,500	0	33,500	6.83	0.00	33,493	0.00
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	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	35,500	0	35,500	0.00	0.00	35,500	0.00
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	0.00	0.00	261,000	0.00
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	196,281.88	0.00	653,268	23.10
		Expense Total	3,609,980	0	3,609,980	211,384.18	8,500.65	3,390,095	6.10

Bill Number	Customer Id	Customer Name	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past
108001	11204	VIRGINIA RAILWAY EXPRESS	\$0.00	\$0.00	\$0.00	\$1,812.70
78002	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
78003	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
89102	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
89103	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105601	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105602	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105603	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105604	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$1,681.75
105605	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$1,681.75	\$0.00
105606	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$1,681.75	\$0.00	\$0.00
105607	36079	RISING PHOENIX AVIATION, INC.	\$1,681.75	\$0.00	\$0.00	\$0.00
105701	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105702	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$400.00
105703	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$320.00
105704	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$320.00
105705	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$0.00	\$320.00
105706	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$0.00	\$320.00	\$0.00
105707	36079	RISING PHOENIX AVIATION, INC.	\$0.00	\$320.00	\$0.00	\$0.00
105708	36079	RISING PHOENIX AVIATION, INC.	\$320.00	\$0.00	\$0.00	\$0.00
3359	36852	CHANTILLY II	\$74,524.84	\$0.00	\$0.00	\$0.00
113008	36852	CHANTILLY II	\$2,423.76	\$0.00	\$0.00	\$0.00
99208	36864	COWAN GROUP	\$3,176.00	\$0.00	\$0.00	\$0.00
115207	38127	GARCIA, MICHAEL	\$0.00	\$73.00	\$0.00	\$0.00
115208	38127	GARCIA, MICHAEL	\$408.00	\$0.00	\$0.00	\$0.00
112908	42215	AMERICAN HELICOPTERS INC	\$1,716.37	\$0.00	\$0.00	\$0.00
3357	42368	AEROSOLUTIONS GROUP INC	\$233.88	\$0.00	\$0.00	\$0.00
113108	42744	AMERICAN AVIATION SERVICES LLC	\$1,130.00	\$0.00	\$0.00	\$0.00
2824	46729	WONDER WOMAN *TEST ACCOUNT*	\$0.00	\$0.00	\$0.00	\$1.02
3238	47747	PISTON2JET	\$0.00	\$3,138.34	\$0.00	\$0.00
3358	50500	SJCO - AURORA MANASSAS VA, LLC	\$1,096.20	\$0.00	\$0.00	\$0.00
3017206	77257	ARM FINANCIAL LLC	\$80.00	\$0.00	\$0.00	\$0.00
2951	82269	N146SB, LLC	\$0.00	\$0.00	\$0.00	\$30.97
3256	83168	HERNANDEZ, MARCO	\$0.00	\$247.74	\$0.00	\$0.00
3020901	83168	HERNANDEZ, MARCO	\$0.00	\$80.00	\$0.00	\$0.00
3020902	83168	HERNANDEZ, MARCO	\$80.00	\$0.00	\$0.00	\$0.00

3101	83998 FLEETSHARES CORP	\$0.00	\$0.00	\$0.00	\$160.00
3019401	83998 FLEETSHARES CORP	\$0.00	\$0.00	\$0.00	\$80.00
3019403	83998 FLEETSHARES CORP	\$0.00	\$240.00	\$0.00	\$0.00
3019404	83998 FLEETSHARES CORP	\$240.00	\$0.00	\$0.00	\$0.00
1154	87078 STETTIN, EDWARD R	\$0.00	\$0.00	\$35.00	\$0.00
1179	87169 UNITED SECURITY FORCES, LLC	\$0.00	\$0.00	\$35.00	\$0.00
3363	306206 M J COLGAN ASSOCIATES	\$713.36	\$0.00	\$0.00	\$0.00
3346	364814 CHANTILLY AIR INC	\$546.80	\$0.00	\$0.00	\$0.00
3365	365009 OPTICAL AIR DATA SYSTEMS LLC	\$1,535.28	\$0.00	\$0.00	\$0.00
Totals		\$89,906.24	\$5,780.83	\$2,071.75	\$14,735.19



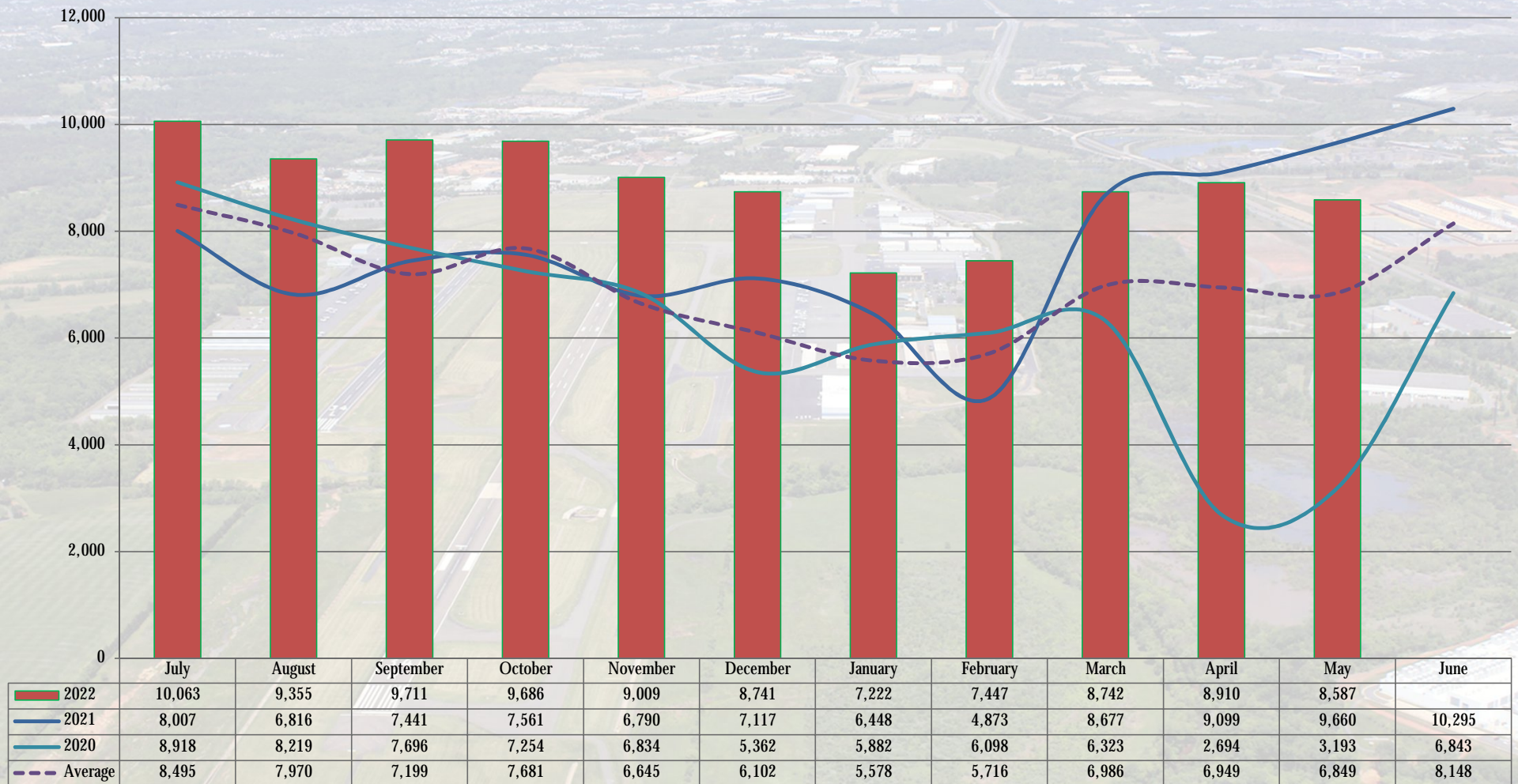
# Fuel Flowage and Aircraft Operations July Update

OPERATIONS – TOTALS					
Calendar Year	Operations		Fiscal Year	Operations	
2017	83,911		2017	89,654	
2018	79,930		2018	80,714	
2019	85,701		2019	83,130	
2020	74,765		2020	75,316	
2021	105,617		2021	92,784	
2022	40,908		2022	97,473	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
2017	37,380	46,531	2017	43,798	45,856
2018	33,538	46,392	2018	34,270	46,444
2019	39,264	46,437	2019	36,409	46,721
2020	30,815	43,950	2020	33,442	41,874
2021	51,377	54,240	2021	41,540	51,244
2022	6,935	7,734	2022	46,474	50,999

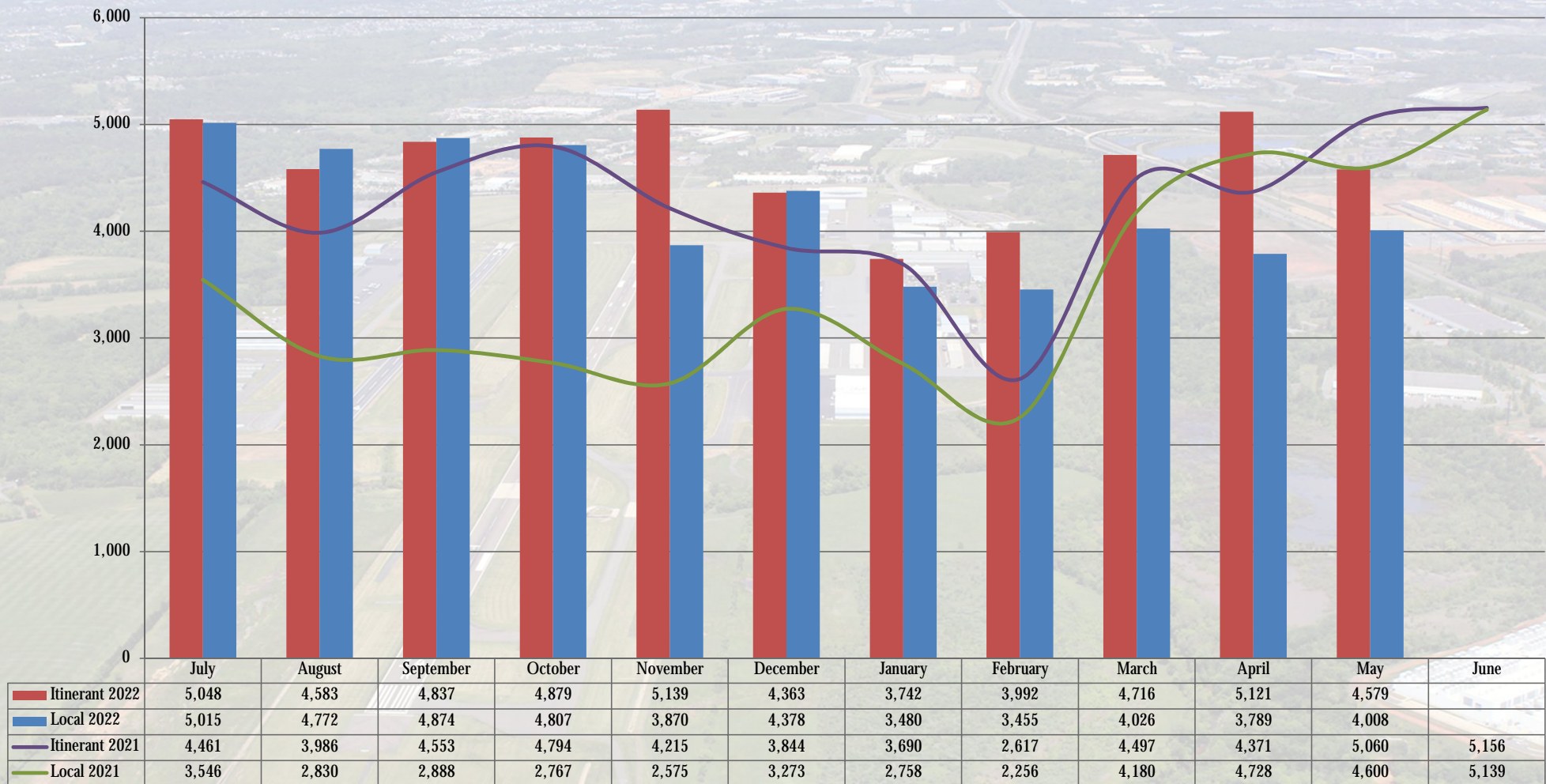
PERCENT CHANGE			
Month	FY2019/FY2020	FY2020/FY2021	FY2020/FY2021
July	13.82%	-10.22%	25.68%
August	1.96%	-17.07%	37.25%
September	35.14%	-3.31%	30.51%
October	-5.84%	4.23%	28.10%
November	6.95%	-0.64%	32.68%
December	-11.03%	32.73%	22.82%
January	13.53%	9.62%	12.00%
February	0.61%	-20.09%	52.82%
March	-16.02%	37.23%	0.75%
April	-63.36%	237.75%	-2.08%
May	-57.20%	202.54%	-11.11%
June	-12.65%	50.45%	
Total	-9.40%	23.19%	

Note - Incomplete Year  
Stats through May 31, 2022

## Monthly Aircraft Operations - Fiscal



## Local Vs Itinerant - Fiscal

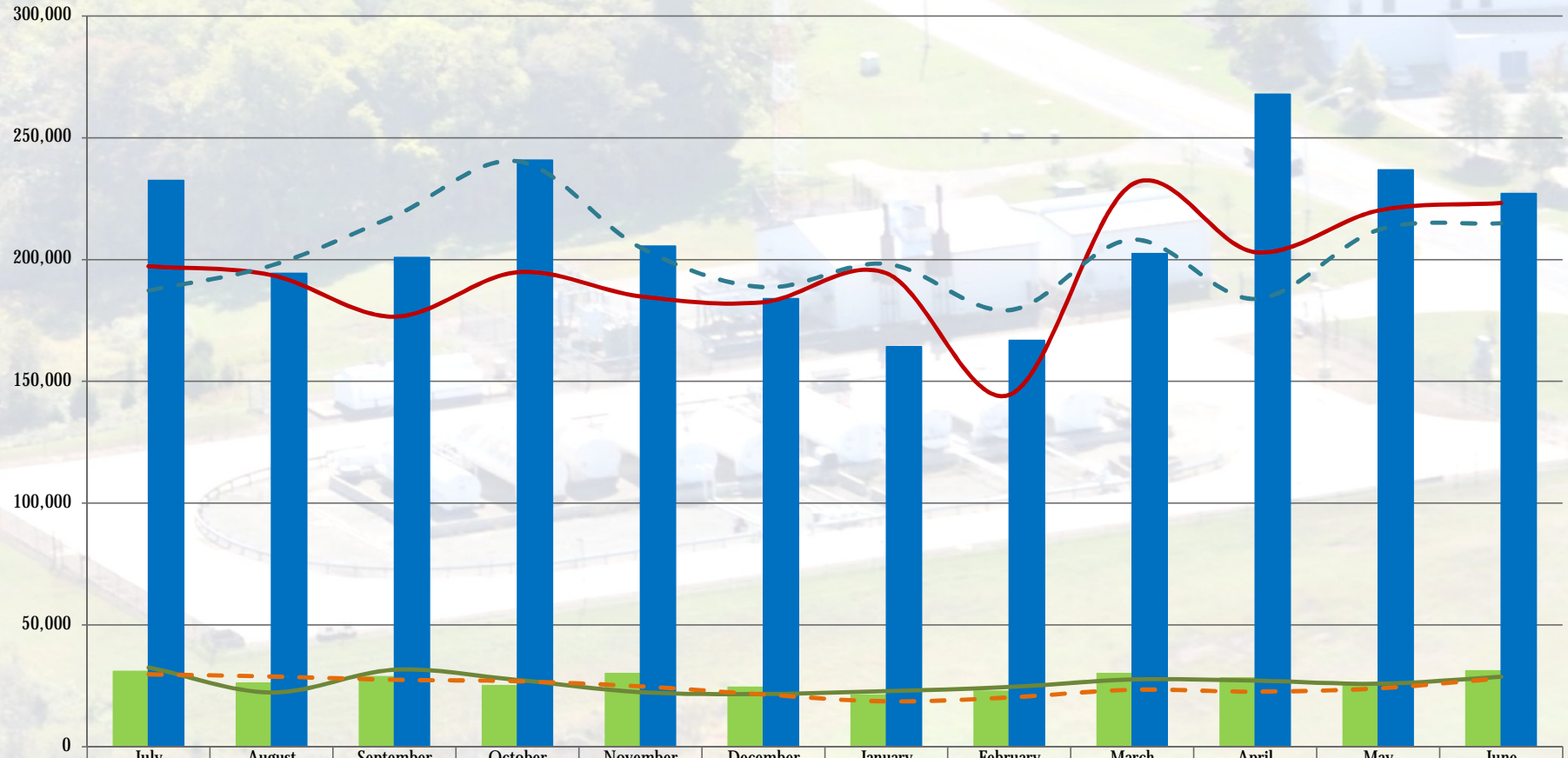


## FUEL FLOWAGE – TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
2017	311,650	2,633,283	2,944,933	3.56%	2017	316,294	2,659,679	2,975,973	3.06%
2018	296,197	2,576,100	2,872,297	-2.47%	2018	306,885	2,551,238	2,858,123	-3.96%
2019	284,689	2,458,013	2,742,702	-4.51%	2019	292,146	2,552,229	2,844,375	-0.48%
2020	309,565	2,013,409	2,322,974	-15.30%	2020	265,136	2,110,967	2,376,103	-16.46%
2021	445,781	2,350,237	2,796,018	20.36%	2021	361,457	2,298,628	2,660,085	11.95%
2022	233,080	1,191,301	1,424,381		2022	505,867	2,341,887	2,847,754	7.06%

Note - Incomplete Year  
Stats through July 1, 2022

## Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2022	30,911	26,156	28,771	25,073	29,959	24,438	21,254	22,816	29,999	28,121	25,538	31,184
JETA 2020	232,484	194,404	200,831	240,814	205,522	184,010	164,195	166,817	202,509	267,905	236,894	227,149
AVGAS 2021	32,521	22,253	31,552	27,360	22,373	21,637	22,829	24,473	27,552	27,102	25,850	28,681
JETA 2021	197,278	193,642	176,583	194,795	184,915	182,531	194,423	144,419	230,885	203,078	220,133	223,220
Average AVGAS	29,753	28,859	27,519	26,926	24,823	21,485	18,637	20,262	23,425	22,633	23,988	28,146
Average JETA	187,364	197,688	218,029	240,475	204,997	188,723	198,301	179,291	208,302	183,917	212,274	214,985



## MANASSAS REGIONAL AIRPORT COMMISSION

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<b>MEETING DATE:</b>	July 21, 2022
<b>TIME ESTIMATE:</b>	8 Minutes
<b>AGENDA TITLE:</b>	Quarterly Fuel and Aircraft Operations Report
<b>RECOMMENDATION:</b>	N/A
<b>MOTION:</b>	
<b>DATE LAST CONSIDERED BY COMMISSION:</b>	N/A – Information Only
<b>SUMMARY AND/OR COMMENTS:</b>	This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.
<b>FISCAL IMPACT:</b>	N/A
<b>STAFF CONTACT:</b>	Jolene Berry, 257-8279

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Airport Director

# Maintenance Briefing

**Manassas Regional Airport**

# Total Number of Work Orders

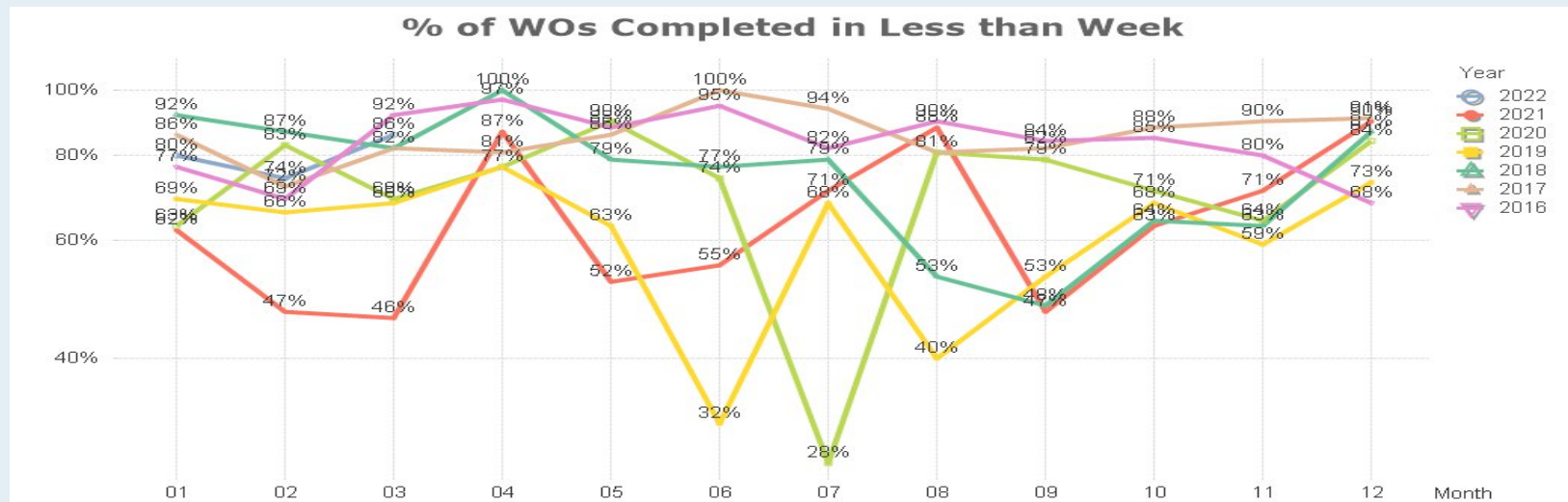
# WO  
165

Total Corrective Maintenance (CM)  
135

Total Planned Maintenance (PM)  
30

These number reflect the past quarter

# Work Order Completion Rate



75 percent of WO are completed within 7 Days of issue

ARFF Tracking 2022		
E-One Vehicle		
Item	Cost	Date
Napa	\$ 139.88	7/8/2021
Finlay Fire	\$ 2,519.27	10/12/2021
Finlay Fire	\$ 2,032.06	3/15/2022
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL	\$ 4,691.21	



## MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** July 21, 2022

**TIME ESTIMATE:** 8 Minutes

**AGENDA TITLE:** Quarterly Airport Maintenance Report

**RECOMMENDATION:** N/A

**MOTION:**

**DATE LAST CONSIDERED BY COMMISSION:** N/A – Information Only

**SUMMARY AND/OR COMMENTS:** This is a quarterly presentation from Airport Maintenance on projects, equipment, and other related items.

**FISCAL IMPACT:** N/A

**STAFF CONTACT:** Brian Smith, 257-8425

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Airport Director



## MANASSAS REGIONAL AIRPORT COMMISSION

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<b>MEETING DATE:</b>	July 21, 2022
<b>TIME ESTIMATE:</b>	20 Minutes
<b>AGENDA TITLE:</b>	Master Plan Update
<b>RECOMMENDATION:</b>	N/A
<b>MOTION:</b>	N/A
<b>DATE LAST CONSIDERED BY COMMISSION:</b>	N/A – Information Only
<b>SUMMARY AND/OR COMMENTS:</b>	<p>This is presentation by staff from RS&amp;H Engineers will update the Airport Commission and public on the current status of the ongoing Airport Master Plan Update. The Manassas Regional Airport master plan is a comprehensive guide which describes the short-, medium-, and long-term airport improvements over a 20-year timeframe. The Master Plan Update is intended to guide future airport development that is cost effective, satisfies future aviation demand, identifies facility requirements for all airport users, and considers environmental and socioeconomic impacts. The information will be presented in the form of a PowerPoint by RS&amp;H at the meeting. The presentation will be available to the public at the time of the meeting and made available after the meeting on the airport's website.</p>
<b>FISCAL IMPACT:</b>	N/A
<b>STAFF CONTACT:</b>	Juan Rivera, Director, (703) 361-1882

JER

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Airport Director



## MANASSAS REGIONAL AIRPORT COMMISSION

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**MEETING DATE:** July 21, 2022

**TIME ESTIMATE:** 5 Minutes

**AGENDA TITLE:** Approve the Chairman's Committee Assignments for the Airport Executive Committee for FY 2023

**RECOMMENDATION:** Approve the Chairman's Committee Assignments for the Executive Committee for FY 2023

**MOTION:** I move that the we approve the Chairman's Committee Assignments for the Airport Executive Committee for FY 2023 which includes Mr. Juan "Bill" Cabrera, and Mr. Howard Goodie

**DATE LAST CONSIDERED BY COMMISSION:** N/A

**SUMMARY AND/OR COMMENTS:** The Airport Commission's approved By-laws (March 14, 2022) requires that the Chairman select the members of the Airport Commission Executive Committee. The Executive Committee shall meet regularly for the purposes of reviewing current developments, of advising the Airport Director, and of assisting the Chairman in setting the agenda for Commission meetings.

The Executive Committee shall be comprised of four (4) Members of the Commission. Membership of the Executive Committee shall be limited to sitting Members of the Commission and shall include the Chairman, and the Vice Chairman. The Chairman shall select other Members of the Commission to fill the remaining positions, subject to confirmation by the Commission, for a one-year term.

The following member of the Commission have been selected to serve on the Airport Executive Committee for FY 2023. Their assignment will end on June 30, 2023.

Mr. Rich Seraydarian, Chairman (Automatic Appointment)  
Mr. Ross Snare, Vice-Chairman (Automatic Appointment)  
Mr. Juan "Bill" Cabrera  
Mr. Howard Goodie

**FISCAL IMPACT:** N/A

**STAFF CONTACT:** Juan Rivera, Director, (703) 361-1882

JER

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Airport Director



# MANASSAS REGIONAL AIRPORT COMMISSION

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<b>MEETING DATE:</b>	July 21, 2022
<b>TIME ESTIMATE:</b>	5 Minutes
<b>AGENDA TITLE:</b>	Approve the Chairman's Committee Assignments for the Airport Operations Committee for FY 2023
<b>RECOMMENDATION:</b>	Approve the Chairman's Committee Assignments for the Airport Operations Committee for FY 2023
<b>MOTION:</b>	I move that the we approve the Chairman's Committee Assignments for the Airport Operations Committee for FY 2023 which includes Mr. John Snider as Chairman, Mr. Jim Uzzle, and Mr. Larry Pigeon
<b>DATE LAST CONSIDERED BY COMMISSION:</b>	N/A
<b>SUMMARY AND/OR COMMENTS:</b>	<p>The Airport Commission's approved By-laws (March 14, 2022) requires that the Chairman select the members of the Airport Commission Operations Committee. The Operations Committee shall meet regularly for the purposes of advising the Commission on airside activities, airspace regulations and other matters dealing with Airport Operations. The Operations Committee shall be comprised of three (3) Members of the Commission. Membership of the Airport Operations Committee shall be limited to sitting Members of the Commission.</p> <p>The Chair and Members of the Operations Committee shall be appointed by the Chairman for a one-year term, subject to confirmation by the Commission. The following member of the Commission have been selected to serve on the Airport Operations Committee for FY 2023. Their assignment will end on June 30, 2023.</p> <p>Mr. John Snider (Chairman) Mr. Jim Uzzle Mr. Larry Pigeon.</p>
<b>FISCAL IMPACT:</b>	N/A
<b>STAFF CONTACT:</b>	Juan Rivera, Director, (703) 361-1882

JER

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Airport Director