



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, November 16, 2023

The Manassas Regional Airport Commission held its regular meeting in the Chantilly Air 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), 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.*

- 1.1** Tom McGuire from Civil Air Patrol asked for additional time to move the old CAP trailer out of the airport.
- 1.2** Jimmy Thate from Chantilly Air hosted the Commission meeting and welcomed everyone. He gave the Commission a brief history of Chantilly Air. Enjoy being a part of the airport and how they plan on working with Manassas for years to come.

**2. Airport Commission Member Comments**

- 2.1 Ross Snare informed Commission about Brain Storming homework due 11/27
- 2.2 Moving the Operations Committee to December 5<sup>th</sup> at 6pm
- 2.3 David Farajollahi invited Karla Hauck she is interested in becoming more involved with the community.

**3. City Council Representative Comments**

- 3.1 Council Woman Coates-Ellis recommended that the Commission read the Committee Handbook. Asked if a copy could be sent via email to all members.
- 3.2 Discussed the Councils decision to stop the stipend beginning next Fiscal 2025 given to Committee and Board members. Some members felt that it was disrespectful and Council Woman said she would take their concerns to the Council.

**4. Approval of Meeting Minutes**

**Vice Chairman Snider to approve the minutes for the October 16, 2023 meeting, SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY**

**5. Airport Director's Report**

- 5.1 Attended VAB meeting in Richmond. We have received the following funding.  
ALP & Forecast Update for Provisions of Commercial Service - \$61,1332.00  
Reconstruction & Widening of Taxilane Y North Construction - \$52,830.80  
Reconstruction of Taxiway B North 4,300 Feet - \$297,678.00  
T-hangar Taxilane Rehabilitation – Phase 1 increase - \$39,807.00  
Total of \$451,447.80
- 5.2 Attend the GA Townhall Meeting at Electra Aero 11/15. Well attended. Panel consisted of Director of VA Department of Aviation, Mr. Greg Campbell; Mr. Mark Baker, President AOPA; Mr. J.P. Stewart Vice President & GM for Electro Aero; Juan Rivera, Airport Director.
- 5.3 The Portable Reduced Oxygen Trainer is setup in the Terminal.
- 5.4 Attended the Innovation District Leadership Roundtable at George Mason on November 9<sup>th</sup>. Received a great presentation about Innovations Districts and had some very good breakout sessions. Learned that a new hotel in the area is in the works.

- 5.5** Attended the Economic Development Strategic Planning Committee today. Received a briefing by Mr. Chris Proudlove from Global Aerospace on the Insurance Industry Perspective on Emerging Technologies. Learned that the Virginia Economic Partnership is receiving Pre-Applications for funding of 50- and 100-acres sites to make them ready for development. I ask about opportunities for airports with less than 50 acres. This is driven by how many jobs the site will bring to the Commonwealth.
- 5.6** Attended the VAOC Meeting  
We will be having our Legislative Day in Richmond this year on February 7<sup>th</sup>.  
The VABA's Legislative Reception is the same day later that night.
- 5.7** The FAA has determined that the Airport must conduct an EA and not a CATEX for our Part-139 Airport Operating Certificate. We have started the EA process and have our first meeting next Tuesday, November 21<sup>st</sup>.
- 5.8** On the Airport Personnel Front, we have made two offers, one for a Maintenance Worker, and one for the Airport Security Coordinator. If both accept that positions, we will be at full strength for the first time in two years.
- 5.9** We held the Pre-proposal meeting for the ARFF Services Contract this week and we had three companies attend. Two of the larger companies were in attendance
- 5.10** We met with the Architect who will be conducting the preliminary design of the ARRF hangar this week as well. They will be working on some preliminary layouts and doing the background investigations for permitting as well as developing a detailed construction cost.
- 5.11** The Aviation Career Fair was a success and we had about the same number of students as last year. It went off seamless because of the efforts of our staff.
- 5.12** Last month I had lunch with the President of Avports, Mr. Jorge Roberts. We plan to get together ever few months to keep the lines of communication open at the top of each organization
- 5.13** Met this week with an Airline that is interested in possibility serving our airport. It was a fruitful meeting and the President and CEO will be coming down later this month. To date we have met with two airlines and Avports continues to have discussion with at least four other airlines, and we hope to have them visit in the future.

5.14 First meeting with the FAA, State and RS&H regarding the 16L/34R Runway widening and rehabilitation project. We have determined that it is best to conduct a preliminary design and take the project to 30% design so that we can make some decisions on how we plan to proceed. This project could reach a cost of \$20 million. This would include new lights, but would not include an extension.

5.15 DMV is working with Airports to get the word out that everyone will need a Real ID prior to May of 2025. They will provide posters and other marketing materials.

6. **Review of Expenses**

No Comments

7. **Presentations**

Construction Progress report, (Mrs. Jolene Berry, Asst Airport Director)

8. **Old Business**

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 Lease Renewals – VRE, Aviation Adventures, Piston2Jet, Civil Air Patrol, Cowan and EAA Chapter (Mr. Juan Rivera, Airport Director, 10 minutes) Action Required

**Vice Chairman Snider MOVED** to approve the Lease renewals, **SECONDED** by **Member Cabrera** and **CARRIED UNANIMOUSLY**

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

Demolition of Hangars should start around 11/27/23. ARFF update and marking is complete. Operations meeting will be December 5 at 6pm.

- 11. **New Business**
  - 11.1 Revenue Projects (Mr. Juan Rivera, Airport Director)

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

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

Meeting adjourned at 8:50 PM.



Secretary

12/14/2023

Date



Chairman