



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, January 18, 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 Cyril Pierre; Member. Member Vanslyn Augustus attended via Zoom due to illness.

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

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

Pledge of Allegiance

Approval to attend Zoom meeting requested by Member Vanslyn Augustus.

Vice Chairman Snider **MOVED** to approve the zoom meeting, **SECONDED** by Member Pigeon **MOVED** and **CARRIED UNANIMOUSLY**

1. Comments from the Public

The "Comments from the Public" agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three (3) minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

2. Chairman entered motion to up item 11.3 to item 2

Member Pigeon **MOVED** to move item 11.3 to item 2, **SECONDED** by Member McGhee **MOVED** and **CARRIED UNANIMOUSLY**.

11.3 No Trespass Notice of Appeal (Mr. Juan Rivera, Director, 5 minutes) Moved to #2

Mr. Rivera proceeded to give a brief overview of the events and showed a short video of the incident. He went over the Airport's Rules and Regulations, the Gate Card Policy, Airport Use Policy, Airport Security Policy, Airport Property Policy and Speed limit policy. Commission Members were then given the opportunity for questions to the Director and Airport Staff.

Mr. Skiba who was the appealing Flight Instructor and was issued a the 6 month No Trespass was given a chance to address the Commission. Mr. Skiba expressed how he was not driving the truck and that he used bad judgement allowing the Student pilot (who was issued the 1 year No Trespass) to make the offense. He explained that he told the student to stop. He apologized and asked if the No Trespass would be lifted or reduced. Again, Commission members were then given the opportunity for questions to Mr. Skiba.

Member McGhee MOVED that the Director's 6 month suspension stand **SECONDED by Member Cabrera**, Chairman Snare called to make a friendly amendment to the Director's recommendation to add all operations of American Aviation (employer to Flight Instructor) be suspended and an audit done to which the Director should report back to the Commission and that the student to be banned from the airport forever. Member Pierre recommended that the Commission direct the Director to investigate American Aviation and then report back to the Commission but not suspend their operations. Mr. Rivera explained that he does not have the authority to suspend a Franchise operations or issue more than 12 month suspension.

Vice Chairman Snider MOVED to offer to amend the No Trespass to 60 days. **SECONDED by Member Pigeon**, at which time Member Cabrera voiced that he did not agree and Member McGhee expressed the same.

A vote was then taken to amend the No Trespass from 6 months to 60 days, a vote was taken of 3-4, with 1 abstain. The amendment did not pass. Another vote was taken to uphold the Director's recommendation of 6 months, the vote was to uphold the Director's decision by a vote of 6-1, with 1 abstain.

2. Airport Commission Member Comments

2.1 Vice Chairman Snider appreciates the way the Commission can discuss while maintaining professionalism. Chairman Snare appreciates this as well.

Chairman Snare congratulated Juan Rivera for 23 years here at the airport. Mr. Rivera thought of very highly in the aviation community.

3. City Council Representative Comments

3.1 Councilwoman Coates-Ellis discussed how great a job Chief Keen is doing as the interim City Manager while they continue their search for a permanent City Manager.

She will be attending the Legislative day in Richmond let her know if there are any items you would like for her to bring up.

4. Approval of Meeting Minutes

Vice Chairman Snider MOVED to approve the minutes for the January 18, 2023 meeting, **SECONDED by Member Pigeon MOVED and CARRIED UNANIMOUSLY**

5. Airport Director's Report

5.1 Nick Carr started work on Tuesday, January 16, 2024, as the new Airport Security Coordinator.

5.2 We had approximately three (3) inches of snow during the latest snow event. The Maintenance and Operations personnel performed well. The only two people who had any experience at the airport was Jolene and Richard. This was a very good learning opportunity. We are basing our work on the FAA and airline expectations of having just a wet runway. We expect another quick snow event tomorrow.

5.3 We have been working with our "on-call" architect to develop the concept for the ARFF hangar renovation. We have finalized what we feel will work for our needs for the next 7-8 years.

5.4 PWC has started their traffic study at the Airport as it relates to the bow-tie intersection at Clover Hill. As I understand it, the design would not take place until 2040.

5.5 We have had several meetings in regards to the EA needed for the Airport Operating Certificate (AOC). We recently met with the FAA to get clarification on several items. Peter Byrne is the lead for the project.

5.6 Our new security company started on December 14th. The company is call Certus Protection

Tower Presentation (Kirsten Richie New Tower Manager, 10 minutes)

Airport Project Update/ACM Report (Mrs. Jolene Berry, 20 minutes)

6. Financial Reports

Bill Sheet

Revenues, Expenses and Aging Report

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

8. **Old Business**

- 8.1 **Approve the Airport's FY2025 Operating Budget (Mr. Juan Rivera, Airport Director, 5 minutes)**

Member Cabrera MOVED to approve FY2025 Operating Budget, SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY.

- 8.2 **Approve the Airports FY2025 Capital Improvement Plan Budget (CIP), (Mr. Juan Rivera, 5 minutes)**

Member Cabrera MOVED to approve FY2025 Capital Improvement Plan Budget (CIP), SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY.

- 8.3 **Approve Airport Rate and Charges Schedule (Mr. Juan Rivera, Airport Director, 5 minutes)**

Vice Chairman Snider MOVED to approve Airport Rate and Charges Schedule, SECONDED by Member Pigeon MOVED and CARRIED UNANIMOUSLY.

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".

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

No Comments

11. New Business

11.1 Approve Manassas Aviation Maintenance Hangar Renewal (Mr. Juan Rivera, Airport Director, 5 minutes)

Member Pierre MOVED to approve Manassas Aviation Maintenance Hangar Renewal, SECONDED by Member Cabrera MOVED and CARRIED UNANIMOUSLY

11.2 Award and Approval of ARFF Services Contract for ProTech Authorizing Airport Director to negotiate Terms. (Mr. Juan Rivera, Airport Director, 5 minutes)

Member Pierre MOVED to approve Manassas Aviation Maintenance Hangar Renewal, SECONDED by Member Cabrera MOVED and CARRIED UNANIMOUSLY

11.3 No Trespass Notice of Appeal (Mr. Juan Rivera, Airport Director, 5 minutes) moved to Item #2

12. Authorize a Closed Meeting (Reserved)

13. Certify the Closed Meeting (Reserved)

Meeting adjourned at 9:16 PM.



Secretary

2/15/24

Date



Chairman