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, March 20, 2025

Call to Order - 7:00 p.m.

Vote to allow Virtual Attendance

Roll Call

Pledge of Allegiance (Stand)

1. Approval of Minutes

1.1 Approval of Minutes from February 20, 2025
Commission Minutes Feb 20, 2025.docx

2. 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.

3. Airport Director's Report

3.1 **Airport Director's Report (Mr. Juan Rivera, 10 minutes)**
Airport Director's Report March 2025.docx

3.2 **Revenues, Expenses, Aging and Billing Reports**
Revenue Report as of 3-13-25.xlsx
Expenses Report as of 3-13-25.xlsx
Aging_Report_as of 3-6-25.xlsx
Bill Sheet as of 3-13-25.xlsx

3.3 **Tie-Down, Hangar Occupancy and Noise Report**
February 2025 Tie-Down Occupancy.pdf
February 2025 Hangar Occupancy.pdf
February 2025 Noise.pdf

3.4 **Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)**
Construction Projects 3_20.pptx

4. **Presentations**

4.1 **Quarterly Maintenance Report (Mr. Ken Hults, Maintenance Supervisor, 5 minutes)**
maint report 3-20-25.pptx

4.2 **Avports Up-Date Presentation (10 minutes)**
HEF City Council 031925 Final.pdf

4.3 **ARFF Presentation (Mr. Kevin Garber, ARFF Fire Chief, 10 minutes)**
Manassas Regional Airport ARFF Division Airport Commission.pptx

4.4 **Airport Security Update (Mr. Nicholas Carr, Security Coordinator, 10 minutes)**
Security Program Briefing 3-20-25.pptx

5. **New Business**

5.1 **Renaming Observation Rd going towards the Tower/Recommendation to City Council**
(Mr. Juan Rivera, Director, 10 minutes)

6. **Old Business**

6.1 **Continuing Education Series (Introduction to Part 139.101/104 Video)**
(Mr. Juan Rivera, Director, 2 minutes)

7. **Consent Agenda**

8. **Airport Commission Members Comments**

9. **City Council Liaison Comments**

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

Certify a Closed Meeting (Reserved)

Adjournment

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 1.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Approval of Minutes from February 20, 2025

Suggested Action and/or Recommendation

Suggested Motion

Item Type Minutes
Item ID 2025-643
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Commission Minutes Feb 20, 2025.docx

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, February 20, 2025

The Manassas Regional Airport Commission held its regular meeting in the Manassas Regional Airport, 1st Floor Conference Room on the above date, attended by, Chairman Roderick Hall, Vice Chairman Anthony McGhee, Member Carla Cox; Member Alison Paylor; Member Phil Smith; and Vice Mayor Mark Wolfe.

Attendance via zoom: Member Cheryl Macias

Member not in attendance: Member Jakelin Melgar, Member Vanslyn Augustus

Airport Personnel in Attendance: Juan Rivera, Airport Director, Jolene Berry, Asst. Airport Director, Richard Allabaugh, Sr. Airport Operations Supervisor, Patty Bibber, Secretary

Vice Chairman Anthony McGhee called the meeting to order at 7:07 p.m.

Vote to allow Zoom attendance by Member Cheryl Macias

Member Carla Cox MOVED to approve zoom attendance for Member Cheryl Macias on February 20, 2025, SECONDED by Member Phil Smith MOVED and CARRIED UNANIMOUSLY

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 Jimmy Thate General Manager of Chantilly Air gave a short brief of the Inauguration Impact at Chantilly Air.

2. Approval of Meeting Minutes

Member Carla Cox MOVED to approve the meeting minutes from January 16, 2025, SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY

3. Airport Director's Report

3.1 The Airport's Annual Report to the City Council was well received. Thanks to the Chairman for giving a great introduction and thanks to all of the Commission members that attended.

3.2 You may have heard that Zak has resigned from the Airport Commission due to health issues. I would like to thank him for his contributions and hope that he may be able to get back onto the Commission in the future.

3.3 The Virginia Aviation Board held its meeting today virtually due to the snow event south of us, and they approved the following project for HEF for a total grant amount of $314,925.65:

a. Manual Gate Removal and Fabric Replacement – $36,000
b. West Pedestrian Gate Electronic Upgrade – $16,145.10
c. Airfield Marking and Striping - $201,937.55
d. Runway 16L-34R, East Ramp and West Ramp Crack Sealing – $60,843.60

3.4 The Bankruptcy Court for American Helicopter and American Aviation has allowed us to enter our own hangars and discard or claim whatever is left in the hangars. We have four large hangars and two smaller t-hangars. One of the hangars can be cleaned out and turned in a reasonable amount of time. One will be used for the ARFF equipment and office, and the hangar with offices will take some time to turnover. The end hangar that was a maintenance hangar will take some time as well.

We had our monthly meeting with Avports on Tuesday of this week, and we also met with them on Wednesday to discuss the Phase I terminal design. We will share those drawings when Avports is farther down the road with their process.

3.5 The City Manager signed the RA with the FAA for the new ATCT, so staff will be working to get the money wired to the FAA to complete the process.

3.6 We now have two ARFF fire fighters who are working 30 hours a week with a overlap on Wednesday.

3.7 The Airport hosted a CTE Event on February 4th. I was not able to attend, but Mrs. Berry can give a brief report on how the event went.

3.8 The Pre-construction meeting for the construction of the new ARFF Hangar/station was held yesterday. The contractor is Landivar & Associates.

The contract cost is $945,000. They had planned on mobilizing on the 24th of this month, but they still need to pull permits for the job. I would say that they will get started in the next two weeks.

3.9 The Airport Director gave a presentation to the VA GACC in Richmond on Thursday, February 13, 2025. Bob Hepp also gave a personation.

3.10 The Airport Director met with a group that wants to develop the site on the north west side of the Airport. They wanted to build a variety of box hangars. A club house would be included.

3.11 The Airport Director, Maintenance Supervisor, City Mechanic, and Street Superintendent drove to Maryland to conduct a pre-buy on the Snow Blower. We found several issues with the Snow Blower (turbo, cylinder arm, hole in a pipe leading to the turbo, and rubber deflecting strip on the blower as torn). The seller agreed to fix all of the issues. Should be ready next week, depending on when the new turbo come in.

3.12 Airport staff has a meeting with Walter P. Moore in conjunction with Avports. WPM is conducting a forensic analysis of the two bridges. Their goal is: 1) determine if there is any reserve in the bridge structures and if so, how much 2) if there any modifications that can be done that can delay the reconstruction of the bridges 3) if the RSA can withstand increased weight of one aircraft running across the bridge section

3.13 This analysis in being done in conjunction with RS&H design effort that would replace the two bridges and the safety area bridges.

The Director and Assistant Director attended the VAOC Legislative Day on January 30th. We spoke to Delegate Maldonado and Senator Roem. We handed out a 2024 VA Airports Annual Review (show booklet).

The Director has been working with the VAOC Legislative committee on bills that we of concern to us, or ones that we supported. Cover the Bills we followed this year. HB 2050 is concerning since it would require our Airport, Dulles and Warrington Fauquier to somehow make certain that our water runoff is of drinking water standards. The City Manager made a presentation to one of the committees as well.

Financial Reports

Revenues, Expenses, Aging Report and Bill Sheet

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

4. Presentations

4.1 Quarterly Fuel Reports (Mr. Richard Allabaugh, Sr. Operations Supervisor, 5 minutes)

4.2 Final Master Plan Update (Mr. Chad Ackley, RS&H, 10 minutes)

4.3 Tower Concept Design Presentation (Celia Brown, RS&H, 10 minutes)

5. New Business

5.1 A Resolution Recommending to the City Council that they seek financial assistance for the cost of the construction of a new air traffic control tower.

6. Old Business

6.1 Review of Highlights of Airport's Proposed FY2026 Operating Budget (Mr. Juan Rivera, Airport Director, 10 minutes)

7. Consent Agenda

8. Airport Commission Members Comments

9. City Council Representative Comments

10. Authorize a Closed Meeting (Reserved)

11. Certify the Closed Meeting (Reserved)

12. Adjournment

Meeting adjourned at 9:00 PM.

_____ _____

Secretary Chairman

_____

Date

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Airport Director's Report (Mr. Juan Rivera, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-644
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Airport Director's Report March 2025.docx

Airport Director's Office
Juan E. Rivera

Memorandum

March 14, 2025

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR MARCH 2025

HANGAR OCCUPANCY RATE
East T-Hangars: 97 out of 97 Rented
100% Rented – **No change.**
West T-Hangars: 58 out of 59 Rented
98% Rented – 1 New Tenant
East and West Hangars – 155 out of 156 – 99% Rented

Waiting List Status
Status: 1 recently vacated hangar.

Breakdown
Total on List – 215 (Unique Names)
East Side – 190
West Side – 150
Box Hangars – 24

Tie-Downs (New)
Total Tie-Downs – 154
148 out of 154 Rented – 96% Rented
Only 6 available tie-downs are available to rent.

Tie-Downs
Total Tie-Downs – 154
No change
148 out of 154 Rented – 96% Rented

Status: Currently, 29 of the total tie-downs are unusable due to the Observation Road Relocation & Drainage project.

Squatters/Issues

Staff has started the process of removing (4) abandoned aircraft from the field. Per the legislation that was passed last year, staff has sent certified letters to individuals and posted notices on their aircraft. 90 days from the date of the notices is April 27, 2025. Staff will work on next steps once the required time has passed.

NOISE COMPLAINTS FOR MAY
There were 5 noise complaints recorded in February.

October Total(s):
5 – Aircraft – Overflight
0 – 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. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military. Flight Schools were contacted again.

MASTER PLAN UPDATE
The Mater Plan Update project has been completed by RS&H. The VDOA signed the ALP, but has not signed the Exhibit A. The FAA is waiting for me to tell them to sign off on it since there was some questions about future land purchases. VDOA & City both have a signature blocks on the ALP. RS&H gave a presentation to the Airport Commission as the last meeting on the Airport Master Plan Update. Prior to signing the ALP and Exhibit A, the Airport Director will give the City Council a similar presentation to what the Airport Commission received to make certain they have a good understanding of what is in the Master Plan from a project stand point and the airport boundaries. The final RFR for the 100% CARES Act grant was sent to the FAA. The final invoice for RS&H was paid.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS
The project is still on hold due to Washington Gas not relocating the gas line. Hopefully we can get started in April with the relocation. The project is now projected to be completed by Memorial Day.

RUNWAY AND TAXIWAY BRIDGE EVALUATION BY AVPORTS
Avports has hired Walter P. Moore (WPM) to conduct their 3rd party analysis (install sensors) of the two bridges (Runway and Taxiway). WPM has started the coordination with the Airport and City staff. They are conducting a forensic analysis on the bridge to determine if there any reserve in the bridges' weight bearing capacity and if so, how much. Also, they will be looking at ways to possibly strengthening the bridge without replacing it.

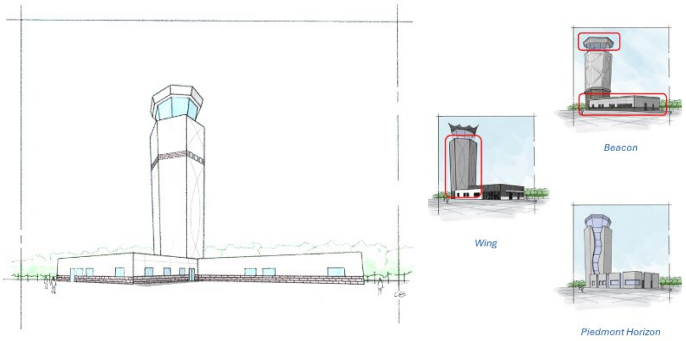
It is important that we determine if the RSA can take the weight of B737-800 crossing the safety area only once or twice without a failure. If so, we can save time and money on replacing the portion of the bridge in the safety area. Whiting Turner will be the contractor placing the scaffolding under the bridge to install the sensors. They will have to dig test pits on the runway to access the bridge structure.

FLYWYLD LLC NOTICE TO VACATE

FlyWyld LLC received a Notice to Vacate their two hangars due to non-payment of rents. FlyWyld LLC has been chronically late in paying its rent and has failed to keep a valid insurance certificate on file with the Director's Office. This is their 2nd Notice to Vacate. The first one was sent last November. They paid their rent in full, but since then they have failed to pay their rent on time and stay current.

NEW ATC TOWER (DESIGN)

The EA has for this project has been submitted to the FAA and is in the 2nd round of comments. comments. The City Manager signed the Reimbursable Agreement (RA) for the FAA. The RA is for $1.4 million. A design concept has been chosen. The Airport Commission was briefed at their February 20th with the concept that is being recommended. The 15% design concept report was received on March 11, 2025.



COMMISSION MEMBER VACANCY

There are two vacancies on the Airport Commission. The Commission needed a replacement County & City representative.

RUNWAY & TAXIWAY BRIDGES REPLACEMENT (DESIGN)

RS&H is conducting the 50% design effort. The Airport Director is working with RS&H to reduce the amount of time for the 50% design effort. They are scheduled to be complete with the 50% design in June of this year. The first 50% design effort has a lot of detail, so the last 50% should go faster (See handout). Topo survey and subsurface utility survey are completed. Broad Run cross sections are pending. Geotechnical field work (borings) are scheduled for March. Design work is advancing on the bridge superstructure.

Airport Director's Office
Juan E. Rivera

ARFF UPDATE

As of January 20th, we have our full complement of ARFF firefighters. Protec has hired two fire fighters who work 30 hours a week, with an overlap day for training purposes. Chief Garber is working with Chief Mills to get the required EMS license and Fire Station designation. Chief Mills has indicated that the ARFF division will fall under the City's license and there is no need to have a separate license. We have been designed as Station 41. The Airport has ordered the No Foam system to test the AFFF. We have to test the AFFF prior to certification. The ARFF fire fighters will conduct their annual live-fire drill in March at the Norfolk Airport facility. The 1,500-gallon E-One ARFF unit will serve as the primary vehicle. The 3,000-gallon E-One ARFF unit will act as the back-up vehicle and have the necessary reserve AFFF. The vehicles are being outfitted with all of the required gear. We are currently 90% completed with outfitting the equipment. The Airport participated with City EMS officials to complete a table top exercise in the last two weeks.

MALS-F

The FAA's contractor has indicated that they have fixed an issue with the system. A flight check will be scheduled for the last week of March. The MASL-F should be operational after being out of service for about a year by the end of next week.



UPCOMING EVENTS

N/A

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport

Attachments: Transition to Commercial Service Tasks, Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.2
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Revenues, Expenses, Aging and Billing Reports

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-645
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Revenue Report as of 3-13-25.xlsx
- Expenses Report as of 3-13-25.xlsx
- Aging_Report_as of 3-6-25.xlsx
- Bill Sheet as of 3-13-25.xlsx

Revenues as of 3/13/2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJS	REV BUDGET	YTD EXP	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-264,284.37	264,284	100.00
57097400	315003	Interest on Investment	0	0	0	-917,240.34	917,240	100.00
57097400	315200	Leases and Rents	-3,138,000	0	-3,138,000	-2,279,832.87	-858,167	72.70
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-682,609.54	-242,390	73.80
57097400		Total 57097400 Use of Money & Prope	-4,063,000	0	-4,063,000	-4,143,967.12	80,967	102.00
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-95,687.43	-27,313	77.80
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-201,298.42	-53,702	78.90
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-41,847.30	-20,153	67.50
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	-22,426.79	5,427	131.90
57097600		Total 57097600 Airport Charges for	-457,000	0	-457,000	-361,259.94	-95,740	79.10
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-10,885.00	8,385	435.40
57097700	318426	Card Replacement Fees	-500	0	-500	-70.00	-430	14.00
57097700	318450	Donations/Contributions	0	0	0	-2,500.00	2,500	100.00
57097700	318650	Airport Commercial Op Permit	-5,000	0	-5,000	-3,120.00	-1,880	62.40
57097700		Total 57097700 Other Local Rev-Gene	-8,000	0	-8,000	-16,575.00	8,575	207.20
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-12,980.00	-3,020	81.10
57098200	332011	FAA Tower Reimbursements	-39,000	0	-39,000	-16,838.97	-22,161	43.20
57098200		Total 57098200 Federal Non-Categori	-55,000	0	-55,000	-29,818.97	-25,181	54.20
57099100	346400	Contr Surplus-Net Position	-850,000	-2,732,101	-3,582,101	0.00	-3,582,101	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-9,753	-9,753	0.00	-9,753	0.00
57099100		Total 57099100 OFS-Contribution fro	-850,000	-2,741,854	-3,591,854	0.00	-3,591,854	0.00
		Revenue Total	-5,433,000	-2,741,854	-8,174,854	-4,551,621.03	-3,623,233	55.70

Aging Report as of 3/6/2025

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	1 to 30	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
36499	STONE, JAMES	112006	12/31/2024	$80.00	$10.00	$0.00	$0.00	$90.00	$0.00	$0.00	$90.00	$2.25	$92.25
36499	STONE, JAMES	112007	01/31/2025	$80.00	$10.00	$0.00	$90.00	$0.00	$0.00	$0.00	$90.00	$0.75	$90.75
36499	STONE, JAMES	112008	03/03/2025	$80.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00	$80.00
36520	MARTINEZ, JORGE	5522	10/11/2024	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	$0.00	$50.00
36589	REITER, SCOTT	107807	01/31/2025	$408.00	$0.00	$390.94	$17.06	$0.00	$0.00	$0.00	$0.00	$0.00	$17.06
36589	REITER, SCOTT	107808	03/03/2025	$408.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$408.00
36615	WOOLF, WILLIAM	108207	01/31/2025	$385.00	$0.00	$0.00	$385.00	$0.00	$0.00	$0.00	$0.00	$3.21	$388.21
36615	WOOLF, WILLIAM	108208	03/03/2025	$385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$385.00
95099	MCCULLEY, LOWELL	3041606	01/31/2025	$80.00	$10.00	$80.00	$90.00	$0.00	$0.00	$0.00	$0.00	$0.08	$10.08
83225	FLYWYLD AVIATION LLC	115306	12/31/2024	$240.00	$60.00	$0.00	$0.00	$300.00	$0.00	$0.00	$0.00	$6.25	$306.25
83918	DEMAS, LARRY	3036107	01/31/2025	$335.00	$0.00	$0.00	$335.00	$0.00	$0.00	$0.00	$0.00	$2.79	$337.79
83918	DEMAS, LARRY	3036108	03/03/2025	$335.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$335.00
91113	LUTTSCHWAGER, LANCE	3043301	01/31/2025	$335.00	$0.00	$0.00	$335.00	$0.00	$0.00	$0.00	$0.00	$2.79	$337.79
91113	LUTTSCHWAGER, LANCE	3043302	03/03/2025	$335.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$335.00
107148	KEMP, RICHARD	3041606	01/31/2025	$80.00	$10.00	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.08	$10.08
													$3,183.26

36499	Stone	emailed and called and left a message 2/26/25 Emailing back and forth Treasury Dept looking into it 3/6
36520	Martinez	emailed and called no response have locked out hangar and shut off access card
36589	Reiter	emailed 3/6/25
36615	Woolf	emailed 2/26/25
83225	Flywyld	Notice to vacate 3/17/25
95099	McCulley	emailed 3/6/25
83918	Demas	emailed 3/6/25
91133	Luttschwager	emailed 3/6/25
107148	Kemp	emailed 3/6/25

Bankruptcy

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	1 to 30	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
42215	AMERICAN HELICOPTERS INC	112912	07/01/2024	$1,854.45	$30.00	$1,035.93	$0.00	$0.00	$0.00	$0.00	$848.52	$0.00	$848.52
42215	AMERICAN HELICOPTERS INC	112901	07/31/2024	$1,854.45	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,884.45	$0.00	$1,884.45
42215	AMERICAN HELICOPTERS INC	112902	08/31/2024	$1,854.45	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,884.45	$0.00	$1,884.45
42215	AMERICAN HELICOPTERS INC	112903	10/01/2024	$1,854.45	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,854.45	$0.00	$1,854.45
42215	AMERICAN HELICOPTERS INC	112904	10/31/2024	$1,854.45	$0.00	$0.00	$0.00	$0.00	$0.00	$1,854.45	$0.00	$0.00	$1,854.45
42215	AMERICAN HELICOPTERS INC	112905	12/01/2024	$1,854.45	$0.00	$0.00	$0.00	$0.00	$1,854.45	$0.00	$0.00	$0.00	$1,854.45
42744	AMERICAN AVIATION LLC	96412	07/01/2024	$6,623.85	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,653.85	$0.00	$6,653.85
42744	AMERICAN AVIATION LLC	113112	07/01/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$1,140.00
42744	AMERICAN AVIATION LLC	96401	07/31/2024	$6,623.85	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,653.85	$0.00	$6,653.85
42744	AMERICAN AVIATION LLC	96402	08/31/2024	$6,623.85	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,653.85	$0.00	$6,653.85
42744	AMERICAN AVIATION LLC	96403	10/01/2024	$6,623.85	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,623.85	$0.00	$6,623.85
42744	AMERICAN AVIATION LLC	96404	10/31/2024	$6,623.85	$0.00	$0.00	$0.00	$0.00	$0.00	$6,623.85	$0.00	$0.00	$6,623.85
42744	AMERICAN AVIATION LLC	96405	12/01/2024	$6,623.85	$0.00	$0.00	$0.00	$0.00	$6,623.85	$0.00	$0.00	$0.00	$6,623.85
42744	AMERICAN AVIATION LLC	113101	07/31/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$1,140.00
42744	AMERICAN AVIATION LLC	113102	08/31/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$1,140.00
42744	AMERICAN AVIATION LLC	113103	10/01/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$1,140.00
42744	AMERICAN AVIATION LLC	113104	10/31/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$0.00	$1,140.00
42744	AMERICAN AVIATION LLC	113105	12/01/2024	$1,130.00	$10.00	$0.00	$0.00	$0.00	$1,140.00	$0.00	$0.00	$0.00	$1,140.00
													$56,853.87

Derelict Aircraft

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	1 to 30	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
36575	EDMONDS, ROBERT	112405	03/31/2024	$80.00	$10.00	$70.00	$0.00	$0.00	$0.00	$0.00	$20.00	$1.84	$21.84
36575	EDMONDS, ROBERT	112406	05/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$7.50	$97.50
36575	EDMONDS, ROBERT	112407	05/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$6.75	$96.75
36575	EDMONDS, ROBERT	112408	07/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$5.91	$95.91
36575	EDMONDS, ROBERT	112401	07/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$6.00	$96.00
36575	EDMONDS, ROBERT	112402	08/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$4.50	$94.50
36575	EDMONDS, ROBERT	112403	10/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$3.75	$93.75
36575	EDMONDS, ROBERT	112404	10/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$90.00	$90.00	$3.00	$93.00
36575	EDMONDS, ROBERT	112405	12/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$90.00	$0.00	$90.00	$2.25	$92.25
36575	EDMONDS, ROBERT	112406	12/31/2024	$80.00	$10.00	$0.00	$0.00	$90.00	$0.00	$0.00	$90.00	$2.25	$92.25
36575	EDMONDS, ROBERT	112407	01/31/2025	$80.00	$10.00	$0.00	$90.00	$0.00	$0.00	$0.00	$90.00	$0.75	$90.75
36575	EDMONDS, ROBERT	112408	03/03/2025	$80.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00
36575	EDMONDS, ROBERT	112409	03/31/2025	$80.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00
													$1,124.50

Derelict Aircraft

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	1 to 30	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
47733	BITTERFIELD, COLIN	113302	08/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$4.50	$94.50
47733	BITTERFIELD, COLIN	113303	10/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00	$3.75	$93.75
47733	BITTERFIELD, COLIN	113304	10/31/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$0.00	$90.00	$90.00	$3.00	$93.00
47733	BITTERFIELD, COLIN	113305	12/01/2024	$80.00	$10.00	$0.00	$0.00	$0.00	$90.00	$0.00	$90.00	$2.25	$92.25
47733	BITTERFIELD, COLIN	113306	12/31/2024	$80.00	$10.00	$0.00	$0.00	$90.00	$0.00	$0.00	$90.00	$2.25	$92.25
47733	BITTERFIELD, COLIN	113307	01/31/2025	$80.00	$10.00	$0.00	$90.00	$0.00	$0.00	$0.00	$90.00	$0.75	$90.75
47733	BITTERFIELD, COLIN	113308	03/03/2025	$80.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00
47733	BITTERFIELD, COLIN	113309	03/31/2025	$80.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00
													$716.50

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.3
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Tie-Down, Hangar Occupancy and Noise Report

Suggested Action and/or Recommendation

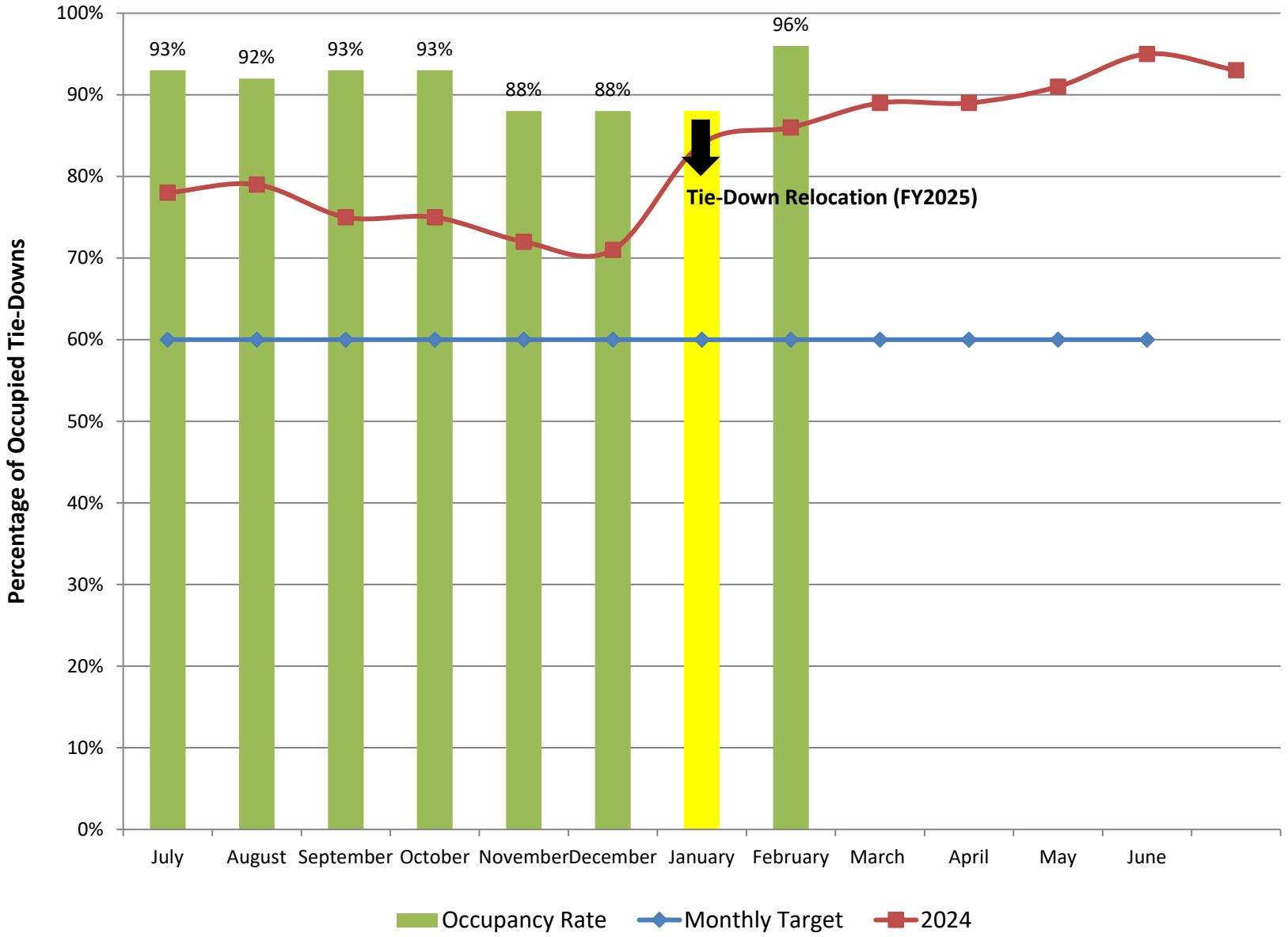
Suggested Motion

Item Type Reports / Presentations
Item ID 2025-646
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

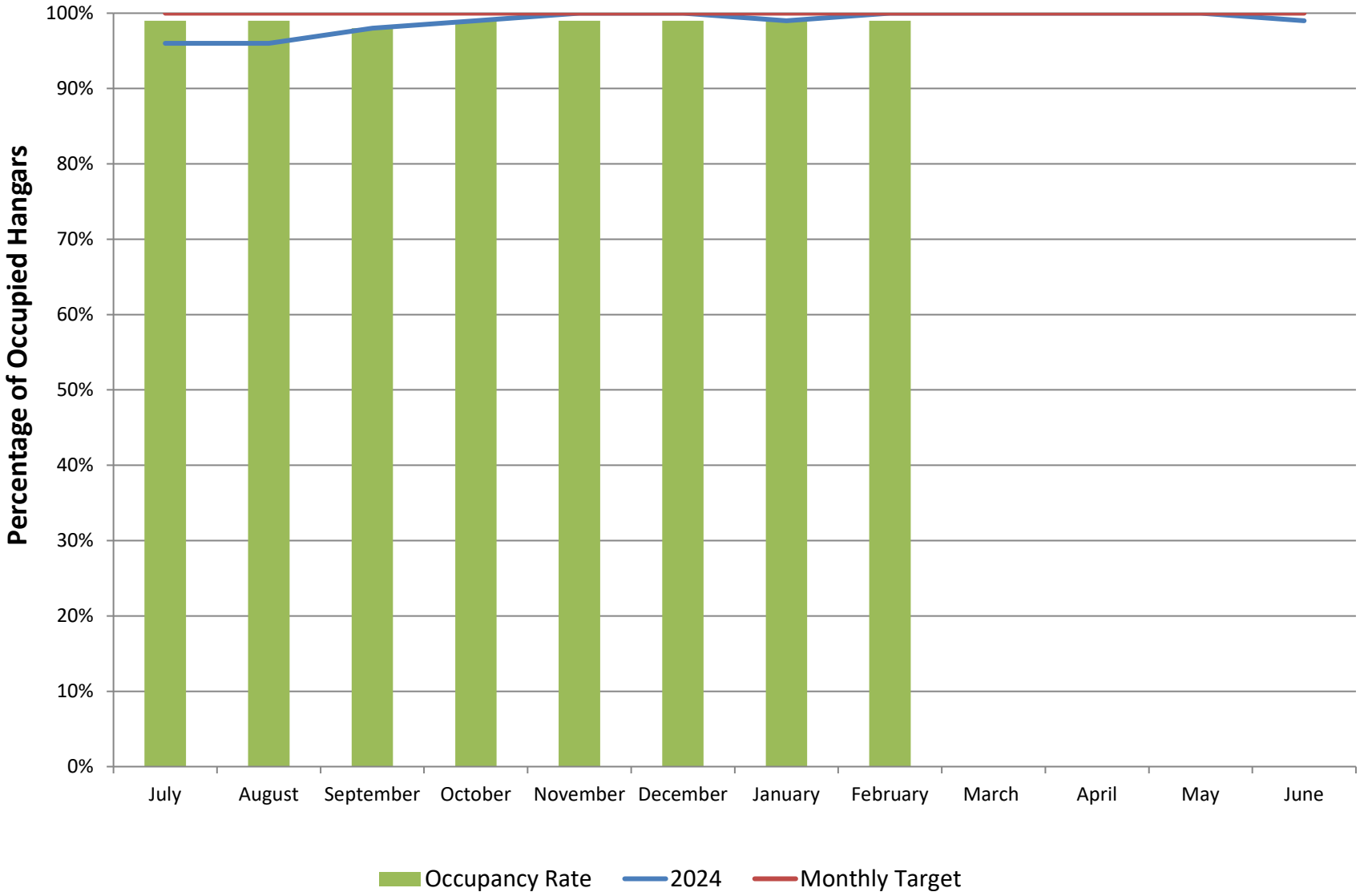
ATTACHMENTS

- February 2025 Tie-Down Occupancy.pdf
- February 2025 Hangar Occupancy.pdf
- February 2025 Noise.pdf

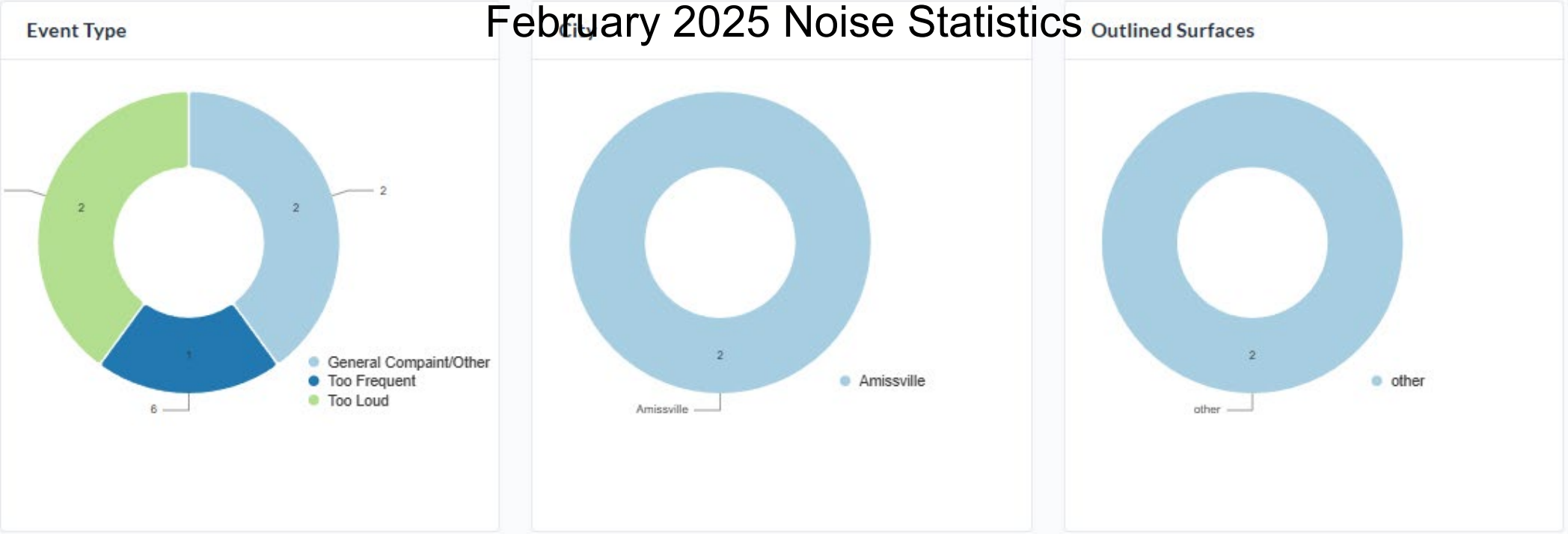
FY2025 Tie-Down Occupancy Rates

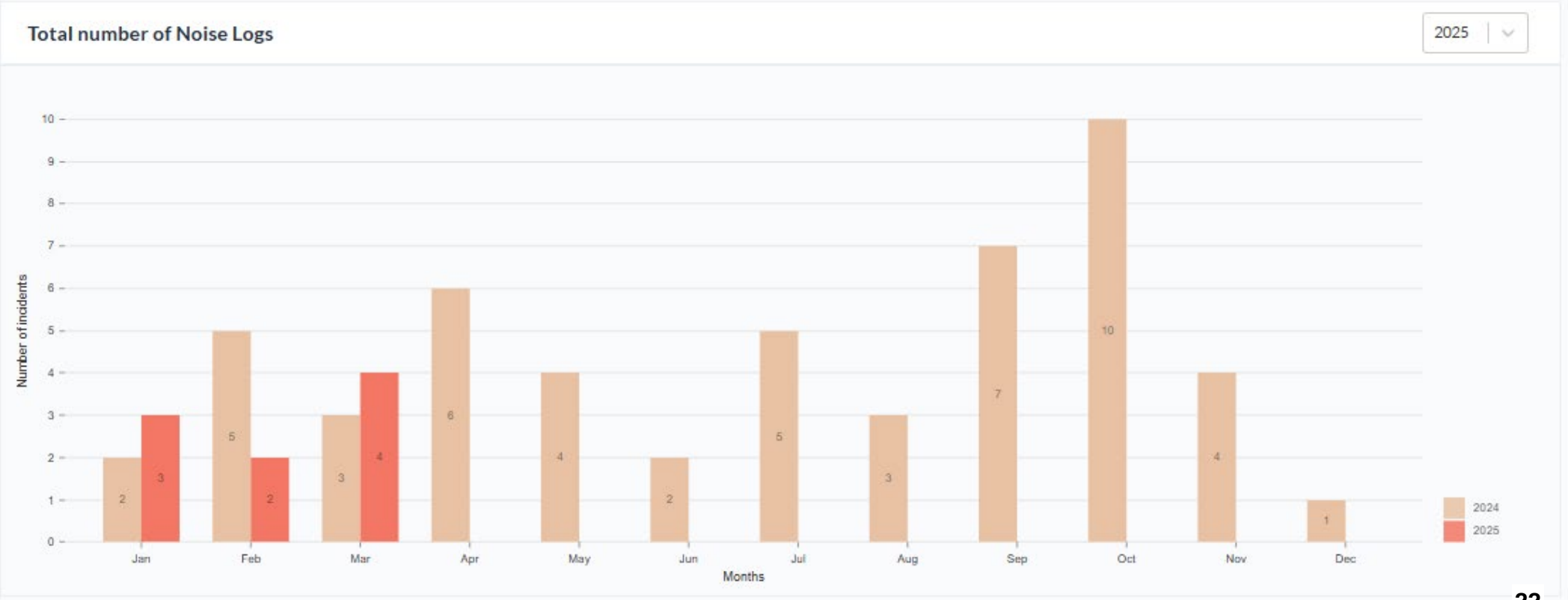


FY2025 Hangar Occupancy Rates



February 2025 Noise Statistics





Manassas Regional Airport (KHEF)

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.4
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Airport Project Update (Mrs. Jolene Berry,
Asst. Airport Director, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-647
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Construction Projects 3_20.pptx

Construction Projects

March 2025 Update

Master Plan Update 2022

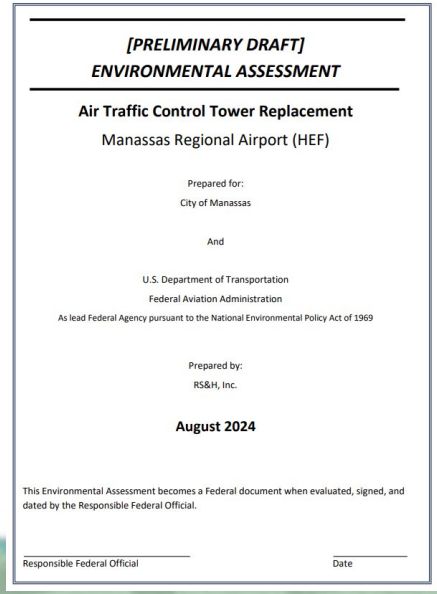
- The Master Plan update is a comprehensive study designed to depict an airport's short–, medium–, and long–term development plans. The data collected is used to create a development plan forecasted over a 20–year planning horizon.
  - *Waiting on signatures*
- Cost to date: $786,992.00 of $791,992.00
- Change order: Include 139 Certification
  - Additional Grant from DOAV
    - ALP to Include Commercial Service, Forecast Numbers



ATC Tower Environmental Assessment (EA)

- The scope of this project is to conduct an Environmental Assessment of the proposed tower sites to avoid or minimize potential impacts.
  - *Document is back in review with FAA.*

- Cost to Date: Phase 1: $121,878.42
  - Phase 2: $262,316(w/all optional tasks)
- Completion: February 2025 (FONSI)



[PRELIMINARY DRAFT]
ENVIRONMENTAL ASSESSMENT

Air Traffic Control Tower Replacement
Manassas Regional Airport (HEF)

Prepared for:
City of Manassas

And

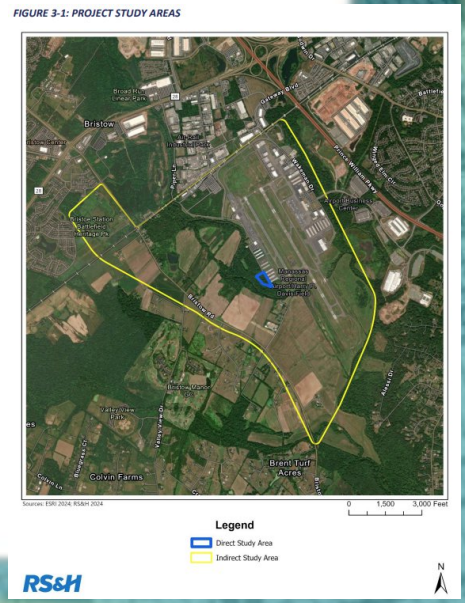
U.S. Department of Transportation
Federal Aviation Administration
As lead Federal Agency pursuant to the National Environmental Policy Act of 1969

Prepared by:
RS&H, Inc.

August 2024

This Environmental Assessment becomes a Federal document when evaluated, signed, and dated by the Responsible Federal Official.

Responsible Federal Official _____ Date _____



West Corporate Development Site- Drainage Improvements (Construction)

- The project will include the Observation Road relocation, construction of a retaining wall, stormwater retention pond, utility relocation(water main, storm sewer, communication, natural gas, sanitary sewer force main and pump station, 2 hangars demoed and environmental remediation.
  - *Digging of directional drill launch and receiving pits on Friday, March 21*
  - *Starting directional drilling on Monday, March 24. 1-2 weeks (if they hit rocks)*
  - *Directional drilling should take about a week, two weeks if they hit rock.*
  - *Cut and cover of the remainder of the gas line work will begin after directional drilling concludes. 1-2 weeks*
  - *Philips plans to remobilize on site mid-April.*
- Cost to Date: $2,170,605.97
- Completion: Spring 2025
- Total Days of Project: 235 of 270 days
  - Aug 30th Stop Work Order Issued by Airport
  - 74% overall work completed
  - 77% of embankment completed
  - 95% of the Drainage completed
- Change Orders: N/A

MALSR Infrastructure Upgrade Project

- The objective of this project is to remove and install new low impact resistant structures and foundations. Re-wire the Threshold light bar and replace light fixtures, replace conduit throughout project.
  - *Flight check completed last week.*
  - *FAA working on flashers and air to ground transmitter. They will be onsite until finished.*
- Cost to Date: $2,000,000
- Completion: 6 Months (Summer 2024)
- Change Orders: N/A



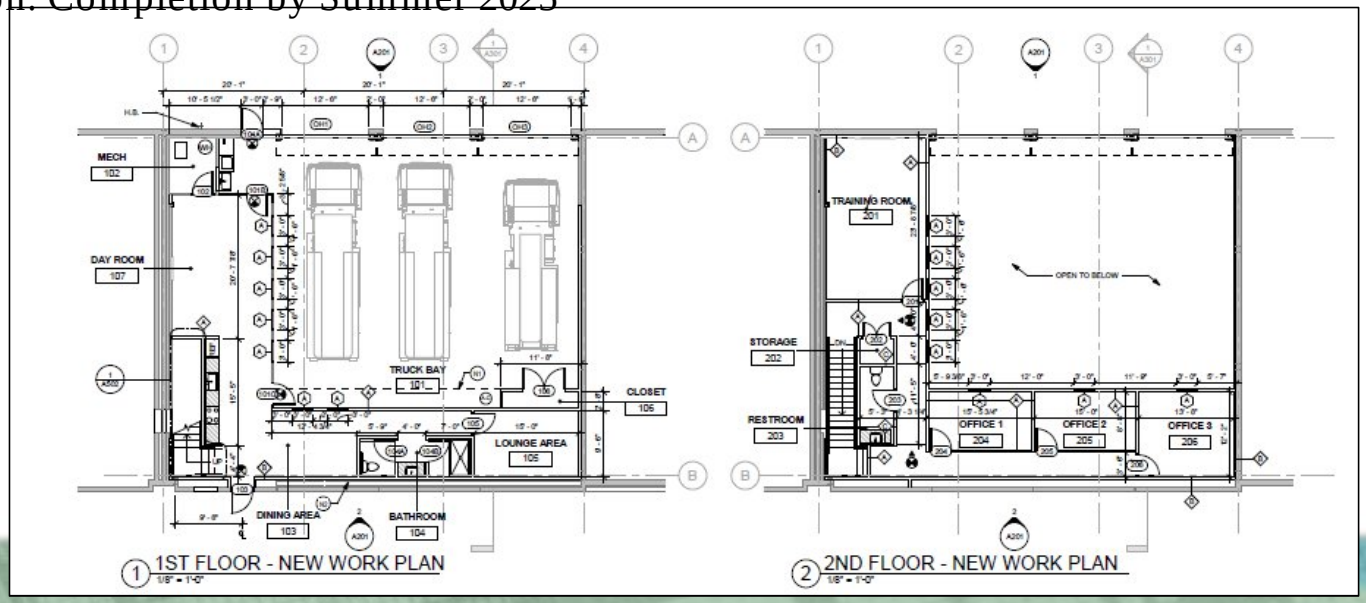
ARFF Hangar Remodel

The objective of this project is to outfit the hangar as a ARFF hangar and office space.

- *Waiting on permit to be issued*
- *Submitted Safety Plan for approval*

Cost to Date:

Completion: Completion by Summer 2025



Runway 16L/34R & Taxiway B - Bridge Replacement Design Phase Services to 50%

The objective of this project is to examine whether the existing bridge structures over Broad Run can support larger aircraft that originally designed to accommodate.

- *Borings overnight this week.*

Cost to Date: $114,277.66

Completion: March – 15%, June – 50%



Air Traffic Control Tower Design 45%

The objective of this project is to design up to 45% and for bidding support services for a new Tower.

- *Had 15% meeting with Airport & Tower staff and FAA.*

Cost to Date: $423,006.82

Completion: March – 15%, June – 50%





Questions?

New Snow Blower Delivered!







Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Quarterly Maintenance Report (Mr. Ken Hults, Maintenance Supervisor, 5 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-648
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- maint report 3-20-25.pptx



Quarterly Maintenance Briefing

MARCH 20, 2025

Work Order Summary

51

MAINTENANCE REVIEW

0

OPERATIONS REVIEW

38

COMPLETE

0

ON HOLD

Open Work Orders



Non airfield work orders

Work Order Summary

67

NEW WORK ORDERS

0

IN PROGRESS

10

ON HOLD

26

CLOSED

Open Work Orders



Maintenance Projects

1.Sign replacement project.
2. Cleanup of bankruptcy hangers .
3. Ruts from past seasons snowstorms.
4. New arrivals.




RESERVED
PARKING







Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.2
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Avports Up-Date Presentation (10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-649
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- HEF City Council 031925 Final.pdf

Manassas Terminal Development Overview

March 2025

AVPORTS



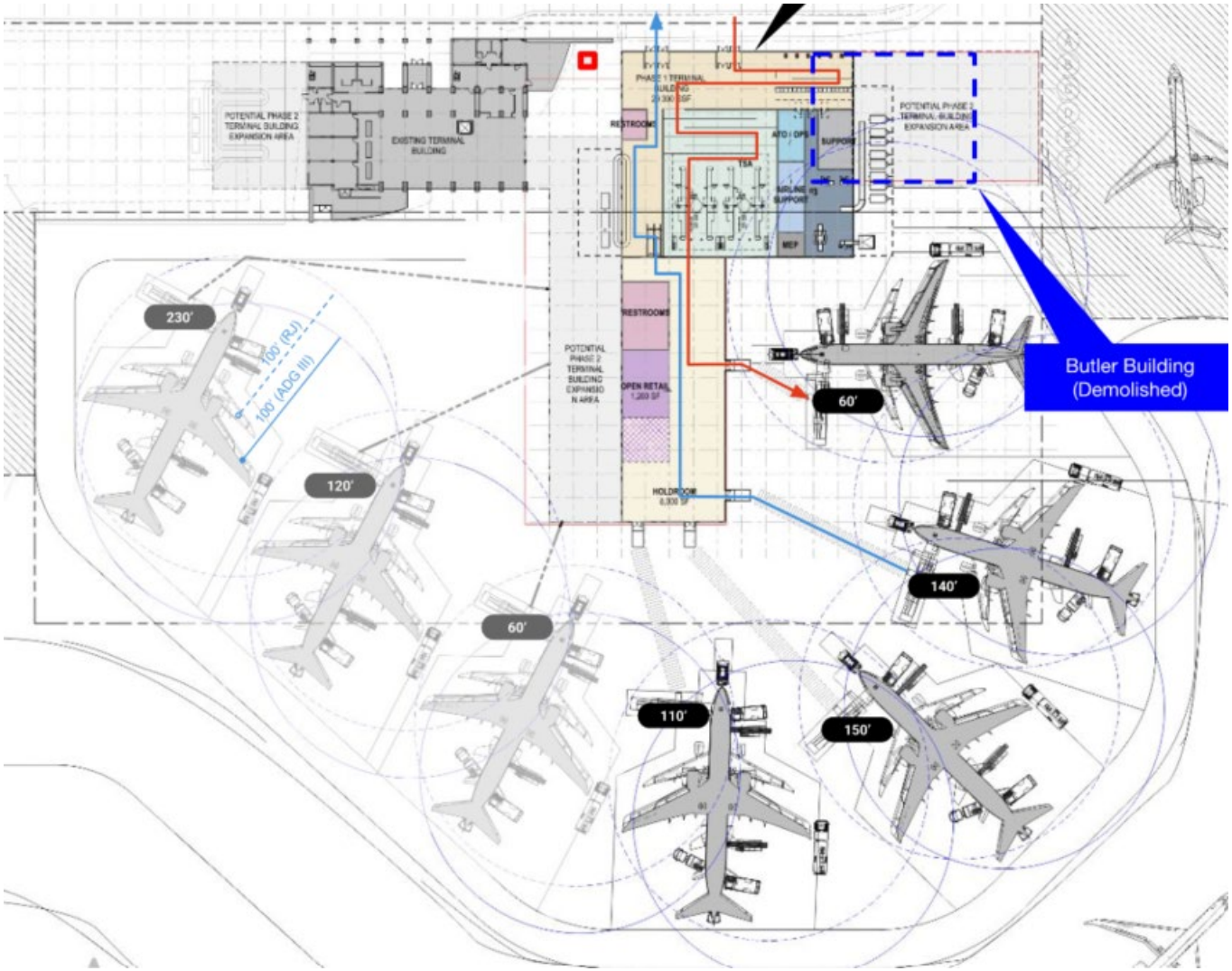
Agenda

- Project Overview
- Current project update
- Preliminary renderings of new terminal building
- Major milestones and next steps
- Questions

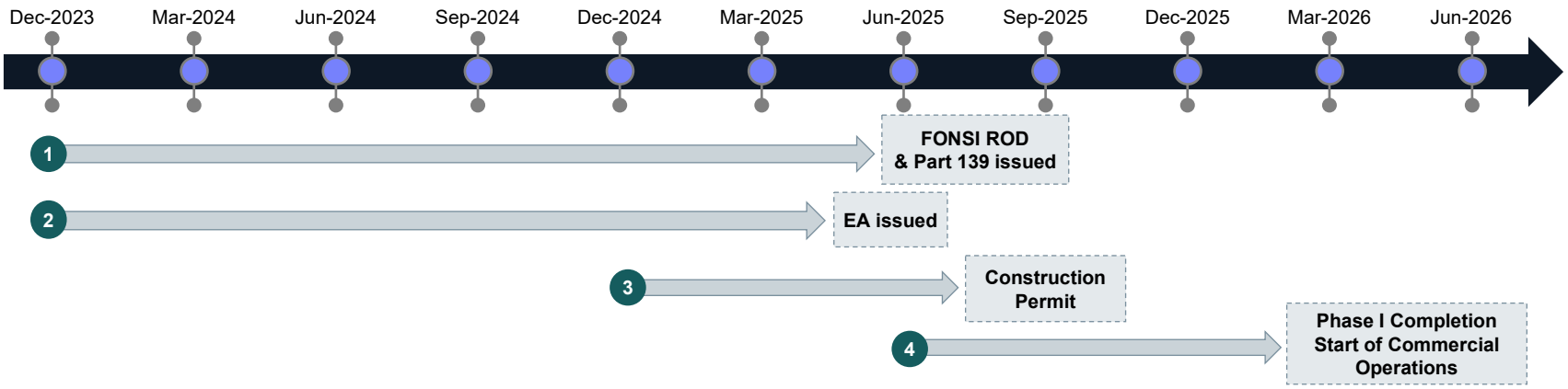
The HEF redevelopment project consists of 3 major components – terminal, short term parking lot and remote parking lot



Terminal Building Overview



Project targeting 1Q, 2026 to bring commercial service to HEF



UPDATE ON KEY MILESTONES

Workstream	Status Update	Expected Time
1 Part 139	▪ HEF airport has historically been managed in line with Part 139 standards ▪ The FAA has continued the engagement with HEF to identify items which need to be addressed for certification, including ARFF, facility modifications to allow passenger processing and baggage screening and enhanced security measures to meet provisions in ACM and AEP Certification process	**06/2025**
2 FAA EA & FONSI ROD	▪ Environmental Assessment (EA) based on Phase II development, parking and key Part 139 projects ▪ EA running concurrently with the Part 139 process	**06/2025**
3 Design	▪ 100% Construction Documents (CD) complete ▪ Phase 1 Construction Permit Expected	**CD: 06/2025** **Ph 1: 07/2025**
4 Construction	▪ Target shovel in the ground immediately after receiving FONSI ROD ▪ Target Phase I opening	**Start: 07/2025** **Ph 1: 1Q 2026**

Terminal Building - Exterior



Ticket Lobby



Holdrooms and Concessions



Major milestones and next steps

- Airport is on track to complete all its Part 139 items complete by **April 30, 2025**
  - Avports providing 90% of funding (~$130K) for runway and taxiway signage to keep Part 139 approval on schedule
- Remote parking lot design is complete
- Complete terminal and short-term parking lot 60% design by **end of May, 2025**
- Environmental approval **2Q 2025**

Questions?

AVPORTS



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.3
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

ARFF Presentation (Mr. Kevin Garber, ARFF Fire Chief, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-650
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Manassas Regional Airport ARFF Division Airport Commission.pptx

Manassas Regional Airport ARFF Division

- Quartey Update
- 3/20/2025

Where we have been and where we are going!!

- Pro Tec Fire Services was selected to Provide ARFF Services
- Pro Tec Regional Fire Chief Retires-Dave Holmes
- Pro Tec hires a temporary ARFF Chief at Manassas
- Stand up ARFF Division, with EMS component

- New ARFF Chief Hired to Move Forward with ARFF Services
  - New ARFF Chief started November 4, 2024
  - 2 Certified ARFF/EMTs are Hired January 20, 2025

Moving Forward with Relationships

Created working relationships with Airport Divisions

- Management
- Security
- Operations
- Maintenance

Created Working relationships with Airport Tenants

- APP Jet Center
- Chantilly Jet Center
- PHI Health
- Federal Agencies (AWS, CPB, and FAA)

Moving Forward with Relationships

Created Working relationships with City Departments

- Fire and Rescue
- Communications
- Emergency Management
- City Police

Created Working relationships with Outside Agencies

- Prince William Public Safety Communications
- Prince William Fire and Rescue

Accomplishments to Date

- Letter of Agreement with FAA Manassas Tower
- Created Fuel Inspection Program based on Part 139
  - Provide Live Fire Extinguisher Training for Airport Employees, and Fueling Agents
- Created Standardize ARFF Training Program For Personnel based on 15 Specific topics
- Created ARFF Vehicle Checkouts, Department
- Operation guidelines
- Created an EMS Program
  - EMS Protocols Created, and Mirror the Local Jurisdictions
  - Hired a Medical Director to over see EMS program
  - Purchased all the Equipment for Non-Transport EMS License (VDH)
    - Two AEDs (Automatic Emergency Defibrillator) (Adult and Child)
    - Portable Suction Units
    - Heavy Trauma Equipment to include Touquet, Stop the Bleeding Gauze (pack the wound)
  - Obtaining a Medical Operating License from the Department of Health

Accomplishments to Date

- Purchase Firefighting Equipment
  - ARFF is Meeting FAA Standard
  - Initial Training is Completed for all ARFF Personnel
  - Additional Equipment to enhance ARFF Safety
    - Vehicle Back Up Cameras (future Purchase)
    - Handheld Forward Looking Infrared Cameras (next Budget)
    - 4 Gas meter
    - Fire Hose for all ARFF Vehicles
    - Lettered all ARFF Vehicles to FAA Standard
    - Purchased Traffic Cones to comply with 150-5210-23 HRET Operations
      - High Reach Extendible Turret (driving and operations)

Contributions from ARFF to the Airport Community

- Monthly Fire Extinguisher Inspections Airport Wide
- Provide Live Fire Extinguisher Training for Airport Tenants
- Provide yearly Safety inspections of Airport facilities
- Provide Fuel Farm inspections Quartey (FAA Required)
- Provide safety Inspections for Fueling Vehicles
- Work in Conjunction with Airport Operations with Safety evaluations
- Working with Emergency Manger to create a Lunch and Learn event at the ARFF Station/Airport

Heading to Home Stretch

- Test Vehicles for AFFF foam (installation First of April)
  - No Foam System Installed to prevent PFAS/PFOA Contamination
  - Agent testing is Required every 6 Months (Foam and Dry Chemical
  - We will be ready for FAA Inspection!!

Questions?

- I invite each of you to visit us!!

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.4
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Airport Security Update (Mr. Nicholas Carr, Security Coordinator, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-651
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

ATTACHMENTS

- Security Program Briefing 3-20-25.pptx



HEF AIRPORT SECURITY

Thursday March 20 2025

AIRPORT SECURITY UPDATE

Law Enforcement and Security

- *One meeting with Police Chief Keen*
- *Two meetings with Interim Chief Lawler, and Lt. Brooks*
- *One meeting with Sgt. Mello and ESU Unit*
- *Scheduling meetings with Capt. Moore-Petty*
- *Email information exchange with Virginia State Police*

AIRPORT SECURITY UPDATE

Law Enforcement and Security

- Security Guard Contract
  - *Existing contract security guard company ceased operations in late January*
  - *New bid was won by A&A Security Service of Philadelphia*
  - *New guards undergoing airfield familiarity training*
  - *Start date of new service scheduled for March 31*



AIRPORT SECURITY UPDATE

Spring projects

- Vehicle gate upgrades (EV-02, EV-09, EV-13)







- Perimeter fence modifications (Frank Marshall Ln, various perimeter)

- Brush cutting on SE perimeter

AIRPORT SECURITY UPDATE

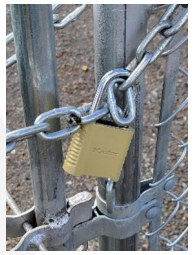
Spring projects

- Video Management System
  - 5 phase installation, beginning March 31
- Access Control System
  - 5 phase installation, beginning on/around May 5
- CCTV Camera replacement
  - Beginning on/around June 2
- Complete integration of systems
  - Target date June 30

AIRPORT SECURITY UPDATE

Spring projects

- *West hangar padlock replacement scheduled to begin May 5*
- *West hangar entry lever replacements to begin May 5*
- *Airfield asset padlock replacement underway*







AIRPORT SECURITY UPDATE

Spring tenant events

- Security forecast symposium
  - *Airport corporate tenants – Wednesday April 23rd at 11:00am*
  - *Airport general aviation tenants – Thursday April 24th at 11:00am*
  - *Terminal building first floor conference room*

AIRPORT SECURITY UPDATE

Summer projects

- Badging office
  - *New online ID Badge application completed.*
  - *Badging office equipment purchased and installed.*
  - *Rollout planned for early July.*



QUESTIONS

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Renaming Observation Rd going towards the Tower/Recommendation to City Council
(Mr. Juan Rivera, Director, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-652
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025

Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 6.1
Submitted by: Patty Bibber
Submitting Department: Manassas Regional Airport
Meeting Date: March 20, 2025

Item Title

Continuing Education Series (Introduction to Part 139.101/104 Video)
(Mr. Juan Rivera, Director, 2 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations
Item ID 2025-653
Submitting Department Manassas Regional Airport
Drafter Patty Bibber
Meeting Body Manassas Regional Airport Commission
Meeting Date March 20, 2025