



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, July 17, 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 June 12, 2025  
[Commission Minutes June 12, 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, Director, 10 minutes)**  
[Airport Director's Report July 2025.docx](#)
- 3.2 **Revenues, Expenses, Aging and Billing Reports**  
[Revenues as of 7-11-25.xlsx](#)  
[Expenses as of 7-11-25.xlsx](#)  
[Aging Report as of 7-11-25.xlsx](#)  
[Bill Sheet as of 7-11-25.xlsx](#)
- 3.3 **Tie-Down, Hangar Occupancy and Noise Report**  
[June 2025 Tie-Down Occupancy.pdf](#)  
[June 2025 Hangar Occupancy.pdf](#)  
[June 2025 Noise.pdf](#)
- 3.4 **Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)**  
[Construction Projects 7\\_17.pptx](#)

4. **Presentations**

- 4.1 **Quarterly Operations/Fuel Reports (Mr. Richard Allabaugh, Sr. Airport Operations Office, 5 minutes)**  
[FuelOperations - Fiscal - July 2025 Update.pptx](#)
- 4.2 **Quarterly Maintenance Report (Mr. Ken Hults, Maintenance Supervisor, 5 minutes)**  
[maint report 7-16-25-2.pptx](#)
- 4.3 **Quarterly Security Report (Mr. Nick Carr, Security Coordinator, 5 minutes)**  
[Security Program Briefing 7-17-25.pptx](#)

5. **New Business**

- 5.1 **Resolution No. 01-26 Manassas Regional Airport Commission July 17, 2025 - that prioritizes certain box hangars as Commercial Use Hangars. (Mr. Juan Rivera, Director 5 minutes)**  
[Airport Commission RESOLUTION NO 01-26 that prioritizes certain box hangars for Commercial Use.doc](#)

6. **Old Business**

- 6.1 **Approve Observation Road Name Change (Mrs. Jolene Berry, Asst. Airport Director, 5 minutes)**  
[Proposed street names 7\\_17\\_25.docx](#)
- 6.2 **Derelict Aircraft Update (Mr. Richard Allabaugh, Sr. Airport Operations Officer, 5 minutes)**

**6.3 Report by WPM Regarding Runway & Taxiway Bridges (Mr. Juan Rivera, Director, 10 minutes)**

**7. Consent Agenda**

**8. Airport Commission Members Comments**

**9. City Council Liaison Comments**

**10. Authorization of a Closed Meeting (Reserved)**

**11. Certification of a Closed Meeting (Reserved)**

**Adjournment**



# Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 1.1

Submitted by:

Submitting Department: Manassas Regional Airport

Meeting Date: July 17, 2025

## Item Title

Approval of Minutes from June 12, 2025

## Suggested Action and/or Recommendation

## Suggested Motion

**Item Type** Reports / Presentations

**Item ID** 2026-33

**Submitting Department** Manassas Regional Airport

**Drafter**

**Meeting Body** Manassas Regional Airport  
Commission

**Meeting Date** July 17, 2025

## ATTACHMENTS

- [Commission Minutes June 12, 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, June 12, 2025**

The Manassas Regional Airport Commission held its regular meeting in the Manassas Regional Airport, 1<sup>st</sup> Floor Conference Room on the above date, attended by, Chairman Roderick Hall, Vice Chairman Anthony McGhee, Member Jakelin Melgar, Member Carla Cox; Member Phil Smith, Member Travis Nembhard, Member Bob Sweeney, Member Cheryl Macias, Member Alison Paylor. Member not present Vanslyn Augustus

Airport Personnel in Attendance: Juan Rivera, Airport Director, Jolene Berry, Asst. Airport Director, Patty Bibber, Secretary

**Chairman Roderick Hall called the meeting to order at 7:04 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.*

**2. Approval of Meeting Minutes**

**Member Robert Sweeney MOVED** to approve the meeting minutes from May 15, 2025,  
**SECONDED by Vice Chairman Anthony McGhee MOVED and CARRIED UNANIMOUSLY**

**3.**

**Airport Director's Report**

- 3.1** As you all know, we had the FAA at the Airport two weeks ago for the final Part-139 Inspection. We had two inspectors and two trainees at the airport for two days. We passed the inspection with some discrepancies. We received the compliance letter yesterday and we are preparing our response. We will indicate whether the discrepancy was taken care of or when we plan to have it done. The letter also included some recommendations. Once the FAA receives our response, they will send us a close out letter.
- 3.2** This weekend we will have approximately 10 helicopters operating out of the Airport for the upcoming 250th Anniversary of the Army. The ramp will be cleared on Saturday morning so you will not be able to go near the helicopters. The Airport Staff has been working with the Secret Service and TSA.
- 3.3** On June 2nd we hosted the Avports' Board of Directors. The Director gave a quick briefing and tour of the facilities. The Board was happy that we had passed the Part-139 inspection and renewed their support of the project. The new CEO was also present.
- 3.4** It looks as though the ARFF Station Hangar construction will begin on Monday, June 16th.
- 3.5** The City Council approved the Rates and Charges Ordinance for the Airport for FY 2026 this week. For the public, the monthly rent for all t-hangars and box hangars will be going up by 5% starting July 1st. Also included in the Ordinance is fees related to Air Carrier service, such as security fees. As a reminder, the last time the Airport raised the hangar rates was in 2020. So, we have been absorbing the increased cost of utilities and other hangar related expenses. City Council also approved several State grants for security related projects that totaled \$86,304.15.
- 3.6** Walter P. Moore has completed their analysis of the runway and taxiway bridges. They are in the process of writing their report. We have been told by Avports that the report should be completed within the next two weeks.
- 3.7** Congressionally Directed Funding and Community Development Funding. Congressman Subramanyam and Senator Kaine. \$1 million from the Congressman and \$12.8 million from the Senator.
- 3.8** By the end of next week, we will be down one Maintenance Worker. Mr. Dalton Koons is moving to GA with his parents, and has taken another job. We have received many applications for the Operations position. Ms. Berry and Mr. Allabaugh are sifting through the applications and plan to get interviews started in a few weeks. We have not been so lucky with the new Maintenance position. We have only received a handful of applicants that are qualified.

- 3.9 PFAS Testing Requirements from HB 2050 – Airport staff have taken samples and submitted them to a lab for analyzing. We expect the results to be back tomorrow.
- 3.10 We will be starting the process of creating a new airport website in the next few weeks. The Director signed off on the P.O. for the company to start the process. In the coming months the staff will share our progress.
- 3.11 We received an FAA grant in the amount of \$687,000 to pay ourselves back for the Observation Road Relocation and Drainage Project. The FAA no longer calls the funding BIL, it is called Infrastructure Investments and Jobs Act (IIJA). This is the 2nd grant we have received for this project. The first FAA grant was for \$2,485,000.
- 3.12 The only three Road names that made it through Community Developments review process where: 1) Aviator Avenue (no concerns); 2) Altimeter Court; 3) Propeller Place (there was some concerns about pronunciation with 2 &3).
- 3.13 ARFF - The Airport Staff presented Chief Chris Larson from Pro-Tec with a plaque last week for his last day on the job. Chris was the first interim ARFF Chief.

The Airport Director has asked Pro-Tec to start providing coverage 7-days a week starting at the beginning of August. Coverage will be from 7 a.m. to 5 p.m. I have also requested that we be able to advertise the Airport has Index B capabilities by the beginning of September. This will give us an enough time to take care of some issues with the Crash Phone, completing the outfitting of ARFF 1. Chief Garber was successful in securing additional AFFF for backup.

- 3.14 Lastly, Mr. Rivera would like to wish all the Fathers a Happy Father’s Day which is on Sunday, and let the Commission members know that our office will be closed on June 19th for the Juneteenth Holiday.

**4. Presentations**

- 4.1 Guest Speaker Daniel G. “Bud” Oakey, President, Virginia Aviation Business**

**5. New Business**

**6. Old Business**

- 6.1 Renaming of Observation Rd going towards the Tower/recommendations to City Council (Mr. Juan Rivera, Director, 10 minutes)**

**7. Consent Agenda**

**8. Airport Commission Members Comments**

9. City Council Representative Comments

10. Authorize a Closed Meeting

11. Certify the Closed Meeting

12. Adjournment

**Vice Chairman Anthony McGhee MOVED to adjourn the meeting, SECONDED by Member Travis Nembhard MOVED and CARRIED UNANIMOUSLY**

**Meeting adjourned at 8:50 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: July 17, 2025

### Item Title

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

### Suggested Action and/or Recommendation

### Suggested Motion

**Item Type** Reports / Presentations

**Item ID** 2026-34

**Submitting Department** Manassas Regional Airport

**Drafter** Patty Bibber

**Meeting Body** Manassas Regional Airport  
Commission

**Meeting Date** July 17, 2025

### ATTACHMENTS

- [Airport Director's Report July 2025.docx](#)

# Airport Director's Office

## Juan E. Rivera

---

### Memorandum

July 14, 2025

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

**RE: AIRPORT DIRECTOR'S REPORT FOR JULY 2025**

#### HANGARS OCCUPANCY RATE (T-Hangar & Box)

East Hangars: 94 out of 97 Rented  
97% Rented – Three vacancies

West Hangars: 57 out of 59 Rented  
97% Rented – No Change

**East and West Hangars – 151 out of 156 – 97% Rented**

*Status:* Operations is going through the waiting list for the available unit.

#### Waiting List

##### *Breakdown*

<b>Total on List</b>	<b>230 (Unique Names)</b>
<b>East Side</b>	<b>202</b>
<b>West Side</b>	<b>167</b>
<b>Box Hangar</b>	<b>27</b>

*Status:* All individuals on the waiting list are in good standing and have deposits on file.

#### Tie-Downs

No change.

**150 out of 154 Rented – 97% Rented**

*Status:* Four (4) flight schools were permitted to remain on the east side with the stipulation that they will have to move to the west side given prior notice. 29 of the total tie-downs are unusable due to the Observation Road relocation project.

#### Squatters/Issues

Per state legislation, staff will be putting out a public notice regarding an auction of the four (4) abandoned aircraft. The requirement is to have it out for at least 30 days and then additionally 10 days prior to auction date. Staff is coordinating with legal to ensure that all requirements are met.

# Airport Director's Office

## Juan E. Rivera

---

### NOISE COMPLAINTS FOR MAY

There were 5 noise complaints recorded in June.

October Total(s):

- 3 – Aircraft Overflight
- 1 – Arrival Aircraft
- 1 – Jet Pattern

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 Mayor signed the ALP. The Staff have made hard copies of the ALP to have on hand.

### OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

Phillips Construction has reported that the contractor who will be building the retaining wall for this project will be on site by July 21, 2025. A letter was sent to Phillips advising them that they were already over their allotted time to complete the project and that the Airport needed an updated schedule and an explanation for not completing the project on time.

### RUNWAY AND TAXIWAY BRIDGE EVALUATION BY AVPORTS

The Airport Director received an Executive Summary of the report and he is reviewing it.

### NEW ATC TOWER (DESIGN)

Airport staff and FAA personnel met with RS&H to review the 45% schematic design. Comments are due on July 14<sup>th</sup>.

### NEW AIRPORT WEBSITE

The Airport Staff has issued a PO to Trivera. Work has on the new Airport website.

### RUNWAY 16L-34R Rehabilitation (DESIGN)

The Airport Staff submitted a grant application for the design of the runway 16L/34R rehabilitation. A grant is expected in August or September of this year.

### ARFF STATION RENOVATION

The demo portion of the ARFF Station hangar has been completed and the electrician has completed his work for the initial stage of the project. There will be several change orders due to changes in the plans that occurred in the review process.

### EA FOR NEW AIRPORT ATC TOWER

# Airport Director's Office

## Juan E. Rivera

---

Version 3 of the draft EA has been sent to the FAA for review. This should be the final document. Once approved, the document will be available for public review and comments for 30 days.

### 139-INSPECTION

The airport completed the FAA 139 Certification Inspection May 27-29. The FAA's Regional Director for Airports sent a letter to the Director indicating that the Airport would receive its AOC once the EA was completed and we sent the FAA a letter from an Airline indicating that they would be starting airline service and the date they would start.

### UPCOMING EVENTS

N/A

*Juan E. Rivera*

Juan E. Rivera, Director  
Manassas Regional Airport

Attachments: 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: July 17, 2025

### Item Title

Revenues, Expenses, Aging and Billing Reports

### Suggested Action and/or Recommendation

### Suggested Motion

**Item Type** Reports / Presentations

**Submitting Department** Manassas Regional Airport

**Meeting Body** Manassas Regional Airport  
Commission

**Item ID** 2026-35

**Drafter** Patty Bibber

**Meeting Date** July 17, 2025

### ATTACHMENTS

- [Revenues as of 7-11-25.xlsx](#)
- [Expenses as of 7-11-25.xlsx](#)
- [Aging Report as of 7-11-25.xlsx](#)
- [Bill Sheet as of 7-11-25.xlsx](#)

**Revenues as of 7/11/2025**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJS	REV BUDGET	YTD EXP	AVAIL BUD	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-454,508.87	454,509	100.00
57097400	315003	Interest on Investment	0	0	0	-1,496,992.84	1,496,993	100.00
57097400	315200	Leases and Rents	-3,138,000	0	-3,138,000	-3,051,512.69	-86,487	97.20
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-894,954.01	-30,046	96.80
57097400	Total 57097400 Use of Money & Property		-4,063,000	0	-4,063,000	-5,897,968.41	1,834,968	145.20
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-125,558.14	2,558	102.10
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-280,671.00	25,671	110.10
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-58,330.08	-3,670	94.10
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	-31,472.39	14,472	185.10
57097600	Total 57097600 Airport Charges		-457,000	0	-457,000	-496,031.61	39,032	108.50
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-15,922.03	13,422	636.90
57097700	318071	Avports Reimb-Security Program	0	0	0	-175,692.66	175,693	100.00
57097700	318426	Card Replacement Fees	-500	0	-500	-140.00	-360	28.00
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	-5,285.00	285	105.70
57097700	318710	Cash Over/Short-Airport	0	0	0	-0.23	0	100.00
57097700	Total 57097700 Other Local Rev-Generated		-8,000	0	-8,000	-199,539.92	191,540	2,494.20
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-16,874.00	874	105.50
57098200	332011	FAA Tower Reimbursements	-39,000	0	-39,000	-25,378.61	-13,621	65.10
57098200	Total 57098200 Federal Non-Categorized		-55,000	0	-55,000	-42,252.61	-12,747	76.80
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		-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	-6,635,792.55	-1,539,061	81.20

**Expenses as of 7/11/2025**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	842,000	0	842,000	733,400.96	0.00	108,599	87.10
57003703	411075	S&W-Housing Stipend	5,000	0	5,000	1,352.58	0.00	3,647	27.10
57003703	412000	S&W-On-Call	30,000	0	30,000	30,787.50	0.00	-788	102.60
57003703	416000	S&W-Overtime	30,000	0	30,000	26,303.11	0.00	3,697	87.70
57003703	416010	Hours Worked on a Holiday	2,000	0	2,000	1,013.63	0.00	986	50.70
57003703	416015	Call-Back Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	420000	Employee Benefits	337,000	0	337,000	0.00	0.00	337,000	0.00
57003703	420002	Deferred Compensation	0	0	0	6,642.90	0.00	-6,643	100.00
57003703	420004	FICA	0	0	0	57,897.29	0.00	-57,897	100.00
57003703	420006	Virginia Retirement System	0	0	0	114,390.67	0.00	-114,391	100.00
57003703	420008	Group Health	0	0	0	70,522.63	0.00	-70,523	100.00
57003703	420010	Worker's Compensation	0	0	0	6,114.66	0.00	-6,115	100.00
57003703	420012	Group Term Life Insurance	0	0	0	9,057.53	0.00	-9,058	100.00
57003703	420014	Long Term Disability	0	0	0	3,070.89	0.00	-3,071	100.00
57003703	420016	Unemployment	0	0	0	67.50	0.00	-68	100.00
57003703	420031	Car Allowance	6,100	0	6,100	5,769.25	0.00	331	94.60
57003703	431000	Professional Services	150,000	5,163	155,163	21,627.56	6,317.55	127,218	18.00
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	433000	Maintenance Services	0	0	0	32.28	0.00	-32	100.00
57003703	435000	Print Bind Photo Services	2,500	0	2,500	426.00	0.00	2,074	17.00
57003703	436000	Advertising Services	65,000	0	65,000	2,376.99	0.00	62,623	3.70
57003703	439000	Other Purchased Services	5,000	0	5,000	30,664.36	39,954.08	-65,618	1,412.40
57003703	441000	Information Technology Charges	95,490	0	95,490	95,490.00	0.00	0	100.00
57003703	441005	Phones and Voicemail Charges	29,390	0	29,390	29,390.00	0.00	0	100.00
57003703	441045	GIS/Data Services Charges	12,110	0	12,110	12,110.00	0.00	0	100.00
57003703	441050	IT Purchases Mid-Year	1,130	0	1,130	727.38	0.00	403	64.40
57003703	442000	Motor Vehicle Charges	83,670	0	83,670	83,670.00	0.00	0	100.00
57003703	444000	Cost Allocation Charges	200,000	0	200,000	200,000.00	0.00	0	100.00
57003703	447000	Radio Charges	1,560	0	1,560	1,560.00	0.00	0	100.00
57003703	451001	Utilities	30,000	0	30,000	16,113.30	0.00	13,887	53.70
57003703	451002	City Utility Charges	145,000	0	145,000	110,421.93	0.00	34,578	76.20
57003703	452003	Cell Phone Charges	6,000	0	6,000	5,921.59	0.00	78	98.70
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	2,756.42	0.00	244	91.90

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	452008	Telephone Service Charges	500	0	500	153.00	641.25	-294	158.90
57003703	452009	Long Distance Charges	100	0	100	51.47	0.00	49	51.50
57003703	453000	Insurance	100,000	0	100,000	43,871.00	0.00	56,129	43.90
57003703	454001	Operating Leases	3,500	0	3,500	2,361.63	0.00	1,138	67.50
57003703	455001	Mileage	1,000	0	1,000	97.02	0.00	903	9.70
57003703	455002	Training and Travel	20,000	0	20,000	7,296.49	0.00	12,704	36.50
57003703	455005	Meeting / Business Expense	8,000	0	8,000	1,320.79	0.00	6,679	16.50
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	6,360.00	0.00	140	97.80
57003703	458099	Miscellaneous Expense--Airport	45,000	0	45,000	0.00	0.00	45,000	0.00
57003703	461000	Office Supplies	6,000	0	6,000	6,867.18	1,066.41	-1,934	132.20
57003703	462000	Other Supplies	12,000	0	12,000	7,464.83	0.00	4,535	62.20
57003703	463000	Books and Subscriptions	500	0	500	25,921.30	0.00	-25,421	5,184.30
57003703	464000	Uniforms and Safety Apparel	5,000	0	5,000	3,197.24	0.00	1,803	63.90
57003703	495002	Salary and Wage Contingency	59,800	0	59,800	0.00	0.00	59,800	0.00
57003703	Total 57003703 Airport Operations		2,378,350	5,163	2,383,513	1,784,640.86	47,979.29	550,893	76.90
57003710	433000	Maintenance Services	65,000	0	65,000	17,117.92	0.00	47,882	26.30
57003710	433001	Refuse Collection Services	6,200	0	6,200	8,254.64	517.00	-2,572	141.50
57003710	433003	Janitorial Services	50,000	0	50,000	48,259.76	0.08	1,740	96.50
57003710	433006	Mowing Services	25,000	0	25,000	23,271.58	15,087.75	-13,359	153.40
57003710	433008	HVAC	20,000	0	20,000	4,502.11	0.00	15,498	22.50
57003710	433009	Elevator Services	8,000	0	8,000	0.00	0.00	8,000	0.00
57003710	433010	Snow Removal	30,000	0	30,000	49,507.50	0.00	-19,508	165.00
57003710	433012	Airfield Lighting Maintenance	45,000	0	45,000	6,217.69	0.00	38,782	13.80
57003710	433014	Elevator Inspections	3,000	0	3,000	2,000.00	0.00	1,000	66.70
57003710	433015	Vehicle/Apparatus Maintenance	50,000	0	50,000	14,657.04	0.00	35,343	29.30
57003710	439000	Other Purchased Services	45,000	0	45,000	35,009.12	0.00	9,991	77.80
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	10,177.46	0.00	6,823	59.90
57003710	439014	Security Services	100,000	4,590	104,590	103,494.78	0.00	1,095	99.00
57003710	454004	Miscellaneous Rentals	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	455002	Training and Travel	0	0	0	204.96	0.00	-205	100.00
57003710	462000	Other Supplies	90,000	0	90,000	54,957.61	0.00	35,042	61.10
57003710	462001	Tools	20,000	0	20,000	7,768.67	0.00	12,231	38.80
57003710	462044	Airfield Lighting Supplies	20,000	0	20,000	11,007.18	0.00	8,993	55.00
57003710	462046	Airport Hanger Supplies	30,000	0	30,000	6,435.68	0.00	23,564	21.50
57003710	462047	Airfield Supplies	50,000	0	50,000	20,687.52	0.00	29,312	41.40

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003710	462048	Security Supplies	35,000	0	35,000	12,187.69	0.00	22,812	34.80
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003710	462067	Maintenance Supplies	3,500	0	3,500	2,444.39	0.00	1,056	69.80
57003710	466000	Building and Repair Materials	45,000	0	45,000	10,714.29	0.00	34,286	23.80
57003710	467000	Fuels/Oils/Lubricants	12,000	0	12,000	12,600.89	0.00	-601	105.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	16,116.95	11,812.50	-2,929	111.70
57003710	471000	Equipment & Machinery Purch	145,000	0	145,000	94,672.50	89,548.68	-39,221	127.00
57003710	Total 57003710 Airport Maintenance		1,019,700	4,590	1,024,290	572,267.93	116,966.01	335,056	67.30
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	5,000	0	5,000	4,828.83	0.00	171	96.60
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	2,500	0	2,500	270.00	0.00	2,230	10.80
57003711	462000	Other Supplies	3,000	0	3,000	46.31	0.00	2,954	1.50
57003711	Total 57003711 FAA Tower Nonreimburse		27,500	0	27,500	5,145.14	0.00	22,355	18.70
57003712	433000	Maintenance Services	14,000	0	14,000	9,060.25	0.00	4,940	64.70
57003712	451002	City Utility Charges	21,000	0	21,000	14,306.08	0.00	6,694	68.10
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	693.41	0.00	307	69.30
57003712	Total 57003712 FAA Tower Reimbursables		36,000	0	36,000	24,059.74	0.00	11,940	66.80
57003713	416000	S&W-Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003713	431003	Marketing	1,500	0	1,500	0.00	0.00	1,500	0.00
57003713	433003	Janitorial Services	500	0	500	337.66	0.00	162	67.50
57003713	439000	Other Purchased Services	5,000	0	5,000	777.40	0.00	4,223	15.50
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	5,000	0	5,000	245.37	0.00	4,755	4.90
57003713	Total 57003713 Airport-Special Projects		13,500	0	13,500	1,360.43	0.00	12,140	10.10
57003718	411000	Salaries and Wages	90,000	0	90,000	84,888.99	0.00	5,111	94.30
57003718	416000	S&W-Overtime	0	0	0	1,641.52	0.00	-1,642	100.00
57003718	420000	Employee Benefits	36,000	0	36,000	0.00	0.00	36,000	0.00
57003718	420002	Deferred Compensation	0	0	0	833.50	0.00	-834	100.00
57003718	420004	FICA	0	0	0	6,333.45	0.00	-6,333	100.00
57003718	420006	Virginia Retirement System	0	0	0	14,849.51	0.00	-14,850	100.00
57003718	420008	Group Health	0	0	0	15,970.74	0.00	-15,971	100.00
57003718	420010	Worker's Compensation	0	0	0	55.83	0.00	-56	100.00
57003718	420012	Group Term Life Insurance	0	0	0	1,053.59	0.00	-1,054	100.00
57003718	420014	Long Term Disability	0	0	0	499.76	0.00	-500	100.00
57003718	420016	Unemployment	0	0	0	8.00	0.00	-8	100.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRFRS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003718	439014	Security Services	0	0	0	6,833.90	1,576.10	-8,410	100.00
57003718	441050	IT Purchases Mid-Year	0	0	0	129.98	0.00	-130	100.00
57003718	462039	Computer Software	0	0	0	-3,750.00	0.00	3,750	100.00
57003718	462048	Security Supplies	0	0	0	10,579.08	0.00	-10,579	100.00
57003718	Total 57003718 Airport-Security Projects		126,000	0	126,000	139,927.85	1,576.10	-15,504	112.30
57003793	462000	Other Supplies	250,000	0	250,000	0.00	0.00	250,000	0.00
57003793	481001	Principal - Bonds Payable	200,000	0	200,000	200,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	10,000	0	10,000	9,150.00	0.00	850	91.50
57003793	492575	Transfer to Airport Capital	1,142,000	2,732,101	3,874,101	3,797,401.00	0.00	76,700	98.00
57003793	496004	Contrib to Net Position	229,950	0	229,950	0.00	0.00	229,950	0.00
57003793	Total 57003793 Airport Capex-Finance		1,831,950	2,732,101	4,564,051	4,006,551.00	0.00	557,500	87.80
		Expense Total	5,433,000	2,741,854	8,174,854	6,533,952.95	166,521.40	1,474,380	82.00

### Aging Report as of 7/11/2025

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
107221	MADSEN, TIMOTHY	3034410	05/01/2025	\$80.00	(\$44.20)	\$0.00	\$35.80	\$0.00	\$0.00	\$0.00	\$0.30	\$36.10
36615	WOOLF, WILLIAM	108211	05/31/2025	\$385.00	\$30.00	\$0.00	\$415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415.00
79255	KOCH, JAMES	6003	06/08/2025	\$1,500.00	\$30.00	\$1,500.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00

**\$481.10**

36615	WOOLF, WILLIAM	emailed 7/11										
79255	KOCH, JAMES	emailed 7/11										
107221	MADSEN, TIMOTHY	emailed 6/5, 6/13, 6/20, 7/2, 7/11										

## Bankruptcy

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	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	\$0.00	\$1,005.93	\$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	\$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	\$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	\$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	\$1,854.45
42215	AMERICAN HELICOPTERS INC	112905	12/01/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00	\$1,854.45
42744	AMERICAN AVIATION SERVICES LLC	96412	07/01/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	113112	07/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	96401	07/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	96402	08/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00	\$6,653.85
42744	AMERICAN AVIATION SERVICES LLC	96403	10/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	96404	10/31/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	96405	12/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00	\$6,623.85
42744	AMERICAN AVIATION SERVICES LLC	113101	07/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113102	08/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113103	10/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113104	10/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00
42744	AMERICAN AVIATION SERVICES LLC	113105	12/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$1,140.00

**\$56,853.87**

**Derelict Aircraft**

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	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	\$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	\$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	\$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	\$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	\$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	\$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	\$90.00	\$3.75	\$93.75
36575	EDMONDS, ROBERT	112404	10/31/2024	\$80.00	\$10.00	\$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	\$90.00	\$0.00	\$90.00	\$2.25	\$92.25
36575	EDMONDS, ROBERT	112406	12/31/2024	\$80.00	\$10.00	\$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	\$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	\$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	\$80.00
47733	BITTERFIELD, COLIN	113302	08/31/2024	\$80.00	\$10.00	\$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	\$90.00	\$3.75	\$93.75
47733	BITTERFIELD, COLIN	113304	10/31/2024	\$80.00	\$10.00	\$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	\$90.00	\$0.00	\$90.00	\$2.25	\$92.25
47733	BITTERFIELD, COLIN	113306	12/31/2024	\$80.00	\$10.00	\$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	\$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	\$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	\$80.00

**\$1,841.00**

36575	Roberts Edmonds	Final letter sent 6/27 before petition to the court to sell aircraft
47733	Colin Bitterfield	Final letter sent 6/27 before petition to the court to sell aircraft

### Bill Sheet from 7/12/25 - Present

Vendor	Description	Net Amount
A& ASSOCIATES INC	May/June Security Services	\$ 19,362.50
ACME TECHNICAL GROUP	Access Control Lenel OnGuard/CCTV Cameras upgrades	\$ 71,747.00
ADB SAFEGATE AMERICAS HOLDING INC	Panels for runway	\$ 1,032.94
ALEX DEL VALLE MARI	Train ticket to training	\$ 21.00
AMERICAN DISPOSAL SVCS, INC	Dumpster to clean out hangars/trash service	\$ 1,738.75
ASSOCIATED BUILDING MAINTENANCE	Custodial Services	\$ 9,894.18
BALDINO'S LOCK & KEY SVC INC	Rekey locks for Flywyld Hgrs	\$ 473.16
BUREAU VERITAS NAT'L ELEVATOR INSP SVC INC	Terminal Elevator Inspection	\$ 270.00
CHEMUNG CONTRACTING CORPORATION	6/14/25 Rehab Taxiway B Widen Taxilane Y	\$ 179,345.13
CINTAS CORP. #145	Uniforms for Maintenance guys	\$ 1,604.75
CINTAS CORP. #145	Mats/Misc/Tower Mats	\$ 744.56
DELTA AIRPORT CONSULTANTS INC	6/1/25 Update SWPPP and SPCC Plan	\$ 7,639.01
DELTA AIRPORT CONSULTANTS INC	6/1/25 Construction Administration	\$ 16,175.34
EAGLE RENTALS INC	Towable Boom Manlift	\$ 29,575.00
EDWARDS BUSINESS MACHINES INC	Copies May 2025- 7/1-7/31 Airport Copier SN#ADXM01300064	\$ 348.03
FINLAY FIRE APPA & EQUIP REPAIR LLC	Fire Truck Repairs	\$ 9,724.19
FIRE CONNECTIONS INC	Fire Hoses Quote#25-0433	\$ 17,508.01
HERCULES FENCE CO INC	Fence Installation/Replacement/Repair	\$ 41,500.00
HI LITE AIRFIELD SERVICES LLC	5/1/25 Airfield Markings	\$ 244,709.13
HURRICANE FENCE CO	Remove/Replace Fencing	\$ 42,965.00
IRIS GROUP HOLDINGS LLC	Panic Monitoring	\$ 35.11
JEFFREY D HEITHOFF	Independ Fee Est 16:-34R Rehab	\$ 3,490.00
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	5/16/25 Amendment #2 on call architectural ser	\$ 340.00
JOINER LABS LLC	Nitrogen/Phosphorous/Hydrocarbons	\$ 3,915.00
MISTRAS GROUP INC	Ladder Inspection	\$ 250.00
MONTROSE ENVIRONMENTAL GROUP INC	Sample Disposal - Environmental Management	\$ 4,388.00
MULLER INC	Oil-Water Separator Maintenance	\$ 8,730.28
NOBLEFRAME LLC	Training Video Production	\$ 3,169.00
NORTH AMERICA FIRE EQUIPMENT CO INC	Materilas for Fire Truck	\$ 730.00
OLSEN, MARK	Obstruction Tree Removal 34L/34R	\$ 4,120.00
PR WM CNTY	Lots 63 Real Estate Taxes/11380 Alessi	\$ 128.84
PRO-TEC FIRE SERVICES INC	Monthly ARFF Service	\$ 26,223.10
RENT-A-JOHN OF VIRGINIA LLC	Rental Potties for West Side	\$ 370.00
REYNOLDS SMITH & HILLS INC	6/6/25 Construction Administration for Obser Rd	\$ 23,235.57

Vendor	Description	Net Amount
REYNOLDS SMITH & HILLS INC	5/9/25 - 6/6/25 ATCT Pre/Conceptual Design (45%)	\$ 217,077.90
ROBERTS OXYGEN CO INC	Medical supplies/Nitrogen/Argon	\$ 312.67
TRIVERA INTERACTIVE INC	Website development Project #MRA433-01	\$ 5,032.00
U S CUSTOMS & BORDER PROTECTION	CBP Rent/Communication/Utilities	\$ 312.50
U S PLANTS INC	Plant Maintenance	\$ 126.00
VIRTOWER LLC	Tower Software	\$ 1,000.00
VISWESWARA RAO VISWANADHA	Subscription Operations/ARFF	\$ 15,000.00
WEWERKA CONSTRUCTION MANAGEMENT INC	Airport Mowing	\$ 2,163.83
WITMER PUBLIC SAFETY GROUP INC	ARFF Supplies	\$ 3,416.70
	<b>Total</b>	<b>\$ 1,019,944.18</b>



## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.3  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

Tie-Down, Hangar Occupancy and Noise Report

### Suggested Action and/or Recommendation

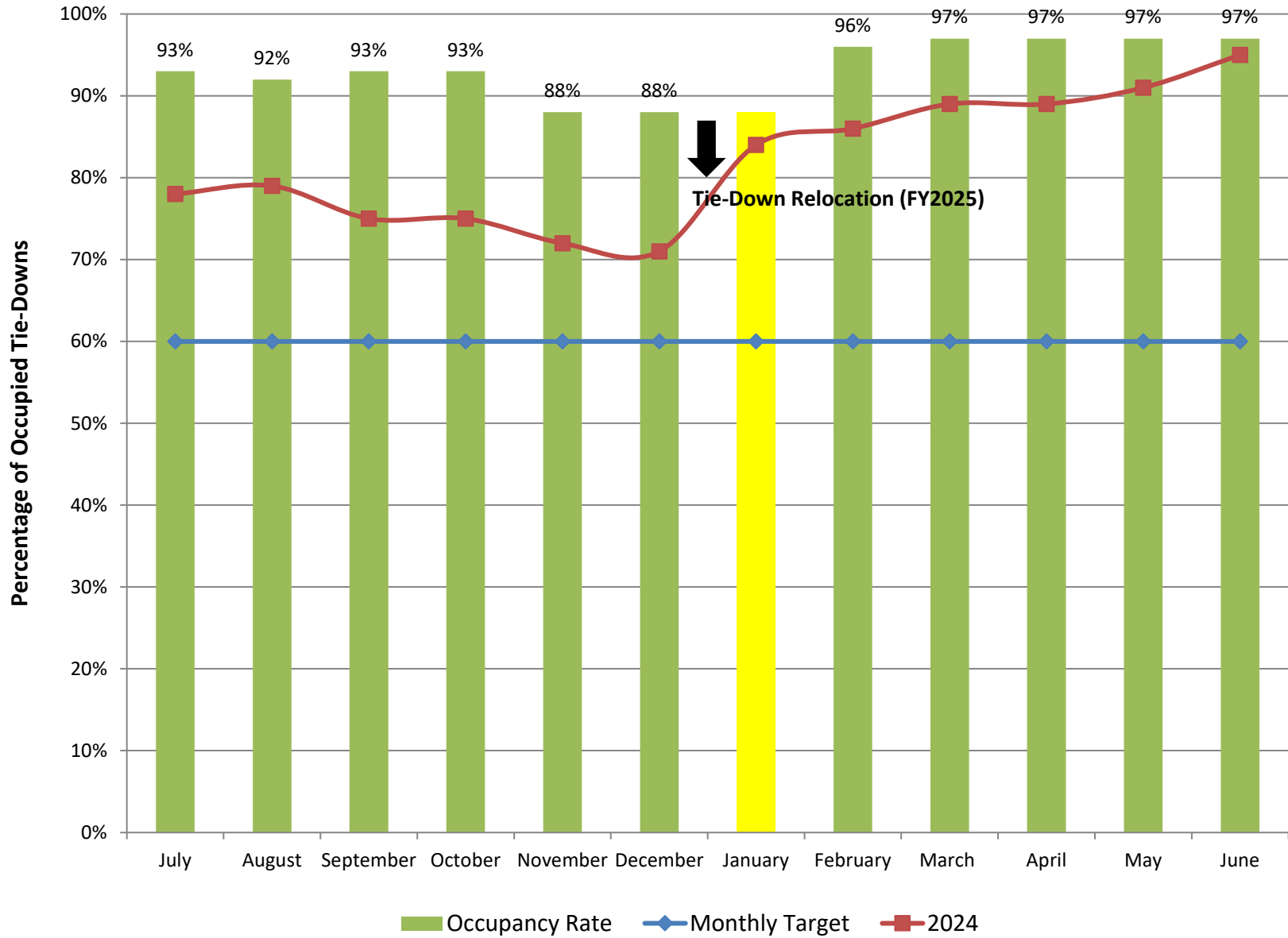
### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-36
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

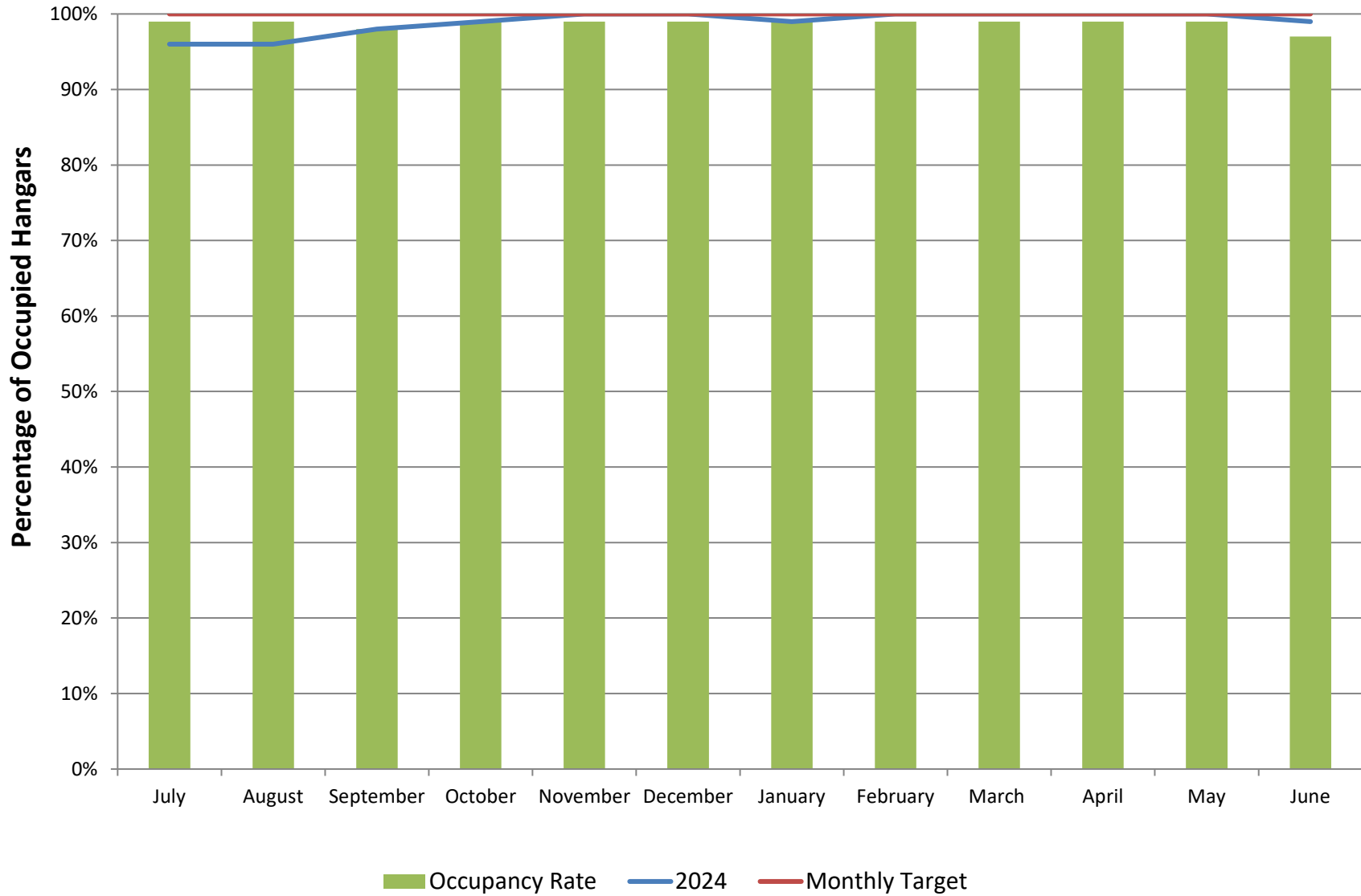
### ATTACHMENTS

- [June 2025 Tie-Down Occupancy.pdf](#)
- [June 2025 Hangar Occupancy.pdf](#)
- [June 2025 Noise.pdf](#)

# FY2025 Tie-Down Occupancy Rates

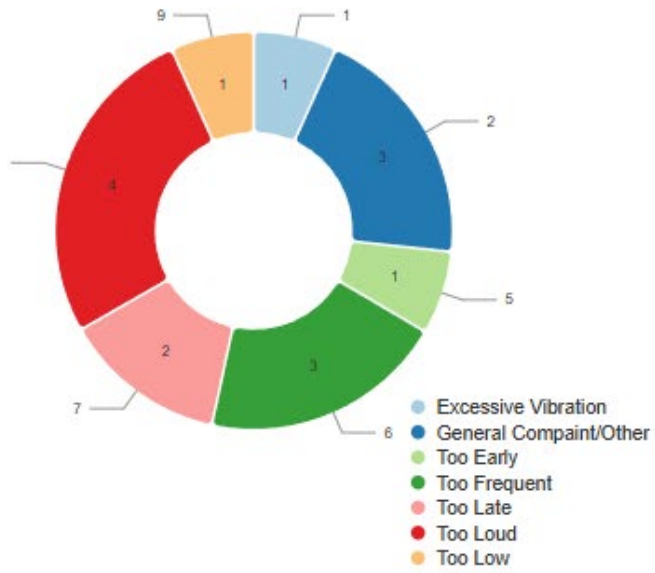


# FY2025 Hangar Occupancy Rates

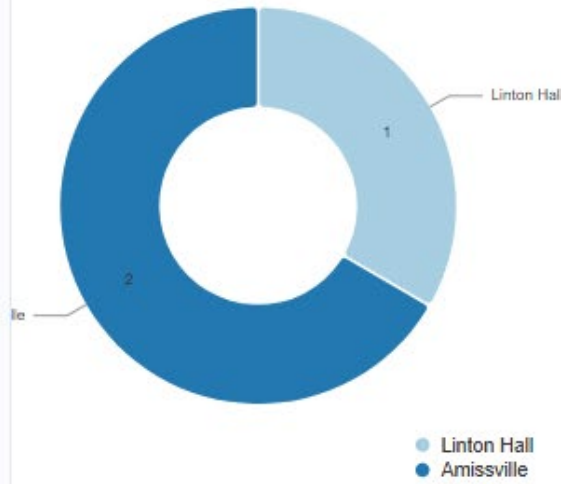


# June 2025 Noise Statistics

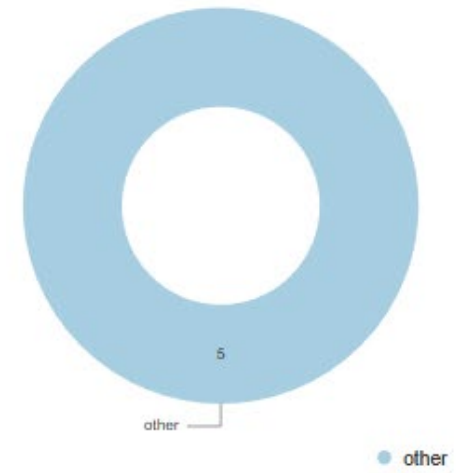
Event Type



City

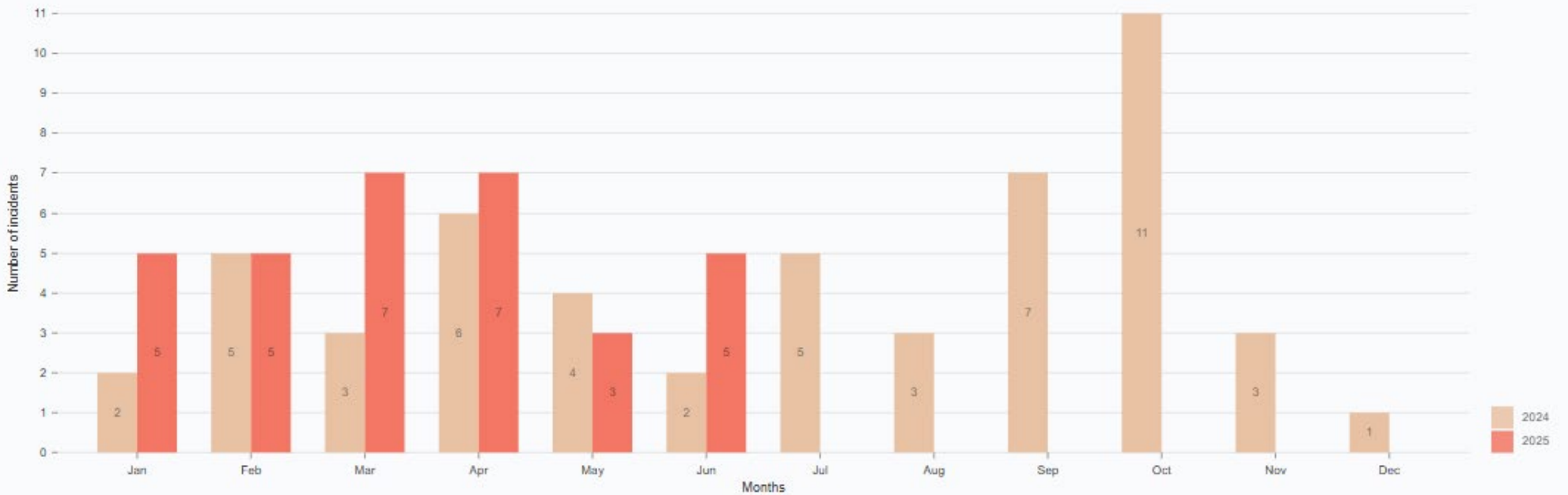


Outlined Surfaces



Total number of Noise Logs

2025 | v



## 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: July 17, 2025

### Item Title

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

### Suggested Action and/or Recommendation

### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-37
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

### ATTACHMENTS

- [Construction Projects 7\\_17.pptx](#)

# Construction Projects

July 2025 Update

## 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.
  - Water line pressure test occurred on 7/8, bacteria testing on 7/14, switchover 7/16-18.
  - Retaining Wall work scheduled to start on 7/21
- Cost to Date: \$2,170,605.97
- Completion: September 1
- Total Days of Project: 295 of 295 days
  - 109% of construction time has elapsed.
  - 74% of work has been completed
- Change Orders: Airport is expecting a change order from Phillips due to being shut down by the gas line relocation.



# ARFF Hangar Remodel

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

- Demolition has started!
- Cost to Date:
  - John Heltzel: \$95,399.63
  - Landivar:
- Completion: December 2025
- Total Days of Project: 180 Days
- Change Orders: Expecting a change order for the doors.



## 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.

- Reviewing bridge report.

- Cost to Date: \$397,796.61
- Completion: 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 a 45% design meeting end of June.
  - Submitting comments on design changes before moving to 55% design
- Cost to Date: \$1,966,843.84
  - Completion: June 25<sup>th</sup> – 45%



# Runway 16L/34R Rehabilitation

The objective of this project will be to rehabilitate the existing runway asphalt pavement & overhaul the associated airfield electrical infrastructure. Grading the Runway Safety Area to be in compliance for FAA standards. Improve drainage along the runway and taxiway connectors.

- Waiting on FAA grant

- Cost to Date: \$
- Completion: 90% - Summer 2026



# Support for Army 250<sup>th</sup> Parade





## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: July 17, 2025

### Item Title

Quarterly Operations/Fuel Reports (Mr. Richard Allabaugh, Sr. Airport Operations Office, 5 minutes)

### Suggested Action and/or Recommendation

### Suggested Motion

**Item Type** Reports / Presentations

**Item ID** 2026-38

**Submitting Department** Manassas Regional Airport

**Drafter** Patty Bibber

**Meeting Body** Manassas Regional Airport  
Commission

**Meeting Date** July 17, 2025

### ATTACHMENTS

- [FuelOperations - Fiscal - July 2025 Update.pptx](#)



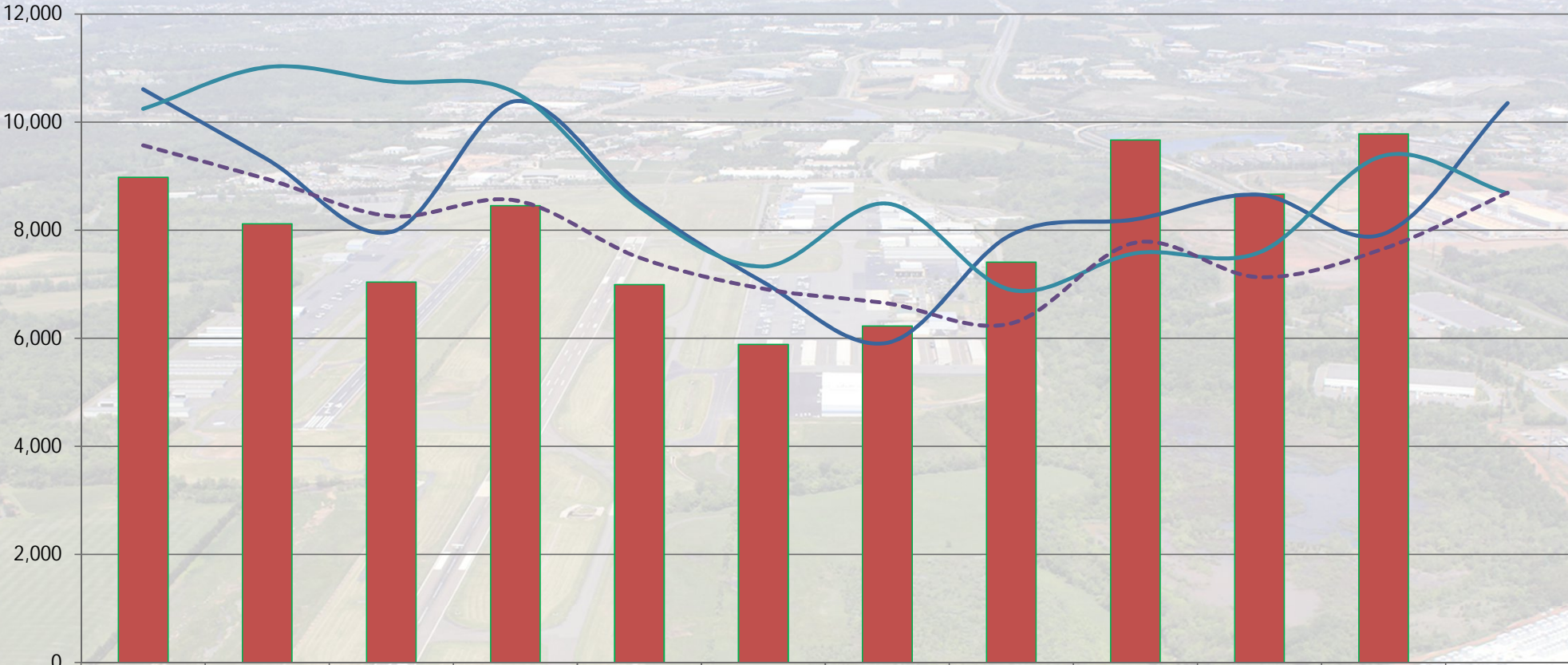
# Fuel Flowage and Aircraft Operations July 2025

OPERATIONS – TOTALS					
Calendar Year	Operations		Fiscal Year	Operations	
2020	74,765		2020	75,316	
2021	105,617		2021	92,784	
2022	109,020		2022	107,270	
2023	102,414		2023	106,919	
2024	94,434		2024	102,777	
2025	41,744		2025	87,211	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
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	52,127	56,893	2022	50,821	56,449
2023	46,414	56,000	2023	49,930	56,989
2024	42,663	51,771	2024	48,564	54,213
2025	19,329	22,415	2025	38,934	48,277

PERCENT CHANGE			
Month	FY2022/FY2023	FY2023/FY2024	FY2024/FY2025
July	1.79%	3.54%	-15.33%
August	17.77%	-15.49%	-12.80%
September	10.69%	-25.88%	-11.66%
October	8.88%	-1.53%	-18.61%
November	-6.38%	0.85%	-17.80%
December	-16.19%	-3.96%	-16.33%
January	17.56%	-30.33%	5.26%
February	-7.44%	14.83%	-6.42%
March	-13.38%	8.31%	17.88%
April	-14.81%	14.03%	0.10%
May	9.20%	-15.43%	23.33%
June	-11.38%	19.22%	
Total	-0.33%	-3.87%	

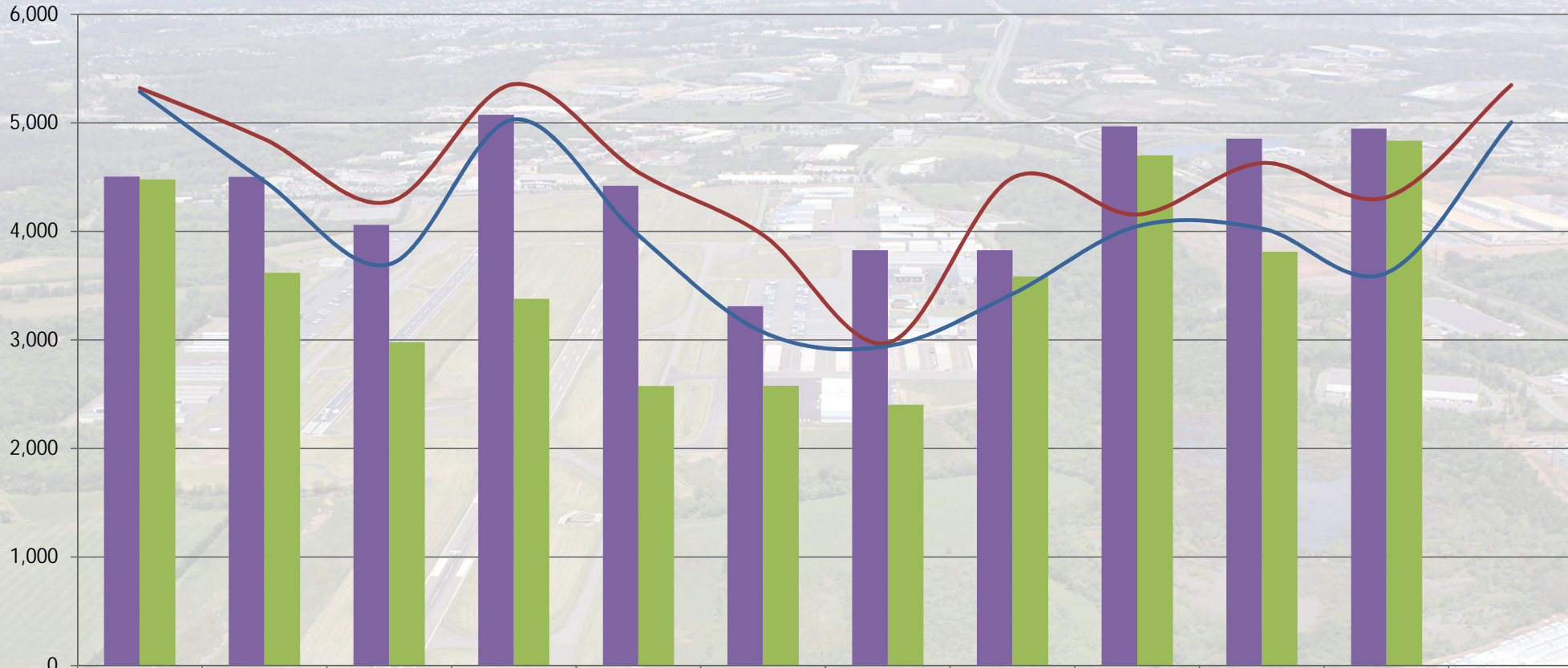
Note - Incomplete Year  
Stats through May 31, 2025

### Monthly Aircraft Operations - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
2025	8,980	8,118	7,038	8,452	6,992	5,887	6,226	7,407	9,667	8,664	9,780	
2024	10,606	9,310	7,967	10,385	8,506	7,036	5,915	7,915	8,201	8,655	7,930	10,351
2023	10,243	11,017	10,749	10,546	8,434	7,326	8,490	6,893	7,572	7,590	9,377	8,682
Average	9,567	8,943	8,258	8,550	7,491	6,915	6,645	6,274	7,769	7,129	7,655	8,690

### Local Vs Itinerant - Fiscal



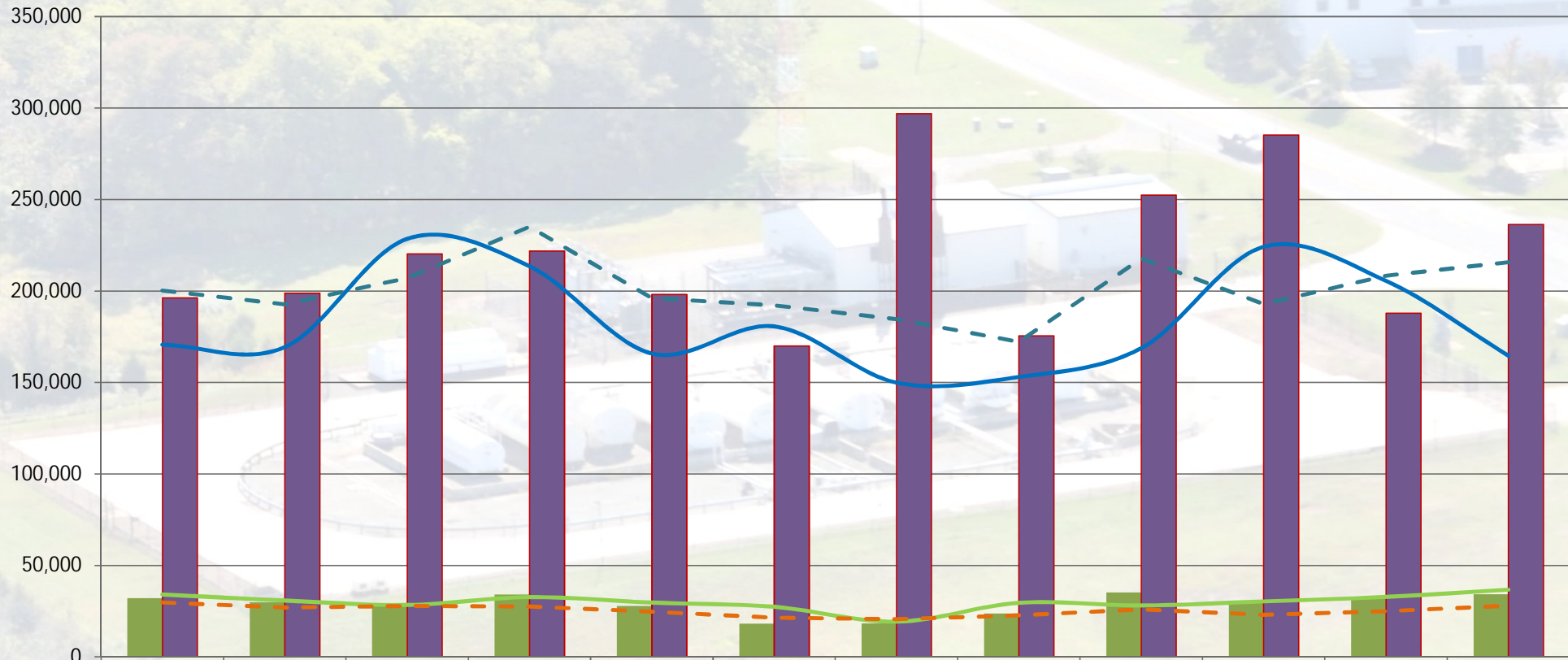
	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2025	4,504	4,500	4,059	5,073	4,417	3,309	3,824	3,824	4,967	4,854	4,946	
Local 2025	4,476	3,618	2,979	3,379	2,575	2,578	2,402	3,583	4,700	3,810	4,834	
Itinerant 2024	5,320	4,849	4,271	5,355	4,544	3,965	2,972	4,492	4,155	4,629	4,314	5,347
Local 2024	5,286	4,461	3,696	5,030	3,962	3,071	2,943	3,423	4,046	4,026	3,616	5,004

## FUEL FLOWAGE – TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
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	517,923	2,327,238	2,845,161	1.76%	2022	505,867	2,341,887	2,847,754	7.06%
2023	558,451	2,201,563	2,760,014	-2.99%	2023	570,246	2,299,142	2,869,388	0.76%
2024	347,816	2,271,164	2,618,980	-5.11%	2024	359,547	2,194,453	2,544,000	-10.99%
2025	314,217	1,295,024	1,609,241		2025	345,980	2,639,647	2,985,627	16.90%

Note - Incomplete Year  
Stats through June 30, 2025

## Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2025	32,022	29,801	29,319	34,127	27,752	18,146	18,273	23,735	35,158	30,515	32,881	34,251
JETA 2025	196,286	198,772	220,228	221,844	198,128	169,961	296,941	175,536	252,488	285,225	187,872	236,366
AVGAS 2024	34,082	30,794	28,361	32,636	29,658	27,367	19,238	29,525	28,085	30,296	32,769	36,736
JETA 2024	170,652	169,317	228,527	213,536	165,821	180,655	149,900	152,981	168,757	224,165	205,534	164,608
Average AVGAS	29,760	26,943	27,824	27,522	24,665	21,438	20,588	22,740	25,898	23,018	25,015	27,910
Average JETA	200,321	192,747	207,094	235,084	196,105	192,091	184,660	172,222	217,774	192,845	208,294	215,695



## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.2  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

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

### Suggested Action and/or Recommendation

### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-39
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

### ATTACHMENTS

- [maint report 7-16-25-2.pptx](#)

---

# Quarterly Maintenance Briefing

---

JULY 17, 2025





## Maintenance items.

---

1. Addressing 139 discrepancies.
2. Air traffic control tower issues.
3. Work order status.
4. New arrivals & losses.
5. Manassas aviation hanger.

# 139 lighting discrepancies

We have some lighting issues to take care of. These include bases without bolts & damaged bases primarily.



# Air traffic control tower issues

1. There are multiple leaks in the roof.
2. Serious problems with the office building bathrooms.
3. Some roofing leaks with the office building.



07/20/2023

QUARTERLY MAINTENANCE BRIEFING – JULY 14, 2025

4

# Work order status

We have been making slow progress on work orders. These past 120 days we have closed 96 airfield workorders & 65 non airfield workorders.

## Airfield Work Orders

### Work Order Summary

45

MAINTENANCE REVIEW

MAINTENANCE REVIEW

1

OPERATIONS REVIEW

96

COMPLETE

## Non-Airfield Work Orders

### Work Order Summary

81

NEW WORK ORDERS

0

IN PROGRESS

7

ON HOLD

65

CLOSED

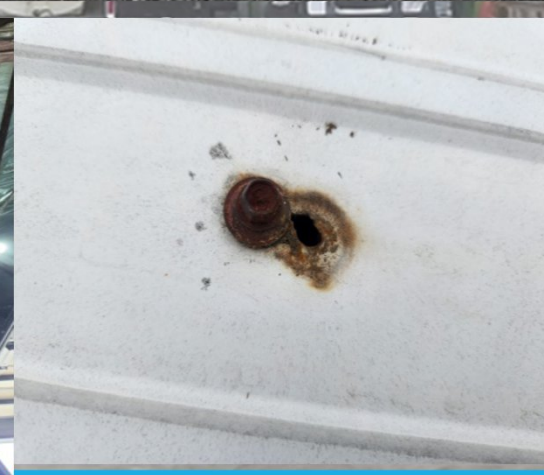
## New arrivals & departures

In the past several months we have received a new Manlift, A new maintenance person (Bradley) & lost another maintenance person (Dalton).



# Manassas Aviation Building

There are a lot of issues with the building. It needs to be evaluated whether it can be repaired at a reasonable cost. It has HVAC issues, heating issues, lighting issues, roof issues & a roll up door issue.





## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.3  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

Quarterly Security Report (Mr. Nick Carr, Security Coordinator, 5 minutes)

### Suggested Action and/or Recommendation

### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-40
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

### ATTACHMENTS

- [Security Program Briefing 7-17-25.pptx](#)



# HEF AIRPORT SECURITY

Thursday July 17 2025

# AIRPORT SECURITY UPDATE

## Completed projects

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



# AIRPORT SECURITY UPDATE

## Completed projects

- Perimeter fence modifications (Frank Marshall Ln)



# AIRPORT SECURITY UPDATE

## Completed projects

- Perimeter fence modifications (Perimeter)
  - Of 23 airport maintained gates, 35% have been decommissioned and replaced with chain link fabric and barbed wire
  - 20% of the remaining gates will be decommissioned during terminal construction

# AIRPORT SECURITY UPDATE

## Completed projects

- Brush cutting on SE perimeter



# AIRPORT SECURITY UPDATE

## Completed projects

- Video Management System
  - Completed April 16
- Access Control System
  - Completed May 29
- CCTV Camera replacement (Phase 1)
  - 90% completed June 23
- Complete integration of systems
  - Systems integrated May 16, final cutover August 4



# AIRPORT SECURITY UPDATE

## Summer projects

- Badging office
- Complete Phase 1 CCTV camera replacements
- Begin Phase 2 CCTV camera replacement and installation
- Outbound reader installations
- EV-2 activation
- Fuel Farm fencing and gate upgrades
- Gate replacements at EV-7 and WV-6

# AIRPORT SECURITY UPDATE

## Postponed projects

- West hangar padlock replacement late summer/early fall
- West hangar entry lever replacements late summer/early fall



# AIRPORT SECURITY UPDATE

## Law Enforcement and Security

- Monthly meetings with City of Manassas Police Captain Petty
- Scheduling roll call meetings over the summer for airport familiarization
- Meetings with Prince William Police and Virginia State Police
- Potential jurisdictional issue with proposed economy lot being across Wakeman Dr and in county territory versus city.

# AIRPORT SECURITY UPDATE

## Spring Security Symposium

- April 23/24
  - Good turnout of both corporate, city tenants, and TSA
  - Fall follow up symposium to be scheduled
  - Terminal building first floor conference room



# QUESTIONS



## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.1  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

Resolution No. 01-26 Manassas Regional Airport Commission July 17, 2025 - that prioritizes certain box hangars as Commercial Use Hangars. (Mr. Juan Rivera, Director 5 minutes)

### Suggested Action and/or Recommendation

#### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-41
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

### ATTACHMENTS

- [Airport Commission RESOLUTION NO 01-26 that priortizes certain box hangars for Commercial Use.doc](#)





## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 6.1  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

Approve Observation Road Name Change (Mrs. Jolene Berry, Asst. Airport Director, 5 minutes)

### Suggested Action and/or Recommendation

### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-42
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025

### ATTACHMENTS

- [Proposed street names 7\\_17\\_25.docx](#)



Proposed street names for new Observation Road:

No concerns

Aviator Avenue

Backups – May have pronunciation issues

Altimeter Court

Propeller Place

Not Recommended – Possible misspelling issue

Amelia Earhart Lane

Eliminated Names – Conflict with existing City/County streets

Foxtrot Lane—One in Nokesville

Tower Vista Road There is a tower PL in PWC

Tower View Road(Drive) – Conflict with Tower Pl.

Wright Way – Conflict with Wright Ln off of Bristow Rd.

Skyrail Avenue—City already have a Skyview

## MANASSAS REGIONAL AIRPORT

10600 Harry J Parrish Blvd | 2<sup>nd</sup> Floor | Manassas, VA | 20110 | Phone 703-361-1882 | [www.flyhef.com](http://www.flyhef.com)





## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 6.2

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: July 17, 2025

### Item Title

Derelict Aircraft Update (Mr. Richard Allabaugh, Sr. Airport Operations Officer, 5 minutes)

### Suggested Action and/or Recommendation

### Suggested Motion

**Item Type** Reports / Presentations

**Submitting Department** Manassas Regional Airport

**Meeting Body** Manassas Regional Airport  
Commission

**Item ID** 2026-43

**Drafter** Patty Bibber

**Meeting Date** July 17, 2025



## Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 6.3  
Submitted by: Patty Bibber  
Submitting Department: Manassas Regional Airport  
Meeting Date: July 17, 2025

### Item Title

Report by WPM Regarding Runway & Taxiway Bridges (Mr. Juan Rivera, Director, 10 minutes)

### Suggested Action and/or Recommendation

### Suggested Motion

<b>Item Type</b> Reports / Presentations	<b>Item ID</b> 2026-44
<b>Submitting Department</b> Manassas Regional Airport	<b>Drafter</b> Patty Bibber
<b>Meeting Body</b> Manassas Regional Airport Commission	<b>Meeting Date</b> July 17, 2025