



City of Manassas, Virginia
Washington Manassas Airport Commission

MINUTES

**Washington Manassas Airport Commission
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard, Manassas, VA 20110
Thursday, September 24, 2026**

The Washington Manassas Airport Commission held its regular meeting in the Washington Manassas Airport, 1st Floor Conference Room on the above date, attended by Chairman Rod Hall; Vice Chairman, Tony McGhee; Member Jakelin Melgar; Member Carla Cox; Member Alison Paylor; Member Phil Smith; Member William Sebesky; Member Kevin Willis

Airport Personnel in attendance: Jolene Berry, Asst. Airport Director; Nick Carr, Security; Richard Allabaugh, Operations Supervisor; Alex Del Valle Mari, Operations; Patty Bibber, Secretary

Chairman Rod Hall called the meeting to order at 7:04 pm.

Vote to Allow Virtual Attendance

Pledge of Allegiance (Stand)

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.

Bob Hepp with Aviation Adventures spoke on the transition changes here at the airport.

1. Approval of Minutes

Vice Chairman Anthony McGhee MOVED to approve the meeting minutes from July 16, 2026, SECONDED BY Commissioner Jakelin Melgar MOVED and CARRIED UNANIMOUSLY

2. Airport Director's Report

- 2.1** NEW ATC TOWER (DESIGN) - The 100% design development documents have been completed. The final design should be completed by mid-April of next year. Bid Advertisement is scheduled for May 4th.
- Bid Advertisement – July 29, 2026
 - Pre-Bid Meeting – August 5, 2026
 - Construction Bid Opening – October 2, 2026
 - Review Bids – October 2, 2026
 - FAA BIL Grant Offer, Received, Executed & NTP – October 2026
- 2.2** RUNWAY 16L-34R REHABILITATION (DESIGN) - The Runway 16L-34R Rehabilitation Project was advertised for bids through the City's Purchasing Department, and we received two bids at the appropriate date and time. The apparent low bidder is Chemung Construction. The Airport received good news from the FAA, they were able to find additional funding so that the Airport will be able to proceed with the entire project (Base bid only or Base Bid plus Additive Bid). We are waiting for the grant offer from the FAA. It is anticipated that the project will start in the spring of 2027.
- 2.3** ARFF STATION RENOVATION - The ARFF station has been completed and ARFF personnel have moved into the building. We are waiting for 3 security cameras to be delivered so that they can be installed in the building.
- 2.4** UPDATE SWPPP AND SPCC PLAN - Delta Airport Consultants is updating the Airport's Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention, Control, and Countermeasure (SPCC) Plan in support of the General Virginia Pollutant Discharge Elimination System (VPDES) permit application that was completed in May. Delta has engaged Bowman as a subconsultant to assist with the updates. The Virginia Department of Environmental Quality (DEQ) conducted a site visit on June 3, 2026, as part of the permitting process.
- The SWPP and SPCC plans will be finalized shortly after the DEQ issues the new VPDES permits. The Airport is expecting a draft VPDES permit from the DEQ in October
- 2.5** TAXIWAY B WIDENING PROJECT (DESIGN) - Delta has completed the 60% design. The Airport staff participated in an in-person "page turn" with Delta on July 23, 2026. The VDOA provide a few comments that have been addressed by Delta. There will be some revisions to some of airfield directional signs.
- 2.6** AIRPORT FINANCIAL CONSULTANTING PROJECTS - The Airport Director has been working with Mr. Matt Townsend from Frasca to continue the process of developing the airport landing fees, as well as the Airline Service Incentive Plan or ASIP. The Director and Frasca have made presentations to Avports regarding the landing fees, as well as two different airlines.
- 2.7** AIRPORT PERSONNEL – All Airport Divisions are fully staffed. The new Airfield Electrician will begin on Monday, September 21st.

- 2.8 RTR REPLACEMENT – The staff received an updated RA form the FAA for their review of the RTR. RS&H has sent the Airport staff the proposal for the RTR design. The staff is working on getting an IFE done. Since this project was not anticipated, staff will have to use some of its fund balance to pay for the design and construction.
- 2.9 OBSERVATION ROAD RELOCATION – (Construction) We are awaiting receipt of third FAA grant so we can prepare the next RFR. RS&H will finish the construction report with AIP number for the third grant (AIP-60?). RS&H are also working on post-construction LOMR with as-built contours from Phillips.
- 2.10 FUEL FARM UPGRADES - The Airport staff received a VDOA grant for this project and have issued RS&H a Purchase Order (P.O.) to start on the project.
- 2.11 SMS IMPLEMENTATION PLAN - The Airport staff worked with the FAA to determine that the Airport will have to move forward with its SMS plan by February of 2027. No funding for this project has been identified at this time, but the Airport may be able to use its Non-primary Entitlements (NPE). That would only be \$150,000, and would not cover the entire cost of the plan.

3. **Presentations**

- 3.1 Quarterly Security Presentation (Nick Carr, Security Coordinator)
- 3.2 Quarterly Operations Presentation (Richard Allabaugh, Operations Supervisor)
- 3.3 DBE Program Presentation Ken Weeden & Associates, Inc. (Kevin Weeden, Senior Vice Present)

4. **New Business**
n/a

5. **Old Business**

- 5.1 Commission Bylaws Second Review (Rod Hall, Chairman)
- 5.2 Retreat Update (Carla Cox, Commission Member)

6. **Consent Agenda**

7. **Airport Commission Members Comments (If Available)**

8. **City Council Liaison Comments (Vice Mayor Mark Wolfe)**

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

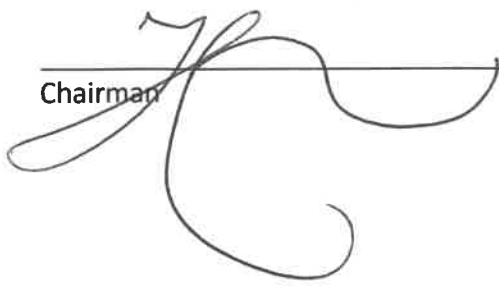
10. **Certification of a Closed Meeting**

Adjournment

Meeting adjourned at 8:49 pm



Secretary



Chairman

10/15/20

Date