



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, November 20, 2025

Call to Order - 7:00 p.m.

Vote to allow virtual attendance (if necessary)

Roll Call

Pledge of Allegiance (Stand)

1. Approval of Minutes

1.1 Approval of Minutes from October 16, 2025
[**Commission Minutes October 16, 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**
[Airport Director's Report November 2025.docx](#)
- 3.2 **Revenue, Expenses, Aging and Billing Reports**
[Revenues as of 11-12-25.xlsx](#)
[Expenses as of 11-12-25.xlsx](#)
[Aging_Report_11-20-25.xlsx](#)
[Bill Sheet as of 11-12-25.xlsx](#)
- 3.3 **Tie-Down, Hangar Occupancy and Noise Report October**
[October 2025 Tie-Down Occupancy.pdf](#)
[October 2025 Hangar Occupancy.pdf](#)
[October 2025 Noise.pdf](#)
- 3.4 **Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 5 mins)**
[Construction Projects 11_20.pptx](#)

4. Presentations

- 4.1 **Quarterly Security Report (Mr. Nick Carr, Security Coordinator, 5 Minutes)**
[Security Program Briefing 11-20-25.pptx](#)
- 4.2 **Quarterly Aircraft Rescue Fire Fighter (ARFF) Report (Mr. Kevin Garber, ARFF Chief, 5 minutes)**
[ARFF Quarterly Presentation.pptx](#)
- 4.3 **Airport Commission Training Video (Mrs. Jolene Berry, Asst. Airport Director, 8 mins)**

<https://photos.app.goo.gl/QEdRcxRz9i8a285g9>

5. New Business

- 5.1 **Approve Lease Renewal for Aviation Adventures for Office and Small Office (Mr. Juan Rivera, Director, 2 minutes)**
[Aviation Adventures Lease Renewal 2025 Rev 1 JER 10.23.25.docx](#)
[Aviation Adventures Small Office 2025 Rev 1 JER 10.23.25.docx](#)
- 5.2 **Approve Lease Renewal for EAA Chapter 186 (Mr. Juan Rivera, Director, 2 minutes)**
[EAA lease 2026.docx](#)
- 5.3 **Approval of Lease Renewal for Piston2Jet (Mr. Juan Rivera, Director, 2 mins)**
[Piston2Jet2026.docx](#)
- 5.4 **FY 2027 CIP Project Review (Mr. Juan Rivera, Director, 10 mins)**
[SKM_C251i25111915140.pdf](#)

- 5.5 **Discuss Airport Name Change**
- 5.6 **Recommend that City Council accept the proposals received for Lots W-1 and W-2, and that they award a franchise to High Flying Hangars of Virginia, LLC for Lot W-2, and a franchise to HEF JPC Hangar, LLC for Lot W-1.**
[Bid for Lots W1 and W2.pptx](#)

- 6. **Old Business**
- 7. **Consent Agenda**
- 8. **Airport Commission Member 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: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Approval of Minutes from October 16, 2025

Suggested Action and/or Recommendation

Suggested Motion

Item Type Minutes

Item ID 2026-431

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Commission Minutes October 16, 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, October 16, 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 Tony McGhee; Member Jakelin Melgar, Member Carla Cox; Member Phil Smith, Member Bob Sweeney, Member Alison Paylor; Member William Sebesky; Member Travis Nembhard.

Virtual Attendance:

Members not present: Member Cheryl Macias

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

Chairman Roderick Hall called the meeting to order at 7:02 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 Bob Sweeney MOVED to approve the meeting minutes from September 18, 2025, SECONDED by Member Travis Nembhard MOVED and CARRIED UNANIMOUSLY

3. Airport Director's Report

3.1 Calendar change for November & December. Move November meeting from 11/13/25 to 11/20/25 and move December meeting from 12/11/25 to 12/18/25

Vice Chairman Anthony McGhee MOVED to change the November Commission meeting from November 13th to November 20th, **SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY**

Vice Chairman Anthony McGhee MOVED to change the December Commission meeting from December 11th to December 18th, **SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY**

3.2 I would like to remind the Commission of several upcoming events:

- **City Council Meeting – October 27:** A street-naming item is included on the agenda.
- **Airport Commission Meeting – November 13:** Would the Commission prefer to move it to **November 20**, which would be the third Thursday of the month?
- **Aviation Career Fair – November 6**
- **Aviation Career Expo – November 7:** Airport staff will participate in the Aviation Career Expo at **Hagerstown Airport**.

3.3 The Airport has received **four proposals** for **Financial Consulting Services**. The review committee currently has the proposals and will meet in the coming weeks to evaluate and score them. The **top two or three firms** will be invited for interviews.

The committee consists of the **Airport Director**, **Assistant Director**, **Kerri Malin (Budget Manager)**, and **Commission Member Alison Paylor**.

3.4 On **Wednesday, October 8**, the Airport hosted the **Governor's Aerospace Advisory Commission (GAAC)**. The meeting was held at **Aurora Flight Sciences**, where members toured the facility before visiting **Electra Aero** for lunch and another tour.

The **Airport Director** also provided a guided tour of the airport, and the meeting concluded at the **terminal building**

3.5 The Airport held its first meeting with **Delta Airport Consultants** regarding the proposed **Snow Removal Equipment (SRE) Building**. Discussions focused on potential locations, cost estimates, and construction timelines for the new facility.

Based on a preliminary review of the **FAA Advisory Circular (A/C)**, the building will need to be approximately **20,000–25,000 square feet**, with an estimated cost between **\$8–10 million**.

I have briefed the **City Manager** on the importance of moving this project forward

3.6 I have discussed the following **Capital Improvement Projects (CIPs)** with the **City Manager** and **Budget Manager** to ensure progress continues:

- **Taxiway B Widening** – Estimated cost: **\$8–9 million**
- **SRE Building** – Estimated cost: **\$8–10 million**

The **Runway and Taxiway Bridge Modification and Improvements** project also remains a top priority. I will notify both the **FAA** and **state officials** of the importance of securing funding for this project in the **FY 2028** timeframe.

According to **WPM's report**, we have a **five-year window** before the recommended modifications must be completed. This timeline will need to be verified through the **third-party review process**.

3.7 The **City of Manassas** will hold its annual **Resident Academy in 2026**. The **Airport** will once again participate, as it has in previous years, to engage residents and share information about airport operations, projects, and future initiatives.

3.8 Currently, the Airport is short **three Maintenance staff members** and **one Operations employee**.

3.9 We had **two no-shows** for interviews this week but have **additional interviews scheduled** for next week as we continue recruitment efforts.

3.10 Airport Operations

- Staff is assisting **Avports** with the **Mussel Survey**, taking place **October 16–23**.
- Overseeing **striping and crack sealing** this week and next—these are the final items remaining on our **FAA discrepancy list**.
- The **year-long Wildlife Assessment** kicked off today and will continue over the next twelve months.
- Our **Assistant Director** has completed the **Title VI Program Plan**, which, although not required, demonstrates our commitment to compliance and best practices. Many thanks to **Jolene** for preparing this document.

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

4. Presentations

4.1 AvPorts Presentation (Marks Ricks, CEO AvPorts)

4.2 Quarterly Operations/Fuel Reports (Mr. Richard Allabaugh, Sr. Airports Operations Officer)

5. New Business

5.1 Approval of VRE Lease Agreement (Mr. Juan Rivera, Airport Director)

Member Alison Paylor MOVED to approve the Lease agreement between VRE and the City SECONDED by Member Bob Sweeney MOVED and CARRIED UNANIMOUSLY

6. Old Business

6.1 Approve Hangar Waiting List Policy (Mrs. Jolene Berry, Asst. Airport Director)

Member Carla Cox MOVED to approve the hangar wait list policy SECONDED by Member Phil Smith MOVED and CARRIED UNANIMOUSLY

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

Meeting adjourned at 9:01 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: November 20, 2025

Item Title

Airport Director's Report

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-420

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

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

Airport Director's Office

Juan E. Rivera

Memorandum

November 17, 2025

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR OCTOBER 2025

HANGARS OCCUPANCY RATE (T-Hangar & Box)

East Hangars: 94 out of 97 Rented

97% Rented – 1 vacancy.

West Hangars: 57 out of 59 Rented

97% Rented – No change.

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

Waiting List

East Side 208

West Side 179

Box Hangar 26

Total on List 245 (Unique Names)

TIE-DOWN OCCUPANCY RATE (East & West)

No change.

154 out of 154 Rented – 98% 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

There are four (4) aircraft that still haven't been moved from the August auction. Staff has worked with the owner to execute a lease agreement while the party acquires a title to the aircraft.

No additional issues or squatters at this time.

NOISE COMPLAINTS FOR SEPTEMBER

There was 1 noise complaints recorded in October.

Breakout of Noise Complaints:

Airport Director's Office

Juan E. Rivera

1 – Aircraft Overflight

0 – Jet

0 – Helicopter

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.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

Phillips Construction Company reported that the new road will open the week of November 17th. The contractor has reached substantial completion. It is anticipated that the project will be completed underbudget.

RUNWAY AND TAXIWAY BRIDGE EVALUATION BY AVPORTS

Walter P. Moore completed the Forensic Analysis of the Runway and Taxiway bridges. The Airport Director is waiting for the third-party review of the report to confirm the data. It is expected that the report will be completed by the mid-November.

NEW ATC TOWER (DESIGN) No Change from Last Report

RS&H is working on the final design. The schedule is as follows:

- 70% Design Development – November 20, 2025
- 95% Construction Documents – February 26, 2026
- 100% Issue for Bid Documents – March 13, 2026
- Pre-Bid Meeting – May 12, 2026
- Construction Bid Opening – June 4, 2026
- Review Bids – June 5-30, 2026
- FAA BIL Grant Offer, Received and Executed – July 1, 2026

NEW AIRPORT WEBSITE

The new website is now live. If any Commission Member has any questions or comments, please let the Director know.

RUNWAY 16L-34R REHABILITATION (DESIGN)

RS&H has started the design effort of the 16L/34R Runway Rehabilitation project and has reached 30% design. A 30% design review meeting with the FAA, State and Airport Staff was held on November 17, 2025 with RS&H's design team.

ARFF STATION RENOVATION

The contractor has completed all of the concrete work, plumbing, and electrical work that was needed prior starting the walls and 2nd floor. The walls for the 1st and 2nd floor were started the week of November 10th. The contractor anticipates being substantially complete by December 24th.

Airport Director's Office

Juan E. Rivera

EA FOR NEW AIRPORT ATC TOWER

The FAA has delayed the approval to advertise the EA to the public until the RTR location is determined. The Airport is coordinating with the FAA to relocate the RTR that is located on the existing tower. We have requested that the FAA allow the relocation of the RTR be placed in the EA so we do not have to do a separate environmental process. A site has been tentatively approved by the FAA.

AIRPORT FINANCIAL CONSULTANTING PROPOSALS

The Airport Director received four proposals to provide the Airport with financial consulting. A committee consisting of the Airport Director, Assistant Director, Kerri Maline, Budget Analyst II and Alison Paylor. The Airport Commission will receive a recommendation from the review committee and the Commission will approve the recommendation. The scope of work consists of:

- Grant Consulting (FAA & State)
- b. Airport Revenue Analysis
- c. Airline Rates and Charges Consulting
- d. Passenger Facility Charge (PFC) Applications and Analyses
- e. Landing Fee Calculations and Methodology
- f. Business & Property Development Consulting
- g. Financial Reporting & Accounting Services Consulting (FAA Forms 5100-126 & 127)
- h. Financial Planning & Analysis Consulting
- i. Annual Airport Financial Report
- j. Presentations to City Council and Airport Commission
- k. Miscellaneous Airport Financial Consulting matters

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: November 20, 2025

Item Title

Revenue, Expenses, Aging and Billing Reports

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-421

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Revenues as of 11-12-25.xlsx](#)
- [Expenses as of 11-12-25.xlsx](#)
- [Aging_Report_11-20-25.xlsx](#)
- [Bill Sheet as of 11-12-25.xlsx](#)

Revenues as of 11/12/25

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNFS/ADJ	REV BUDGET	YTD EXP	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	0	0	0	-35,432.91	35,433	100.00
57097400	315003	Interest on Investment	0	0	0	-358,211.90	358,212	100.00
57097400	315200	Leases and Rents	-3,629,200	0	-3,629,200	-1,292,300.29	-2,336,900	35.60
57097400	315204	Hangar Rentals	-998,800	0	-998,800	-358,316.41	-640,484	35.90
57097400	Total 57097400 Use of Money & Property		-4,628,000	0	-4,628,000	-2,044,261.51	-2,583,738	44.20
57097600	317502	Remain Overnight Fees	-1,000	0	-1,000	0.00	-1,000	0.00
57097600	317510	Airport Tie-Down Fees	-142,000	0	-142,000	-49,651.39	-92,349	35.00
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-118,298.76	-136,701	46.40
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-26,985.78	-28,014	49.10
57097600	317531	Fingerprinting/Background Fees	-30,500	0	-30,500	0.00	-30,500	0.00
57097600	317532	Airport Security Fees	-3,500	0	-3,500	0.00	-3,500	0.00
57097600	317533	Airport ID Badge Fees	-19,500	0	-19,500	0.00	-19,500	0.00
57097600	317534	Lost/Stolen Badge Replacement	-500	0	-500	-20.00	-480	4.00
57097600	317535	Airport Car Rental Revenue	-30,000	0	-30,000	-12,688.33	-17,312	42.30
57097600	Total 57097600 Airport Charges		-537,000	0	-537,000	-207,644.26	-329,356	38.70
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-872.45	-1,628	34.90
57097700	318070	Avports Reimb-ARFF Ops	-600,000	0	-600,000	0.00	-600,000	0.00
57097700	318071	Avports Reimb-Security Program	-650,000	0	-650,000	41,919.55	-691,920	-6.40
57097700	318072	Avports Reimb-AOC Part 139Cert	-510,000	0	-510,000	0.00	-510,000	0.00
57097700	318426	Card Replacement Fees	0	0	0	-100.00	100	100.00
57097700	318650	Airport Commercial Op Permit	-5,500	0	-5,500	-4,180.00	-1,320	76.00
57097700	Total 57097700 Other Local Rev-General		-1,768,000	0	-1,768,000	36,767.10	-1,804,767	-2.10
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-6,490.00	-9,510	40.60
57098200	332011	FAA Tower Reimbursements	-34,000	0	-34,000	-10,314.10	-23,686	30.30
57098200	Total 57098200 Federal Non-Categorize		-50,000	0	-50,000	-16,804.10	-33,196	33.60
57099100	346400	Contr Surplus-Net Position	0	-985,456	-985,456	0.00	-985,456	0.00
57099100	346500	Contr Surplus-Encumbrances	0	-158,358	-158,358	0.00	-158,358	0.00
57099100	Total 57099100 OFS-Contributions		0	-1,143,814	-1,143,814	0.00	-1,143,814	0.00
		Revenue Total	-6,983,000	-1,143,814	-8,126,814	-2,231,942.77	-5,894,871	27.50

Expenses as of 11/12/25

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	890,000	0	890,000	269,848.43	0.00	620,152	30.30
57003703	411075	S&W-Housing Stipend	3,500	0	3,500	0.00	0.00	3,500	0.00
57003703	412000	S&W-On-Call	30,000	0	30,000	10,140.74	0.00	19,859	33.80
57003703	416000	S&W-Overtime	30,000	0	30,000	8,509.70	0.00	21,490	28.40
57003703	416010	Hours Worked on a Holiday	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	416015	Call-Back Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	420000	Employee Benefits	355,000	0	355,000	0.00	0.00	355,000	0.00
57003703	420002	Deferred Compensation	0	0	0	2,673.52	0.00	-2,674	100.00
57003703	420004	FICA	0	0	0	20,946.00	0.00	-20,946	100.00
57003703	420006	Virginia Retirement System	0	0	0	41,117.90	0.00	-41,118	100.00
57003703	420008	Group Health	0	0	0	26,043.68	0.00	-26,044	100.00
57003703	420010	Worker's Compensation	0	0	0	2,067.05	0.00	-2,067	100.00
57003703	420012	Group Term Life Insurance	0	0	0	3,255.03	0.00	-3,255	100.00
57003703	420014	Long Term Disability	0	0	0	1,075.78	0.00	-1,076	100.00
57003703	420016	Unemployment	0	0	0	0.19	0.00	0	100.00
57003703	420031	Car Allowance	6,100	0	6,100	2,053.85	0.00	4,046	33.70
57003703	431000	Professional Services	180,000	6,318	186,318	3,491.83	46,971.55	135,854	27.10
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	435000	Print Bind Photo Services	6,000	0	6,000	1,043.27	0.00	4,957	17.40
57003703	436000	Advertising Services	65,000	0	65,000	1,187.99	0.00	63,812	1.80
57003703	439000	Other Purchased Services	40,000	39,919	79,919	37,757.72	15,664.00	26,497	66.80
57003703	441000	Information Technology Charges	73,510	0	73,510	30,628.00	0.00	42,882	41.70
57003703	441005	Phones and Voicemail Charges	36,140	0	36,140	15,056.00	0.00	21,084	41.70
57003703	441045	GIS/Data Services Charges	17,370	0	17,370	7,234.00	0.00	10,136	41.60
57003703	441050	IT Purchases Mid-Year	8,000	0	8,000	1,055.54	0.00	6,944	13.20
57003703	442000	Motor Vehicle Charges	86,180	0	86,180	35,906.00	0.00	50,274	41.70
57003703	444000	Cost Allocation Charges	220,000	0	220,000	91,669.00	0.00	128,331	41.70
57003703	447000	Radio Charges	1,560	0	1,560	650.00	0.00	910	41.70
57003703	451001	Utilities	30,000	0	30,000	938.12	0.00	29,062	3.10
57003703	451002	City Utility Charges	145,000	0	145,000	38,842.51	0.00	106,157	26.80
57003703	452003	Cell Phone Charges	6,000	0	6,000	2,102.33	0.00	3,898	35.00
57003703	452007	Cable/Satellite TV Service	2,000	0	2,000	1,099.49	0.00	901	55.00
57003703	452008	Telephone Service Charges	500	0	500	30.75	0.00	469	6.20

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	452009	Long Distance Charges	100	0	100	15.43	0.00	85	15.40
57003703	453000	Insurance	100,000	0	100,000	44,111.00	0.00	55,889	44.10
57003703	454001	Operating Leases	3,500	0	3,500	915.15	1,281.21	1,304	62.80
57003703	455001	Mileage	1,000	0	1,000	278.88	0.00	721	27.90
57003703	455002	Training and Travel	24,000	0	24,000	3,098.98	0.00	20,901	12.90
57003703	455005	Meeting / Business Expense	7,000	0	7,000	137.38	0.00	6,863	2.00
57003703	458000	Dues Memberships & Other Exp	7,000	0	7,000	2,254.00	0.00	4,746	32.20
57003703	458099	Miscellaneous Expense--Airport	50,000	0	50,000	0.00	0.00	50,000	0.00
57003703	461000	Office Supplies	4,000	0	4,000	1,208.00	926.76	1,865	53.40
57003703	462000	Other Supplies	19,000	0	19,000	2,522.03	0.00	16,478	13.30
57003703	463000	Books and Subscriptions	3,000	0	3,000	5,748.00	0.00	-2,748	191.60
57003703	464000	Uniforms and Safety Apparel	8,000	0	8,000	656.95	0.00	7,343	8.20
57003703	Total 57003703 Airport Operations		2,491,960	46,237	2,538,197	717,370.22	64,843.52	1,755,983	30.80
57003710	433000	Maintenance Services	65,000	0	65,000	10,602.40	0.00	54,398	16.30
57003710	433001	Refuse Collection Services	6,200	0	6,200	2,071.00	1,551.00	2,578	58.40
57003710	433003	Janitorial Services	50,000	0	50,000	16,134.56	0.04	33,865	32.30
57003710	433006	Mowing Services	30,000	10,760	40,760	12,982.98	22,705.91	5,071	87.60
57003710	433008	HVAC	20,000	0	20,000	0.00	0.00	20,000	0.00
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	0.00	0.00	30,000	0.00
57003710	433012	Airfield Lighting Maintenance	45,000	0	45,000	4,212.15	0.00	40,788	9.40
57003710	433014	Elevator Inspections	2,500	0	2,500	1,048.75	0.00	1,451	42.00
57003710	433015	Vehicle/Apparatus Maintenance	50,000	0	50,000	250.00	15,027.94	34,722	30.60
57003710	439000	Other Purchased Services	45,000	0	45,000	10,208.20	0.00	34,792	22.70
57003710	439004	Paving Services	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	439008	Hazmat Disposal	18,000	0	18,000	0.00	0.00	18,000	0.00
57003710	439014	Security Services	104,590	0	104,590	38,229.32	37,671.68	28,689	72.60
57003710	454004	Miscellaneous Rentals	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	462000	Other Supplies	20,000	0	20,000	9,998.25	0.00	10,002	50.00
57003710	462001	Tools	20,000	0	20,000	7,338.49	0.00	12,662	36.70
57003710	462044	Airfield Lighting Supplies	25,000	0	25,000	6,807.48	0.00	18,193	27.20
57003710	462046	Airport Hanger Supplies	15,000	0	15,000	990.78	0.00	14,009	6.60
57003710	462047	Airfield Supplies	50,000	0	50,000	408.72	0.00	49,591	0.80
57003710	462048	Security Supplies	35,000	0	35,000	6,313.26	0.00	28,687	18.00
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	2,574.58	0.00	925	73.60

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003710	466000	Building and Repair Materials	45,000	0	45,000	63.69	0.00	44,936	0.10
57003710	467000	Fuels/Oils/Lubricants	13,000	0	13,000	4,101.14	0.00	8,899	31.50
57003710	468000	Vehicle/Equipment Parts/Supp	20,000	11,813	31,813	21,018.84	0.00	10,794	66.10
57003710	471000	Equipment & Machinery Purch	378,000	89,549	467,549	89,548.68	315,897.20	62,103	86.70
57003710	Total 57003710 Airport Maintenance		1,123,790	112,121	1,235,911	244,903.27	392,853.77	598,154	51.60
57003711	433000	Maintenance Services	10,000	0	10,000	720.00	0.00	9,280	7.20
57003711	433008	HVAC	6,000	0	6,000	0.00	0.00	6,000	0.00
57003711	433009	Elevator Services	2,000	0	2,000	0.00	0.00	2,000	0.00
57003711	433014	Elevator Inspections	2,500	0	2,500	470.00	0.00	2,030	18.80
57003711	462000	Other Supplies	25,000	0	25,000	465.71	0.00	24,534	1.90
57003711	Total 57003711 FAA Tower Nonreimbursables		45,500	0	45,500	1,655.71	0.00	43,844	3.60
57003712	433000	Maintenance Services	12,000	0	12,000	3,067.63	0.00	8,932	25.60
57003712	451002	City Utility Charges	21,000	0	21,000	5,002.10	0.00	15,998	23.80
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	74.17	0.00	926	7.40
57003712	Total 57003712 FAA Tower Reimbursables		34,000	0	34,000	8,143.90	0.00	25,856	24.00
57003713	416000	S&W-Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003713	431003	Marketing	600	0	600	0.00	0.00	600	0.00
57003713	433003	Janitorial Services	500	0	500	0.00	0.00	500	0.00
57003713	439000	Other Purchased Services	5,000	0	5,000	0.00	0.00	5,000	0.00
57003713	439014	Security Services	1,000	0	1,000	0.00	0.00	1,000	0.00
57003713	462000	Other Supplies	7,000	0	7,000	0.00	0.00	7,000	0.00
57003713	Total 57003713 Airport-Special Projects		15,100	0	15,100	0.00	0.00	15,100	0.00
57003717	439000	Other Purchased Services	770,000	0	770,000	220,364.79	0.00	549,635	28.60
57003717	462000	Other Supplies	20,000	0	20,000	8,758.41	0.00	11,242	43.80
57003717	467000	Fuels/Oils/Lubricants	5,000	0	5,000	0.00	0.00	5,000	0.00
57003717	473000	Motor Vehicle Purchases	15,000	0	15,000	5,552.07	0.00	9,448	37.00
57003717	Total 57003717 Airport-ARFF Operations		810,000	0	810,000	234,675.27	0.00	575,325	29.00
57003718	411000	Salaries and Wages	95,000	0	95,000	31,592.30	0.00	63,408	33.30
57003718	416000	S&W-Overtime	0	0	0	465.99	0.00	-466	100.00
57003718	420000	Employee Benefits	40,000	0	40,000	0.00	0.00	40,000	0.00
57003718	420002	Deferred Compensation	0	0	0	315.95	0.00	-316	100.00
57003718	420004	FICA	0	0	0	2,359.39	0.00	-2,359	100.00
57003718	420006	Virginia Retirement System	0	0	0	5,379.26	0.00	-5,379	100.00
57003718	420008	Group Health	0	0	0	5,485.60	0.00	-5,486	100.00
57003718	420010	Worker's Compensation	0	0	0	17.11	0.00	-17	100.00
57003718	420012	Group Term Life Insurance	0	0	0	378.62	0.00	-379	100.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJMTS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003718	420014	Long Term Disability	0	0	0	179.65	0.00	-180	100.00
57003718	439014	Security Services	677,450	0	677,450	300.00	9,720.00	667,430	1.50
57003718	441050	IT Purchases Mid-Year	2,000	0	2,000	0.00	0.00	2,000	0.00
57003718	462039	Computer Software	17,000	0	17,000	0.00	0.00	17,000	0.00
57003718	462048	Security Supplies	31,000	0	31,000	0.00	0.00	31,000	0.00
57003718	Total 57003718 Airport-Security Program		862,450	0	862,450	46,473.87	9,720.00	806,256	6.50
57003719	411000	Salaries and Wages	260,000	0	260,000	17,780.13	0.00	242,220	6.80
57003719	412000	S&W-On-Call	0	0	0	396.25	0.00	-396	100.00
57003719	416000	S&W-Overtime	0	0	0	1,342.14	0.00	-1,342	100.00
57003719	420000	Employee Benefits	100,000	0	100,000	0.00	0.00	100,000	0.00
57003719	420002	Deferred Compensation	0	0	0	551.88	0.00	-552	100.00
57003719	420004	FICA	0	0	0	1,522.44	0.00	-1,522	100.00
57003719	420006	Virginia Retirement System	0	0	0	2,774.95	0.00	-2,775	100.00
57003719	420008	Group Health	0	0	0	2,606.59	0.00	-2,607	100.00
57003719	420010	Worker's Compensation	0	0	0	9.06	0.00	-9	100.00
57003719	420012	Group Term Life Insurance	0	0	0	198.69	0.00	-199	100.00
57003719	420014	Long Term Disability	0	0	0	94.20	0.00	-94	100.00
57003719	420016	Unemployment	0	0	0	6.50	0.00	-7	100.00
57003719	441050	IT Purchases Mid-Year	2,000	0	2,000	1,055.54	0.00	944	52.80
57003719	455002	Training and Travel	15,000	0	15,000	0.00	0.00	15,000	0.00
57003719	Total 57003719 Airport-AOC Part 139		377,000	0	377,000	28,338.37	0.00	348,662	7.50
57003793	462000	Other Supplies	250,000	0	250,000	0.00	0.00	250,000	0.00
57003793	481001	Principal - Bonds Payable	205,000	0	205,000	205,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	3,000	0	3,000	3,075.00	0.00	-75	102.50
57003793	492575	Transfer to Airport Capital	325,000	985,456	1,310,456	1,210,456.00	0.00	100,000	92.40
57003793	496004	Contrib to Net Position	440,200	0	440,200	0.00	0.00	440,200	0.00
57003793	Total 57003793 Airprt Capex-Finance		1,223,200	985,456	2,208,656	1,418,531.00	0.00	790,125	64.20
		Expense Total	6,983,000	1,143,814	8,126,814	2,700,091.61	467,417.29	4,959,305	39.00

Aging Report as of 11/20/2025

Cust #	Customer Name	Bill #	Bill Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due
36063	ANDERSON AIR SRVCS LLC	5998	06/06/2025	\$680.00	\$0.00	\$187.00	\$0.00	\$0.00	\$0.00	\$493.00	\$0.00
36589	REITER, SCOTT	107803	10/01/2025	\$428.40	\$30.00	\$0.00	\$458.40	\$0.00	\$0.00	\$0.00	\$0.00

36063	ANDERSON AIR SRVCS LLC	Paying for his COP monthly - insurance renewed for a year
36589	REITER, SCOTT	Emailed 11/7/25 - tenant is now locked out of his hangar for non-payment

Bankruptcy

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due
42215	AMERICAN HELICOPTERS	112912	07/01/2024	\$1,854.45	\$0.00	\$1,005.93	\$0.00	\$0.00	\$0.00	\$848.52	\$0.00
42215	AMERICAN HELICOPTERS	112901	07/31/2024	\$1,854.45	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,884.45	\$0.00
42215	AMERICAN HELICOPTERS	112902	08/31/2024	\$1,854.45	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,884.45	\$0.00
42215	AMERICAN HELICOPTERS	112903	10/01/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00
42215	AMERICAN HELICOPTERS	112904	10/31/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00
42215	AMERICAN HELICOPTERS	112905	12/01/2024	\$1,854.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,854.45	\$0.00
42744	AMERICAN AVIATION SVCS	96412	07/01/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00
42744	AMERICAN AVIATION SVCS	113112	07/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00
42744	AMERICAN AVIATION SVCS	96401	07/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00
42744	AMERICAN AVIATION SVCS	96402	08/31/2024	\$6,623.85	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,653.85	\$0.00
42744	AMERICAN AVIATION SVCS	96403	10/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00
42744	AMERICAN AVIATION SVCS	96404	10/31/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00
42744	AMERICAN AVIATION SVCS	96405	12/01/2024	\$6,623.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,623.85	\$0.00
42744	AMERICAN AVIATION SVCS	113101	07/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00
42744	AMERICAN AVIATION SVCS	113102	08/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00
42744	AMERICAN AVIATION SVCS	113103	10/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00
42744	AMERICAN AVIATION SVCS	113104	10/31/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00
42744	AMERICAN AVIATION SVCS	113105	12/01/2024	\$1,130.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00

Due
\$493.00
\$458.40
\$951.40

Due Now
\$848.52
\$1,884.45
\$1,884.45
\$1,854.45
\$1,854.45
\$1,854.45
\$6,653.85
\$1,140.00
\$6,653.85
\$6,653.85
\$6,623.85
\$6,623.85
\$6,623.85
\$1,140.00
\$1,140.00
\$1,140.00
\$1,140.00
\$1,140.00
\$56,853.87

Bill Sheet as of 11/12/25

Vendor	Description	Net Amount
A R C WATER TREATMENT	10/25 Water Treatment Service	208.00
A& ASSOCIATES INC	Airport Security Services	9,417.92
ACME TECHNICAL GROUP	CCTV Camera Upgrades	10,566.00
AM ASSOC OF AIRPORT EXEC AAAE	Membership for Juan/Nick/Richard	975.00
AMERICAN DISPOSAL SVCS, INC	Disposal Service for the Airport	517.00
ASSOCIATED BUILDING MAINTENANCE	Custodial Services for the Airport Sept.	4,759.59
ATLANTIC EMERGENCY SOLUTIONS	Fan	4,074.00
AUSTIN ELECTRICAL CONST INC	Quarterly Maintenance Inspection	3,500.00
CINTAS CORP. #145	Tower Mats/Mats/Misc	965.54
EDWARDS BUSINESS MACHINES INC	11/01-11/30/2025 Airport Copier SN#ADXM013000647	214.53
FANNON PETROLEUM SERVICES INC	Off Rd Dyed Diesel	2,019.87
HASCO INC	Holdshort Markings Taxiway B	16,103.00
IRIS GROUP HOLDINGS LLC	Nov Panic Monitoring	35.11
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	10/10/25 on call architectural services	3,128.00
JOINER LABS LLC	Water Testing	3,915.00
K&M ROOFING & CONTRACTING LLC	Roof Repairs for Tower	10,425.00
MARK A WOODY	mileage NIMS class	100.80
NATIONAL BUSINESS AVIATION ASSOCIATION	NBAA Membership Juan	499.00
NOBLEFRAME LLC	Training Video Production	3,095.00
ORKIN EXTERMINATING CO INC	Quarterly Pest Control prepay	906.24
ORKIN EXTERMINATING CO INC	Fly lights and service for Wasps	1,472.60
PHILLIPS CONSTRUCTION LLC	8/31/25 Observation Road Relocation Construction	241,536.87
PRO-TEC FIRE SERVICES INC	9/25 Monthly ARFF Services	58,068.24
RENT-A-JOHN OF VIRGINIA LLC	Porta Potties on the West Side	185.00
REYNOLDS SMITH & HILLS INC	10/3/25 Enviro Assessment for ATCT PO #2	6,000.00
REYNOLDS SMITH & HILLS INC	10/10/25 Obser Rd Proj	19,349.53
REYNOLDS SMITH & HILLS INC	9/5/25 RW 16L-34R & TW B Replacement 50% Design	124,095.42
REYNOLDS SMITH & HILLS INC	9/26/25 Final Design & Bidding Phase Services	49,108.50
ROBERTS OXYGEN CO INC	Nitrogen	40.40
TRIVERA INTERACTIVE INC	Ann Website Hosting Agrmt/Webstie Development	10,432.00
U S PLANTS INC	Plant Maintenance	126.00
USDA APHIS WS	Labor/Supplies/Materials/Support	1,086.83
VIRTOWER LLC	Virtual Tower Airport Operations Tracking	500.00
WEWERKA CONSTRUCTION MANAGEMENT INC	Airport Mowing Services July/Sep	8,655.32
WHITLOCK DALRYMPLE POSTON INC	9/30/25 Special Inspections & Materials Testing	2,290.00
		598,371.31



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.3

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Tie-Down, Hangar Occupancy and Noise Report October

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-422

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

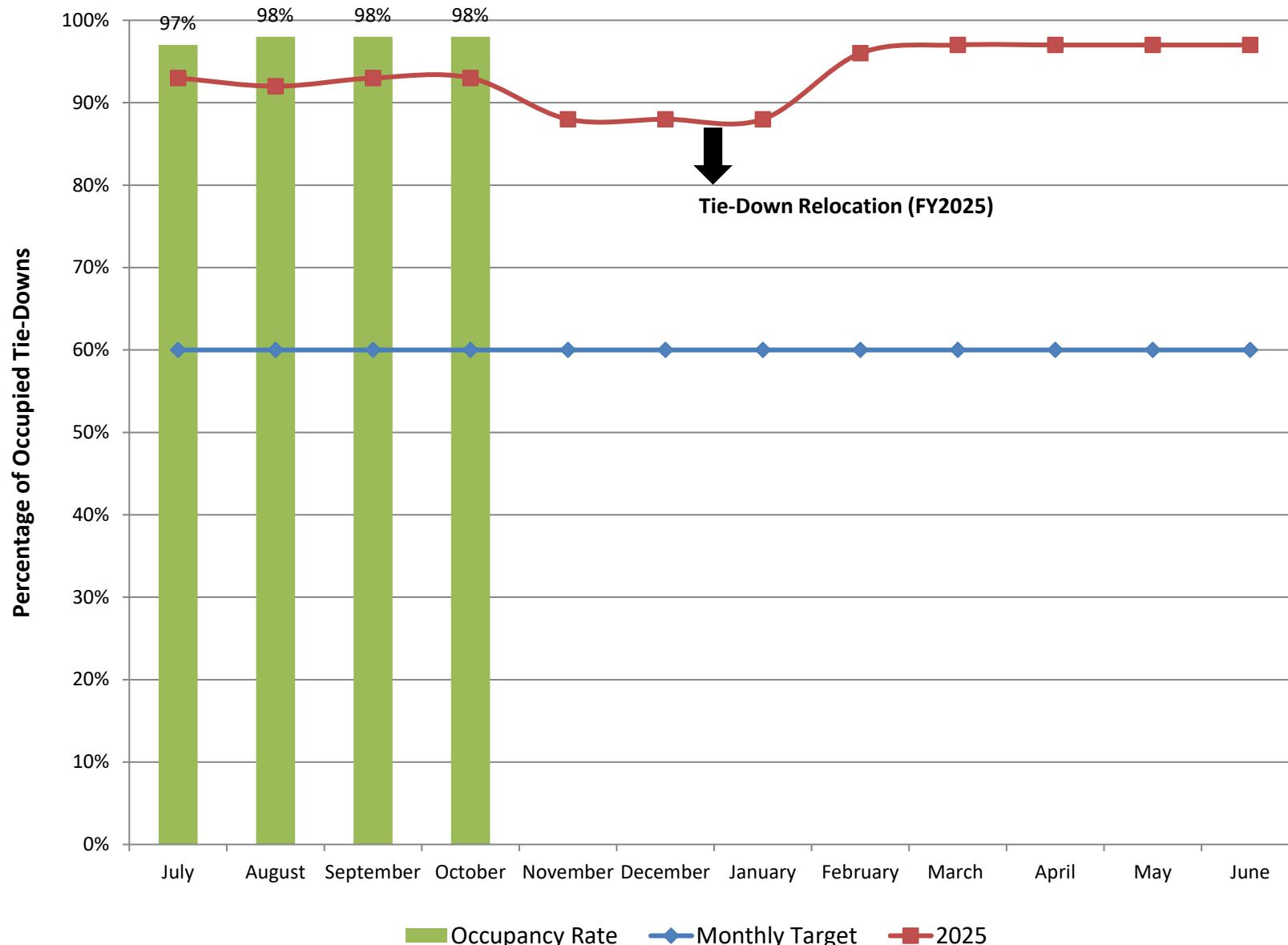
Meeting Date November 20, 2025

Commission

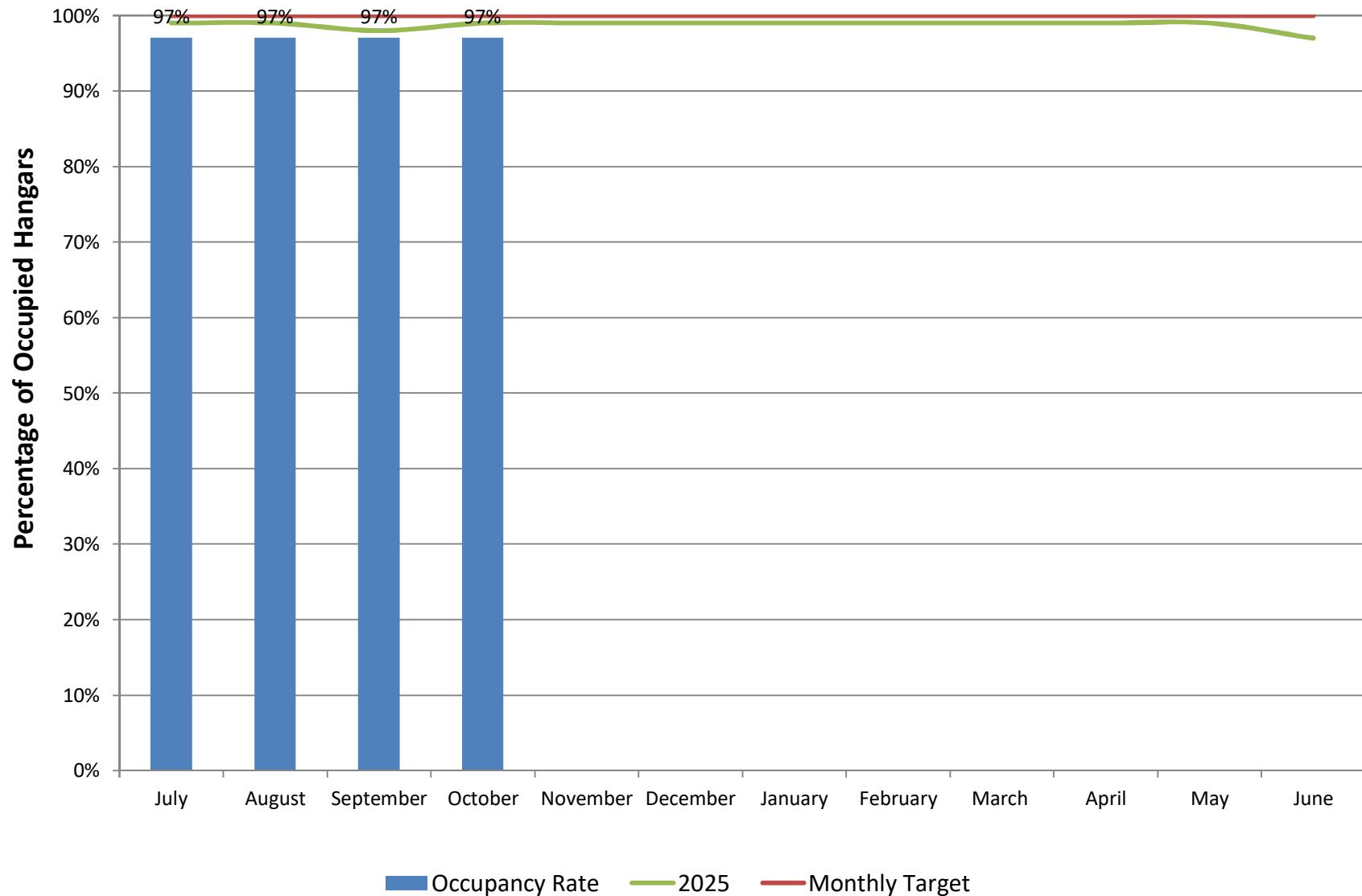
ATTACHMENTS

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

FY2026 Tie-Down Occupancy Rates



FY2026 Hangar Occupancy Rates



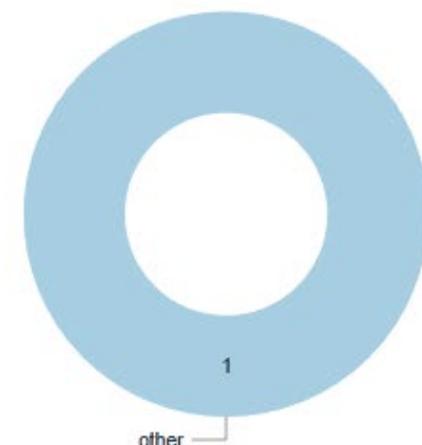
October 2025 Noise Statistics

Event Type



City

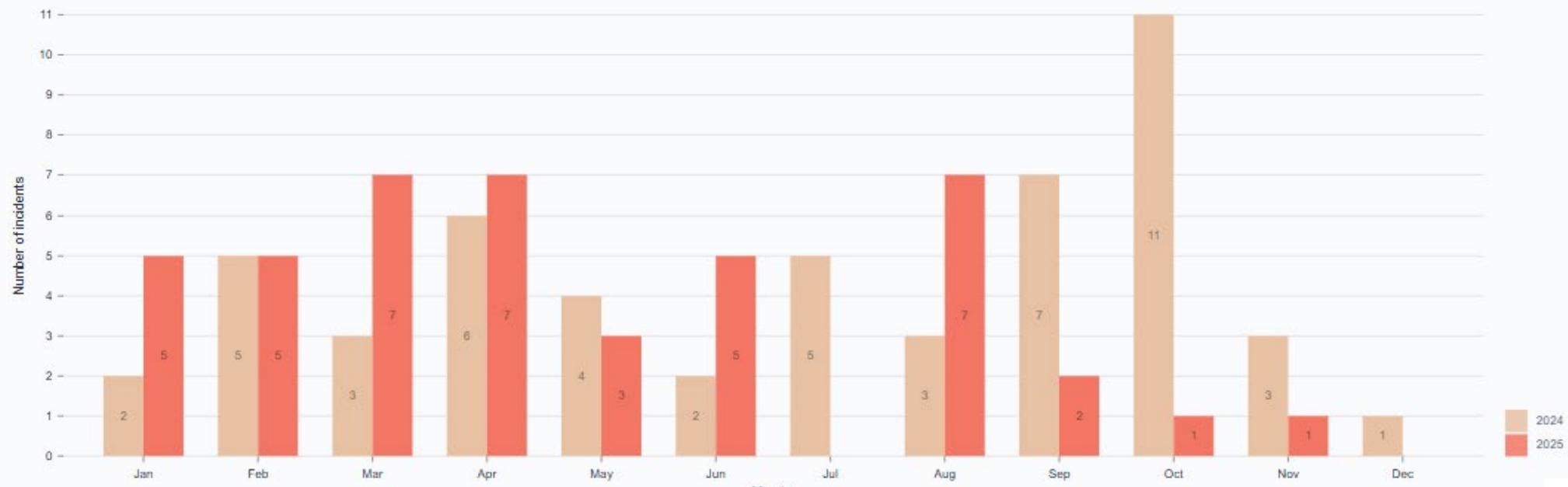
Outlined Surfaces



other

Total number of Noise Logs

2025





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.4

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 5 mins)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-423

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Construction Projects 11_20.pptx](#)

Construction Projects

November 2025 Update

West Corporate Development Site- Drainage Improvements (Construction)

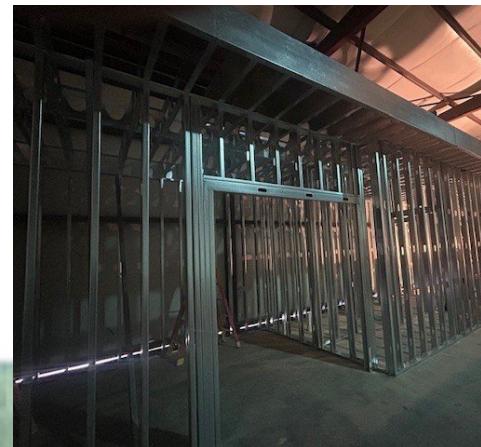
- The project will include the Observation Road relocation, construction of a retaining wall, stormwater retention pond, utility relocation(water main, storm sewer, communication, natural gas, sanitary sewer force main and pump station, 2 hangars demoed and environmental remediation.
 - Working on punch list items & grading
- Cost to Date: \$2,892,124.11
- Completion: **DONE**
- Total Days of Project: 415 of 295 days
 - 151% of construction time has elapsed.
 - 85% of work has been completed
- Change Orders: Airport is expecting a change order from Phillip, 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.

- Framing
- Pulling low voltage cabling, fiber, internet wiring
- Doors to be delivered Dec 1st
- Cost to Date:
 - John Heltzel: \$104,064.13
 - Landivar: \$137,009.96
- Completion: December 2025
- Total Days of Project: 180 Days
- Change Orders:



Air Traffic Control Tower Design

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

- Engineers visited a wind tunnel testing consultant firm in Denver – demo how wind patterns & pressure affect the tower.
- Setting up a 70% design development review meeting.
- Cost to Date: \$896,058.42
- Completion: January - 90%, March 100%



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.

- Reviewing 30% design.
- Cost to Date: \$
- Completion: 90% - Summer 2026



New Aviator Ave paved to gate WV6





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

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

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-212

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Security Program Briefing 11-20-25.pptx](#)



HEF Security Update

November 20 2025



2025 in review

Projects

- Perimeter Fence Modifications and Gate Deletions

Total Costs: \$ 41,500
 \$ 37,350
 \$ 4,150

DOAV Grant
Airport Responsibility





2025 in review

Projects

- Vehicle Gate Upgrades (Five total)

Total Costs: \$ 155,402

\$ 139,861

\$ 15,541

DOAV Grants

Airport Responsibility





2025 in review

Projects

- Vehicle Gate Outbound Card Reader Installation

Total Costs: \$ 52,386

\$ 47,147

\$ 5,239

DOAV Grant

Airport Responsibility





2025 in review

Projects

- Fuel Farm Fence Modifications and Five Gate Installation

Total Costs: \$ 96,219
 \$ 86,597
 \$ 9,622

DOAV Grant
Airport Responsibility





2025 in review

Projects

- Upgrade Access Control and Video Management Systems

Total Costs: \$ 74,368

\$ 65,780

\$ 8,588

DOAV Grant

Airport Responsibility

ONGUARD

Comprehensive physical access control
systems for organizations of all sizes





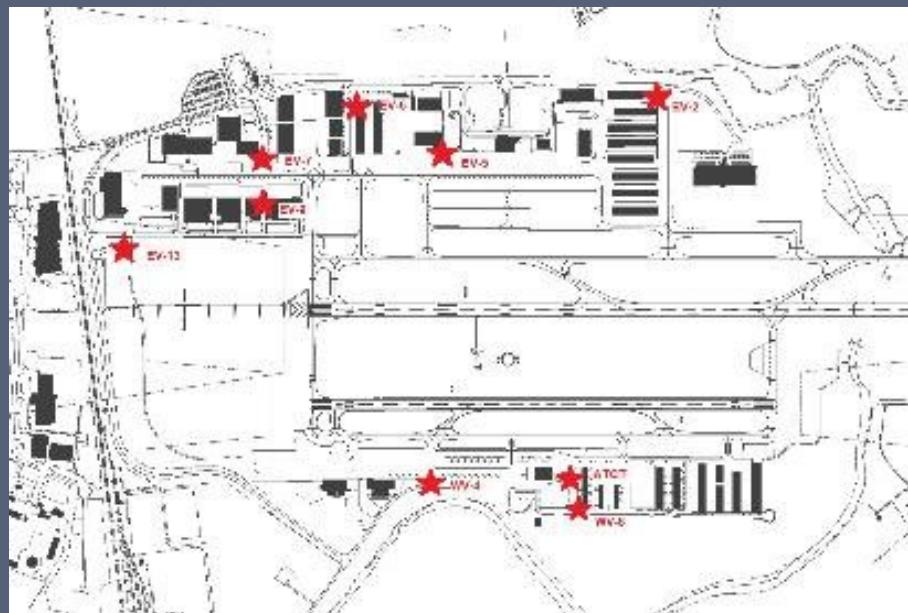
2025 in review

Projects

- CCTV Camera Replacements/Additions

Total Costs: \$ 62,403
 \$ 55,360
 \$ 7,043

DOAV Grant
Airport Responsibility





2025 in review

Projects

- ID Badge Printer

Total Costs: \$ 5,388
 \$ 4,849
 \$ 539

DOAV Grant
Airport Responsibility





2025 in review

Projects

- Grand Totals:



\$ 487,666
\$ 436,944
\$ 50,722

DOAV Grant
Airport Responsibility



Outstanding Items

- December Security upgrades
- January - March Training Classes
- Early 2026 ASP 2nd Draft submittal
- Spring 2026 Construction coordination
- Fall/Winter 2026 Prep for federalization



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.2

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Quarterly Aircraft Rescue Fire Fighter (ARFF) Report (Mr. Kevin Garber, ARFF Chief, 5 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-213

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [ARFF Quarterly Presentation.pptx](#)

Manassas
Regional
Airport ARFF
Division
Update:
Training
Incidents



420 Gallons of
Foam
460 Pounds of
Halotron
50 Foot Nozzle
1000gpm
ARFF 2 (Foam 541B)
PRIMARY
1585 Gallons of
Water
210 Gallons of
Foam
450 Pounds of
Purple K

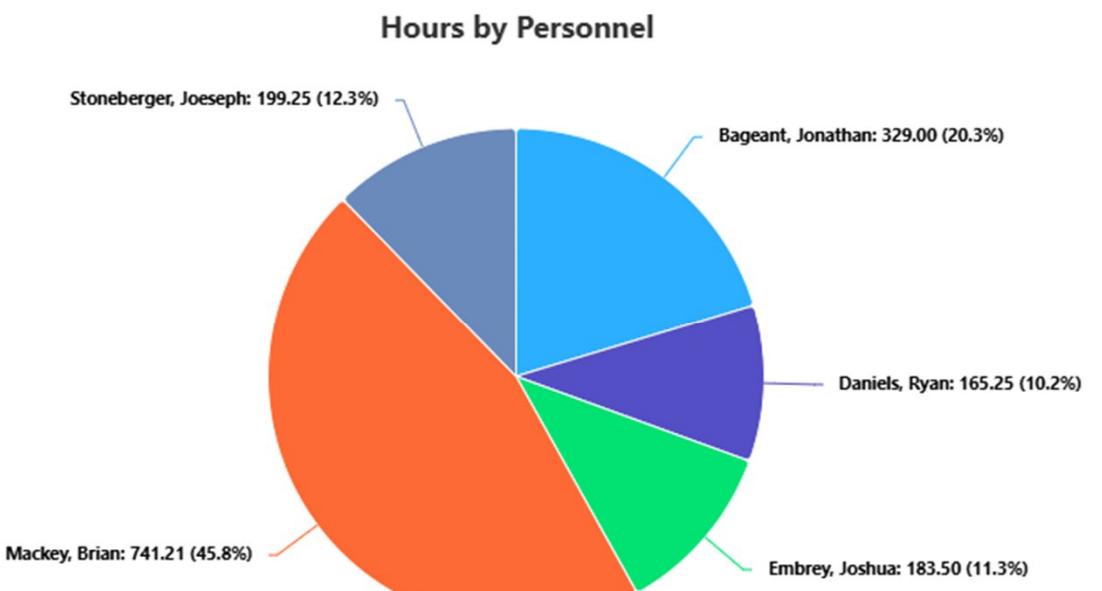


ARFF Training by Personnel

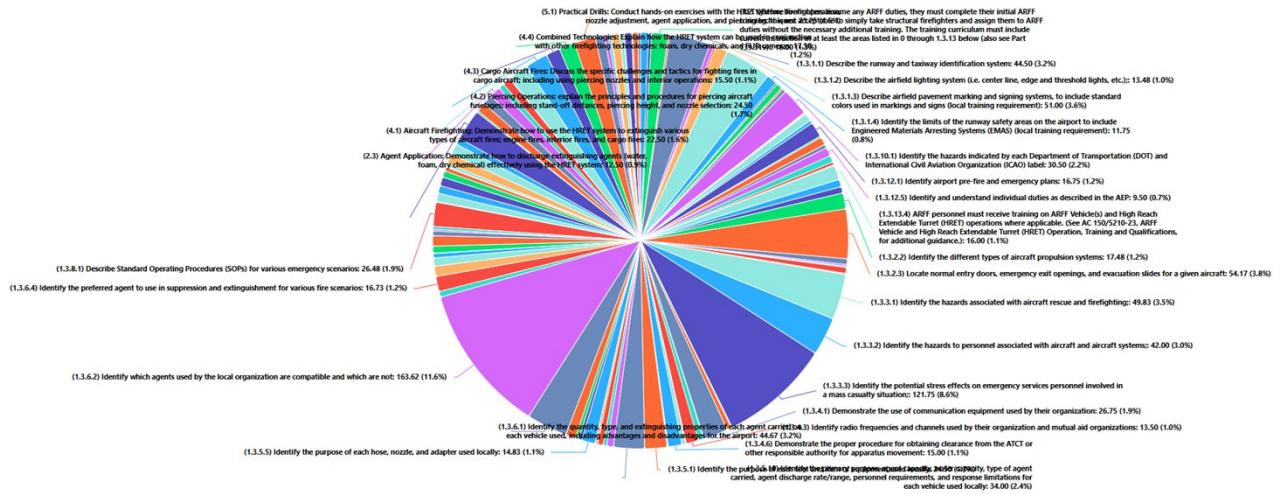
Training Hours Total

- ARFF STAFF (ALL)
- 2000+ Hours

Training Accomplishments to Date

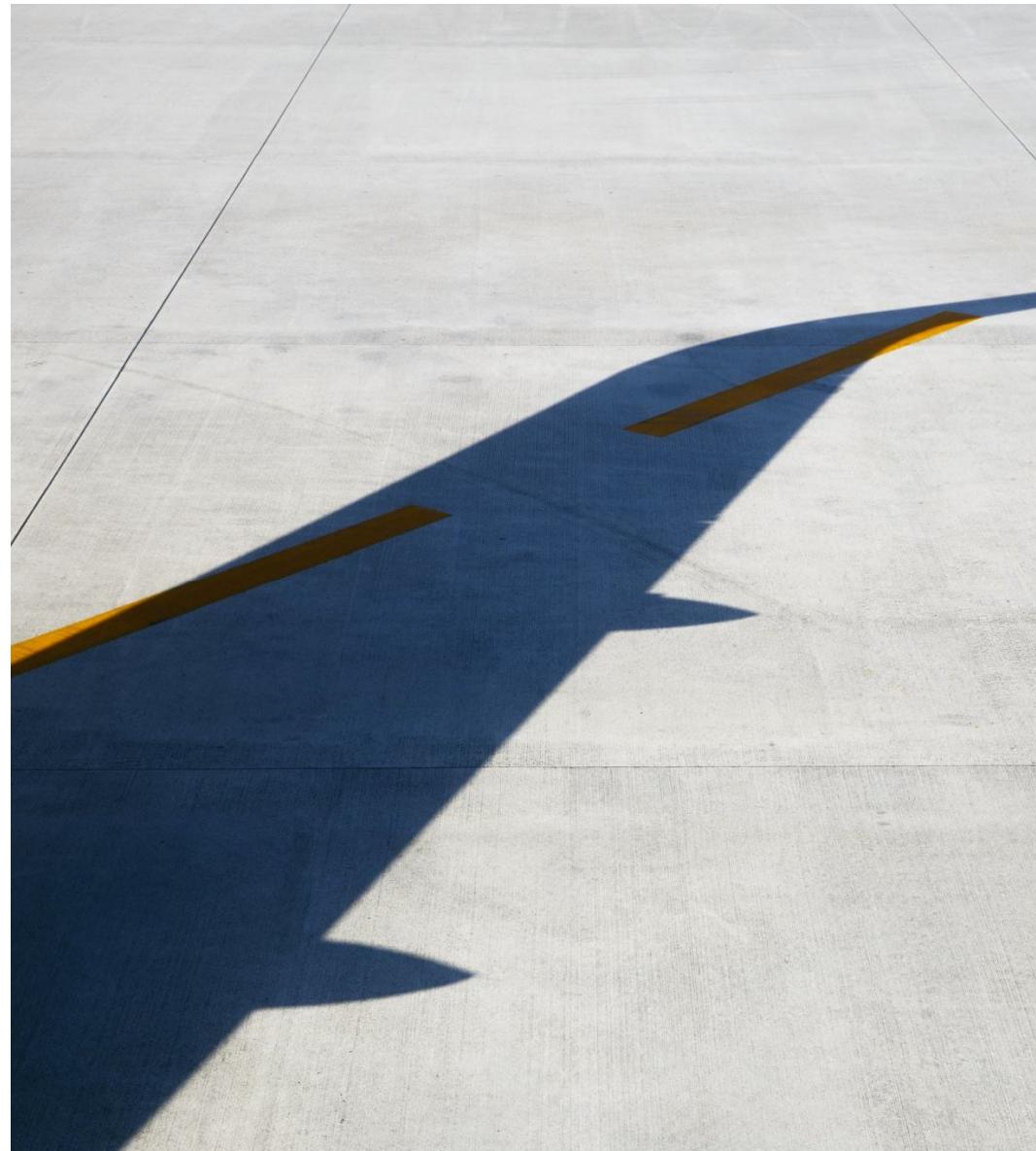


Training Accomplishme nts Topics



Training Topics

- NFPA 1003 ARFF Certification Class
- EVOC Class 5 Certification (ARFF)
- Airport Familiarization
- Aircraft Familiarization
- ARFF personnel Safety
- Emergency Communications and Alarms
- Use of Nozzles and Turrets
- Application of Extinguishing Agents
- Aircraft Evacuation
- Firefighting Operations
- Adapting Structural To ARFF
- Aircraft Cargo Hazards
- Familiarization of Fire Fighter (AEP)
- Live HOT Fire Drill
- HRET
- EMS
- Aircraft Fueling Standards
- Wildlife
- Airport Operation



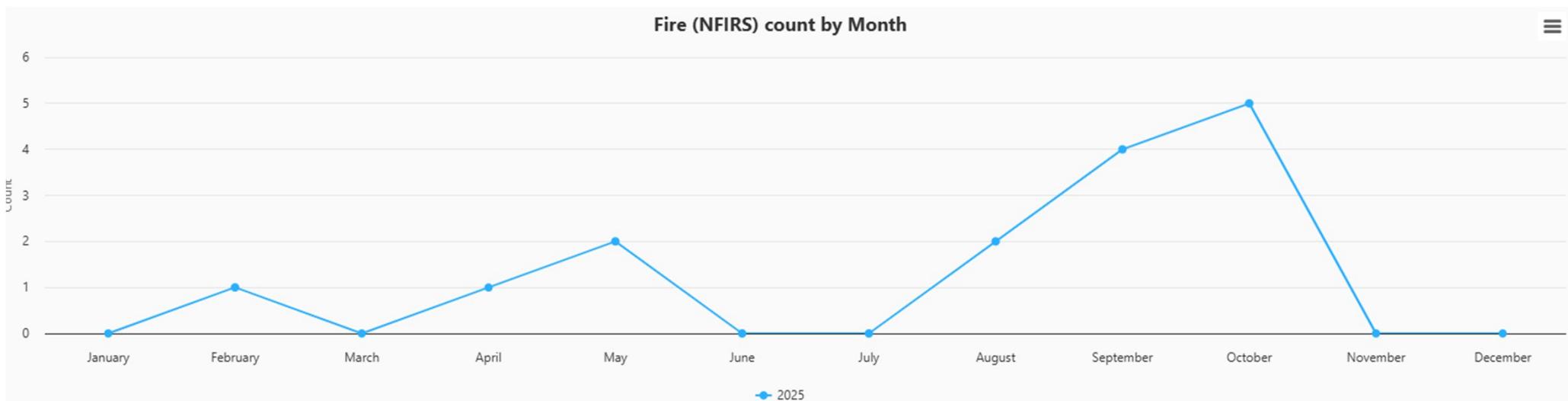
Fire Extinguisher Training for Tenants/Staff

- 29 Personnel trained in Hands on Fire Extinguisher Training
 - Includes a Video
 - Demonstration
 - Live Fire

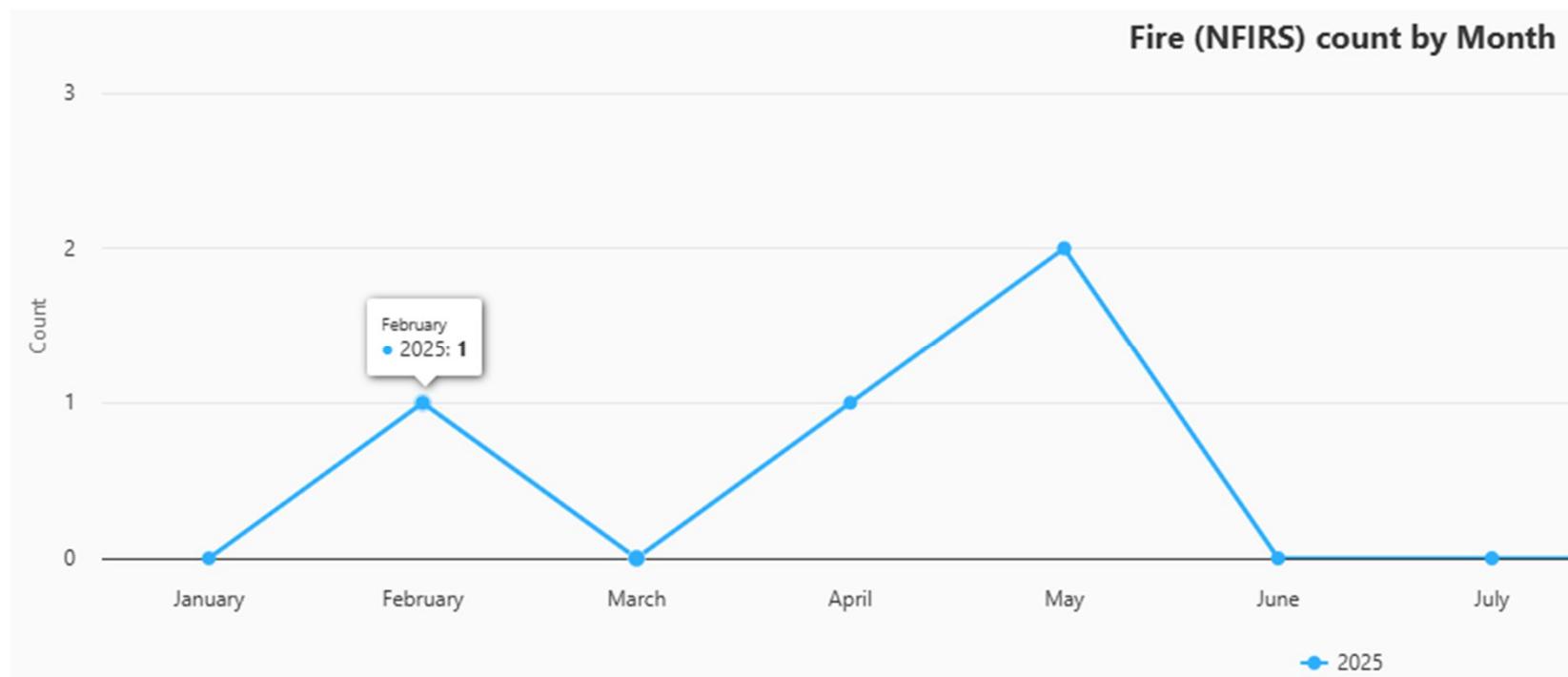


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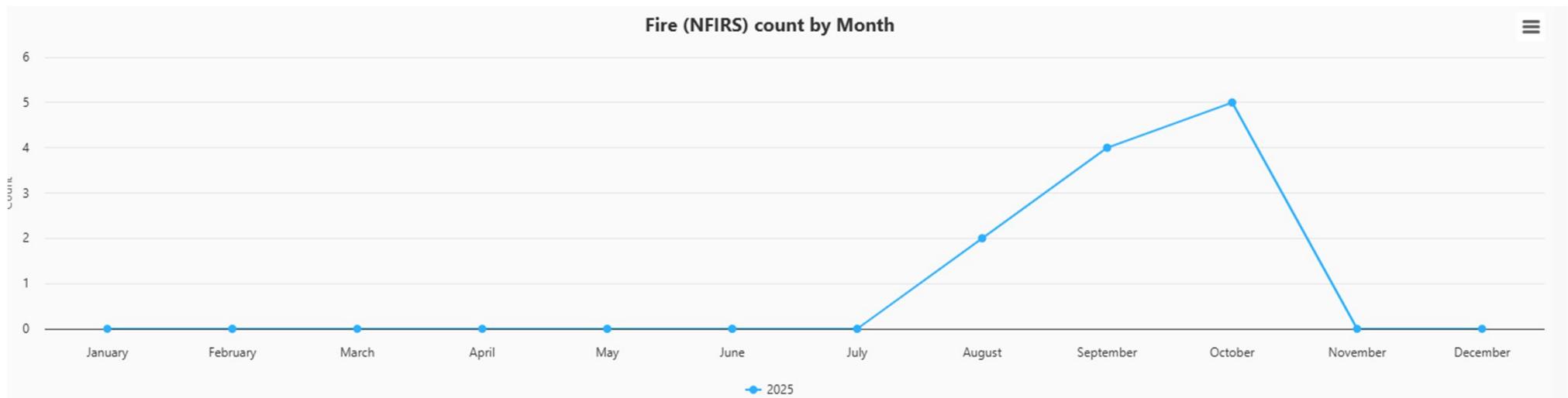
Airport Incidents January 2025 to Current Date - 15



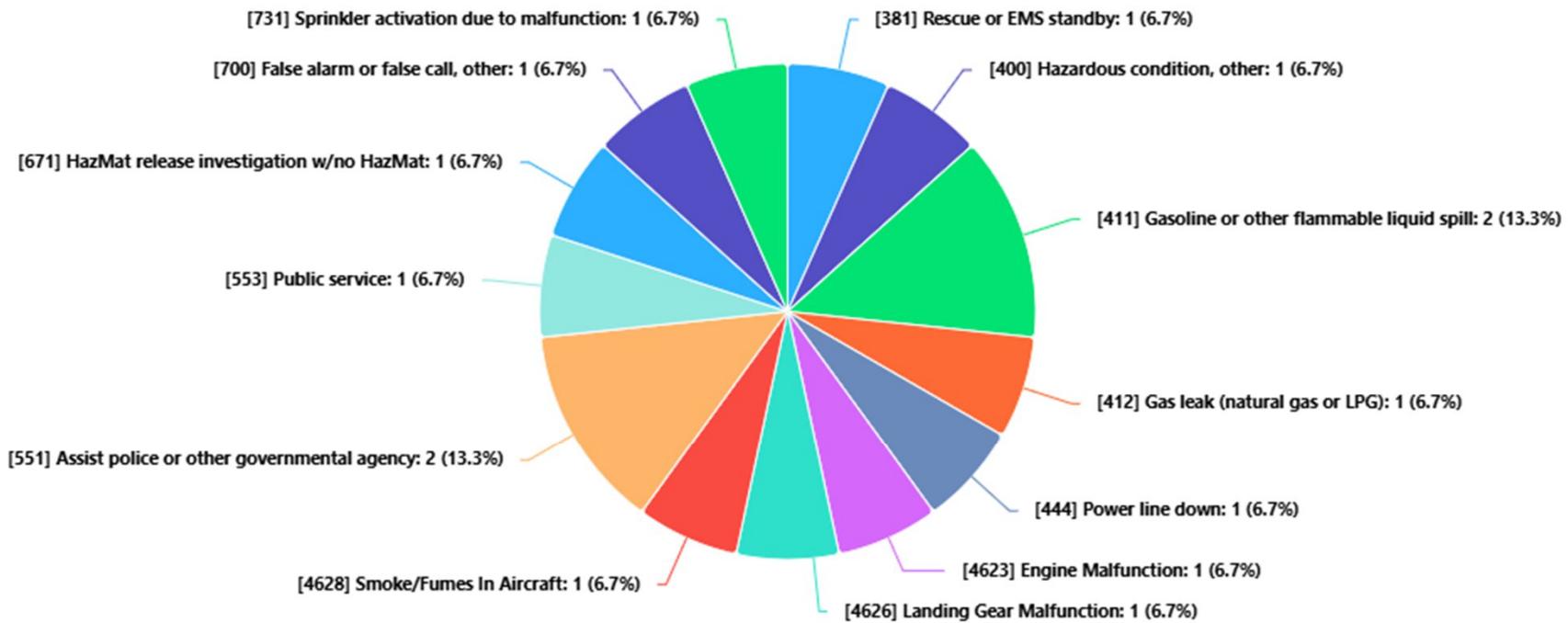
Incidents prior to August 2025- 4



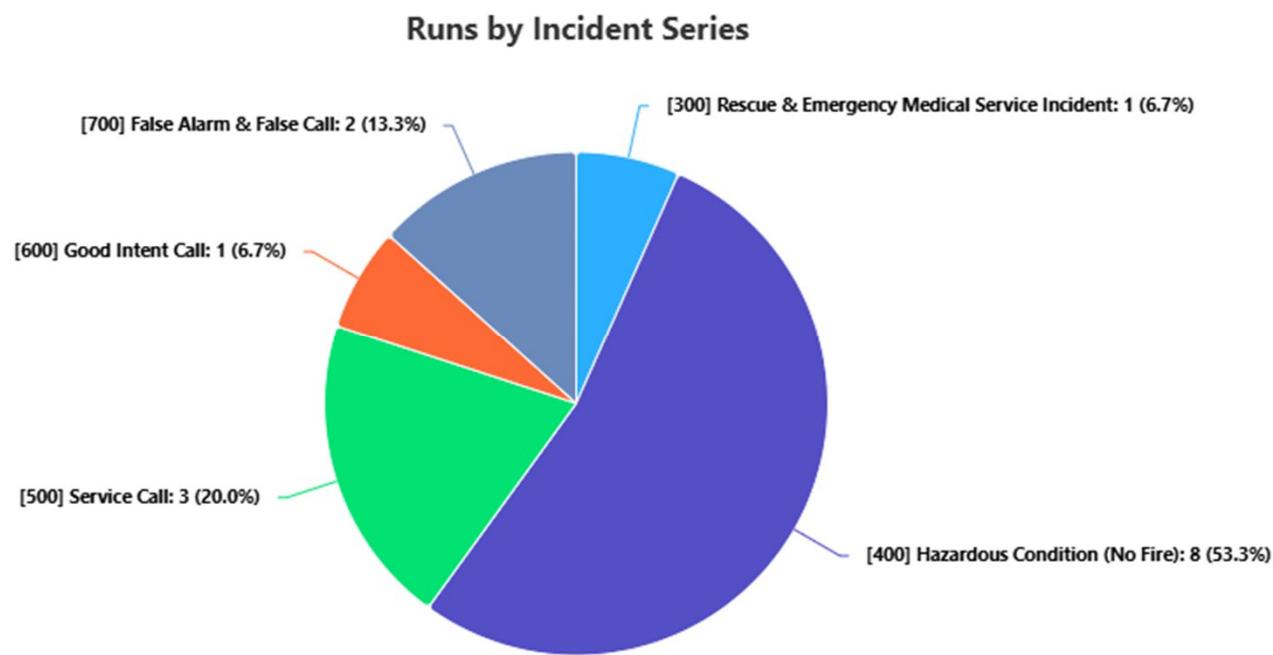
Incidents after to August 2025-11



Incidents - Total 15



Incidents - Total 15 (Reporting codes)





Questions?

- I invite each of you to visit us!!



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.3

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Airport Commission Training Video (Mrs. Jolene Berry, Asst. Airport Director, 8 mins)

<https://photos.app.goo.gl/QEdRcxRz9i8a285g9>

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-424

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Approve Lease Renewal for Aviation Adventures for Office and Small Office
(Mr. Juan Rivera, Director, 2 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-343

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Aviation Adventures Lease Renewal 2025 Rev 1 JER 10.23.25.docx](#)
- [Aviation Adventures Small Office 2025 Rev 1 JER 10.23.25.docx](#)

LEASE OF OFFICE SPACE AT THE MANASSAS REGIONAL AIRPORT

THIS LEASE, made and entered into this 1st day of December 2025, (hereinafter the "Agreement") by and between THE CITY OF MANASSAS, through its Airport Director (hereinafter the "City"); and, Aviation Adventures (hereinafter the "Lessee").

WITNESSETH:

1. PREMISES

That for and in consideration of the payment by Lessee of the rent hereinafter reserved and the performance by Lessee of the covenants and agreements hereinafter agreed to be performed by it, and in accordance with all of the provisions hereinafter set forth, the City does hereby lease, let, and demise unto Lessee, and Lessee does hereby take, and lease from the City, office space in the main airport terminal building owned by the City known as terminal building room(s) 109 & 110 (Expanded), Manassas, Virginia, (hereinafter the "Leased Premises") and more particularly described as follows:

1,071 square feet, Room(s) 109 & 110 (Expanded), located in the main airport terminal building at 10600 Harry J. Parrish Boulevard, Manassas, Virginia 20110.

The Lessee shall occupy the Leased Premises for the following purpose and for no other purpose whatsoever:

To provide flight instruction, aircraft rental, pilot supplies and an aircraft simulator.

The Lessee has non-exclusive use of the Common Areas shared by other tenants and the general public.

2. TERM

The term of this Lease shall be for a period of twelve (12) months, commencing on the 1st day of December 2025 and ending on the 30th day of November 2026, unless the City provides at least ninety (90) days' written notice to the Lessee of its intent to terminate the Lease. The Lessee shall provide the City with sixty (60) days' written notice of its intent to renew the Lease.

- A. Holdover. No holding over by the Lessee after the termination of this Agreement shall operate to extend or renew this Agreement for any further term whatsoever; but the Lessee will by such holding over become the tenant at will of the City and after written notice by the City to vacate such premises, continued occupancy thereof by the Lessee shall constitute trespass.
- B. Any holding over by the Lessee beyond the thirty (30) day period permitted for removal of personal property without the written consent of the City shall make

the Lessee liable to the City for damages equal to double the rentals provided for herein and which were in effect at the termination of the Agreement. These damages are in the nature of liquidated damages and are not a penalty.

- C. If the City needs the Leased Premises for the expansion and renovation of the terminal building, or any other purpose related to commercial service, the City shall give the Lessee written notice to vacate. The City shall give the Lessee no less than ninety (90) days to vacate the premises.

3. RENT

Commencing on the first day of the term as hereinbefore set forth, and monthly thereafter during the term, Lessee shall pay to the City, without demand and without notice, as Rent, the following amount: Two thousand nine hundred four dollars and forty four cents (\$2,904.44) each month, payable on the **1st day of December 2025** and the 1st day of each month thereafter during the term of this agreement. The Lessee hereby covenants and agrees to occupy the premises as Lessee of the City for the term hereinabove set forth, and agrees to pay to the City rental therefore without offset or deduction therefrom.

4. ADDITIONAL RENTS & CHARGES

- A. If the City elects to pay any sum or sums or incur any obligation or expense by reason of the failure, neglect or refusal of the Lessee to perform or fulfill any one or more of the conditions, covenants or agreements contained in this Agreement, or as the result of any act or omission of the Lessee contrary to said conditions, covenants or agreements, the Lessee hereby agrees to pay the sum or sums so paid or expense so incurred by the City as the result of such failure, neglect or refusal of the Lessee, including interest, at a rate of eighteen percent (18%) per annum, together with all costs, damages and penalties including reasonable attorney fees. In such event, the total of such amounts may be added to any installment of rent thereafter due hereunder, and each and every part of the same shall be and become additional rent recoverable by the City in the same manner and with like remedies as if it were originally a part of the Rent provided for in this Agreement.
- B. In the event it is necessary for the Airport to increase security because special threats or Federal mandates beyond the control of the Airport, the Airport Commission may establish fees or charges that are shared by all the airport users.
- C. Lessee shall be responsible for all personal property taxes, gross receipt taxes, etc., levied with respect to Lessee's business operations conducted on the property.
- D. The Lessee shall pay for all phone and internet services furnished to the Leased Premises. The City shall allow the providers of such utilities reasonable access.

- E. The Lessee shall pay all fees associated with the Airport's Commercial Operating Permit.

5. INTEREST AND LATE CHARGES

If Lessee fails to pay within seven (7) days after the date which due, any installment of rent or any other payment due hereunder, any and all such unpaid amounts shall bear interest at the rate of one and one-half percent (1.5%) per month beginning on the due date and continuing until paid.

In addition to the interest which Lessee is required to pay pursuant to the preceding sentence, Lessee agrees to immediately pay the City a late charge (the "Late Charge") equal to five percent (5%) of the amount of rent or other payment which was not paid when due. Lessee acknowledges that the Late Charge is equitable compensation to the City, which is intended to reasonably compensate City for the administrative, accounting, processing, and collection costs which are caused by Lessee's failure to pay the amounts due hereunder. Lessee further acknowledges that the exact amount of City's extra cost is difficult or impractical to specifically establish. Acceptance by the City of the Late Charge shall not constitute a waiver of any rights or remedies of the City.

6. SECURITY DEPOSIT

Concurrently with Lessee's execution of this lease, Lessee shall deposit with the City an amount equal to one month's rent as security for damage due to Lessee's failure to pay sums due hereunder, misuse of the premises, and any other sums due to the City resulting from any breach of this lease by Lessee (the "Security Deposit"). The City shall not be required to pay interest on the Security Deposit or to maintain it in a separate account. Within three (3) days business after written notice of City's use of the Security Deposit, Lessee shall deposit with City cash in an amount sufficient to restore the Security Deposit to its prior amount. Within ninety (90) days after (a) the expiration or earlier termination of the lease term, or (b) Lessee's vacating the premises, the City shall return the Security Deposit less such portion thereof as the City may have used to satisfy Lessee's obligations.

7. ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS & REPAIR

- A. Lessee warrants it has inspected the Leased Premises and accepts possession of the Leased Premises "as is" in its present condition.
- B. Lessee shall keep at all times, in a clean and orderly condition and appearance, the Leased Premises, equipment and personal property which are located on any part of the Leased Premises.
- C. The Airport Director may at any time during regular working hours enter into the Leased Premises to determine if maintenance and care is satisfactory to Lessor is

being accomplished. If in the Airport Director's reasonable judgment, the Lessee is not satisfactorily maintaining the property, he or she shall notify the Lessee in writing, giving specifics of his or her findings. Lessee's failure to complete the necessary improvements within thirty (30) days, or such longer time as the Airport Director may reasonably allow, will result in Lessee being in default under Article 19 of this Agreement.

- D. Lessee shall repair any damage caused by Lessee to the carpet of the Leased Premises caused by any liquids and substances having a corrosive or detrimental effect thereon, normal wear and tear is acceptable.
- E. Plans and specifications for any alterations, modifications, additions or replacements (hereinafter referred to as "Improvements") to the Leased Premises by Lessee shall be submitted to and receive the written approval of the City, and no such work shall be commenced until such written approvals are obtained from the City.
- F. The City shall advise the Lessee within thirty (30) days after receipt of the written request, together with copies of the plans and specifications for the proposed Improvements in sufficient detail to make a proper review thereof, of its approval or disapproval of the proposed work, and in the event it disapproves, stating its reasons therefore.
- G. If the Lessee makes any Improvements without City approval that are disapproved of by the City, then, upon notice the Lessee shall remove the Improvement or at the option of the City cause the same to be changed to reasonable satisfaction of the City. If the Lessee fails to comply with such notice within thirty (30) days or to commence to comply and pursue diligently to completion, the City may affect the removal or change and the Lessee shall pay the cost thereof to the City.

8. ADDITIONAL OBLIGATIONS OF LESSEE

- A. The Lessee shall conduct its operations hereunder in an orderly and proper manner, considering the nature of such operation so as not to unreasonably annoy, disturb, endanger or be offensive to others.
- B. Lessee shall take all reasonable measures not to produce on the Airport through the operation of machinery or equipment any electrical, electronic or other disturbance that interferes with the operation by the City or the Federal Aviation Administration's operation of navigational, communication or flight equipment on the Airport or on aircraft using the Airport, or with ground transportation communications.
- C. The Lessee shall control the conduct and demeanor of its officers, agents, employees, invites and, upon objection from the City concerning the conduct or

demeanor of any such person, the Lessee shall immediately take all lawful steps necessary to remove the cause of the objection.

- D. The Lessee agrees to require its employees to wear suitable attire as determined by the Airport Director in his sole discretion.
- E. If the City shall so request, the Lessee agrees to require its employees to wear or carry badges or other suitable means of identification, which shall be subject to the prior and continuing approval of the Airport Director.
- F. The Lessee shall comply with all health and safety laws and requirements and any other federal, state or municipal laws, ordinances, rules, regulations and requirements, applicable to the Leased Premises and/or the improvements thereon and its operations at the Airport hereunder.
- G. The Lessee shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of the drainage system, sewerage system, fire protection system, sprinkler system, alarm or security system and fire hydrants and hoses, installed or located on the Leased Premises.
- H. The Lessee shall not overload any floor, structure, structural member on the Leased Premises, or paved area elsewhere on the Airport, and shall repair at the Lessee's expense any floor, structure, structural member, or any paved area damaged by overloading, which repair work shall be performed in accordance with the Lessee's obligations pursuant to Section VII above.
- I. The Lessee shall not do, nor permit to be done, any act or thing upon the Leased Premises:
 - 1) Which will invalidate or conflict with any fire insurance policies as applicable to the Leased Premises or any part thereof; or other contiguous premises at the Airport; nor,
 - 2) Which may constitute a hazardous condition that increases the risks attendant upon the operations permitted by this Lease.
- J. The Lessee understands that no outside storage is permitted. In this regard, it is specifically understood and agreed that no vehicles, trailers, campers, boats, recreational vehicles, or tractor-trailers are to be stored in the public parking lot or any part of the airport. At no time will the Lessee park any vehicle, aircraft or equipment in any airport safety area, taxilane or taxiway that may obstruct the use of such taxiway or taxilane.
- K. The Lessee shall be prohibited from keeping any animals, domestic or otherwise, within the Leased Premises, except for those animals such as Seeing Eye dogs and others protected by federal accessibility standards.

9. INGRESS AND EGRESS

- A. The Lessee shall have the right of ingress and egress between the Leased Premises and public parking lots and landing areas at the Airport by means of connecting taxiways, and between the Leased Premises and the entrance(s) to the Airport by means of connecting paved roads. The Lessee shall also have the right to ingress and egress shall be in common with others having rites of passage thereon, which may be used except when the Airport is closed to the public.
- B. The City may, at any time, temporarily or permanently close or consent to or request the closing of any such parking lot, roadway or taxiway or access gate and any other way at, in or near the Leased Premises presently or hereafter used as such, so long as a reasonable means of ingress and egress as provided above remains available to the Lessee. The Lessee shall not do or permit anything to be done which will interfere with the free access and passage of others to space adjacent to the Leased Premises or in any streets or roadways or access gates near the Leased Premises.

10. AIRPORT SECURITY

- A. It is understood and agreed that while the City will make reasonable efforts to provide a safe and secure airport environment, the City makes no warranty, expressed or implied, that the security services it contracts for will avert or prevent occurrences, or the consequences therefrom, which may result in loss or damage to the Lessee.
- B. Lessee agrees that the City shall not be liable for any loss or damage of a security related nature, irrespective of origin, to person or to property, whether directly or indirectly caused by the performance or nonperformance of contract security service personnel.
- C. The Lessee shall be responsible for securing its office space when not in use or occupied. The Lessee shall abide by all security procedures as implemented by the Airport Director for securing the terminal building.
- D. The Lessee will be issued keys and or security cards to access the terminal building after normal working hours. The Lessee is responsible for securing the keys and security cards at all times and is prohibited from duplicating keys or security cards. All cards and keys will be returned to the Airport Director at the termination of this Agreement.
- E. If any keys or security cards are lost or stolen, the Lessee will immediately notify the Airport Director's office, and the Lessee may be responsible for the cost of rekeying the entire terminal.

11. LIABILITIES, AND INDEMNITIES

- A. The City shall not in any way be liable for any cost, liability, damage or injury occurring on the Leased Premises or the Airport including cost of suit and expenses of legal services, claimed or recovered by any person whomsoever, or occurring on the Leased Premises, or the Airport, or as a result of any operations, works, acts or omissions performed on the Leased Premises or the Airport, by the Lessee, its sublessees or tenants, or their guests or invitees.
- B. The Lessee agrees to indemnify, save and hold harmless, the City and its officers, agents, servants and employees of and from any and all costs, liability, damage and expense (including costs of suit and expenses of legal services) claimed or recovered, justly or unjustly, falsely, fraudulently or frivolously, by any person, firm or corporation by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, including City personnel and City property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Lessee, its agents, servants, employees, contractors, sublessees or tenants. In any case in which such indemnification would violate Virginia law, the foregoing provisions concerning indemnification shall not be construed to indemnify the City, its officers, employees or agents for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its officers, employees or agents. Upon the filing with the City by anyone of a claim for damages arising out of incidents for which the Lessee herein agrees to indemnify and hold the City harmless, the City shall notify the Lessee of such claim and in the event that the Lessee does not settle or compromise such claim, then the Lessee shall undertake the legal defense of such claim both on behalf of the Lessee and on behalf of the City. It is specifically agreed, however, that the City at its own cost and expense, may participate in the legal defense of any such claim. Any final judgment rendered against the City for any cause for which the Lessee is liable hereunder shall be conclusive against the Lessee as to liability and amount upon the expiration of the time for appeal.

12. RULES AND REGULATIONS AND MINIMUM STANDARDS

From time to time, the City may adopt, amend and enforce rules and regulations and minimum standards with respect to the occupancy and use of the Airport. The Lessee agrees to observe and obey any and all such rules and regulations and minimum standards and all other Federal, state and municipal rules, regulations and laws, as amended, and to require its officers, agents, employees, contractors, and suppliers, to observe and obey the same. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such rules, regulations or laws.

13. INSURANCE

A. Lessee shall, at its own cost and expense, take out and maintain such insurance for the term of this Lease as the Lessee is required under the Workers' Compensation Act; and also take out and maintain such public liability insurance as will protect the Lessee and the City from any claims for damage, injury or death to persons or property, arising out of, occurring or caused by operations under this Agreement by the Lessee or otherwise arising out of this Agreement. The policy will provide the amounts of insurance specified in Paragraph XIII (B) hereof. Before execution of this Agreement, certificates of insurance in form acceptable to the City should be submitted to the City. Each certificate shall have endorsed thereon:

“No cancellation or change in the policy shall become effective until after thirty (30) day notice by registered mail to the Airport Director, Manassas Regional Airport, 10600 Harry J. Parrish Boulevard, Manassas VA 20110.”

B. The City will review the minimum insurance coverage required every year during the term of this Agreement. The City shall have the right to direct Lessee to increase the minimum insurance requirement every year. All required insurance must be in effect and so continue during the life of this Lease in not less than the following amounts:

- 1) Workers' Compensation Unlimited - Statutory - in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
- 2) General Liability Insurance with a maximum combined single limit of \$1,000,000 per occurrence. This insurance shall indicate on the Certificate of Insurance the following coverages:
 - a. Products Liability and Completed Operations
 - b. Premises and Operations
 - c. Death and Personal Injury
- 3) Automobile Insurance – Not required if the Lessee is not going to drive on any Aircraft Operations Areas or movement areas, including ramps and tie-down areas. Lessee must provide the Airport Director with a written statement declaring that this is the case.

C. Location of operation shall be “All locations in the City of Manassas, Virginia”.

D. The City shall be named as an additional insured under all policies of liability insurance.

E. Nothing herein contained shall prevent the Lessee from taking out any other insurance for protection of its interest which it deems advisable or necessary.

14. HAZARDOUS MATERIALS

- A. Lessee warrants that no industrial, toxic or hazardous waste will be disposed in the sewer system, dumpster or any other location on the Airport. Disposal shall be in accordance with all appropriate city, county, state and federal regulations. Lessor may require a bond or insurance sufficient to guarantee clean up in the event of a spill.
- B. Lessee further warrants that no industrial, toxic or hazardous waste will be stored on or upon the demised Premises.

15. COMMON AREAS AND PARKING

- A. The City agrees that Lessee and Lessee's customers, employees, and/or visitors, shall have the non-exclusive right throughout the term of this Lease to use, in common with others entitled to similar use thereof, all of the interior common areas (public use) of the building of which the leased premises are a part, including all hallways, stairways, and doorways for ingress to and egress from the leased premises, and the exterior common areas to the total premises, all parking spaces, streets, service drives, and sidewalks for ingress to and egress from the demised premises and the public streets and highways, and City shall arrange and adequately maintain said interior common areas in good and usable condition throughout the term of this Lease. The Airport Director reserves the right to charge the Lessee for additional janitorial services for special events hosted by the Lessee or if in the opinion of the Airport Director the Lessee's creates a need for additional janitorial services.
- B. The City shall pave, arrange, and adequately maintain in good and usable condition throughout the term of this Lease all exterior common areas, and shall be responsible for snow removal and the maintenance of adequate lighting facilities in the said parking areas at all times during the business hours of the building containing the leased premises.
- C. The Lessee shall in no way infringe on the rights of others to use the public use areas (pilots lounge, terminal lobby, vending area, hallways, baggage area, and outside grounds) of the terminal and understands and agrees that the City and other groups may from time to time hold special events in the terminal building and on the grounds around the terminal. At no time shall the Lessee use, or permit his employee(s) to use the public use areas of the terminal building for conducting any aspects of the Lessee's business.

16. QUIET ENJOYMENT

The City covenants that as long as the Lessee is not in default of any provision of this Agreement, the Lessee shall and may peaceably and quietly have, hold and enjoy the Leased Premises.

17. GOVERNMENTAL REQUIREMENTS

- A. The Lessee shall procure all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Lessee's operations at the Leased Premises which may be necessary for the Lessee's operations thereat. This includes but is not limited to the Federal Aviation Administration and Virginia Department of Aviation.
- B. The Lessee shall pay all taxes, licenses, certification, permit and examination fees and excise taxes which may be assessed, levied, exacted or imposed on the operation hereunder or on the gross receipts or gross income to the Lessee therefrom, and shall make all applications, reports and returns required in connection therewith.

18. RIGHTS OF ENTRY RESERVED

- A. The City, by its officers, employees, agents, representatives and contractors shall have the right at all reasonable times to enter upon the Leased Premises for any and all purposes not inconsistent with this Agreement, provided, such action by the City, its officers, employees, agents, representatives and contractors does not unreasonably interfere with the Lessee's use, occupancy, or security requirements of the Leased Premises.
- B. At any reasonable time, and from time to time during the ordinary business hours, the City, by its officers, agents and employees, whether or not accompanied by a prospective lessee, occupier or user of the Leased Premises, shall have the right to enter thereon for the purpose of exhibiting and viewing all parts of the same, subject to the Lessee's reasonable security requirements.
- C. Exercise of any or all of the foregoing rights in this Article, by the City, or others under right of the City, shall not be, nor be construed to be, an eviction of the Lessee, nor be made the grounds for any abatement of rental nor any claim or demand for damages against the City, consequential or otherwise, except claims for damage to person or property caused solely by the negligence of the City.

19. DEFAULT & TERMINATION

- A. "Default" occurs (taking into account the expiration of the notice and cure periods provided for below):

1. If Lessee fails to pay Rent or any other sum required to be paid hereunder within Five (5) days after written notice from City that such payment was due, but was not paid as of the due date (provided, however, if City has delivered two (2) such notices to Lessee within the prior twelve (12) month period, any subsequent failure to pay Rent or any other sum required to be paid to City hereunder on or before the due date for such payment occurring shall constitute a Default by Lessee without requirement of such Five (5) day notice and opportunity to cure; but in the event a full year elapses between such failures then Lessee shall again have the right to such cure period); or
2. If Lessee fails to perform any term, covenant or condition of this Lease except those requiring the payment of money to City as set forth in Section 19(A)(1) above, and Lessee fails to cure such breach within thirty (30) days after written notice from City where such breach could reasonably be cured within such thirty (30) day period; provided, however, that where such failure could not reasonably be cured within the thirty (30) day period, that Lessee shall not be in Default if it commences such performance promptly after its receipt of City's written notice and diligently thereafter prosecutes the same to completion; provided that no such grace period to be permitted in the event of any one or more of the following: (i) the Default relates to the maintenance of insurance obligations, (ii) the Default relates to the assignment and subletting provisions, or (iii) there exists a reasonable possibility of danger to the health or safety of the City, the Lessee, Lessee's invitees, or any other occupants of, or visitors to, the Building; or
3. If Lessee shall have abandoned or vacated the Leased Premises or any material (i.e., in excess of 50%) portion thereof for a period of fourteen (14) consecutive days.

B. Upon a Default, City shall have the following remedies, in addition to all other rights and remedies provided by law or available in equity or otherwise provided in this Lease, any one or more of which City may resort to cumulatively, consecutively, or in the alternative:

1. City may continue this Lease in full force and effect, and this Lease shall continue in full force and effect as long as City does not terminate this Lease, and City shall have the right to collect Rent and other charges when due.
2. City may terminate this Lease, or may terminate Lessee's right to possession of the Leased Premises without terminating this Lease, at any time by giving written notice to that effect. Upon the giving of a notice of the termination of this Lease, this Lease (and all of Lessee's rights hereunder) shall immediately terminate, provided that, without limitation, Lessee's obligation to pay Rent and any damages otherwise payable under this Agreement shall specifically survive such termination and shall not be extinguished thereby. Upon the giving of a notice of the termination of Lessee's right of possession, all of

Lessee's rights in and to possession of the Leased Premises shall terminate but this lease shall continue subject to the effect of this Section XIX. Upon either such termination, Lessee shall surrender and vacate the Premises in the condition required by this Agreement, and City may re-enter and take possession of the Leased Premises and all the remaining improvements or property and eject Lessee or any of the Lessee's sublessees, assignees or other person or persons claiming any right under or through Lessee or eject some and not others or eject none. This Lease may also be terminated by a judgment specifically providing for termination. Any termination under this Section shall not release Lessee from the payment of any sum then due City or from any claim for damages or Rent or other sum previously accrued or thereafter accruing against Lessee, all of which shall expressly survive such termination. Reletting may be for a period shorter or longer than the remaining Lease Term. No act by City other than giving written notice to Lessee shall terminate this Lease. Acts of maintenance, efforts to re-let the Leased Premises or the appointment of a receiver on City's initiative to protect City's interest under this Lease shall not constitute a constructive or other termination of Lessee's right to possession or of this Lease, either of which may be affected solely by an express written notice from City to Lessee.

C. On termination, City shall have the right to remove all Lessee's personal property and store same at Lessee's cost, and to recover from Lessee as damages:

1. The amount of unpaid Rent, interest, late fees and other sums due and payable which had been earned at the time of termination; plus
2. Any other amount necessary to compensate City for all of the out-of-pocket costs incurred on account of Lessee's failure to perform Lessee's obligations under this Agreement, including, without limitation, any costs or expenses reasonably incurred by City: (i) in retaking possession of the Leased Premises; (ii) in maintaining, repairing, preserving, restoring, replacing, cleaning, altering or rehabilitating the Leased Premises or a portion thereof, including such acts for reletting to a new Lessee or Lessees; (iii) for leasing commissions; or (iv) for any other costs necessary or appropriate to re-let the Leased Premises, together with the unamortized portion of any improvements made for Lessee by City and paid for by City; real estate commissions paid by City in connection with Lessee's lease; and any rental abatement; plus
3. In addition to the other amounts specified in this Agreement, the City shall be entitled to recover "Indemnity Payments," as defined herein below, from Lessee. For purposes of this Lease "Indemnity Payments" means an amount equal to the Rent and other payments provided for in this Lease which would have become due and owing hereunder from time to time during the unexpired Lease Term after the effective date of the termination, but for such termination, less the Rent and other payments, if any, actually collected by City and

allocable to the Leased Premises. Lessee shall, on demand, make Indemnity Payments monthly, and City may sue for all Indemnity Payments at any time after they accrue, either monthly, or at less frequent intervals. Lessee further agrees that City may bring suit for Indemnity Payments and/or any other damages recoverable herein at or after the end of the Lease Term as originally contemplated under this Lease, and Lessee agrees that, in such event, City's cause of action to recover the Indemnity Payments shall be deemed to have accrued on the last day of the Lease Term as originally contemplated. In seeking any new Lessee for the Premises, City shall be entitled to grant any concessions it deems reasonably necessary. In no event shall Lessee be entitled to any excess of any rental obtained by reletting over and above the rental herein reserved. To the fullest extent permitted by law, Lessee waives redemption or relief from forfeiture under any other present or future law, in the event Lessee is evicted or City takes possession of the Premises by reason of any Default of Lessee hereunder.

- D. City may, with or without terminating this Lease, re-enter the Premises pursuant to judicial process (except in the event of Lessee's abandonment of the Premises in which event no judicial process shall be required) and remove all persons and property from the Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Lessee. No re-entry or taking possession of the Premises by City pursuant to this Section shall be construed as an election to terminate this Lease unless a written notice of such intention is given to Lessee.
- E. Lessee, on its own behalf and on behalf of all persons claiming through or under Lessee, including all creditors, does hereby specifically waive and surrender any and all rights and privileges, so far as is permitted by law, which Lessee and all such persons might otherwise have under any present or future law (1) except as may be otherwise specifically required herein, to the service of any notice to quit or of City's intention to re-enter or to institute legal proceedings, which notice may otherwise be required to be given, (2) to redeem the Premises, (3) to re-enter or repossess the Premises, (4) to restore the operation of this Lease, with respect to any dispossession of Lessee by judgment or warrant of any court or judge, or any re-entry by City, or any expiration or termination of this Lease, whether such dispossession, re-entry, expiration or termination shall be by operation of law or pursuant to the provisions of this Lease, (5) to the benefit of any law which exempts property from liability for debt or for distress for rent or (6) to a trial by jury in any claim, action proceeding or counter-claim arising out of or in any way connected with this Lease.
- F. Upon the cancellation or termination of this Agreement for any reason, all rights of the Lessee shall terminate, including all rights or alleged rights of creditors, trustees, assigns, and all others similarly so situated as to the Leased Premises. Upon said cancellation or termination of this Agreement for any reason, the

Leased Premises, except for such personal property which may be removed from said Leased Premises as provided elsewhere herein, shall be free and clear of all encumbrances and all claims of the Lessee, its tenants, creditors, trustees, assigns and all others and the City shall have immediate right of possession to the Leased Premises.

G. Failure by the City to take any authorized action upon default by the Lessee of any of the terms, covenants or conditions required to be performed, kept and observed by the Lessee shall not be construed to be, nor act as, a waiver of said default nor of any subsequent default of any of the terms, covenants and conditions contained herein to be performed, kept and observed by the Lessee. Acceptance of rentals by the City from the Lessee, or performance by the City under the terms hereof, for any period or periods after a default by the Lessee of any of the terms, covenants and conditions herein required to be performed, kept and observed by the Lessee shall not be deemed a waiver or estoppel of any right on the part of the City to terminate this Agreement for any subsequent failure by the Lessee to so perform, keep or observe any said terms, covenants or conditions.

20. TERMINATION BY LESSEE

As long as the Lessee is not in default in payment to the City of any amounts due the City under this Agreement, the Lessee may cancel this Agreement, and thereby terminate all of its rights and unaccrued obligation hereunder, by giving the City thirty (30) days advance written notice upon or after the happening of the following events:

- 1) Issuance by a court of competent jurisdiction of an injunction which in any way substantially prevents or restrains the use of the Leased Premises, or any part thereof necessary to Lessee's business operations on the Airport, and which injunction remains in force for a period of at least thirty (30) days after the party against whom the injunction has been issued has exhausted or abandoned all appeals or one hundred twenty (120) days whichever is shorter, if such injunction is not necessitated by or issued as a result of an act or omission of Lessee; or
- 2) The assumption by the United States Government or any authorized agency thereof, of the operation, control or use of the Airport and its facilities, or any substantial part thereof, in such a manner as substantially to restrict Lessee from operating its authorized Airport business for a continuous period of at least ninety (90) days.

21. SERVICES TO LESSEE

The City covenants and agrees that during the term of this Agreement it will operate the Airport as such for the use and benefit of the public provided however, that the City may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if

such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation needs of the public. The City further agrees to use reasonable efforts to maintain the terminal building, runways, taxiways and roads in good repair including the removal of snow from the parking lots, sidewalks, aprons and runways. The City also agrees to provide and maintain water and sanitary sewer services.

22. SURRENDER AND RIGHT OF REENTRY

Upon the expiration, cancellation or termination of this Agreement pursuant to any terms hereof, the Lessee agrees peaceably to surrender up the Leased Premises to the City in the same condition as was received except for such normal wear and tear.

23. SIGNS AND LOGOS

The Lessee shall have the right to install and maintain one sign on the door of the Leased Premises identifying it and its operations, provided, however, the subject matter, type, design, location and elevation of such shall be subject to written approval of the Airport Director. The Lessee shall be responsible for repairing in damage caused by the installation of any sign on the door. The right to install and maintain a sign in no way makes the City responsible for advertising or marketing the Lessee's business.

24. ASSIGNMENT & SUBLEASE

Lessee shall not assign or sublet the demised premises or any part thereof.

25. WARRANTY

City warrants that it has full legal authority and right to grant to Lessee the estate hereby demised and the easements thereunto pertaining.

26. NOTICES

- A. All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed given when received at the recipient's notice address except that notice that must be given by a certain time to be effective and is sent registered or certified mail, postage prepaid, return receipt requested, addressed to the recipient's address shall be deemed given when posted.
- B. The notice addresses of the parties are as follows:

To the City:	The City of Manassas 9027 Center Street Manassas, Virginia 20110
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With a copy to:

Manassas Regional Airport
Attention: Airport Director
10600 Harry J. Parrish Boulevard
Manassas, Virginia 20110

The Lessee: Aviation Adventures
10600 Harry J. Parrish Blvd.
Suite 109
Manassas, VA 20110

C. Such addresses shall be subject to change from time to time to such other addresses as may have been specified in written notice given by the intended recipient to the sender.

27. WAIVER

Any particular waiver of any covenant or condition of this Lease shall extend to the particular instance only and in the manner specified, and shall not be construed as applying to or in any manner waiving any further or other covenants, conditions or rights hereunder.

28. SUBORDINATION

A. This Agreement is subject and subordinate to the following:

- 1) The City reserves the right to develop and improve the Airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance by or on behalf of the Lessee, provided, the Lessee is not deprived of the use or access to the Leased Premises. Accordingly nothing contained in this Agreement shall be construed to obligate the City to relocate the Lessee.
- 2) The City reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected any building or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 3) This Agreement is and shall be subordinate to the provision of existing and future agreements between the City and the United States relative to the operation or maintenance of the Airport, the execution of which has

been or may be required as a condition precedent to the obtaining or expenditure of Federal funds for the benefit of the Airport.

- 4) During the time of war or national emergency, the City shall have the right to lease all or any part of the landing area or of the Airport to the United States for military or naval use, and if any such lease is executed, the provisions of this Agreement insofar as they may be inconsistent with the provisions of such lease to the Government, shall be suspended, but such suspension shall not extend the term of this Agreement. Abatement of rentals shall be reasonably determined by the City in proportion to the degree of interference with the Lessee's use of the Leased Premises.
- 5) Except to the extent required for the performance of any obligations of the Lessee hereunder, nothing contained in this Agreement shall grant to the Lessee any rights whatsoever in the airspace above the Leased Premises.

29. REMEDIES TO BE NONECLUSIVE

All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of, or exclusive of, each other, or of any other remedy available to the City, or the Lessee, at law or in equity, and the exercise of any remedy, or the existence herein of other remedies or indemnities shall not prevent the exercise of any other remedy

30. NON-WAIVER OF RIGHTS

The failure by either party to exercise any right, or rights accruing to it by virtue of the breach of any covenant, condition or agreement herein by the other party shall not operate as a waiver of the exercise of such right or rights in the event of any subsequent breach by such other party, nor shall such other party be relieved thereby from its obligations under the terms hereof.

31. FORCE MAJUERE

Neither party shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reason of labor disputes, acts of God, acts of the public enemy, acts of superior governmental authority or other circumstances for which it is not responsible or which is not in its control; provided, however, that this section shall not excuse Lessee from paying the rentals herein specified.

32. INTENTIONALLY DELETED.

33. ENTIRE AGREEMENT

This Agreement, together with any exhibits attached hereto and made a part hereof, represents the entire understanding between the parties, and there are no collateral or oral agreements or understandings, and this Lease shall not be modified, changed or terminated unless in writing of equal dignity signed by both parties.

34. GOVERNING LAW

This Agreement shall be performable and enforceable in Manassas, Virginia, and shall be construed in accordance with the laws of the Commonwealth of Virginia.

35. PARTIAL INVALIDITY

If any provision of this lease or the application thereof to any person or circumstance shall to any extent be held void, unenforceable or invalid, then the remainder of this lease or the application of such provision to persons or circumstances other than those as to which it is held void, unenforceable or invalid shall not be affected thereby, and each provision of this lease shall be valid and enforced to the fullest extent permitted by law.

36. GENERAL PROVISIONS

- A. This Agreement is made for the sole and exclusive benefit of the City and the Lessee, their successors and assigns, and is not made for the benefit of any third party.
- B. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- C. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors and assigns.
- D. The titles of the several sections of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
- E. Nothing herein contained shall create or be construed to creating a joint venture or co-partnership between the City and the Lessee or to constitute the Lessee an agent of the City.

- F. This Agreement shall not become effective until it has been fully and properly executed by both parties hereto and has been approved by the Airport Commission.
- G. The Lessee can appeal decisions or actions taken by the Airport Director regarding this Agreement to the Airport Commission. All appeals shall be made in writing to the Chairman of the Airport Commission. All decisions regarding the appeal by the Airport Commission shall be final.

37. BINDING EFFECT

It is agreed that all of the terms and conditions of this Lease are binding upon the parties hereto, their administrators, heirs, successors and assigns, unless otherwise specified herein. All terms and conditions herein are also covenants.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written above.

THE CITY OF MANASSAS

Airport Director
City of Manassas, Virginia

ATTEST:

SIGNATURE

PRINT NAME

LESSEE

By: _____
Print name: _____
Title: _____

ATTEST:

SIGNATURE

PRINT NAME

LEASE AGREEMENT FOR OFFICE SPACE
AT THE MANASSAS REGIONAL
AIRPORT

THIS LEASE, made and entered into this 1st day of December 2025, (hereinafter the "Agreement") by and between THE CITY OF MANASSAS, through its Airport Director (hereinafter the "City"); and, Aviation Adventures (hereinafter the "Lessee").

WITNESSETH

I. PREMISES

That for and in consideration of the payment by Lessee of the rent hereinafter reserved and the performance by Lessee of the covenants and agreements hereinafter agreed to be performed by it, and in accordance with all of the provisions hereinafter set forth, the City does hereby lease, let, and demise unto Lessee, and Lessee does hereby take, and lease from the City, all that certain portion of the building owned by the City known as 10600 Observation Road, Manassas, Virginia, (hereinafter the "Leased Premises") and more particularly described as follows and shown on Exhibit "A", attached to and made part of this Lease:

±300 square feet, Room 105 located in the main airport terminal building
at:

10600 Harry J. Parrish Boulevard, Manassas, Virginia
20110.

The Lessee shall occupy the Leased Premises for the following purpose and for no other purpose whatsoever:

For flight school operations only

The Lessee has non-exclusive use of the Common Areas shared by other tenants and the general public.

II. TERM

- A. The term of this Lease shall be for a period of twelve (12) months, commencing on the 1st day of December 2025 and ending on the 30th day of November 2026, unless the City provides at least ninety (90) days' written notice to the Lessee of its intent to terminate the Lease. The Lessee shall provide the City with sixty (60) days' written notice of its intent to renew the Lease.
- B. Holdover. No holding over by the Lessee after the termination of this Agreement shall operate to extend or renew this Agreement for any further term whatsoever; but the Lessee will by such holding over become the tenant at will of the City and after written notice by the City to vacate such premises, continued occupancy thereof by the Lessee shall constitute trespass.

- C. Any holding over by the Lessee beyond the thirty (30) day period permitted for removal of personal property without the written consent of the City shall make the Lessee liable to the City for damages equal to double the rentals provided for herein and which were in effect at the termination of the Agreement. These damages are in the nature of liquidated damages and are not a penalty.
- D. If the City needs the Leased Premises for the expansion and renovation of the terminal building, the City shall give the Lessee written notice, and no less than ninety (90) days to vacate the premises.

III. RENT

Commencing on the first day of the term as hereinbefore set forth, and monthly thereafter during the term, Lessee shall pay to the City, without demand and without notice, as rent, the following amount: Eight Hundred and sixty fivedollars and 24 cents each month (\$865.24) payable on the **1st day of December 2025** and the first day of each month thereafter during the term of this agreement.

The Lessee hereby covenants and agrees to occupy the premises as Lessee of the City for the term hereinabove set forth, and agrees to pay to the City rental therefore without offset or deduction therefrom.

IV. ADDITIONAL RENTS & CHARGES

- A. Lessee shall pay a proportionate amount of the City of Manassas utility bill.
- B. If the City elects to pay any sum or sums or incur any obligation or expense by reason of the failure, neglect or refusal of the Lessee to perform or fulfill any one or more of the conditions, covenants or agreements contained in this Agreement, or as the result of any act or omission of the Lessee contrary to said conditions, covenants or agreements, the Lessee hereby agrees to pay the sum or sums so paid or expense so incurred by the City as the result of such failure, neglect or refusal of the Lessee, including interest, at a rate of eighteen percent (18%) per annum, together with all costs, damages and penalties including reasonable attorney fees. In such event, the total of such amounts may be added to any installment of rent thereafter due hereunder, and each and every part of the same shall be and become additional rent recoverable by the City in the same manner and with like remedies as if it were originally a part of the rent provided for in this Agreement.
- C. In the event it is necessary for the Airport to increase security because special threats or Federal mandates beyond the control of the Airport, the Airport Commission may establish fees or charges that are shared by all the airport users.

- D. Lessee shall be responsible for all personal property taxes, gross receipt taxes, etc., levied with respect to Lessee's business operations conducted on the property.
- E. The Lessee shall pay for all phone services furnished to the Leased Premises. The City shall allow the providers of such utilities reasonable access.

V. LATE CHARGES

If Lessee fails to pay within seven (7) days after the date which due, any installment of rent or any other payment due hereunder, any and all such unpaid amounts shall bear interest at the rate of one and one-half percent (1.5%) per month beginning on the due date and continuing until paid.

In addition to the interest which Lessee is required to pay pursuant to the preceding sentence, Lessee agrees to immediately pay the City a late charge (the "Late Charge") equal to five percent (5%) of the amount of rent or other payment which was not paid when due. Lessee acknowledges that the Late Charge is equitable compensation to the City, which is intended to reasonably compensate City for the administrative, accounting, processing, and collection costs which are caused by Lessee's failure to pay the amounts due hereunder. Lessee further acknowledges that the exact amount of City's extra cost is difficult or impractical to specifically establish. Acceptance by the City of the Late Charge shall not constitute a waiver of any rights or remedies of the City.

VI. SECURITY DEPOSIT

Concurrently with Lessee's execution of this lease, Lessee shall deposit with the City an amount equal to one month's rent as security for damage due to Lessee's failure to pay sums due hereunder, misuse of the premises, etc. (the "Security Deposit"). The City shall not be required to pay interest on the Security Deposit or to maintain it in a separate account. Within three (3) days after written notice of City's use of the Security Deposit, Lessee shall deposit with City cash in an amount sufficient to restore the Security Deposit to its prior amount. Within ninety (90) days after (a) the expiration or earlier termination of the lease term, or (b) Lessee's vacating the premises, the City shall return the Security Deposit less such portion thereof as the City may have used to satisfy Lessee's obligations.

VII. ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS & REPAIR

- A. Lessee warrants it has inspected the Leased Premises and accepts possession of the Leased Premises "as is" in its present condition.
- B. Keep at all times, in a clean and orderly condition and appearance, the Leased Premises, equipment and personal property which are located on any part of the Leased Premises.
- C. The Airport Director may at any time during regular working hours enter into the Leased Premises to determine if maintenance and care is satisfactory to Lessor is being accomplished. If in the Airport Director's reasonable judgment, the Lessee is not satisfactorily maintaining the property, he or she shall notify the Lessee in writing, giving

specifics of his or her findings. Lessee's failure to complete the necessary improvements within thirty (30) days, or such longer time as the Airport Director may reasonably allow, will result in Lessee being in default under Article 19 of this Agreement.

- D. The Lessee certifies that the Leased Premises' carpet is new and agrees to repair or replace any damage caused by Lessee to the carpet caused by, but not limited to any liquids and substances having a corrosive or detrimental effect thereon, normal wear and tear is acceptable.
- E. Plans and specifications for any alterations, modifications, additions or replacements (hereinafter referred to as "Improvements") to the Leased Premises shall be submitted to and receive the written approval of the Airport Director, and no such work shall be commenced until such written approvals are obtained from the Airport Director and City Officials. The Airport Director shall advise the Lessee with in thirty (30) days after receipt of the written request, together with copies of the plans and specifications for the proposed Improvements in sufficient detail to make a proper review thereof, of its approval or disapproval of the proposed work and in the event it disapproves, stating its reasons therefore.
- F. If the Lessee makes any Improvements without City approval that are disapproved of by the City, then, upon notice the Lessee shall remove the Improvement or at the option of the City cause the same to be changed to reasonable satisfaction of the City. If the Lessee fails to comply with such notice within thirty (30) days or to commence to comply and pursue diligently to completion, the City may affect the removal or change and the Lessee shall pay the cost (as defined in Section VII(I) thereof to the City.

VIII. ADDITIONAL OBLIGATIONS OF LESSEE

- A. The Lessee shall conduct its operations hereunder in an orderly and proper manner, considering the nature of such operation so as not to unreasonably annoy, disturb, endanger or be offensive to others.
- B. Further, the Lessee shall take all reasonable measures not to produce on the Airport through the operation of machinery or equipment any electrical, electronic or other disturbance that interferes with the operation by the City or the Federal Aviation Administration's operation of navigational, communication or flight equipment on the Airport or on aircraft using the Airport, or with ground transportation communications.
- C. The Lessee shall control the conduct and demeanor of its officers, agents, employees, invites and, upon objection from the City concerning the conduct or demeanor of any such person, the Lessee shall immediately take all lawful steps necessary to remove the cause of the objection.
- D. The Lessee agrees to require its employees to wear suitable attire.
- E. If the City shall so request, the Lessee agrees to require its employees to wear or carry badges or other suitable means of identification, which shall be subject to the prior and continuing approval of the Airport Director.

- F. The Lessee shall comply with all health and safety laws and requirements and any other federal, state or municipal laws, ordinances, rules, regulations and requirements, applicable to the Leased Premises and/or the improvements thereon and its operations at the Airport hereunder.
- G. The Lessee shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of the drainage system, sewerage system, fire protection system, sprinkler system, alarm or security system and fire hydrants and hoses, installed or located on the Leased Premises.
- H. The Lessee shall not overload any floor, structure, structural member on the Leased Premises, or paved area elsewhere on the Airport, and shall repair at the Lessee's expense any floor, structure, structural member, or any paved area damaged by overloading without limiting the Lessee's obligations pursuant to Section VII above.
- I. The Lessee shall not do, nor permit to be done, any act or thing upon the Leased Premises:
 - 1. Which will invalidate or conflict with any fire insurance policies as applicable to the Leased Premises or any part thereof; or other contiguous premises at the Airport; nor,
 - 2. Which may constitute a hazardous condition that increases the risks attendant upon the operations permitted by this Lease.
- J. It is the intent of the parties hereto that noise, including but not limited to noise caused by aircraft engine operation, shall be held to a reasonable minimum. To this end the Lessee shall not conduct aircraft engine run-ups for the purpose of maintenance between the hours of 11:00 p.m. and 5:30a.m. Under unusual or emergency circumstances, the Airport Director may allow aircraft to conduct engine maintenance run-ups during the restricted time period.
- K. The Lessee understands that no outside storage is permitted. In this regard, it is specifically understood and agreed that no vehicles, trailers, campers, boats, recreational vehicles, or tractor-trailers are to be stored in the public parking lot or any part of the airport. At no time will the Lessee park any vehicle, aircraft or equipment in any airport safety area, taxi lane or taxiway that may obstruct the use of such taxiway or taxi lane.
- L. The Lessee shall be prohibited from keeping any animals, domestic or otherwise, within the Leased Premises, except for those animals such as Seeing Eye dogs and others protected by federal accessibility standards.

IX. INGRESS AND EGRESS

- A. The Lessee shall have the right of ingress and egress between the Leased Premises and public parking lots and landing areas at the Airport by means of connecting taxiways, and between the Leased Premises and the entrance(s) to the Airport by means of connecting paved roads. The Lessee shall also have the right to ingress and egress shall be in common with others

having rites of passage thereon, and may be used except when the Airport is closed to the public.

B. The City may, at any time, temporarily or permanently close or consent to or request the closing of any such parking lot, roadway or taxiway or access gate and any other way at, in or near the Leased Premises presently or hereafter used as such, so long as a reasonable means of ingress and egress as provided above remains available to the Lessee. The Lessee shall not do or permit anything to be done which will interfere with the free access and passage of others to space adjacent to the Leased Premises or in any streets or roadways or access gates near the Leased Premises.

X. AIRPORT SECURITY

A. It is understood and agreed that while the City will make reasonable efforts to provide a safe and secure airport environment, the City makes no warranty, expressed or implied, that the security services it contracts for will avert or prevent occurrences, or the consequences therefrom, which may result in loss or damage to the Lessee.

B. Lessee agrees that the City shall not be liable for any loss or damage of a security related nature, irrespective of origin, to person or to property, whether directly or indirectly caused by the performance or nonperformance of contract security service personnel.

C. The Lessee shall be responsible for securing its office space at all times and will make every effort to prevent authorized personnel or vehicles from entering on any aircraft movement areas. The Lessee shall abide by the Airport's Security Plan as written and as amended in the future.

D. The Lessee will be issued keys and or security cards to access the building and airfield. The Lessee is responsible for securing the keys and security cards at all times and is prohibited from duplicating keys or security cards. All cards and keys will be returned to the Airport Director at the termination of this Agreement.

E. If any keys or security cards are lost or stolen, the Lessee will immediately notify the Airport Director's office. The Lessee may be responsible for re-keying the entire terminal building if lost or stolen keys or security cards are not reported immediately.

XI. LIABILITIES, AND INDEMNITIES

A. The City shall not in any way be liable for any cost, liability, damage or injury occurring on the Leased Premises or the Airport including cost of suit and expenses of legal services, claimed or recovered by any person whomsoever, or occurring on the Leased Premises, or the Airport, or as a result of any operations, works, acts or omissions performed on the Leased Premises or the Airport, by the Lessee, its sub- lessees or tenants, or their guests or invitees.

B. The Lessee agrees to indemnify, save and hold harmless, the City and its officers, agents, servants and employees of and from any and all costs, liability, damage and expense (including costs of suit and expenses of legal services) claimed or recovered, justly or unjustly, falsely, fraudulently or frivolously, by any person, firm or corporation by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, including City personnel and City property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Lessee, its agents, servants, employees, contractors, sub-lessees or tenants. In any case in which such indemnification would violate Commonwealth of Virginia Statues, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the City, its officers, employees or agents for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its officers, employees or agents. Upon the filing with the City by anyone of a claim for damages arising out of incidents for which the Lessee herein agrees to indemnify and hold the City harmless, the City shall notify the Lessee of such claim and in the event that the Lessee does not settle or compromise such claim, then the Lessee shall undertake the legal defense of such claim both on behalf of the Lessee and on behalf of the City. It is specifically agreed, however, that the City at its own cost and expense, may participate in the legal defense of any such claim. Any final judgment rendered against the City for any cause for which the Lessee is liable hereunder shall be conclusive against the Lessee as to liability and amount upon the expiration of the time for appeal.

XII. RULES AND REGULATIONS AND MINIMUM STANDARDS

From time to time, the City may adopt, amend and enforce rules and regulations and minimum standards with respect to the occupancy and use of the Airport. The Lessee agrees to observe and obey any and all such rules and regulations and minimum standards and all other Federal, Commonwealth and municipal rules, regulations and laws, as amended, and to require its officers, agents, employees, contractors, and suppliers, to observe and obey the same. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such rules, regulations or laws.

XIII. INSURANCE

A. Lessee shall, at its own cost and expense, take out and maintain such insurance for the term of this Lease as the Lessee is required under the Workers' Compensation Act; and also take out and maintain such public liability insurance as will protect the Lessee, the City from any claims for damage to persons, property, etc., arising out of, occurring or caused by operations under this Agreement by the Lessee or otherwise arising out of this Agreement. The policy will provide the amounts of insurance specified in Paragraph 30.10 hereof. Before execution of this Agreement, certificates of insurance in form acceptable to the City should be submitted to the City. Each certificate shall have endorsed thereon:

"No cancellation or change in the policy shall become effective until after thirty (30) days' notice by registered mail to the Airport Director, Manassas Regional Airport, 10600 Harry J. Parrish Boulevard, Manassas VA 20110."

- B. The City will review the minimum insurance coverage required every year during the term of this Agreement. The City shall have the right to direct Lessee to increase the minimum insurance requirement every year. All required insurance must be in effect and so continue during the life of this Lease in not less than the following amounts:
 - 1) Workers' Compensation Unlimited- Statutory- in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
 - 2) General Liability Insurance with a maximum combined single limit of \$1,000,000 per occurrence. This insurance shall indicate on the Certificate of Insurance the following coverage:
 - a. Products Liability and Completed Operations
 - b. Premises and Operations
 - c. Death and Personal Injury
 - 3) Automobile Liability Insurance with maximum limits of liability (single limit per occurrence) of \$1,000,000 for bodily injury and \$500,000 for property damage. This insurance shall include for bodily injury and property damage the following coverage:
 - a. Owned Automobiles
 - b. Hired Automobiles
 - c. Non-Owned Automobiles
- C. Location of operation shall be "All locations in the City of Manassas, Virginia".
- D. Nothing herein contained shall prevent the Lessee from taking out any other insurance for protection of its interest which it deems advisable or necessary.

XIV. HAZARDOUS MATERIALS

- A. Lessee warrants that no industrial, toxic or hazardous waste will be disposed in the sewer system, dumpster or any other location on the Airport. Disposal shall be in accordance with all appropriate city, county, state and federal regulations. Lessor may require a bond or insurance sufficient to guarantee clean up in the event of a spill.
- B. Lessee further warrants that no industrial, toxic or hazardous waste will be stored on or upon the demised Premises.

XV. COMMON AREAS AND PARKING

- A. The City agrees that Lessee and Lessee's customers, employees, and/or visitors, shall have the right throughout the term of this Lease to use, in common with others entitled to similar use thereof, all of the interior common areas of the building of which the leased premises are

a part, including all hallways, stairways, and doorways for ingress to and egress from the leased premises, and the exterior common areas to the total premises, all parking spaces, streets, service drives, and sidewalks for ingress to and egress from the demised premises and the public streets and highways, and City shall arrange and adequately maintain said interior common areas in good and usable condition throughout the term of this Lease.

- B. The City shall pave, arrange, and adequately maintain in good and usable condition throughout the term of this Lease all exterior common areas, and shall be responsible for snow removal and the maintenance of adequate lighting facilities in the said parking areas at all times during the business hours of the building containing the leased premises.
- C. The Lessee has the right to use two (2) parking spaces in the Terminal Building Parking Lot and wherever parking is available in the surrounding public parking areas. The parking of vehicles that are not properly registered or licensed in the Commonwealth of Virginia for any amount of time is expressly prohibited.

XVI. QUIET ENJOYMENT

The City covenants that as long as the Lessee is not in default of any provision of this Agreement, the Lessee shall and may peaceably and quietly have, hold and enjoy the Leased Premises.

XVII. GOVERNMENTAL REQUIREMENTS

- A. The Lessee shall procure all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Lessee's operations at the Leased Premises which may be necessary for the Lessee's operations thereat. This includes but is not limited to the Federal Aviation Administration and Virginia Department of Aviation.
- B. The Lessee shall pay all taxes, licenses, certification, permit and examination fees and excise taxes which may be assessed, levied, exacted or imposed on the operation hereunder or on the gross receipts or gross income to the Lessee therefrom, and shall make all applications, reports and returns required in connection therewith.

XVIII. RIGHTS OF ENTRY RESERVED

- A. The City, by its officers, employees, agents, representatives and contractors shall have the right at all reasonable times to enter upon the Leased Premises for any and all purposes not inconsistent with this Agreement, provided, such action by the City, its officers, employees, agents, representatives and contractors does not unreasonably interfere with the Lessee's use, occupancy, or security requirements of the Leased Premises.

- B. At any reasonable time, and from time to time during the ordinary business hours, the City, by its officers, agents and employees, whether or not accompanied by a prospective lessee, occupier or user of the Leased Premises, shall have the right to enter thereon for the purpose of exhibiting and viewing all parts of the same, subject to the Lessee's reasonable security requirements.
- C. Exercise of any or all of the foregoing rights in this Article, by the City, or others under right of the City, shall not be, nor be construed to be, an eviction of the Lessee, nor be made the grounds for any abatement of rental nor any claim or demand for damages against the City, consequential or otherwise, except claims for damage to person or property caused solely by the negligence of the City.

XIX. TERMINATION & DEFAULT

- A. In the event of a default on the part of the Lessee in the payment of rents, arrears or any other charges required by this Agreement to be paid to the City, the City shall give written notice to the Lessee of such monetary default, and demand the immediate cancellation of this Agreement and full payment of amounts due thereunder, including all arrears and interest thereon. If, within five (5) days after the date the City gives such notice of a monetary default, the Lessee has not corrected said monetary default, and paid the delinquent amounts in full, the City may, by written notice to the Lessee, terminate this Agreement and all rights and privileges granted hereby in and to the Leased Premises.
- B. Upon the default by Lessee in the performance of any covenant or conditions required to be performed by the Lessee, other than the payment of rents and other fees or charges, the City shall provide Lessee with written notice allowing the Lessee ten (10) days to remedy such default. Upon the failure of the Lessee to remedy such default for the period of ten (10) days after receipt from the City of written notice to remedy the same, the City shall have the right to cancel this Agreement for such cause by notice to the Lessee. The notice of cancellation shall be effective immediately upon such notice to the Lessee. Upon the default by the Lessee, and the giving of notice of the default and cancellation by the City as provided for elsewhere herein, the notice of cancellation shall become final; provided, however, that should the City determine that the Lessee is diligently remedying such default to completion, and so advises the Lessee in writing, said notice of cancellation may be held in abeyance. If, however, the City determines that such default is no longer being diligently remedied to conclusion, the City shall so advise the Lessee in writing, and said notice of cancellation shall no longer be held in abeyance for any reason and shall become final without further notice to the Lessee. The determination of the City in this regard shall in all events be conclusive and binding upon the Lessee.
- C. Upon the cancellation or termination of this Agreement for any reason, all rights of the Lessee shall terminate, including all rights or alleged rights of creditors, trustees, assigns, and all others similarly so situated as to the Leased Premises. Upon said cancellation or termination of this Agreement for any reason, the Leased Premises, except for such personal property which may be removed from said Leased Premises

as provided elsewhere herein, shall be free and clear of all encumbrances and all claims of the Lessee, its tenants, creditors, trustees, assigns and all others and the City shall have immediate right of possession to the Leased Premises.

D. Failure by the City to take any authorized action upon default by the Lessee of any of the terms, covenants or conditions required to be performed, kept and observed by the Lessee shall not be construed to be, nor act as, a waiver of said default nor of any subsequent default of any of the terms, covenants and conditions contained herein to be performed, kept and observed by the Lessee. Acceptance of rentals by the City from the Lessee, or performance by the City under the terms hereof, for any period or periods after a default by the Lessee of any of the terms, covenants and conditions herein required to be performed, kept and observed by the Lessee shall not be deemed a waiver or estoppels of any right on the part of the City to cancel this Agreement for any subsequent failure by the Lessee to so perform, keep or observe any said terms, covenants or conditions.

XX. TERMINATION BY LESSEE

A. In addition to any other right of cancellation herein given to Lessee, or any rights to which it may be entitled by law, equity or otherwise, and as long as the Lessee is not in default in payment to the City of any amounts due the City under this Agreement, the Lessee may cancel this Agreement, and thereby terminate all of its rights and unaccrued obligation hereunder, by giving the City thirty (30) days advance written notice upon or after the happening of the following events:

- 1) Issuance by a court of competent jurisdiction of an injunction which in any way substantially prevents or restrains the use of the Leased Premises, or any part thereof necessary to Lessee's business operations on the Airport, and which injunction remains in force for a period of at least thirty (30) days after the party against whom the injunction has been issued has exhausted or abandoned all appeals or one hundred twenty (120) days whichever is shorter, if such injunction is not necessitated by or issued as a result of an act or omission of Lessee; or
- 2) The assumption by the United States Government or any authorized agency thereof, of the operation, control or use of the Airport and its facilities, or any substantial part thereof, in such a manner as substantially to restrict Lessee from operating its authorized Airport business for a continuous period of at least ninety (90) days.

XXI. SERVICES TO LESSEE

The City covenants and agrees that during the term of this Agreement it will operate the Airport as such for the use and benefit of the public provided however, that the City may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation needs of the public. The City further agrees to use its best efforts to maintain the terminal building, runways, taxiways and roads in good repair

including the removal of snow from the parking lots, sidewalks, aprons and runways. The City also agrees to provide and maintain water and sanitary sewer services.

XXII. SURRENDER AND RIGHT OF REENTRY

Upon the expiration, cancellation or termination of this Agreement pursuant to any terms hereof, the Lessee agrees peaceably to surrender up the Leased Premises to the City in the same condition as was received except for such normal wear and tear.

XXIII. SIGNS AND LOGOS

The Lessee shall have the right to install and maintain one sign on the Leased Premises identifying it and its operations, provided, however, the subject matter, type, design, location and elevation of such shall be subject to written approval of the Airport Director. All signs must conform to the City of Manassas Zoning and Building regulations.

XXIV. ASSIGNMENT & SUBLICENSE

Lessee shall not assign or sublet the demised premises or any part thereof.

XXV. WARRANTY

City warrants that it has full legal authority and right to grant to Lessee the estate hereby demised and the easements thereunto pertaining.

XXVI. NOTICES

- A. All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed given when received at the recipient's notice address except that notice that must be given by a certain time to be effective and is sent registered or certified mail, postage prepaid, return receipt requested, addressed to the recipient's address shall be deemed given when posted. Notice that starts the running of a time period and is delivered on a non-business day shall be deemed delivered on the next business day, if left at the notice address, or the next business day on which it is redelivered if it is not left at the notice address.

- B. The notice addresses of the parties are as follows:

To the City: The Honorable Mayor
The City of Manassas
Manassas Regional Airport
9027 Center Street
Manassas, Virginia 20110

With a copy to:

Manassas Regional Airport
Attention: Airport Director
10600 Harry J. Parrish Boulevard
Manassas, Virginia 20110

The Lessee:

Aviation Adventures
10600 Harry J. Parrish Blvd. Suite 109
Manassas, VA 20110

C. Such addresses shall be subject to change from time to time to such other addresses as may have been specified in written notice given by the intended recipient to the sender.

XXVII. WAIVER

Any particular waiver of any covenant or condition of this Lease shall extend to the particular instance only and in the manner specified, and shall not be construed as applying to or in any manner waiving any further or other covenants, conditions or rights hereunder.

XXVIII. SUBORDINATION

A. This Agreement is subject and subordinate to the following:

- 1) The City reserves the right to develop and improve the Airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance by or on behalf of the Lessee, provided, the Lessee is not deprived of the use or access to the Leased Premises. Accordingly, nothing contained in this Agreement shall be construed to obligate the City to relocate the Lessee.
- 2) The City reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected any building or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 3) This Agreement is and shall be subordinate to the provision of existing and future agreements between the City and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the obtaining or expenditure of Federal funds for the benefit of the Airport.

- 4) During the time of war or national emergency, the City shall have the right to lease all or any part of the landing area or of the Airport to the United States for military or naval use, and if any such lease is executed, the provisions of this Agreement insofar as they may be inconsistent with the provisions of such lease to the Government, shall be suspended, but such suspension shall not extend the term of this Agreement. Abatement of rentals shall be reasonably determined by the City in proportion to the degree of interference with the Lessee's use of the Leased Premises.
- 5) Except to the extent required for the performance of any obligations of the Lessee hereunder, nothing contained in this Agreement shall grant to the Lessee any rights whatsoever in the airspace above the Leased Premises other than those rights which are subject to Federal Aviation Administration rules, regulations and orders currently or subsequently effective.

XXIX. REMEDIES TO BE NON-EXCLUSIVE

All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of, or exclusive of, each other, or of any other remedy available to the City, or the Lessee, at law or in equity, and the exercise of any remedy, or the existence herein of other remedies or indemnities shall not prevent the exercise of any other remedy.

XXX. NON-WAIVER OF RIGHTS

The failure by either party to exercise any right, or rights accruing to it by virtue of the breach of any covenant, condition or agreement herein by the other party shall not operate as a waiver of the exercise of such right or rights in the event of any subsequent breach by such other party, nor shall such other party be relieved thereby from its obligations under the terms hereof.

XXXI. FORCE MAJUERE

Neither party shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reason of labor disputes, acts of God, acts of the public enemy, acts of superior governmental authority or other circumstances for which it is not responsible or which is not in its control; provided, however, that this section shall not excuse Lessee from paying the rentals herein specified.

XXXII. NON-LIABILITY OF INDIVIDUALS

No director, officer, agent or employee of either party hereto shall be charged personally or held contractually liable by or to the other party under any term or provision of the Agreement or of any supplement, modification or amendment to this Agreement because of any breach thereof, or because of this or their execution or attempted execution of the same.

XXXIII. ENTIRE AGREEMENT

This Lease, together with any exhibits attached hereto and made a part hereof, represents the entire understanding between the parties, and there are no collateral or oral agreements or understandings, and this Lease shall not be modified, changed or terminated unless in writing of equal dignity signed by both parties.

XXXIV. GOVERNING LAW

This Agreement shall be performable and enforceable in Manassas, Virginia, and shall be construed in accordance with the laws of the Commonwealth of Virginia.

XXXV. PARTIAL INVALIDITY

If any provision of this lease or the application thereof to any person or circumstance shall to any extent be held void, unenforceable or invalid, then the remainder of this lease or the application of such provision to persons or circumstances other than those as to which it is held void, unenforceable or invalid shall not be affected thereby, and each provision of this lease shall be valid and enforced to the fullest extent permitted by law.

XXXVI. GENERAL PROVISIONS

- A. This Agreement is made for the sole and exclusive benefit of the City and the Lessee, their successors and assigns, and is not made for the benefit of any third party.
- B. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- C. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors and assigns.
- D. The titles of the several sections of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
- E. Nothing herein contained shall create or be construed to creating a co-partnership between the City and the Lessee or to constitute the Lessee an agent of the City.
- F. This Agreement shall not become effective until it has been fully and properly executed by both parties hereto and has been approved by the Airport Commission.

G. The Lessee can appeal decisions or actions taken by the Airport Director regarding this Agreement to the Airport Commission. All appeals shall be made in writing to the Chairman of the Airport Commission. All decisions regarding the appeal by the Airport Commission shall be final.

XXXVII. BINDING EFFECT

It is agreed that all of the terms and conditions of this Lease are binding upon the parties hereto, their administrators, heirs, successors and assigns, unless otherwise specified herein. All terms and conditions herein are also covenants.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written above.

THE CITY OF MANASSAS

Juan Rivera, Airport Director

LESSEE

By: _____
Print Name: _____
Title: _____



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.2

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Approve Lease Renewal for EAA Chapter 186 (Mr. Juan Rivera, Director, 2 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-344

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [EAA lease 2026.docx](#)

LEASE OF OFFICE SPACE

THIS LEASE, made and entered into this 1st day of December, 2025, (hereinafter the "Agreement") by and between THE CITY OF MANASSAS (hereinafter the "City"); and, National Capital Chapter 186, Inc Experimental Aircraft Association (hereinafter the "Lessee").

WITNESSETH:

1. PREMISES

That for and in consideration of the payment by Lessee of the rent hereinafter reserved and the performance by Lessee of the covenants and agreements hereinafter agreed to be performed by it, and in accordance with all of the provisions hereinafter set forth, the City does hereby lease, let, and demise unto Lessee, and Lessee does hereby take, and lease from the City, office space at 10629 Observation Rd, Manassas, Virginia, (hereinafter the "Leased Premises") and more particularly described as follows:

862 square feet, Room(s) located at 10629 Observation Rd, Manassas, Virginia 20110.

The Lessee shall occupy the Leased Premises for the following purpose and for no other purpose whatsoever:

Chapter House Meeting area

The Lessee has non-exclusive use of the Common Areas shared by other tenants and the general public.

2. TERM

- A. The term of this lease shall be for a period of twelve (12) months commencing on the 1st day of December, 2025, and ending on the 30th day of November, 2026.
- B. Holdover. No holding over by the Lessee after the termination of this Agreement shall operate to extend or renew this Agreement for any further term whatsoever; but the Lessee will by such holding over become the tenant at will of the City and after written notice by the City to vacate such premises, continued occupancy thereof by the Lessee shall constitute trespass.
- C. Any holding over by the Lessee beyond the thirty (30) day period permitted for removal of personal property without the written consent of the City shall make the Lessee liable to the City for damages equal to double the rentals provided for herein and which were in effect at the termination of the Agreement. These damages are in the nature of liquidated damages and are not a penalty.

3. RENT

Commencing on the first day of the term as hereinbefore set forth, and monthly thereafter during the term, Lessee shall pay to the City, without demand and without notice, as Rent, the following amount: (\$365.00) Three Hundred sixty five dollars and 00 cents on the 1st day of each month thereafter during the term of this agreement. The Lessee hereby covenants and agrees to occupy the premises as Lessee of the City for the term hereinabove set forth, and agrees to pay to the City rental therefore without offset or deduction therefrom.

4. ADDITIONAL RENTS & CHARGES

- A. If the City elects to pay any sum or sums or incur any obligation or expense by reason of the failure, neglect or refusal of the Lessee to perform or fulfill any one or more of the conditions, covenants or agreements contained in this Agreement, or as the result of any act or omission of the Lessee contrary to said conditions, covenants or agreements, the Lessee hereby agrees to pay the sum or sums so paid or expense so incurred by the City as the result of such failure, neglect or refusal of the Lessee, including interest, at a rate of eighteen percent (18%) per annum, together with all costs, damages and penalties including reasonable attorney fees. In such event, the total of such amounts may be added to any installment of rent thereafter due hereunder, and each and every part of the same shall be and become additional rent recoverable by the City in the same manner and with like remedies as if it were originally a part of the Rent provided for in this Agreement.
- B. In the event it is necessary for the Airport to increase security because special threats or Federal mandates beyond the control of the Airport, the Airport Commission may establish fees or charges that are shared by all the airport users.
- C. Lessee shall be responsible for all personal property taxes, gross receipt taxes, etc., levied with respect to Lessee's business operations conducted on the property.
- D. The Lessee shall pay for all phone and internet services furnished to the Leased Premises. The City shall allow the providers of such utilities reasonable access.
- E. The Lessee shall pay all fees associated with the Airport's Commercial Operating Permit.

5. INTEREST AND LATE CHARGES

If Lessee fails to pay within seven (7) days after the date which due, any installment of rent or any other payment due hereunder, any and all such unpaid amounts shall bear interest at the rate of one and one-half percent (1. 5%) per month beginning on the due date and continuing until paid.

In addition to the interest which Lessee is required to pay pursuant to the preceding sentence, Lessee agrees to immediately pay the City a late charge (the "Late Charge") equal to five percent (5%) of the amount of rent or other payment which was not paid when due. Lessee acknowledges that the Late Charge is equitable compensation to the City, which is intended to reasonably compensate City for the administrative, accounting, processing, and collection costs which are caused by Lessee's failure to pay the amounts due hereunder. Lessee further acknowledges that the exact amount of City's extra cost is difficult or impractical to specifically establish. Acceptance by the City of the Late Charge shall not constitute a waiver of any rights or remedies of the City.

6. SECURITY DEPOSIT

Concurrently with Lessee's execution of this lease, Lessee shall deposit with the City an amount equal to one month's rent as security for damage due to Lessee's failure to pay sums due hereunder, misuse of the premises; and any other sums due to the City resulting from any breach of this lease by Lessee (the "Security Deposit"). The City shall not be required to pay interest on the Security Deposit or to maintain it in a separate account. Within three (3) days business after written notice of City's use of the Security Deposit, Lessee shall deposit with City cash in an amount sufficient to restore the Security Deposit to its prior amount. Within ninety (90) days after (a) the expiration or earlier termination of the lease term, or (b) Lessee's vacating the premises, the City shall return the Security Deposit less such portion thereof as the City may have used to satisfy Lessee's obligations.

7. ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS & REPAIR

- A. Lessee warrants it has inspected the Leased Premises and accepts possession of the Leased Premises "as is" in its present condition.
- B. Lessee shall keep at all times, in a clean and orderly condition and appearance, the Leased Premises, equipment and personal property which are located on any part of the Leased Premises.
- C. During the Term of this Agreement, Tenant shall periodically (at least quarterly) inspect the Unit and perform, at its sole expense, all routine maintenance "Routine Maintenance" is a function of preserving each type of facility as near as possible in its condition as constructed. At the Tenant's expense (up to \$500.00 annually), perform all repairs and replacement and all routine maintenance necessary to maintain the interior, nonstructural components of the Unit and all major building systems in good repair and proper working condition, normal wear and tear excepted. The Tenant shall maintain records of all expenses incurred for routine maintenance and shall make the records available to the Tenant when requested. The records shall include at a minimum; invoice, date of repair, and company or person who made the repairs.
- D. The Airport Director may at any time during regular working hours enter into the Leased Premises to determine if maintenance and care is satisfactory to Lessor is being accomplished. If in the Airport Director's reasonable judgment, the Lessee is not satisfactorily maintaining the property, he or she shall notify the

Lessee in writing, giving specifics of his or her findings. Lessee's failure to complete the necessary improvements within thirty (30) days, or such longer time as the Airport Director may reasonably allow, will result in Lessee being in default under Article 19 of this Agreement.

- E. Lessee shall repair any damage caused by Lessee to the carpet of the Leased Premises caused by any liquids and substances having a corrosive or detrimental effect thereon, normal wear and tear is acceptable.
- F. Plans and specifications for any alterations, modifications, additions or replacements (hereinafter referred to as "Improvements") to the Leased Premises by Lessee shall be submitted to and receive the written approval of the City, and no such work shall be commenced until such written approvals are obtained from the City.
- G. The City shall advise the Lessee within thirty (30) days after receipt of the written request, together with copies of the plans and specifications for the proposed Improvements in sufficient detail to make a proper review thereof, of its approval or disapproval of the proposed work, and in the event, it disapproves, stating its reasons therefore.
- H. If the Lessee makes any Improvements without City approval that are disapproved of by the City, then, upon notice the Lessee shall remove the Improvement or at the option of the City cause the same to be changed to reasonable satisfaction of the City. If the Lessee fails to comply with such notice within thirty (30) days or to commence to comply and pursue diligently to completion, the City may affect the removal or change and the Lessee shall pay the cost thereof to the City.

8. ADDITIONAL OBLIGATIONS OF LESSEE

- A. The Lessee shall conduct its operations hereunder in an orderly and proper manner, considering the nature of such operation so as not to unreasonably annoy, disturb, endanger or be offensive to others.
- B. Lessee shall take all reasonable measures not to produce on the Airport through the operation of machinery or equipment any electrical, electronic or other disturbance that interferes with the operation by the City or the Federal Aviation Administration's operation of navigational, communication or flight equipment on the Airport or on aircraft using the Airport, or with ground transportation communications.
- C. The Lessee shall control the conduct and demeanor of its officers, agents, employees, invites and, upon objection from the City concerning the conduct or demeanor of any such person, the Lessee shall immediately take all lawful steps necessary to remove the cause of the objection.
- D. The Lessee agrees to require its employees to wear suitable attire as determined by the Airport Director in his sole discretion.

- E. If the City shall so request, the Lessee agrees to require its employees to wear or carry badges or other suitable means of identification, which shall be subject to the prior and continuing approval of the Airport Director. The Lessee shall comply with all health and safety laws and requirements and any other federal, state or municipal laws, ordinances, rules, regulations and requirements, applicable to the Leased Premises and/or the improvements thereon and its operations at the Airport hereunder.
- F. The Lessee shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of the drainage system, sewerage system, fire protection system, sprinkler system, alarm or security system and fire hydrants and hoses, installed or located on the Leased Premises.
- G. The Lessee shall not overload any floor, structure, structural member on the Leased Premises, or paved area elsewhere on the Airport, and shall repair at the Lessee's expense any floor, structure, structural member, or any paved area damaged by overloading, which repair work shall be performed in accordance with the Lessee's obligations pursuant to Section VII above.
- H. The Lessee shall not do, nor permit to be done, any act or thing upon the Leased Premises:
 - 1) Which will invalidate or conflict with any fire insurance policies as applicable to the Leased Premises or any part thereof; or other contiguous premises at the Airport; nor,
 - 2) Which may constitute a hazardous condition that increases the risks attendant upon the operations permitted by this Lease.
- I. The Lessee understands that no outside storage is permitted. In this regard, it is specifically understood and agreed that no vehicles, trailers, campers, boats, recreational vehicles, or tractor-trailers are to be stored in the public parking lot or any part of the airport. At no time will the Lessee park any vehicle, aircraft or equipment in any airport safety area, taxilane or taxiway that may obstruct the use of such taxiway or taxilane.
- J. The Lessee shall be prohibited from keeping any animals, domestic or otherwise, within the Leased Premises, except for those animals such as Seeing Eye dogs and others protected by federal accessibility standards.

9. INGRESS AND EGRESS

- A. The Lessee shall have the right of ingress and egress between the Leased Premises and public parking lots and landing areas at the Airport by means of connecting taxiways, and between the Leased Premises and the entrance(s) to the Airport by means of connecting paved roads. The Lessee shall also have the right to ingress and egress shall be in common with others having rites of passage

thereon, which may be used except when the Airport is closed to the public. The City may, at any time, temporarily or permanently close or consent to or request the closing of any such parking lot, roadway or taxiway or access gate and any other way at, in or near the Leased Premises presently or hereafter used as such, so long as a reasonable means of ingress and egress as provided above remains available to the Lessee. The Lessee shall not do or permit anything to be done which will interfere with the free access and passage of others to space adjacent to the Leased Premises or in any streets or roadways or access gates near the Leased Premises.

10. AIRPORT SECURITY

- A. It is understood and agreed that while the City will make reasonable efforts to provide a safe and secure airport environment, the City makes no warranty, expressed or implied, that the security services it contracts for will avert or prevent occurrences, or the consequences therefrom, which may result in loss or damage to the Lessee.
- B. Lessee agrees that the City shall not be liable for any loss or damage of a security related nature, irrespective of origin, to person or to property, whether directly or indirectly caused by the performance or nonperformance of contract security service personnel.
- C. The Lessee shall be responsible for securing its office space when not in use or occupied. The Lessee shall abide by all security procedures as implemented by the Airport Director for securing the terminal building.
- D. The Lessee will be issued keys and or security cards to access the terminal building after normal working hours. The Lessee is responsible for securing the keys and security cards at all times and is prohibited from duplicating keys or security cards. All cards and keys will be returned to the Airport Director at the termination of this Agreement.
- E. If any keys or security cards are lost or stolen, the Lessee will immediately notify the Airport Director's office, and the Lessee may be responsible for the cost of re-keying the entire terminal.

11. LIABILITIES, AND INDEMNITIES

- A. The City shall not in any way be liable for any cost, liability, damage or injury occurring on the Leased Premises or the Airport including cost of suit and expenses of legal services, claimed or recovered by any person whomsoever, or occurring on the Leased Premises, or the Airport, or as a result of any operations, works, acts or omissions performed on the Leased Premises or the Airport, by the Lessee, its sublessees or tenants, or their guests or invitees.

B. The Lessee agrees to indemnify, save and hold harmless, the City and its officers, agents, servants and employees of and from any and all costs, liability, damage and expense (including costs of suit and expenses of legal services) claimed or recovered, justly or unjustly, falsely, fraudulently or frivolously, by any person, firm or corporation by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, including City personnel and City property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Lessee, its agents, servants, employees, contractors, sublessees or tenants. In any case in which such indemnification would violate Virginia law, the foregoing provisions concerning indemnification shall not be construed to indemnify the City, its officers, employees or agents for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its officers, employees or agents. Upon the filing with the City by anyone of a claim for damages arising out of incidents for which the Lessee herein agrees to indemnify and hold the City harmless, the City shall notify the Lessee of such claim and in the event that the Lessee does not settle or compromise such claim, then the Lessee shall undertake the legal defense of such claim both on behalf of the Lessee and on behalf of the City. It is specifically agreed, however, that the City at its own cost and expense, may participate in the legal defense of any such claim. Any final judgment rendered against the City for any cause for which the Lessee is liable hereunder shall be conclusive against the Lessee as to liability and amount upon the expiration of the time for appeal.

12. RULES AND REGULATIONS AND MINIMUM STANDARDS

From time to time, the City may adopt, amend and enforce rules and regulations and minimum standards with respect to the occupancy and use of the Airport. The Lessee agrees to observe and obey any and all such rules and regulations and minimum standards and all other Federal, state and municipal rules, regulations and laws, as amended, and to require its officers, agents, employees, contractors, and suppliers, to observe and obey the same. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such rules, regulations or laws.

13. INSURANCE

A. Lessee shall, at its own cost and expense, take out and maintain such insurance for the term of this Lease as the Lessee is required under the Workers' Compensation Act; and also take out and maintain such public liability insurance as will protect the Lessee and the City from any claims for damage, injury or death to persons or property, arising out of, occurring or caused by operations under this Agreement by the Lessee or otherwise arising out of this Agreement. The policy will provide the amounts of insurance specified in Paragraph XIII(B) hereof. Before execution of this Agreement, certificates of insurance in form acceptable to the City should be submitted to the City. Each certificate shall have endorsed thereon:

"No cancellation or change in the policy shall become effective until after thirty (30) day notice by registered mail to the Airport Director, Manassas Regional Airport, 10600 Harry J. Parrish Boulevard, Manassas VA 20110."

- B. The City will review the minimum insurance coverage required every year during the term of this Agreement. The City shall have the right to direct Lessee to increase the minimum insurance requirement every year. All required insurance must be in effect and so continue during the life of this Lease in not less than the following amounts:
 - 1) Workers' Compensation Unlimited - Statutory- in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
 - 2) General Liability Insurance with a maximum combined single limit of \$1,000,000 per occurrence. This insurance shall indicate on the Certificate of Insurance the following coverages:
 - a. Products Liability and Completed Operations
 - b. Premises and Operations
 - c. Death and Personal Injury
 - 3) Automobile Insurance- Not required if the Lessee is not going to drive on any Aircraft Operations Areas or movement areas, including ramps and tie-down areas. Lessee must provide the Airport Director with a written statement declaring that this is the case.
- C. Location of operation shall be "All locations in the City of Manassas, Virginia".
- D. The City shall be named as an additional insured under all policies of liability insurance.
- E. Nothing herein contained shall prevent the Lessee from taking out any other insurance for protection of its interest which it deems advisable or necessary.

14. HAZARDOUS MATERIALS

- A. Lessee warrants that no industrial, toxic or hazardous waste will be disposed in the sewer system, dumpster or any other location on the Airport. Disposal shall be in accordance with all appropriate city, county, state and federal regulations. Lessor may require a bond or insurance sufficient to guarantee clean up in the event of a spill.
- B. Lessee further warrants that no industrial, toxic or hazardous waste will be stored on or upon the demised Premises.

15. COMMON AREAS AND PARKING

- A. The City agrees that Lessee and Lessee's customers, employees, and/or visitors, shall have the non-exclusive right throughout the term of this Lease to use, in common with others entitled to similar use thereof, all of the interior common areas (public use) of the building of which the leased premises are a part, including all hallways, stairways, and doorways for ingress to and egress from the leased premises, and the exterior common areas to the total premises, all parking spaces, streets, service drives, and sidewalks for ingress to and egress from the demised premises and the public streets and highways, and City shall arrange and adequately maintain said interior common areas in good and usable condition throughout the term of this Lease. The Airport Director reserves the right to charge the Lessee for additional janitorial services for special events hosted by the Lessee or if in the opinion of the Airport Director the Lessee's creates a need for additional janitorial services.
- B. The City shall pave, arrange, and adequately maintain in good and usable condition throughout the term of this Lease all exterior common areas, and shall be responsible for snow removal and the maintenance of adequate lighting facilities in the said parking areas at all times during the business hours of the building containing the leased premises.
- C. The Lessee shall in no way infringe on the rights of others to use the public use areas (pilots lounge, terminal lobby, vending area, hallways, baggage area, and outside grounds) of the terminal and understands and agrees that the City and other groups may from time to time hold special events in the terminal building and on the grounds around the terminal. At no time shall the Lessee use, or permit his employee(s) to use the public use areas of the terminal building for conducting any aspects of the Lessee's business.

16. QUIET ENJOYMENT

The City covenants that as long as the Lessee is not in default of any provision of this Agreement, the Lessee shall and may peaceably and quietly have, hold and enjoy the Leased Premises.

17. GOVERNMENTAL REQUIREMENTS

- A. The Lessee shall procure all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Lessee's operations at the Leased Premises which may be necessary for the Lessee's operations thereat. This includes but is not limited to the Federal Aviation Administration and Virginia Department of Aviation.
- B. The Lessee shall pay all taxes, licenses, certification, permit and examination fees and excise taxes which may be assessed, levied, exacted or imposed on the

operation hereunder or on the gross receipts or gross income to the Lessee therefrom, and shall make all applications, reports and returns required in connection therewith.

18. RIGHTS OF ENTRY RESERVED

- A. The City, by its officers, employees, agents, representatives and contractors shall have the right at all reasonable times to enter upon the Leased Premises for any and all purposes not inconsistent with this Agreement, provided, such action by the City, its officers, employees, agents, representatives and contractors does not unreasonably interfere with the Lessee's use, occupancy, or security requirements of the Leased Premises.
- B. At any reasonable time, and from time to time during the ordinary business hours, the City, by its officers, agents and employees, whether or not accompanied by a prospective lessee, occupier or user of the Leased Premises, shall have the right to enter thereon for the purpose of exhibiting and viewing all parts of the same, subject to the Lessee's reasonable security requirements.
- C. Exercise of any or all of the foregoing rights in this Article, by the City, or others under right of the City, shall not be, nor be construed to be, an eviction of the Lessee, nor be made the grounds for any abatement of rental nor any claim or demand for damages against the City, consequential or otherwise, except claims for damage to person or property caused solely by the negligence of the City.

19. DEFAULT & TERMINATION

- A. "Default" occurs (taking into account the expiration of the notice and cure periods provided for below):
 1. If Lessee fails to pay Rent or any other sum required to be paid hereunder within Five (5) days after written notice from City that such payment was due, but was not paid as of the due date (provided, however, if City has delivered two (2) such notices to Lessee within the prior twelve (12) month period, any subsequent failure to pay Rent or any other sum required to be paid to City hereunder on or before the due date for such payment occurring shall constitute a Default by Lessee without requirement of such Five (5) day notice and opportunity to cure; but in the event a full year elapses between such failures then Lessee shall again have the right to such cure period); or
 2. If Lessee fails to perform any term, covenant or condition of this Lease except those requiring the payment of money to City as set forth in Section 19(A)(1) above, and Lessee fails to cure such breach within thirty (30) days after written notice from City where such breach could reasonably be cured within such thirty (30) day period; provided, however, that where such failure could not reasonably be cured within the thirty (30) day period, that Lessee shall not

be in Default if it commences such performance promptly after its receipt of City's written notice and diligently thereafter prosecutes the same to completion; provided that no such grace period to be permitted in the event of any one or more of the following: (i) the Default relates to the maintenance of insurance obligations, (ii) the Default relates to the assignment and subletting provisions, or (iii) there exists a reasonable possibility of danger to the health or safety of the City, the Lessee, Lessee's invitees, or any other occupants of, or visitors to, the Building; or

3. If Lessee shall have abandoned or vacated the Leased Premises or any material (i.e., in excess of 50%) portion thereof for a period of fourteen (14) consecutive days.

B. Upon a Default, City shall have the following remedies, in addition to all other rights and remedies provided by law or available in equity or otherwise provided in this Lease, any one or more of which City may resort to cumulatively, consecutively, or in the alternative:

1. City may continue this Lease in full force and effect, and this Lease shall continue in full force and effect as long as City does not terminate this Lease, and City shall have the right to collect Rent and other charges when due.
2. City may terminate this Lease, or may terminate Lessee's right to possession of the Leased Premises without terminating this Lease, at any time by giving written notice to that effect. Upon the giving of a notice of the termination of this Lease, this Lease (and all of Lessee's rights hereunder) shall immediately terminate, provided that, without limitation, Lessee's obligation to pay Rent and any damages otherwise payable under this Agreement shall specifically survive such termination and shall not be extinguished thereby. Upon the giving of a notice of the termination of Lessee's right of possession, all of Lessee's rights in and to possession of the Leased Premises shall terminate but this lease shall continue subject to the effect of this Section XIX. Upon either such termination, Lessee shall surrender and vacate the Premises in the condition required by this Agreement, and City may re-enter and take possession of the Leased Premises and all the remaining improvements or property and eject Lessee or any of the Lessee's sublessees, assignees or other person or persons claiming any right under or through Lessee or eject some and not others or eject none. This Lease may also be terminated by a judgment specifically providing for termination. Any termination under this Section shall not release Lessee from the payment of any sum then due City or from any claim for damages or Rent or other sum previously accrued or thereafter accruing against Lessee, all of which shall expressly survive such termination. Reletting may be for a period shorter or longer than the remaining Lease Term. No act by City other than giving written notice to Lessee shall terminate this Lease. Acts of maintenance, efforts to relet the Leased Premises or the appointment of a receiver on City's initiative to

protect City's interest under this Lease shall not constitute a constructive or other termination of Lessee's right to possession or of this Lease, either of which may be affected solely by an express written notice from City to Lessee.

C. On termination, City shall have the right to remove all Lessee's personal property and store same at Lessee's cost, and to recover from Lessee as damages:

1. The amount of unpaid Rent, interest, late fees and other sums due and payable which had been earned at the time of termination; plus
2. Any other amount necessary to compensate City for all of the out-of-pocket costs incurred on account of Lessee's failure to perform Lessee's obligations under this Agreement, including, without limitation, any costs or expenses reasonably incurred by City: (i) in retaking possession of the Leased Premises; (ii) in maintaining, repairing, preserving, restoring, replacing, cleaning, altering or rehabilitating the Leased Premises or a portion thereof, including such acts for reletting to a new Lessee or Lessees; (iii) for leasing commissions; or (iv) for any other costs necessary or appropriate to relet the Leased Premises, together with the unamortized portion of any improvements made for Lessee by City and paid for by City; real estate commissions paid by City in connection with Lessee's lease; and any rental abatement; plus
3. In addition to the other amounts specified in this Agreement, the City shall be entitled to recover "Indemnity Payments," as defined herein below, from Lessee. For purposes of this Lease "Indemnity Payments" means an amount equal to the Rent and other payments provided for in this Lease which would have become due and owing hereunder from time to time during the unexpired Lease Term after the effective date of the termination, but for such termination, less the Rent and other payments, if any, actually collected by City and allocable to the Leased Premises. Lessee shall, on demand, make Indemnity Payments monthly, and City may sue for all Indemnity Payments at any time after they accrue, either monthly, or at less frequent intervals. Lessee further agrees that City may bring suit for Indemnity Payments and/or any other damages recoverable herein at or after the end of the Lease Term as originally contemplated under this Lease, and Lessee agrees' that, in such event, City's cause of action to recover the Indemnity Payments shall be deemed to have accrued on the last day of the Lease Term as originally contemplated. In seeking any new Lessee for the Premises, City shall be entitled to grant any concessions it deems reasonably necessary. In no event shall Lessee be entitled to any excess of any rental obtained by reletting over and above the rental herein reserved. To the fullest extent permitted by law, Lessee waives redemption or relief from forfeiture under any other present or future law, in the event Lessee is evicted or City takes possession of the Premises by reason of any Default of Lessee hereunder.

- D. City may, with or without terminating this Lease, re-enter the Premises pursuant to judicial process (except in the event of Lessee's abandonment of the Premises in which event no judicial process shall be required) and remove all persons and property from the Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Lessee. No re-entry or taking possession of the Premises by City pursuant to this Section shall be construed as an election to terminate this Lease unless a written notice of such intention is given to Lessee.
- E. Lessee, on its own behalf and on behalf of all persons claiming through or under Lessee, including all creditors, does hereby specifically waive and surrender any and all rights and privileges, so far as is permitted by law, which Lessee and all such persons might otherwise have under any present or future law (1) except as may be otherwise specifically required herein, to the service of any notice to quit or of City's intention to re-enter or to institute legal proceedings, which notice may otherwise be required to be given, (2) to redeem the Premises, (3) to re-enter or repossess the Premises, (4) to restore the operation of this Lease, with respect to any dispossession of Lessee by judgment or warrant of any court or judge, or any re-entry by City, or any expiration or termination of this Lease, whether such dispossession, re-entry, expiration or termination shall be by operation of law or pursuant to the provisions of this Lease, (5) to the benefit of any law which exempts property from liability for debt or for distress for rent or (6) to a trial by jury in any claim, action proceeding or counter-claim arising out of or in any way connected with this Lease.
- F. Upon the cancellation or termination of this Agreement for any reason, all rights of the Lessee shall terminate, including all rights or alleged rights of creditors, trustees, assigns, and all others similarly so situated as to the Leased Premises. Upon said cancellation or termination of this Agreement for any reason, the Leased Premises, except for such personal property which may be removed from said Leased Premises as provided elsewhere herein, shall be free and clear of all encumbrances and all claims of the Lessee, its tenants, creditors, trustees, assigns and all others and the City shall have immediate right of possession to the Leased Premises.
- G. Failure by the City to take any authorized action upon default by the Lessee of any of the terms, covenants or conditions required to be performed, kept and observed by the Lessee shall not be construed to be, nor act as, a waiver of said default nor of any subsequent default of any of the terms, covenants and conditions contained herein to be performed, kept and observed by the Lessee. Acceptance of rentals by the City from the Lessee, or performance by the City under the terms hereof, for any period or periods after a default by the Lessee of any of the terms, covenants and conditions herein required to be performed, kept and observed by the Lessee shall not be deemed a waiver or estoppel of any right

on the part of the City to terminate this Agreement for any subsequent failure by the Lessee to so perform, keep or observe any said terms, covenants or conditions.

20. TERMINATION BY LESSEE

As long as the Lessee is not in default in payment to the City of any amounts due the City under this Agreement, the Lessee may cancel this Agreement, and thereby terminate all of its rights and unaccrued obligation hereunder, by giving the City thirty (30) days advance written notice upon or after the happening of the following events:

- 1) Issuance by a court of competent jurisdiction of an injunction which in any way substantially prevents or restrains the use of the Leased Premises, or any part thereof necessary to Lessee's business operations on the Airport, and which injunction remains in force for a period of at least thirty (30) days after the party against whom the injunction has been issued has exhausted or abandoned all appeals or one hundred twenty (120) days whichever is shorter, if such injunction is not necessitated by or issued as a result of an act or omission of Lessee; or
- 2) The assumption by the United States Government or any authorized agency thereof, of the operation, control or use of the Airport and its facilities, or any substantial part thereof, in such a manner as substantially to restrict Lessee from operating its authorized Airport business for a continuous period of at least ninety (90) days.

21. SERVICES TO LESSEE

The City covenants and agrees that during the term of this Agreement it will operate the Airport as such for the use and benefit of the public provided however, that the City may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation needs of the public. The City further agrees to use reasonable efforts to maintain the terminal building, runways, taxiways and roads in good repair including the removal of snow from the parking lots, sidewalks, aprons and runways. The City also agrees to provide and maintain water and sanitary sewer services.

22. SURRENDER AND RIGHT OF REENTRY

Upon the expiration, cancellation or termination of this Agreement pursuant to any terms hereof, the Lessee agrees peaceably to surrender up the Leased Premises to the City in the same condition as was received except for such normal wear and tear.

23. SIGNS AND LOGOS

The Lessee shall have the right to install and maintain one sign on the door of the Leased Premises identifying it and its operations, provided, however, the subject matter, type, design, location and elevation of such shall be subject to written approval of the Airport Director. The Lessee shall be responsible for repairing in damage caused by the installation of any sign on the door. The right to install and maintain a sign in no way makes the City responsible for advertising or marketing the Lessee's business.

24. ASSIGNMENT & SUBLICENSE

Lessee shall not assign or sublet the demised premises or any part thereof.

25. WARRANTY

City warrants that it has full legal authority and right to grant to Lessee the estate hereby demised and the easements thereunto pertaining.

26. NOTICES

- A. All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed given when received at the recipient's notice address except that notice that must be given by a certain time to be effective and is sent registered or certified mail, postage prepaid, return receipt requested, addressed to the recipient's address shall be deemed given when posted.
- B. The notice addresses of the parties are as follows:

To the City: The City of Manassas
9027 Center Street
Manassas, Virginia 20110

With a copy to:

Manassas Regional Airport
Attention: Airport Director
10600 Harry J. Parrish Boulevard
Manassas, Virginia 20110

The Lessee: National Capital Chapter 186, Inc.
Experimental Aircraft Association
10629 Observation Rd
Manassas, VA 20110

C. Such addresses shall be subject to change from time to time to such other addresses as may have been specified in written notice given by the intended recipient to the sender.

27. WAIVER

Any particular waiver of any covenant or condition of this Lease shall extend to the particular instance only and in the manner specified, and shall not be construed as applying to or in any manner waiving any further or other covenants, conditions or rights hereunder.

28. SUBORDINATION

A. This Agreement is subject and subordinate to the following:

- 1) The City reserves the right to develop and improve the Airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance by or on behalf of the Lessee, provided, the Lessee is not deprived of the use or access to the Leased Premises. Accordingly, nothing contained in this Agreement shall be construed to obligate the City to relocate the Lessee.
- 2) The City reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected any building or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 3) This Agreement is and shall be subordinate to the provision of existing and future agreements between the City and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the obtaining or expenditure of Federal funds for the benefit of the Airport.
- 4) During the time of war or national emergency, the City shall have the right to lease all or any part of the landing area or of the Airport to the United States for military or naval use, and if any such lease is executed, the provisions of this Agreement insofar as they may be inconsistent with the provisions of such lease to the Government, shall be suspended, but such suspension shall not extend the term of this Agreement. Abatement of rentals shall be reasonably determined by the City in proportion to the degree of interference with the Lessee's use of the Leased Premises.

- 5) Except to the extent required for the performance of any obligations of the Lessee hereunder, nothing contained in this Agreement shall grant to the Lessee any rights whatsoever in the airspace above the Leased Premises.

29. REMEDIES TO BE NONECLUSIVE

All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of, or exclusive of, each other, or of any other remedy available to the City, or the Lessee, at law or in equity, and the exercise of any remedy, or the existence herein of other remedies or indemnities shall not prevent the exercise of any other remedy

30. NON-WAIVEROFRIGHTS

The failure by either party to exercise any right, or rights accruing to it by virtue of the breach of any covenant, condition or agreement herein by the other party shall not operate as a waiver of the exercise of such right or rights in the event of any subsequent breach by such other party, nor shall such other party be relieved thereby from its obligations under the terms hereof

31. FORCE MAJUERE

Neither party shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reason of labor disputes, acts of God, acts of the public enemy, acts of superior governmental authority or other circumstances for which it is not responsible or which is not in its control; provided, however, that this section shall not excuse Lessee from paying the rentals herein specified.

32. INTENTIONALLY DELETED.

33. ENTIRE AGREEMENT

This Agreement, together with any exhibits attached hereto and made a part hereof, represents the entire understanding between the parties, and there are no collateral or oral agreements or understandings, and this Lease shall not be modified, changed or terminated unless in writing of equal dignity signed by both parties.

34. GOVERNING LAW

This Agreement shall be performable and enforceable in Manassas, Virginia, and shall be construed in accordance with the laws of the Commonwealth of Virginia.

35. PARTIAL INVALIDITY

If any provision of this lease or the application thereof to any person or circumstance shall to any extent be held void, unenforceable or invalid, then the remainder of this lease or the application of such provision to persons or circumstances other than those as to which it is held void, unenforceable or invalid shall not be affected thereby, and each provision of this lease shall be valid and enforced to the fullest extent permitted by law.

36. GENERAL PROVISIONS

- A. This Agreement is made for the sole and exclusive benefit of the City and the Lessee, their successors and assigns, and is not made for the benefit of any third party.
- B. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- C. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors and assigns.
- D. The titles of the several sections of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
- E. Nothing herein contained shall create or be construed to creating a joint venture or co-partnership between the City and the Lessee or to constitute the Lessee an agent of the City.
- F. This Agreement shall not become effective until it has been fully and properly executed by both parties hereto and has been approved by the Airport Commission.
- G. The Lessee can appeal decisions or actions taken by the Airport Director regarding this Agreement to the Airport Commission. All appeals shall be made in writing to the Chairman of the Airport Commission. All decisions regarding the appeal by the Airport Commission shall be final.

37. BINDING EFFECT

It is agreed that all of the terms and conditions of this Lease are binding upon the parties hereto, their administrators, heirs, successors and assigns, unless otherwise specified herein. All terms and conditions herein are also covenant.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written above.

THE CITY OF MANASSAS

Airport Director
City of Manassas, Virginia

ATTEST:

SIGNATURE

PRINT NAME

LESSEE

By: _____

Print name: _____

Title: _____

ATTEST:

SIGNATURE

PRINT NAME



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.3

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Approval of Lease Renewal for Piston2Jet (Mr. Juan Rivera, Director, 2 mins)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-432

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Piston2Jet2026.docx](#)

LEASE AGREEMENT FOR OFFICE SPACE AT
THE MANASSAS REGIONAL AIRPORT

THIS LEASE, made and entered into this 1st day of January 2026 , (hereinafter the "Agreement") by and between THE CITY OF MANASSAS, through its Airport Director (hereinafter the "City"); and, _____ Piston2Jet LLC _____ (hereinafter the "Lessee").

WITNESSETH:

I. PREMISES

That for and in consideration of the payment by Lessee of the rent hereinafter reserved and the performance by Lessee of the covenants and agreements hereinafter agreed to be performed by it, and in accordance with all of the provisions hereinafter set forth, the City does hereby lease, let, and demise unto Lessee, and Lessee does hereby take, and lease from the City, all that certain portion of the building owned by the City known as 10600 Observation Road, Manassas, Virginia, (hereinafter the "Leased Premises") and more particularly described as follows and shown on Exhibit "A", attached to and made part of this Lease:

±970.05 square feet, Room 2, Room 3, and Room 4 , located in the building at 10600 Observation Road, Manassas, Virginia 20110.

The Lessee shall occupy the Leased Premises for the following purpose and for no other purpose whatsoever:

To provide flight instructions

The Lessee has non-exclusive use of the Common Areas shared by other tenants and the general public.

II. TERM

The term of this lease shall be for a period of twelve (12) months commencing on the 1st day of January 2026, and ending on the 31st day of December 2026. The Lessee shall give the City sixty (60) days' notice of its intent to request an additional twelve (12) month renewal of the Lease.

- A. Holdover. No holding over by the Lessee after the termination or expiration of this Agreement shall operate to extend or renew this Agreement for any further term whatsoever; but the Lessee will by such holding over become the tenant at will of the City and after written notice by the City to vacate such premises, continued occupancy thereof by the Lessee shall constitute trespass.
- B. Any holding over by the Lessee beyond the thirty (30) day period permitted for removal of personal property without the written consent of the City shall make the

Lessee liable to the City for damages equal to double the rentals provided for herein and which were in effect at the termination or expiration of the Agreement. These damages are in the nature of liquidated damages and are not a penalty.

III.RENT

Commencing on the first day of the term as hereinbefore set forth, and monthly thereafter during the term, Lessee shall pay to the City, without demand and without notice, as rent, the following amount: One thousand Four forty dollars and thirty three cents (\$1,440.33) each month for an annual rent of Sixteen thousand seven hundred ninety six and eighty eight cents (\$16,796.88), payable on the 1st day of **January, 2025** and the first day of each month thereafter during the term of this agreement.

The Lessee hereby covenants and agrees to occupy the premises as Lessee of the City for the term hereinabove set forth, and agrees to pay to the City rental therefore without offset or deduction therefrom.

IV.ADDITIONAL RENTS & CHARGES

- A. Lessee shall pay a proportionate amount of the City of Manassas utility bills (water, sewer & electric).
- B. If the City elects to pay any sum or sums or incur any obligation or expense by reason of the failure, neglect or refusal of the Lessee to perform or fulfill any one or more of the conditions, covenants or agreements contained in this Agreement, or as the result of any act or omission of the Lessee contrary to said conditions, covenants or agreements, the Lessee hereby agrees to pay the sum or sums so paid or expense so incurred by the City as the result of such failure, neglect or refusal of the Lessee, including interest, at a rate of eighteen percent (18%) per annum, together with all costs, damages and penalties including reasonable attorney fees. In such event, the total of such amounts may be added to any installment of rent thereafter due hereunder, and each and every part of the same shall be and become additional rent recoverable by the City in the same manner and with like remedies as if it were originally a part of the rent provided for in this Agreement.
- C. In the event it is necessary for the Airport to increase security because of special threats, TSA requirements, or Federal mandates beyond the control of the Airport, the City may establish fees or charges that are shared by all the airport tenants and users. In the event the Airport decides to provide ARFF services for the benefit of airport tenants and users, the City may establish landing fees that will be shared by all airport users.
- D. Lessee shall be responsible for all personal property taxes, gross receipt taxes, business tax etc., levied with respect to Lessee's business operations conducted on the property.

E. The Lessee shall pay for all phone, cable and internet services used by the Lessee for its business and is responsible for coordinating with the provider to receive those services. The City shall allow the providers of such utilities reasonable access.

V. LATE CHARGES

Payment of Rent is due on the first (1st) day of each month. Any payment of Rent which is received by the Landlord on or after the tenth (10th) of any month during the Term, shall be subject to a late fee equal to ten percent (10%) of each such late payment (each, a "**Late Charge**").

Additionally, any Rent which is thirty (30) days delinquent shall bear interest at the rate of eighteen percent (18%) per annum from the date the payment is due until paid (the "**Default Interest Rate**"). If any installment of Rent that is due on the 1st day of the month is late two (2) times, after the 1st day of the month, in the twelve (12) month period, the Tenant shall be deemed to be chronically delinquent, and the City shall have the right to terminate the Agreement, at its sole discretion, with a fifteen (day) written notice of termination. Termination of the Lease Agreement for the chronically delinquent payment of rent shall not be subject to a right of remedy or cure a provided in Section XIX.

VI. SECURITY DEPOSIT

Concurrently with Lessee's execution of this lease, Lessee shall deposit with the City an amount equal to two month's rent as security for damages to the Leased Premises, for Lessee's failure to pay sums when due hereunder, for misuse of the premises, or for any other action or inaction by the Lessee which results in financial loss to the City. (the "Security Deposit"). The City shall not be required to pay interest on the Security Deposit or to maintain it in a separate account. Within three (3) days after written notice of City's use of the Security Deposit, Lessee shall deposit with City cash in an amount sufficient to restore the Security Deposit to its prior amount. Within ninety (90) days after (a) the expiration or earlier termination of the lease term, or (b) Lessee's vacating the premises, the City shall return the Security Deposit less such portion thereof as the City may have used to satisfy Lessee's obligations.

VII. ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS & REPAIR

- A. Lessee warrants it has inspected the Leased Premises and accepts possession of the Leased Premises "as is" in its present condition.
- B. Lessee agrees that it will keep at all times, in a clean and orderly condition and appearance, the Leased Premises, equipment and personal property which are located on any part of the Leased Premises.
- C. The Airport Director or his designated representative may at any time during regular working hours enter into the Leased Premises to determine if maintenance and care is satisfactory to Lessor is being accomplished. If in the Airport Director's reasonable judgment, the Lessee is not satisfactorily maintaining the property, he or she shall notify the Lessee in writing, giving specifics of his or her findings. Lessee's failure to

complete the necessary improvements within thirty (30) days, or such longer time as the Airport Director may reasonably allow, will result in Lessee being in default under Article 19 of this Agreement.

- D. The Lessee agrees to repair or replace any damage caused by Lessee to the carpet caused by, but not limited to any liquids and substances having a corrosive or detrimental effect thereon, normal wear and tear is acceptable.
- E. Plans and specifications for any alterations, modifications, additions or replacements (hereinafter referred to as "Improvements") to the Leased Premises shall be submitted to and receive the written approval of the Airport Director, and no such work shall be commenced until such written approvals are obtained from the Airport Director and City Officials. The Airport Director shall advise the Lessee with in thirty (30) days after receipt of the written request, together with copies of the plans and specifications for the proposed Improvements in sufficient detail to make a proper review thereof, of its approval or disapproval of the proposed work and in the event, it disapproves, stating its reasons therefore.
- F. If the Lessee makes any Improvements without City approval that are disapproved of by the City, then, upon notice the Lessee shall remove the Improvement or at the option of the City cause the same to be changed to reasonable satisfaction of the City. If the Lessee fails to comply with such notice within thirty (30) days or to commence to comply and pursue diligently to completion, the City may affect the removal or change and the Lessee shall pay the cost thereof to the City.

VIII. ADDITIONAL OBLIGATIONS OF LESSEE

- A. The Lessee shall conduct its operations hereunder in an orderly and proper manner, considering the nature of such operation so as not to unreasonably annoy, disturb, endanger or be offensive to others.
- B. Further, the Lessee shall take all reasonable measures not to produce on the Airport through the operation of machinery or equipment any electrical, electronic or other disturbance that interferes with the operation by the City or the Federal Aviation Administration's operation of navigational, communication or flight equipment on the Airport or on aircraft using the Airport, or with ground transportation communications.
- C. The Lessee shall control the conduct and demeanor of its officers, agents, employees, invitees and, upon objection from the City concerning the conduct or demeanor of any such person, the Lessee shall immediately take all lawful steps necessary to remove the cause of the objection.
- D. The Lessee agrees to require its employees to wear suitable attire.

- E. If the City shall so request, the Lessee agrees to require its employees to wear or carry badges or other suitable means of identification, which shall be subject to the prior and continuing approval of the Airport Director.
- F. The Lessee shall comply with all health and safety laws and requirements and any other federal, state or municipal laws, ordinances, rules, regulations and requirements, applicable to the Leased Premises and/or the improvements thereon and its operations at the Airport hereunder.
- G. The Lessee shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of the drainage system, sewerage system, fire protection system, sprinkler system, alarm or security system and fire hydrants and hoses, installed or located on the Leased Premises.
- H. The Lessee shall not overload any floor, structure, structural member on the Leased Premises, or paved area elsewhere on the Airport, and shall repair at the Lessee's expense any floor, structure, structural member, or any paved area damaged by overloading without limiting the Lessee's obligations pursuant to Section VII above.
- I. The Lessee shall not do, nor permit to be done, any act or thing upon the Leased Premises:
 - 1. Which will invalidate or conflict with any fire insurance policies as applicable to the Leased Premises or any part thereof; or other contiguous premises at the Airport; nor,
 - 2. Which may constitute a hazardous condition that increases the risks attendant upon the operations permitted by this Lease.
- J. It is the intent of the parties hereto that noise, including but not limited to noise caused by aircraft engine operation, shall be held to a reasonable minimum. To this end the Lessee shall not conduct aircraft engine run-ups for the purpose of maintenance between the hours of 11:00 p.m. and 5:30 a.m. Under unusual or emergency circumstances, the Airport Director may allow aircraft to conduct engine maintenance run-ups during the restricted time period.
- K. The Lessee understands that no outside storage is permitted. In this regard, it is specifically understood and agreed that no vehicles, trailers, campers, boats, recreational vehicles, or tractor-trailers are to be stored in the public parking lot or any part of the airport. At no time will the Lessee park any vehicle, aircraft or equipment in any airport safety area, taxi lane or taxiway that may obstruct the use of such taxiway or taxi lane.
- L. The Lessee shall be prohibited from keeping any animals, domestic or otherwise, within the Leased Premises, except for those animals such as Seeing Eye dogs and others protected by federal accessibility standards.

IX. INGRESS AND EGRESS

- A. The Lessee shall have the right of ingress and egress between the Leased Premises and public parking lots and landing areas at the Airport by means of connecting taxiways, and between the Leased Premises and the entrance(s) to the Airport by means of connecting paved roads. The Lessee shall also have the right to ingress and egress in common with others having rites of passage thereon, and may be used except when the Airport is closed to the public.
- B. The City may, at any time, temporarily or permanently close or consent to or request the closing of any such parking lot, roadway or taxiway or access gate and any other way at, in or near the Leased Premises presently or hereafter used as such, so long as a reasonable means of ingress and egress as provided above remains available to the Lessee. The Lessee shall not do or permit anything to be done which will interfere with the free access and passage of others to space adjacent to the Leased Premises or in any streets or roadways or access gates near the Leased Premises.

X. AIRPORT SECURITY

- A. It is understood and agreed that while the City will make reasonable efforts to provide a safe and secure airport environment, the City makes no warranty, expressed or implied, that the security services it provides or contracts for will avert or prevent occurrences, or the consequences therefrom, which may result in loss or damage to the Lessee.
- B. Lessee agrees that the City shall not be liable for any loss or damage of a security related nature, irrespective of origin, to person or to property, whether directly or indirectly caused by the performance or nonperformance of contract security service personnel.
- C. The Lessee shall be responsible for securing its office space at all times and will make every effort to prevent personnel or vehicles from entering on any aircraft movement areas. The Lessee shall abide by the Airport's Security Plan as written and as amended in the future.
- D. The Lessee will be issued keys and or security cards to access the building and airfield. The Lessee is responsible for securing the keys and security cards at all times and is prohibited from duplicating keys or security cards. All cards and keys will be returned to the Airport Director at the termination of this Agreement.
- E. If any keys or security cards are lost or stolen, the Lessee will immediately notify the Airport Director's office. The Lessee may be responsible for re-keying the entire building if lost or stolen keys or security cards are not reported immediately.

XI. LIABILITIES, AND INDEMNITIES

- A. The City shall not in any way be liable for any cost, liability, damage or injury occurring on the Leased Premises or the Airport including cost of suit and expenses of legal services, claimed or recovered by any person whomsoever, or occurring on the Leased Premises, or the Airport, or as a result of any operations, works, acts or omissions performed on the Leased Premises or the Airport, by the Lessee, its sub-lessees or tenants, or their guests or invitees.
- B. The Lessee agrees to indemnify, save and hold harmless, the City and its officers, agents, servants and employees of and from any and all costs, liability, damage and expense (including costs of suit and expenses of legal services) claimed or recovered, justly or unjustly, falsely, fraudulently or frivolously, by any person, firm or corporation by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, including City personnel and City property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Lessee, its agents, servants, employees, contractors, sub-lessees or tenants. In any case in which such indemnification would violate Commonwealth of Virginia Statues, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the City, its officers, employees or agents for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its officers, employees or agents. Upon the filing with the City by anyone of a claim for damages arising out of incidents for which the Lessee herein agrees to indemnify and hold the City harmless, the City shall notify the Lessee of such claim and in the event that the Lessee does not settle or compromise such claim, then the Lessee shall undertake the legal defense of such claim both on behalf of the Lessee and on behalf of the City. It is specifically agreed, however, that the City at its own cost and expense, may participate in the legal defense of any such claim. Any final judgment rendered against the City for any cause for which the Lessee is liable hereunder shall be conclusive against the Lessee as to liability and amount upon the expiration of the time for appeal.

XII. RULES AND REGULATIONS AND MINIMUM STANDARDS

From time to time, the City may adopt, amend and enforce rules and regulations and minimum standards with respect to the occupancy and use of the Airport. The Lessee agrees to observe and obey any and all such rules and regulations and minimum standards and all other Federal, Commonwealth and municipal rules, regulations and laws, as amended, and to require its officers, agents, employees, contractors, and suppliers, to observe and obey the same. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such rules, regulations or laws.

XIII. INSURANCE

A. Lessee shall, at its own cost and expense, take out and maintain such insurance for the term of this Lease as the Lessee is required under the Virginia Workers' Compensation Act; and also take out and maintain such public liability insurance as will protect the Lessee and the City from any claims for damage to persons, property, etc., arising out of, occurring or caused by operations under this Agreement by the Lessee or otherwise arising out of this Agreement. The policy will provide the amounts of insurance specified in Paragraph 30.10 hereof. Before execution of this Agreement, certificates of insurance that name the City as an additional insured, and in form acceptable to the City should be submitted to the City. Each certificate shall have endorsed thereon:

"No cancellation or change in the policy shall become effective until after thirty (30) days' notice by registered mail to the Airport Director, Manassas Regional Airport, 10600 Harry J. Parrish Boulevard, Manassas VA 20110."

B. The City will review the minimum insurance coverage required every year during the term of this Agreement. The City shall have the right to direct Lessee to increase the minimum insurance requirement every year. All required insurance must be in effect and so continue during the life of this Lease in not less than the following amounts:

- 1) Virginia Workers' Compensation Act - Statutory - in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
- 2) General Liability Insurance with a maximum combined single limit of \$1,000,000 per occurrence. This insurance shall indicate on the Certificate of Insurance the following coverage:
 - a. Products Liability and Completed Operations
 - b. Premises and Operations
 - c. Death and Personal Injury
- 3) Automobile Liability Insurance with maximum limits of liability (single limit per occurrence) of \$1,000,000 for bodily injury and \$500,000 for property damage. This insurance shall include for bodily injury and property damage the following coverage:
 - a. Owned Automobiles
 - b. Hired Automobiles
 - c. Non-Owned Automobiles

C. Location of operation shall be "All locations in the City of Manassas, Virginia".

D. Nothing herein contained shall prevent the Lessee from taking out any other insurance for protection of its interest which it deems advisable or necessary.

E. The failure to maintain all insurance coverages required herein at all times during the term of this Lease Agreement shall be a default of the Lessee under Section XIX (B).

XIV. HAZARDOUS MATERIALS

- A. Lessee warrants that no industrial, toxic or hazardous waste will be disposed in the sewer system, dumpster or any other location on the Airport. Disposal shall be in accordance with all appropriate city, county, state and federal regulations. Lessor may require a bond or insurance sufficient to guarantee clean up in the event of a spill.
- B. Lessee further warrants that no industrial, toxic or hazardous waste will be stored on or upon the demised Premises.

XV. COMMON AREAS AND PARKING

- A. The City agrees that Lessee and Lessee's customers, employees, and/or visitors, shall have the right throughout the term of this Lease to use, in common with others entitled to similar use thereof, all of the interior common areas of the building of which the leased premises are a part, including all hallways, stairways, and doorways for ingress to and egress from the leased premises, and the exterior common areas to the total premises, all parking spaces, streets, service drives, and sidewalks for ingress to and egress from the demised premises and the public streets and highways, and City shall arrange and adequately maintain said interior common areas in good and usable condition throughout the term of this Lease.
- B. The City shall pave, arrange, and adequately maintain in good and usable condition throughout the term of this Lease all exterior common areas, and shall be responsible for snow removal and the maintenance of adequate lighting facilities in the said parking areas at all times during the business hours of the building containing the leased premises.
- C. The Lessee has the right to use two (2) parking spaces in front of the building and whatever parking is available in the adjacent public parking lot. The parking of vehicles that are not properly registered or licensed in the Commonwealth of Virginia for any amount of time is expressly prohibited.

XVI. QUIET ENJOYMENT

The City covenants that as long as the Lessee is not in default of any provision of this Agreement, the Lessee shall and may peaceably and quietly have, hold and enjoy the Leased Premises.

XVII. GOVERNMENTAL REQUIREMENTS

- A. The Lessee shall procure all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Lessee's operations at the Leased Premises which may be necessary for the Lessee's operations thereat. This includes but is not limited to the Federal Aviation Administration and Virginia Department of Aviation.
- B. The Lessee shall pay all taxes, licenses, certification, permit and examination fees and excise taxes which may be assessed, levied, exacted or imposed on the operation hereunder or on the gross receipts or gross income to the Lessee therefrom, and shall make all applications, reports and returns required in connection therewith.

XVIII. RIGHTS OF ENTRY RESERVED

- A. The City, by its officers, employees, agents, representatives and contractors shall have the right at all reasonable times to enter upon the Leased Premises for any and all purposes not inconsistent with this Agreement, provided, such action by the City, its officers, employees, agents, representatives and contractors does not unreasonably interfere with the Lessee's use, occupancy, or security requirements of the Leased Premises.
- B. At any reasonable time, and from time to time during the ordinary business hours, the City, by its officers, agents and employees, whether or not accompanied by a prospective lessee, occupier or user of the Leased Premises, shall have the right to enter thereon for the purpose of exhibiting and viewing all parts of the same, subject to the Lessee's reasonable security requirements.
- C. Exercise of any or all of the foregoing rights in this Article, by the City, or others under right of the City, shall not be, nor be construed to be, an eviction of the Lessee, nor be made the grounds for any abatement of rental nor any claim or demand for damages against the City, consequential or otherwise, except claims for damage to person or property caused solely by the negligence of the City.

XIX. TERMINATION & DEFAULT

- A. In the event of a default on the part of the Lessee in the payment of rents, arrears or any other charges required by this Agreement to be paid to the City, the City shall give written notice to the Lessee of such monetary default, and demand the immediate cancellation of this Agreement and full payment of amounts due thereunder, including all arrears and interest thereon. If, within five (5) days after the date the City gives such notice of a monetary default, the Lessee has not corrected said monetary default, and paid the delinquent amounts in full, the City may, by written notice to the Lessee, terminate this Agreement and all rights and privileges granted hereby in and to the Leased Premises.
- B. Upon the default by Lessee in the performance of any covenant or conditions required to be performed by the Lessee, other than the payment of rents and other fees or

charges, the City shall provide Lessee with written notice allowing the Lessee ten (10) days to remedy such default. Upon the failure of the Lessee to remedy such default for the period of ten (10) days after receipt from the City of written notice to remedy the same, the City shall have the right to cancel this Agreement for such cause by notice to the Lessee. The notice of cancellation shall be effective immediately upon such notice to the Lessee. Upon the default by the Lessee, and the giving of notice of the default and cancellation by the City as provided for elsewhere herein, the notice of cancellation shall become final; provided, however, that should the City determine that the Lessee is diligently remedying such default to completion, and so advises the Lessee in writing, said notice of cancellation may be held in abeyance. If, however, the City determines that such default is no longer being diligently remedied to conclusion, the City shall so advise the Lessee in writing, and said notice of cancellation shall no longer be held in abeyance for any reason and shall become final without further notice to the Lessee. The determination of the City in this regard shall in all events be conclusive and binding upon the Lessee.

- C. Upon the cancellation or termination of this Agreement for any reason, all rights of the Lessee shall terminate, including all rights or alleged rights of creditors, trustees, assigns, and all others similarly so situated as to the Leased Premises. Upon said cancellation or termination of this Agreement for any reason, the Leased Premises, except for such personal property which may be removed from said Leased Premises as provided elsewhere herein, shall be free and clear of all encumbrances and all claims of the Lessee, its tenants, creditors, trustees, assigns and all others and the City shall have immediate right of possession to the Leased Premises.
- D. Failure by the City to take any authorized action upon default by the Lessee of any of the terms, covenants or conditions required to be performed, kept and observed by the Lessee shall not be construed to be, nor act as, a waiver of said default nor of any subsequent default of any of the terms, covenants and conditions contained herein to be performed, kept and observed by the Lessee. Acceptance of rentals by the City from the Lessee, or performance by the City under the terms hereof, for any period or periods after a default by the Lessee of any of the terms, covenants and conditions herein required to be performed, kept and observed by the Lessee shall not be deemed a waiver or estoppels of any right on the part of the City to cancel this Agreement for any subsequent failure by the Lessee to so perform, keep or observe any said terms, covenants or conditions. The acceptance of any payment by the Lessee after the date such payment was due shall be with reservation of the City's right to pursue termination of the Lease Agreement under the terms herein.

XX. TERMINATION BY LESSEE

- A. In addition to any other right of cancellation herein given to Lessee, or any rights to which it may be entitled by law, equity or otherwise, and as long as the Lessee is not in default in payment to the City of any amounts due the City under this Agreement, the Lessee may cancel this Agreement, and thereby terminate all of its rights and un-

accrued obligation hereunder, by giving the City thirty (30) days advance written notice upon or after the happening of the following events:

- 1) Issuance by a court of competent jurisdiction of an injunction which in any way substantially prevents or restrains the use of the Leased Premises, or any part thereof necessary to Lessee's business operations on the Airport, and which injunction remains in force for a period of at least thirty (30) days after the party against whom the injunction has been issued has exhausted or abandoned all appeals or one hundred twenty (120) days whichever is shorter, if such injunction is not necessitated by or issued as a result of an act or omission of Lessee; or
- 2) The assumption by the United States Government or any authorized agency thereof, of the operation, control or use of the Airport and its facilities, or any substantial part thereof, in such a manner as substantially to restrict Lessee from operating its authorized Airport business for a continuous period of at least ninety (90) days.

XXI. SERVICES TO LESSEE

The City covenants and agrees that during the term of this Agreement it will operate the Airport as such for the use and benefit of the public provided however, that the City may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation needs of the public. The City further agrees to use its best efforts to maintain the terminal building, runways, taxiways and roads in good repair including the removal of snow from the parking lots, sidewalks, aprons and runways. The City agrees to make available electric, water and sanitary sewer services.

XXII. SURRENDER AND RIGHT OF REENTRY

Upon the expiration, cancellation or termination of this Agreement pursuant to any terms hereof, the Lessee agrees peaceably to surrender up the Leased Premises to the City in the same condition as was received except for such normal wear and tear.

XXIII. SIGNS AND LOGOS

The Lessee shall have the right to install and maintain one sign on the Leased Premises identifying it and its operations, provided, however, the subject matter, type, design, location and elevation of such shall be subject to written approval of the Airport Director. All signs must conform to the City of Manassas Zoning and Building regulations.

XXIV. ASSIGNMENT & SUBLEASE

Lessee shall not assign or sublet the demised premises or any part thereof.

XXV. WARRANTY

City warrants that it has full legal authority and right to grant to Lessee the estate hereby demised and the easements thereunto pertaining.

XXVI. NOTICES

- A. All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed given when received at the recipient's notice address except that notice that must be given by a certain time to be effective and is sent registered or certified mail, postage prepaid, return receipt requested, addressed to the recipient's address shall be deemed given when posted. Notice that starts the running of a time period and is delivered on a non-business day shall be deemed delivered on the next business day, if left at the notice address, or the next business day on which it is redelivered if it is not left at the notice address.
- B. The notice addresses of the parties are as follows:

To the City: City of Manassas
 ATT: City Manager
 9027 Center Street
 Manassas, Virginia 20110

With a copy to:

Manassas Regional Airport
Attention: Airport Director
10600 Harry J. Parrish Boulevard
Manassas, Virginia 20110

The Lessee:

Piston2Jet LLC
10600 Observation Rd
Manassas, VA 20110

- C. Such addresses shall be subject to change from time to time to such other addresses as may have been specified in written notice given by the intended recipient to the sender.

XXVII. WAIVER

Any particular waiver of any covenant or condition of this Lease shall extend to the particular instance only and in the manner specified, and shall not be construed as applying to or in any manner waiving any further or other covenants, conditions or rights hereunder.

XXVIII. SUBORDINATION

A. This Agreement is subject and subordinate to the following:

- 1) The City reserves the right to develop and improve the Airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance by or on behalf of the Lessee, provided, the Lessee is not deprived of the use or access to the Leased Premises. Accordingly nothing contained in this Agreement shall be construed to obligate the City to relocate the Lessee.
- 2) The City reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected any building or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 3) This Agreement is and shall be subordinate to the provision of existing and future agreements between the City and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the obtaining or expenditure of Federal funds for the benefit of the Airport.
- 4) During the time of war or national emergency, the City shall have the right to lease all or any part of the landing area or of the Airport to the United States for military or naval use, and if any such lease is executed, the provisions of this Agreement insofar as they may be inconsistent with the provisions of such lease to the Government, shall be suspended, but such suspension shall not extend the term of this Agreement. Abatement of rentals shall be reasonably determined by the City in proportion to the degree of interference with the Lessee's use of the Leased Premises.
- 5) Except to the extent required for the performance of any obligations of the Lessee hereunder, nothing contained in this Agreement shall grant to the Lessee any rights whatsoever in the airspace above the Leased Premises other than those rights which are subject to Federal Aviation Administration rules, regulations and orders currently or subsequently effective.

XXIX. REMEDIES TO BE NON-EXCLUSIVE

All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of, or exclusive of, each other, or of any other remedy available to the City, or the Lessee, at law or in equity, and the exercise of any remedy, or the existence herein of other remedies or indemnities shall not prevent the exercise of any other remedy.

XXX. NON-WAIVER OF RIGHTS

The failure by either party to exercise any right, or rights accruing to it by virtue of the breach of any covenant, condition or agreement herein by the other party shall not operate as a waiver of the exercise of such right or rights in the event of any subsequent breach by such other party, nor shall such other party be relieved thereby from its obligations under the terms hereof.

XXXI. FORCE MAJUERE

Neither party shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reason of labor disputes, acts of God, acts of the public enemy, acts of superior governmental authority or other circumstances for which it is not responsible or which is not in its control; provided, however, that this section shall not excuse Lessee from paying the rentals herein specified.

XXXII. NON-LIABILITY OF INDIVIDUALS

No director, officer, agent or employee of either party hereto shall be charged personally or held contractually liable by or to the other party under any term or provision of the Agreement or of any supplement, modification or amendment to this Agreement because of any breach thereof, or because of this or their execution or attempted execution of the same.

XXXIII. ENTIRE AGREEMENT

This Lease, together with any exhibits attached hereto and made a part hereof, represents the entire understanding between the parties, and there are no collateral or oral agreements or understandings, and this Lease shall not be modified, changed or terminated unless in writing of equal dignity signed by both parties.

XXXIV. GOVERNING LAW

This Agreement shall be performable and enforceable in Manassas, Virginia, and shall be construed in accordance with the laws of the Commonwealth of Virginia.

XXXV. PARTIAL INVALIDITY

If any provision of this lease or the application thereof to any person or circumstance shall to any extent be held void, unenforceable or invalid, then the remainder of this lease or the application of such provision to persons or circumstances other than those as to which it is held void, unenforceable or invalid shall not be affected thereby, and each provision of this lease shall be valid and enforced to the fullest extent permitted by law.

XXXVI. GENERAL PROVISIONS

- A. This Agreement is made for the sole and exclusive benefit of the City and the Lessee, their successors and assigns, and is not made for the benefit of any third party.

- B. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- C. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors and assigns.
- D. The titles of the several sections of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
- E. Nothing herein contained shall create or be construed to creating a co-partnership between the City and the Lessee or to constitute the Lessee an agent of the City.
- F. This Agreement shall not become effective until it has been fully and properly executed by both parties hereto and has been approved by the Airport Commission.
- G. The Lessee can appeal decisions or actions taken by the Airport Director regarding this Agreement to the Airport Commission. All appeals shall be made in writing to the Chairman of the Airport Commission. All decisions regarding the appeal by the Airport Commission shall be final.

XXXVII. BINDING EFFECT

It is agreed that all of the terms and conditions of this Lease are binding upon the parties hereto, their administrators, heirs, successors and assigns, unless otherwise specified herein. All terms and conditions herein are also covenants.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written above.

THE CITY OF MANASSAS

ATTEST:

Patricia Bibber, Fiscal Coordinator

Juan E. Rivera, Airport Director

LESSEE

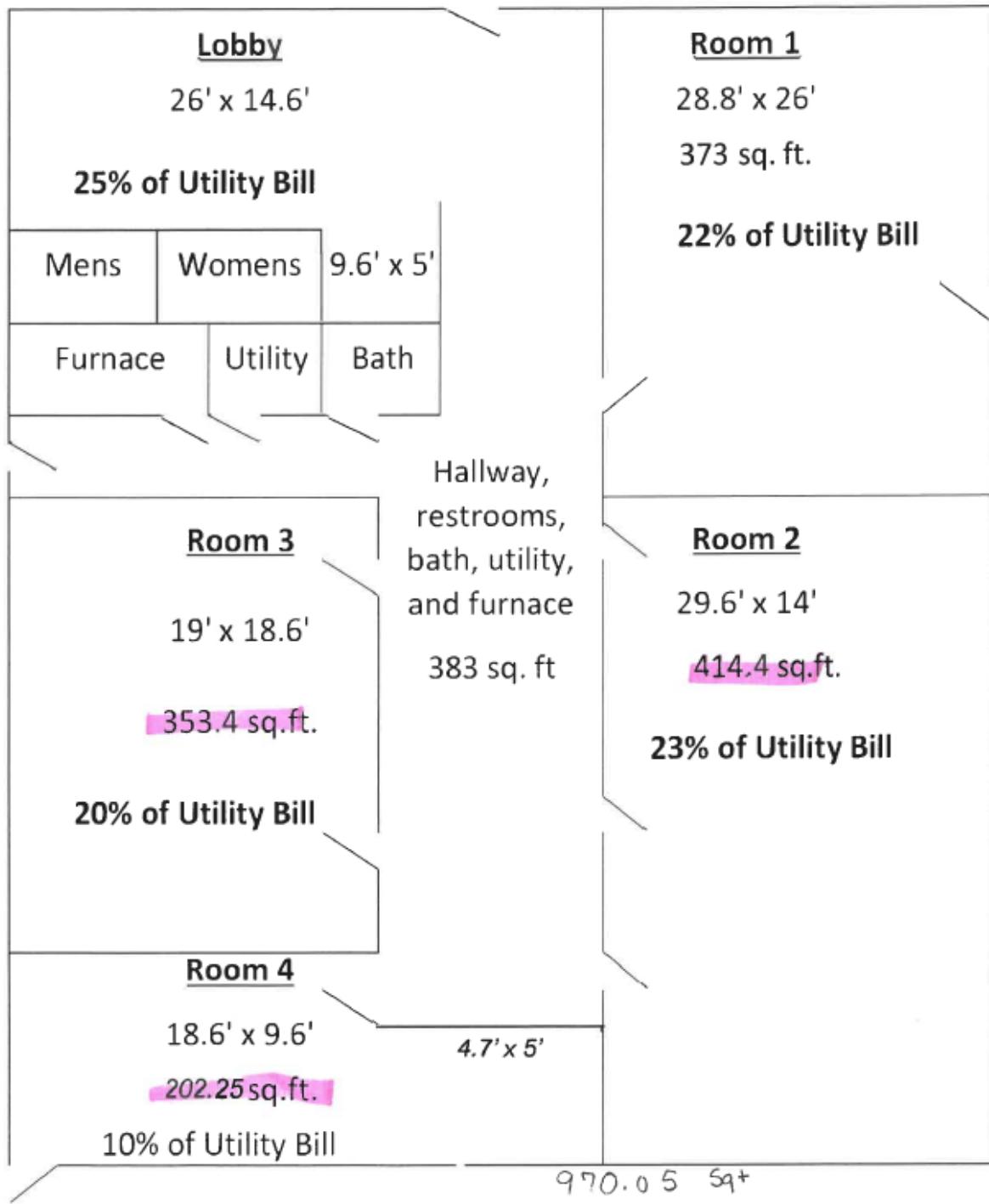
By: _____
Doug Yurovich, Manager
Piston2Jet LLC

ATTEST:

SIGNATURE

PRINT NAME

10600 Observation Road - Exhibit A





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.4

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

FY 2027 CIP Project Review (Mr. Juan Rivera, Director, 10 mins)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-425

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [SKM_C251i25111915140.pdf](#)

AIRPORT CAPITAL PROJECT LISTING
(\$ in Thousands)

Project Name:	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project	5-Year CIP
Air Traffic Control Tower	25,452	-	-	-	-	-	-	25,452	-
Fuel Farm Upgrade	600	150	1,500	-	-	-	-	2,250	1,650
North East Apron and Taxilane	-	-	-	600	-	6,000	-	6,600	6,600
Installation of Backup Generators	-	-	-	600	-	-	-	600	600
Rehabilitation of Runway 16L/34R	10,984	10,040	-	-	-	-	-	21,024	10,040
East Apron Rehabilitation	-	-	-	-	-	750	7,500	8,250	750
Runway 16L/34R Extension	-	-	-	-	-	-	7,100	7,100	-
South East Airport Complex Site	-	-	-	-	-	-	7,700	7,700	-
West Hangar Redevelopment and	200	-	-	-	-	-	10,000	10,200	-
Taxiway B Widening and Lighting	-	8,800	-	-	-	-	-	8,800	8,800
New East Ramp Taxiway	-	-	500	-	5,000	-	-	5,500	5,500
Runway & Taxiway Bridge	2,732	850	-	8,500	-	-	-	12,082	9,350
Snow Removal Equipment Building	-	11,000	-	-	-	-	-	11,000	11,000
Widen & Strengthen Taxiway E	400	-	-	-	4,000	-	-	4,400	4,000
Airport Utility Infrastructure	-	-	-	-	-	-	10,000	10,000	-
Total:	40,368	30,840	2,000	9,700	9,000	6,750	42,300	140,958	58,290

SUMMARY OF AIRPORT CAPITAL PROJECTS

(\$ in Thousands)

Cost Estimates	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project	5-Year CIP
Planning	8,968	2,800	500	600	-	750	1,000	14,618	4,650
Land	-	-	-	-	-	-	-	-	-
Construction	31,400	28,040	1,500	9,100	9,000	6,000	41,300	126,340	53,640
Total Cost:	40,368	30,840	2,000	9,700	9,000	6,750	42,300	140,958	58,290

Funding Sources

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	7,658	15,317	310	302	180	135	8,446	32,348	16,244
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
State	2,090	2,508	1,240	1,208	720	540	3,784	12,090	6,216
Federal	30,620	9,765	450	8,190	15,750	6,075	20,070	90,920	40,230
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	3,250	-	-	-	-	10,000	13,250	3,250
Total Funding:	40,368	30,840	2,000	9,700	16,650	6,750	42,300	148,608	65,940

Operating Impacts

Staffing (Costs) Savings	-	-	-	-	-	-	-	-	-
Revenue	-	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Net Revenue:	-								

AIRPORT MAINTENANCE CAPITAL PROJECT LISTING

The City identifies Capital Projects with a cost greater than \$100,000 and a useful life of 10+ years. The City recognizes that there are additional projects/needs that are capital in nature but do not meet the requirement set forth for a capital project. These additional projects/needs are considered Maintenance Capital Projects, a list of which is provided below for the Airport program.

Project Name	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Airport Paving Program (outside Airfield)	720	250	510	280	280	280	-	2,320
Airfield Improvements	587	530	245	495	125	125	-	2,107
Airfield Paving Program	1,000	250	510	280	280	280	-	2,600
Security Equipment Replacement	625	13	23	27	13	13	-	714
Total Cost:	2,932	1,043	1,288	1,082	698	698	-	7,741

Funding Sources

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	647	209	258	216	140	128	-	1,598
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	2,285	834	1,030	866	2,574	570	-	8,159
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	2,932	1,043	1,288	1,082	2,714	698	-	9,757

A-030 Air Traffic Control Tower

Year Introduced:	2003	
Change:	No Change	
Associated Proj:	N/A	
Program Area:	Airport	Est. Start: 09/01/2023
Managing Dept:	Airport	Est. Comp: 11/01/2029
Manager:	J. Rivera	
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan	



Description:

Design and construct a new Airport Traffic Control Tower (ATCT) to be located on the west side of the Airport. The ATCT is over sixty years old and has long since reached its useful life. The Airport will move forward with the Tower Siting Study, Environmental Assessment, and the ATCT design effort in order to take advantage of the Infrastructure Investment and Jobs Act (prior BIL funding) and the available funding to reimburse the Airport for funds spent in advance and for construction. The City and the FAA will enter into a lease agreement for the ATCT once completed. A State grant was received in 2023 to complete the siting study for the new ATC tower. (Project II-12 of the Airport Layout Plan)

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	4,552	-	-	-	-	-	-	4,552
Land	-	-	-	-	-	-	-	-
Construction	20,900	-	-	-	-	-	-	20,900
Total Cost:	25,452	-	-	-	-	-	-	25,452

Funding Sources:

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	4,431	-	-	-	-	-	-	4,431
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	121	-	-	-	-	-	-	121
Federal	20,900	-	-	-	-	-	-	20,900
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	25,452	-	-	-	-	-	-	25,452

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-							

A-045 Fuel Farm Upgrade

Year Introduced:	2004	
Change:	Increased Estimate	
Associated Proj:	N/A	
Program Area:	Airport	Est. Start: 04/01/2026
Managing Dept:	Airport	Est. Comp: 09/30/2027
Manager:	J. Rivera	
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan	



Description:

The fuel farm is approaching 30 years of age. There are approximately 3 million gallons of fuel that flow through the farm annually. As the fuel farm ages, the airport will need to upgrade and repair the facility. This may include expansion of the containment area and possible environmental regulation upgrades. Additional fuel tanks may be needed to support the new airline service. This project is on the Airport Layout Plan.

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	100	150	-	-	-	-	-	250
Land	-	-	-	-	-	-	-	-
Construction	500	-	1,500	-	-	-	-	2,000
Total Cost:	600	150	1,500	-	-	-	-	2,250

Funding Sources:

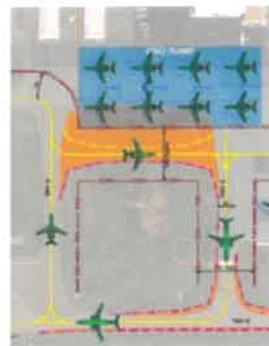
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	120	30	300	-	-	-	-	450
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	480	120	1,200	-	-	-	-	1,800
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	600	150	1,500	-	-	-	-	2,250

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-							

A-072 North East Apron and Taxilane Expansion

Year Introduced: 2016
Change: No Change
Associated Proj: N/A
Program Area: Airport **Est. Start:** 07/01/2028
Managing Dept: Airport **Est. Comp:** 01/31/2031
Manager: J. Rivera
Plan Conformance: MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



Description:

Expand the east ramp north of Taxiway Echo, create a new taxilane that would allow traffic to flow safely around the FBO ramp, and incorporate an aircraft deicing pad for use in the winter months. This project will most likely be phased. Phase I would be the new taxi lane to bypass the FBO ramp and Phase II would be the ramp expansion for aircraft parking and a de-icing pad with a underground storage to collect de-icing fluid for aircraft de-icing operations.

(\$ in 1,000s)								
Cost Estimate:	Prior Years						Future Years	Total Project
		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
Planning	-	-	-	600	-	-	-	600
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	6,000	-	6,000
Total Cost:	-	-	-	600	-	6,000	-	6,600

Funding Sources:

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	12	-	120	-	132
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	48	-	480	-	528
Federal	-	-	-	540	-	5,400	-	5,940
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	-	-	-	600	-	6,000	-	6,600

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-085 Installation of Backup Generators

Year Introduced:	2018
Change:	Reduced Scope
Associated Proj:	E-035
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Strategic Plan - Obj. 2; Airport Master Plan



Description:

Purchase and install a back-up generator for the airfield lighting (80KW) system that includes runway 16L/34R and Taxiway B. This generator would also be a back-up for the PAPIs, wind cone, and the MALSR. A second generator would be purchased and installed for the airport terminal building (120KW). This generator would allow the terminal building to have continuing operations if electrical power was lost, as well as be used by the city for an emergency operations center if necessary.

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:									
Planning		-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-
Construction		-	-	-	600	-	-	-	600
Total Cost:		-	-	-	600	-	-	-	600

Funding Sources:

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	120	-	-	-	120
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
State	-	-	-	480	-	-	-	-	480
Federal	-	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Funding:	-	-	-	600	-	-	-	-	600

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-	-

A-091 Rehabilitation of Runway 16L/34R

Year Introduced:	2021
Change:	Expanded Scope
Associated Proj:	N/A
Program Area:	Airport
	Est. Start: 12/01/2023
Managing Dept:	Airport
	Est. Comp: 11/01/2027
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Strategic Plan; Airport Master Plan



Description:

Runway 16L/34R is 6,200 feet long by 100 feet wide, and is the longest runway at the Airport. The pavement has reached its useful life and needs to be replaced. This project entails the repaving of 16L/34, restriping of the runway, and drainage work.

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:									
Planning	984		-	-	-	-	-	-	984
Land		-	-	-	-	-	-	-	-
Construction	10,000	10,040		-	-	-	-	-	20,040
Total Cost:	10,984	10,040		-	-	-	-	-	21,024

Funding Sources:

		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Funding Sources:									
General Fund		-	-	-	-	-	-	-	-
Sewer Fund		-	-	-	-	-	-	-	-
Water Fund		-	-	-	-	-	-	-	-
Electric Fund		-	-	-	-	-	-	-	-
Stormwater Fund		-	-	-	-	-	-	-	-
Airport Fund	255	240		-	-	-	-	-	495
School Fund		-	-	-	-	-	-	-	-
Bonds		-	-	-	-	-	-	-	-
State	1,009	800		-	-	-	-	-	1,809
Federal	9,720	9,000		-	-	-	-	-	18,720
NVTA		-	-	-	-	-	-	-	-
Other Sources		-	-	-	-	-	-	-	-
Total Funding:	10,984	10,040		-	-	-	-	-	21,024

Operating Impacts:

		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Operating Impacts:									
Revenue		-	-	-	-	-	-	-	-
Staffing (Costs) Savings		-	-	-	-	-	-	-	-
Facility (Costs) Savings		-	-	-	-	-	-	-	-
Program (Costs) Savings		-	-	-	-	-	-	-	-
Debt Service		-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-	-

A-093 East Apron Rehabilitation

Year Introduced:	2021	
Change:	Timeline	
Associated Proj:	N/A	
Program Area:	Airport	Est. Start: 10/01/2029
Managing Dept:	Airport	Est. Comp: 10/01/2032
Manager:	J. Rivera	
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan	



Description:

The east apron has reached its useful life and is showing signs of wear and cracking. This project would consist of milling the ramp and repaving. The concrete ramp adjacent to the terminal building will also be rehabilitated and expanded for commercial service. It would also include restriping the pavement surfaces. It includes fixing drainage issues as well. Due to funding and operational phasing, this project will be split into multiply phases.

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	-	-	-	-	-	750	-	750
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	7,500	7,500
Total Cost:	-	-	-	-	-	750	7,500	8,250

Funding Sources:

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	15	150	165
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	60	600	660
Federal	-	-	-	-	-	675	6,750	7,425
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	-	-	-	-	-	750	7,500	8,250

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-094 Runway 16L/34R Extension

Year Introduced:	2021	<input checked="" type="checkbox"/>
Change:	No Change	
Associated Proj:	N/A	
Program Area:	Airport	Est. Start:
Managing Dept:	Airport	Est. Comp:
Manager:	J. Rivera	
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan	

Description:

The previous 500 foot runway extension was completed in 2012. A runway length analysis was conducted as part of the Master Plan that showed that it was justifiable to extend the runway up to 500 feet. The additional 500 foot extension will give pilots an extra safety margin when they are landing in inclement weather or when there's snow or ice on the runway. The project will also result in a slight noise reduction for areas north of the airport as planes could pass at a higher altitude. The ultimate runway length for 16L/34R would be 6,700 feet.

(\$ in 1,000s)							Future Years	Total Project
Cost Estimate:	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
Planning	-	-	-	-	-	-	600	600
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	6,500	6,500
Total Cost:	-	-	-	-	-	-	7,100	7,100

Funding Sources:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	142	142
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	568	568
Federal	-	-	-	-	-	-	6,390	6,390
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	-	-	-	-	-	-	7,100	7,100

Operating Impacts:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-097 South East Airport Complex Site Development

Year Introduced: 2022 X
Change: No Change
Associated Proj: N/A
Program Area: Airport **Est. Start:**
Managing Dept: Airport **Est. Comp:**
Manager: J. Rivera
Plan Conformance: MOB 6.1.4; Airport Master Plan; Airport Strategic Plan

Description:

The southeast side of the Airport is the future of development at the Airport. It is projected that by 2024 the Airport will have developed all of its vacant land and will be unable to expand. The southeast side of the airport consist of approximately 60 acres of land, of which approximately 30 acres could be used for future development. The site is within the flood plain so the site would require fill material to make it useable. Although the Airport would use a phased approach and would develop the property as needed, it is prudent to have an overall development concept with timelines and cost estimates.

(\$ in 1,000s)							Future Years	Total Project
Cost Estimate:	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Planning	-	-	-	-	-	-	400	400
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	7,300	7,300
Total Cost:	-	-	-	-	-	-	7,700	7,700

Funding Sources:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	154	154
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	616	616
Federal	-	-	-	-	-	-	6,930	6,930
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	-	-	-	-	-	-	7,700	7,700

Operating Impacts:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-098 West Hangar Redevelopment and Expansion

Year Introduced:	2022
Change:	Increased Estimate
Associated Proj:	N/A
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



Description:

The west side of the airport has rows of hangars that are over 55 years old. There are three rows of the hangars that are a pole barn construction and they have reached their useful life. These hangars need to be replaced with steel hangars and meet new FAA standards for building separation. A drainage plan for this area needs to be developed as well as a phasing plan to redevelop this complex. This project would consist of development plan that would layout the redevelopment of the west side of the Airport and include phasing, hangar sizes and types, drainage improvements, cost estimates, survey and geotechnical investigation, and paving design. A preliminary design would be the first step to redeveloping this area of the airport.

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:	Total Cost:								
Planning	200		-	-	-	-	-	-	200
Land		-	-	-	-	-	-	-	-
Construction		-	-	-	-	-	-	10,000	10,000
	Total Cost:	200	-	-	-	-	-	10,000	10,200

Funding Sources:

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	40	-	-	-	-	-	-	8,000	8,040
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
State	160	-	-	-	-	-	-	2,000	2,160
Federal	-	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
	Total Funding:	200	-	-	-	-	-	10,000	10,200

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
	Net Revenue:	-							

A-110 Taxiway B Widening and Lighting

Year Introduced:	2025
Change:	Change of Scope
Associated Proj:	N/A
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



Description:

In order to meet the FAA standards for aircraft that the airport staff believes will be using the airport once commercial service begins, Taxiway B will need to be widened from 40 feet to 50 feet. This will give aircraft with wider gear bases to operate safely. The taxiway lights will also be replaced with LED lights. The Taxiway B safety area will also be brought up to the current FAA standards.

This project needs to be accelerated to meet the schedule of airline service. The Airport would seek PFCs, and or State and Federal Entitlements to reimburse itself. AIP funding is not available at this time to fund this project. The State can provide funding for the design, and possibly a portion of the construction cost, but that funding level is not known at this time

(\$ in 1,000s)

Cost Estimate:	Prior Years						Future Years	Total Project
		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
Planning	-	800	-	-	-	-	-	800
Land	-	-	-	-	-	-	-	-
Construction	-	8,000	-	-	-	-	-	8,000
Total Cost:	-	8,800	-	-	-	-	-	8,800

Funding Sources:

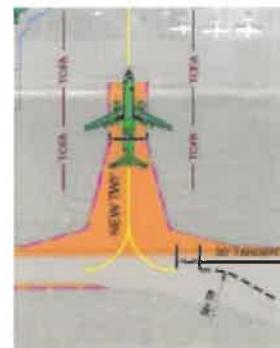
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	8,160	-	-	-	-	-	8,160
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	640	-	-	-	-	-	640
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	-	8,800	-	-	-	-	-	8,800

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-112 New East Ramp Taxiway

Year Introduced:	2025
Change:	Funding to Later Year
Associated Proj:	N/A
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Master Plan;



Description:

Design and construct a new taxiway entrance onto the East Ramp. With the arrival of scheduled service, the Airport will experience increased activity in large aircraft on the east ramp. In order to increase flow and efficiency, a second taxiway would need to be constructed to give aircraft options when entering and exiting the ramp. This project will design, bid, and construct a new taxiway for Group 3 aircraft south of Taxiway Echo. This project would include signage, lighting, and required markings. This project would only move forward if grant funds are approved by the State and/or FAA.

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:									
Planning	-	-	500	-	-	-	-	-	500
Land	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	5,000	-	-	5,000
Total Cost:		-	-	500	-	5,000	-	-	5,500

Funding Sources:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	10	-	100	-	-	110
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	40	-	400	-	-	440
Federal	-	-	450	-	4,500	-	-	4,950
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:		-	-	500	-	5,000	-	5,500

Operating Impacts:

	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:		-	-	-	-	-	-	-

A-113 Runway & Taxiway Bridge Enhancements & Modifications

Year Introduced:	2025
Change:	Funding to Earlier Year
Associated Proj:	N/A
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



Description:

The runway 16L/34R bridge and the Taxiway B bridge that span over Broad Run are 42 years old and near their useful life of 50 years. The bridges need to be replaced prior to any significant maintenance issues or possible failure. The new bridges will be designed for a lifespan of 75 years and carry the expected weight of commercial service aircraft that will utilize the bridges in the future.

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	2,732	850	-	-	-	-	-	3,582
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	8,500	-	-	-	8,500
Total Cost:	2,732	850	-	8,500	-	-	-	12,082

Funding Sources:

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	2,732	17	-	170	-	-	-	2,919
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	68	-	680	-	-	-	748
Federal	-	765	-	7,650	7,650	-	-	16,065
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	2,732	850	-	8,500	7,650	-	-	19,732

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-							

A-115 Snow Removal Equipment Building

Year Introduced:	2026	Est. Start:	07/01/2027
Change:	Funding to Earlier Year		
Associated Proj:	N/A		
Program Area:	Airport	Est. Comp:	10/30/2028
Managing Dept:	Airport		
Manager:	J. Rivera		
Plan Conformance:	MOB 6.1.4; Airport Master Plan; Airport Strategic Plan		



Description:

This project entails building a Maintenance Equipment Storage (MES)/Snow Removal Equipment (SRE) Facility to accommodate new larger multi-use SRE building and provide a storage facility with a layout which meets the growing needs of the airport.

The Phase I construction of the new terminal building used for commercial service will require that the existing building be torn down. Therefore this project will need to be accelerated so the the Airport's Maintenance Division has a place to store its Snow Equipment and other equipment.

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	-	1,000	-	-	-	-	-	1,000
Land	-	-	-	-	-	-	-	-
Construction	-	10,000	-	-	-	-	-	10,000
Total Cost:	-	11,000	-	-	-	-	-	11,000

Funding Sources:

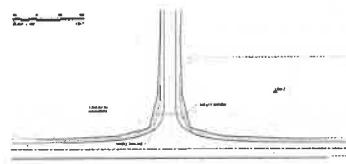
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	6,870	-	-	-	-	-	6,870
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	880	-	-	-	-	-	880
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	3,250	-	-	-	-	-	3,250
Total Funding:	-	11,000	-	-	-	-	-	11,000

Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-116 Widen & Strengthen Taxiway E

Year Introduced: 2026
Change: Funding to Later Year
Associated Proj: N/A
Program Area: Airport **Est. Start:** 07/01/2028
Managing Dept: Airport **Est. Comp:** 10/30/2030
Manager: J. Rivera
Plan Conformance: MOB 6.1.4; Airport Master Plan; Airport Strategic Plan



Description:

The pavement dimensions for Taxiway E do not meet design standards for the aircraft expected to serve commercial scheduled airline service at the Airport. This project will widen the fillets to meet design standards. Some of this work may be able to be done under the Taxiway B Widening project. If so, the scope and cost of the project could be reduced.

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:									
Planning	400		-	-	-	-	-	-	400
Land		-	-	-	-	-	-	-	-
Construction		-	-	-	-	4,000	-	-	4,000
Total Cost:	400		-	-	-	4,000	-	-	4,400

Funding Sources:

General Fund		-	-	-	-	-	-	-	-
Sewer Fund		-	-	-	-	-	-	-	-
Water Fund		-	-	-	-	-	-	-	-
Electric Fund		-	-	-	-	-	-	-	-
Stormwater Fund		-	-	-	-	-	-	-	-
Airport Fund	80	-	-	-	-	80	-	-	160
School Fund		-	-	-	-	-	-	-	-
Bonds		-	-	-	-	-	-	-	-
State	320	-	-	-	-	320	-	-	640
Federal		-	-	-	-	3,600	-	-	3,600
NVTA		-	-	-	-	-	-	-	-
Other Sources		-	-	-	-	-	-	-	-
Total Funding:	400		-	-	-	4,000	-	-	4,400

Operating Impacts:

Revenue		-	-	-	-	-	-	-	-
Staffing (Costs) Savings		-	-	-	-	-	-	-	-
Facility (Costs) Savings		-	-	-	-	-	-	-	-
Program (Costs) Savings		-	-	-	-	-	-	-	-
Debt Service		-	-	-	-	-	-	-	-
Net Revenue:		-	-	-	-	-	-	-	-

A-117 Airport Utility Infrastructure Improvements

Year Introduced:	2026	Est. Start:	
Change:	No Change	Est. Comp:	
Associated Proj:	N/A		
Program Area:	Airport		
Managing Dept:	Utilities		
Manager:	T. Aly		
Plan Conformance:	Airport Master Plan		



Description:

Upgrade utility infrastructure at the Manassas Regional Airport in support of commercial air services and ongoing expansion per the adopted Airport Master Plan. The funding will be used as follows:

- Sewer Improvements: \$4 million
- Water Improvements: \$1 million
- Electric Improvements: \$5 million

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate:								
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	10,000	10,000
Total Cost:	-	-	-	-	-	-	10,000	10,000

Funding Sources:

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	10,000	10,000
Total Funding:	-	-	-	-	-	-	10,000	10,000

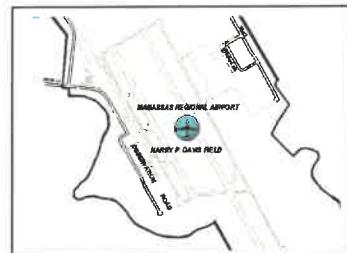
Operating Impacts:

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-058 Airport Paving Program (outside Airfield)

Maintenance Project

Year Introduced: 2010
Change: No Change
Associated Proj: N/A
Program Area: Airport **Est. Start:**
Managing Dept: Airport **Est. Comp:**
Manager: J. Rivera
Plan Conformance: MOB 6.1.4; Airport Master Plan;



Description:

These are ongoing paving projects that include roads and parking lots outside of the airport operations area (AOA). In most cases these projects will include mill and fill, overlays, patch work, and crack sealing. Striping of parking lots and roads are included in this program. These projects are relatively small and are considered to be pavement maintenance, not restoration/replacement projects.

FY 2027 - Frank Marshall Lane
 FY2028 - Tower Public Use Parking Lot
 FY2029 - James Payne Court Rehabilitation

Cost Estimate (\$ in 1,000s)	Prior Years						Future Years	Total Project
		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	720	250	510	280	280	280	-	2,320
Total Cost:	720	250	510	280	280	280	-	2,320

Funding Sources

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	185	50	102	56	56	44	-	493
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	535	200	408	224	2,240	236	-	3,843
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	720	250	510	280	2,296	280	-	4,336

Operating Impacts

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-082 Airfield Improvements

Maintenance Project

Year Introduced:	2018
Change:	Increased Estimate
Associated Proj:	N/A
Program Area:	Airport
Managing Dept:	Airport
Manager:	J. Rivera
Plan Conformance:	MOB 6.1.4; Airport Strategic Plan - Obj. 3; Airport Master Plan



Description:

These projects will include ongoing maintenance repairs and improvements to different parts of the airfield at the Manassas Regional Airport.

Annually: Airfield marking and fencing

FY 2027 - Midfield Ditch, Fencing, Pavement Marking, Taxilane Zulu OFA, Outfall Repair, West Side Lighting Upgrades and Tree Removal

FY 2028 - Fence Repair, Marking Program, Outfall Repairs, Stormwater Maintenance, West Side Lighting Upgrades, Tree Removal

(\$ in 1,000s)

Cost Estimate	Prior Years						Future Years	Total Project
		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	587	530	245	495	125	125	-	2,107
Total Cost:	587	530	245	495	125	125	-	2,107

Funding Sources

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	77	106	49	99	25	25	-	381
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	510	424	196	396	100	100	-	1,726
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	587	530	245	495	125	125	-	2,107

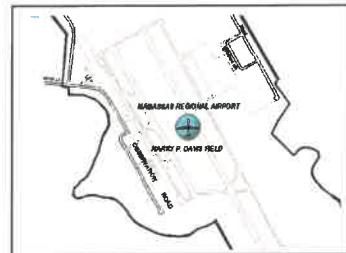
Operating Impacts

Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-	-

A-084 Airfield Paving Program

Maintenance Project

Year Introduced:	2018	
Change:	Increased Estimate	
Associated Proj:	N/A	
Program Area:	Airport	Est. Start:
Managing Dept:	Airport	Est. Comp:
Manager:	J. Rivera	
Plan Conformance:	Airport Strategic Plan - Obj. 3; City Strategic Plan; Airport Master Plan	



Description:

Pave taxiways, taxi lanes and ramps on the airport airfield (inside the fence). In most cases we will mill 2-3" of asphalt and replace it with a FAA/State approved asphalt mix, overlays, patch work, and sealing. Stripe the pavement afterwards. These projects are relatively small and are considered to be pavement maintenance, not restoration/replacement.

- FY 2027 - Crack Sealing, Security Perimeter Road, Taxilane Charlie (East of Taxilane Zulu)
- FY 2028 - Crack Sealing, Interior Service Road, Repave West City T-hangars, Northwest Tie-Down Apron
- FY 2029 - Crack Sealing, Construct Security Perimeter Road - Phase I, Pavement Maintenance General
- FY 2030 - Crack Sealing, Construct Security Perimeter Road - Phase II, Pavement Maintenance General

(\$ in 1,000s)	Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate								
Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	1,000	250	510	280	280	280	-	2,600
Total Cost:	1,000	250	510	280	280	280	-	2,600

Funding Sources

General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	200	50	102	56	56	56	-	520
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	800	200	408	224	224	224	-	2,080
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-
Total Funding:	1,000	250	510	280	280	280	-	2,600

Operating Impacts

Revenue	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Net Revenue:	-	-	-	-	-	-	-

A-104 Security Equipment Replacement

Maintenance Project

Year Introduced: 2023
Change: Increased Estimate
Associated Proj: N/A
Program Area: Airport
Managing Dept: Airport
Manager: J. Rivera
Plan Conformance:

Est. Start:

Est. Comp:



Description:

These projects will include ongoing maintenance repairs, upgrades and improvements to the Manassas Regional Airport's Security System.

FY 2027 - New Security Camera(s), Replace/Upgrade Existing Security Camera, Card Reader Replacement & Upgrades
 FY 2028 - New Security Camera(s), Replace/Upgrade Existing Security Camera, Card Reader Replacement & Upgrades, ATC Tower Cameras

FY 2029 - New Security Camera(s), Replace Upgrade/Existing Security Camera, Card Reader Replacement & Upgrades

FY 2030 - New Security Camera(s), Replace Upgrade/Existing Security Camera, Card Reader Replacement & Upgrades

FY 2031 - New Security Camera(s), Replace Upgrade/Existing Security Camera, Card Reader Replacement & Upgrades

(\$ in 1,000s)		Prior Years	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Future Years	Total Project
Cost Estimate									
Planning		-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-
Construction		625	13	23	27	13	13	-	714
	Total Cost:	625	13	23	27	13	13	-	714

Funding Sources

General Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-	-
Airport Fund	185	3	5	5	3	3	-	-	204
School Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
State	440	10	18	22	10	10	-	-	510
Federal	-	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
	Total Funding:	625	13	23	27	13	13	-	714

Operating Impacts

Revenue	-	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
	Net Revenue:	-	-	-	-	-	-	-	-



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.5

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Discuss Airport Name Change

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-426

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.6

Submitted by: Juan Rivera

Submitting Department: Manassas Regional Airport

Meeting Date: November 20, 2025

Item Title

Recommend that City Council accept the proposals received for Lots W-1 and W-2, and that they award a franchise to High Flying Hangars of Virginia, LLC for Lot W-2, and a franchise to HEF JPC Hangar, LLC for Lot W-1.

Suggested Action and/or Recommendation

Make a motion to recommend that City Council accept the proposals received for Lots W-1 and W-2, and that they award a franchise to High Flying Hangars of Virginia, LLC for a term of 40 years for Lot W-2, and that they award a franchise to HEF JPC Hangar, LLC for a term of 30 years for Lot W-1.

Suggested Motion

Item Type Contracts / Agreements

Item ID 2026-437

Submitting Department Manassas Regional Airport

Drafter Juan Rivera

Meeting Body Manassas Regional Airport

Meeting Date November 20, 2025

Commission

ATTACHMENTS

- [Bid for Lots W1 and W2.pptx](#)



Manassas Regional Airport Airport Commission Meeting

November 20, 2025

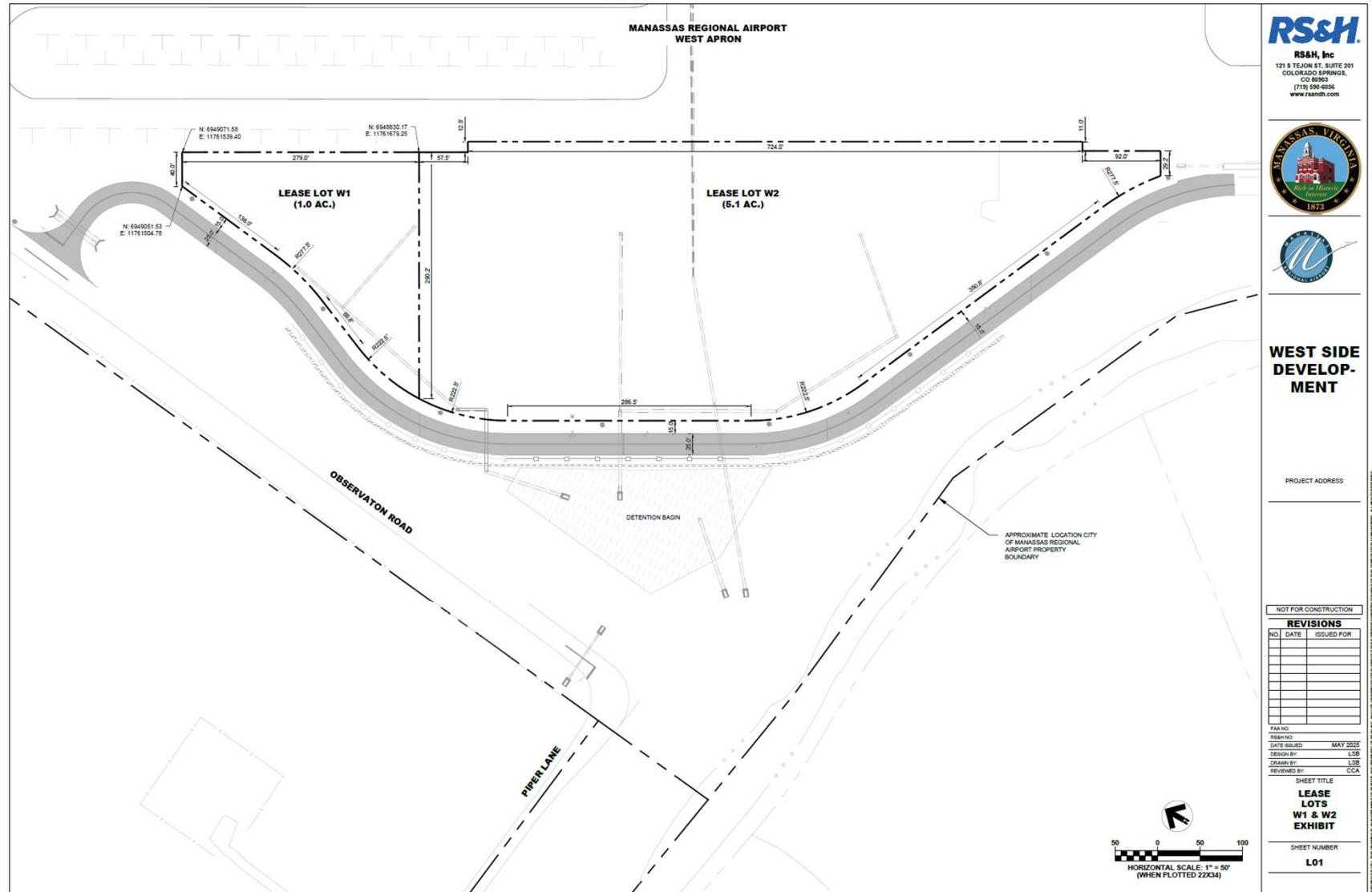


Lots W-1 & W-2





Lots W-1 & W-2



W-1 1 acre and W-2 6.1 acres



Overview of Proposals Received for Lots W-1 & W-2



- The Airport Director solicited for proposals to develop lots W-1 & W-2 on the west side of the airport located at 10501 Observation Road.
- The minimum bid per square foot was \$0.70.
- Two proposals were submitted and received by City Council November 10, 2025 at the appointed time and place.
- Proposals were received from High Flying Hangars of Virginia LLC, (HFH) and HEF JPC Hangar, LLC ("APP").
- HFH bid on both lots W-1 & W-2 and bid \$0.80 per square foot.
- APP bid only on lot W-1 and bid \$0.70 per square foot.



Overview of Proposals Received for Lots W-1 & W-2



- ➔ The apparent highest bidder for both lots was HFH, with a bid of \$0.80 per square foot for both lots.
- ➔ On November 13th, the Airport Director received an email from HFH with an attached letter stating that they had withdrawn their bid for lot W-1 due to clerical and arithmetical errors in the submission.
- ➔ After consulting with the City Attorney, it was determined that HFH could withdraw its bid for lot W-1.
- ➔ After the withdrawal of HFH, APP became the only bidder for lot W-1.

Overview of High Flying Hangars of VA's Proposal



- ➔ Proposer found to have a responsive proposal.
- ➔ Proposes to build 39 Box style aircraft hangars on lot W-2.
- ➔ Hangars will 50'X 40" (29 units) and 60"X 60" (10 units).
- ➔ Bid \$0.80 per square foot.
- ➔ First year's rent will be \$188,832.60.
- ➔ Annual escalation of 2.9%
- ➔ Total investment is estimated to \$15 million.
- ➔ 10-18 months completion time.
- ➔ No exceptions noted in the bid proposal.
- ➔ No funding required from the City/Airport.



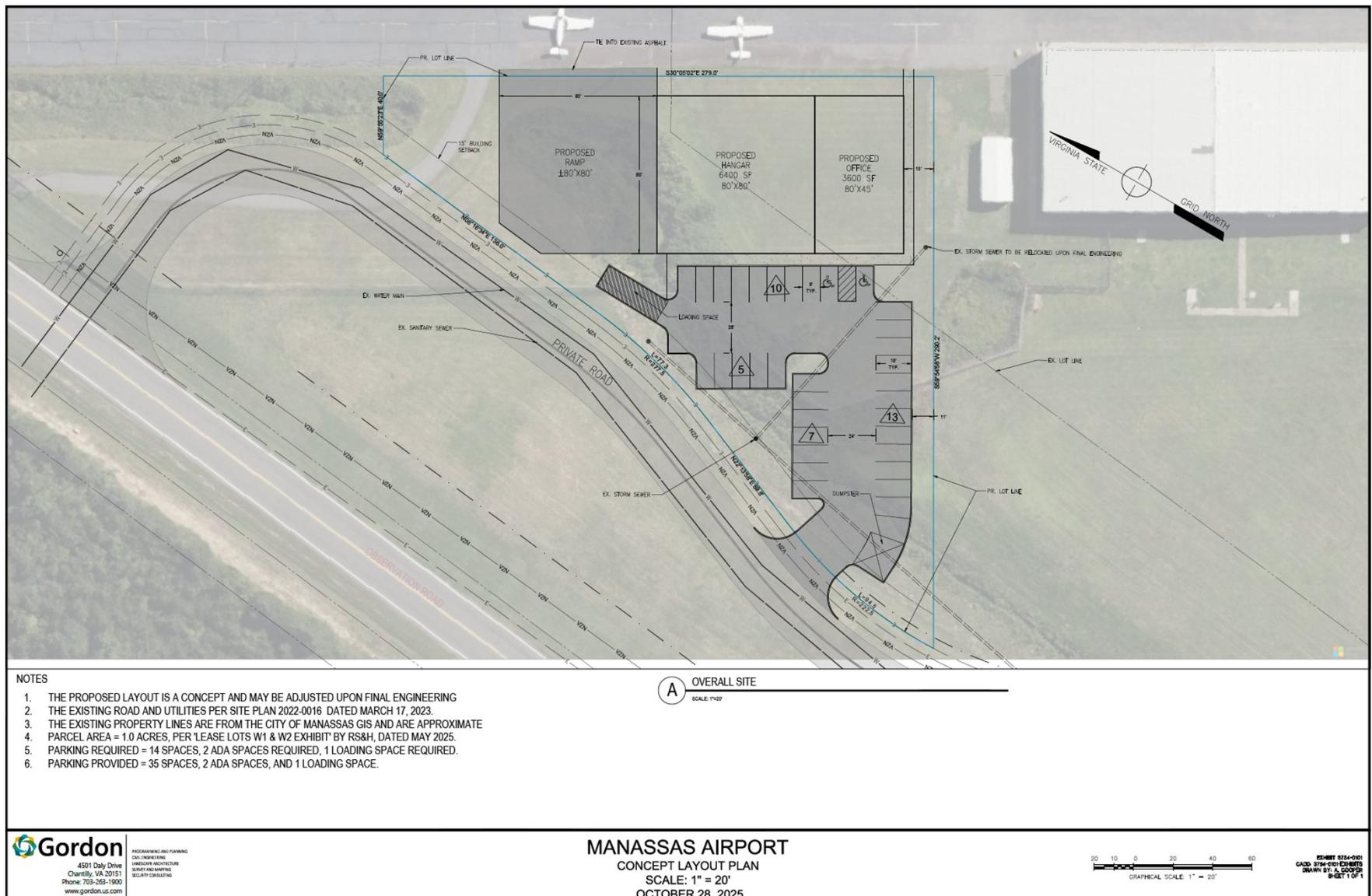
Overview of APP's Proposal



- ➔ Proposer found to have a responsive proposal.
- ➔ Proposes to build a 80"X 80" (6,400 sf) box hangar, with and adjoining 3,600 sf office building on W-1. (Flight School & FBO Annex)
- ➔ Bid \$0.70 per square foot.
- ➔ First year's rent will be \$32,670.00.
- ➔ An annual escalation of 2.9%
- ➔ Total investment is estimated to be \$2 million.
- ➔ 16-18 months completion time.
- ➔ No exceptions noted in the bid proposal.
- ➔ No funding required from the City/Airport.



APP

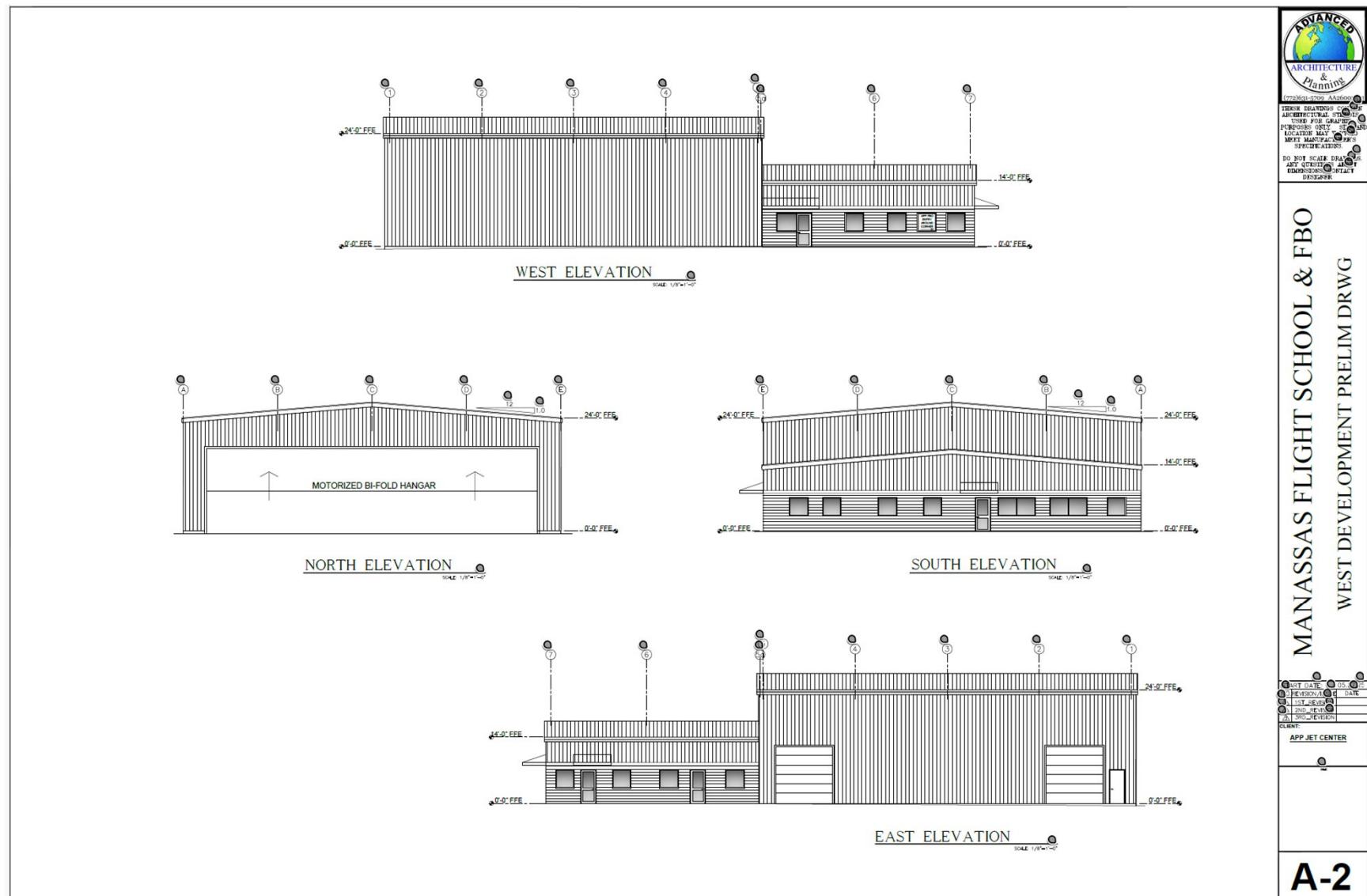


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www.gordon.us



APP





High Flying Hangars of Virginia

HIGH FLYING HANGARS

PRELIMINARY SITE PLAN
MANASSAS REGIONAL AIRPORT
May 2025



NOTE: THIS PLAN IS CONCEPTUAL IN NATURE
AND HAS BEEN PRODUCED WITHOUT THE
BENEFIT OF A SURVEY, TOPOGRAPHY,
UTILITIES, CONTACT WITH THE COUNTY, ETC.

DOC NAME
LAST SAVED

KIMLEY AVIATION-H - MANASSAS AIRPORT/H - DUE DILIGENCE/CD MANASSAS SITE PLAN.DWG
550223.0117M





High Flying Hangars of Virginia

