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, September 18, 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, Member Jakelin Melgar, Member Carla Cox; Member Phil Smith, Member Bob Sweeney, Member Alison Paylor; Member William Sebesky.
Virtual Attendance: Vice Chairman Anthony McGhee, Member Travis Nembhard

Members not present: Member Cheryl Macias

Airport Personnel in Attendance: Juan Rivera, Airport Director, Jolene Berry, Asst. Airport Director, Alex Del Valle Mari, Operations Officer, Mark Woody, Operations Officer, Patty Bibber, Secretary

Chairman Roderick Hall called the meeting to order at 7:03 p.m.

Vote for Virtual Attendance for Member Travis Nembhard and Vice Chairman Anthony McGhee

Member Alison Paylor MOVED to approve virtual attendance of Member Travis Nembhard and Vice Chairman Anthony McGhee, **SECONDED by Member Jakelin Melgar MOVED and CARRIED UNANIMOUSLY**

Pledge of Allegiance

1. **Comments from the Public**

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

1.1 Mr. Dheeraj "DJ" Jagadev introduced himself to the Commission

2. **Approval of Meeting Minutes**

Member Phil Smith MOVED to approve the meeting minutes from July 18, 2025, **SECONDED by Member Alison Paylor MOVED and CARRIED UNANIMOUSLY**

3. **Airport Director's Report**

3.1 Upcoming dates to remember. Airport Commission Retreat – October 4th and Aviation Career Fair November 6th

3.2 Staff is seeking to accelerate the Taxiway B Widening project within the CIP budget. Staff has been coordinating with the FAA and the State to determine potential financial support.

3.3 One of the airlines we are in discussion with indicated that the absence of taxiway at least 50 feet wide is a significant issue. The current taxiway is 40 feet wide.

It is uncertain whether the State will support this project, as only a CATEX has been obtained. It remains unclear whether the State will accept the CATEX or require a FONSI from the ongoing EA

3.4 ATC Tower Design Funding – at its July 28 meeting, the City Council approved B&A's request for funds needed to complete the new ATC Tower design. A purchase order has since been issued.

3.5 New operations Officer Mark Woody was introduced and gave a brief summary of his background and qualifications

3.6 The Airport has issued an RFP for an Aviation Financial Consultant. The consultant will assist the Director with:

Rates and charges
Landing fees
Airline incentive programs
FAA financial reporting
Annual reports
Other finance related projects

3.7 Meet with Julie O'Brien, Marketing Manager for Chantilly Air. We had discussions of strategies for joint marketing initiatives between the Airport and the two FBO's.

3.8 Office Space utilization – airport staff met to discuss possible uses for the office space vacated by American Aviation/American Helicopters.

4. **Presentations**

4.1 VRE Presentation System Plan 2050 Update (Mr. Nick Ruiz, Officer)

4.2 **VRE Presentation Broad Run Expansion Project Update (Mr. Dallas Richards, Deputy CEO/Chief Engineer)**

5. **New Business**

5.1 Hangar Waiting List Policy Update (Mr. Alex Del Valle Mari, 5 minutes)

5.2 Approval of Hangar Lease Agreement between Legend Aviation and the City (Mr. Juan Rivera, Airport Director)

Member Carla Cox MOVED to approve the Lease agreement between Legend Aviation and the City **SECONDED by Member Bob Sweeney MOVED and CARRIED UNANIMOUSLY**

5.3 Approve Lease Approval of Hangar Lease Agreement between ACE Flight Solutions and the City (Mr. Juan Rivera, Airport Director) Action Required – Approve Lease

Member Alison Paylor MOVED to approve the Lease agreement between ACE Flight Solutions and the City **SECONDED by Member Phil Smith MOVED and CARRIED UNANIMOUSLY**

6. **Old Business**

6.1 **Engineering Selection Committee – Selection Process Presentation (Member Phil Smith)**

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 8:23 PM.

Secretary

10/16/2025

Date

Chairman