



City of Manassas, Virginia

Washington Manassas Airport Commission Meeting

AGENDA

Washington Manassas Airport Commission Meeting

Terminal Building - 1st Floor Conference Room

10600 Harry Parrish Boulevard

Manassas, VA 20110

Thursday, July 16, 2026

Call to Order - 7:00 p.m.

Vote to allow virtual attendance - Commissioner Sweeney; Commissioner Willis

Roll Call

Pledge of Allegiance (Stand)

Comments from the Public

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

1. Approval of Minutes

1.1 Airport Commission Meeting minutes from June 18, 2026
[Commission Meeting Minutes June 18 2026 A JK Comments.docx](#)

2. Airport Director's Report

- 2.1 **Airport Directors Report**
[Airport Director's Report July 2026.docx](#)
- 2.2 **Revenues, Expenses, Aging and Bill Sheet**
[Revenues as of 7-1-2026.xlsx](#)
[Expenses as of 7-1-2026.xlsx](#)
[Aging Report 7-16-26.xlsx](#)
[Bill Sheet as of 7-8-26.xlsx](#)
- 2.3 **Tie-Down, Hangar Occupancy and Noise Report**
[Monthly Statistics \(OPS\)June 2026 Statistics.pdf](#)
[Operations Report - virtower.pdf](#)
[Web_Reports_snapshot \(June 2026\).pdf](#)
- 2.4 **Airport Construction Projects Update (Mr. Alex Del Valle Mari, Airport Operations Officer)**
[Construction Projects 7-26.pptx](#)

3. **Presentations**

- 3.1 **APP Presentation (Mr. Eric Hietala, COO APP Jet Center)**
- 3.2 **Delta Airport Consultants Presentation on Airport Projects (Mr. John Borgie, Delta Airport Consultants)**
[25054 HEF Delta Presentation 2026.07- to HEF.pptx](#)
- 3.3 **Quarterly Maintenance Reports (Mr. James Kannard, Maintenance Supervisor)**
[maint report 7-16-2026.pptx](#)
- 3.4 **Quarterly Operations/Fuel Report (Mr. Alex Del Valle Mari, Airport Operations Officer)**
[FuelOperations - Fiscal - July 2026.pptx](#)

4. **New Business**

- 4.1 **Commission Retreat (Ms. Carla Cox, Airport Commission Member)**

5. **Old Business**

- 5.1 **Transition Plan Update (Ms. Carla Cox, Airport Commission Member)**
[Washington Manassas Airport Commercial Service Transition Plan.docx](#)

6. **Consent Agenda**

7. **Airport Commission Members Comments**

8. City Council Liaison Comments
9. Authorization of a Closed Meeting (Reserved)
10. Certification of a Closed Meeting (Reserved)

Adjournment



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 1.1

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Airport Commission Meeting minutes from June 18, 2026

Suggested Action and/or Recommendation

Suggested Motion

Item Type Minutes

Item ID 2026-1125

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Commission Meeting Minutes June 18 2026 A JK Comments.docx](#)



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 2.1

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Airport Directors Report

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1132

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Airport Director's Report July 2026.docx](#)

Airport Director's Office

Juan E. Rivera

Memorandum

July 13, 2026

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR JULY 2026

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

Post-construction, RS&H will complete a LOMR for FEMA. RS&H is working on the Engineer's Report and closing out the project. We are awaiting the third FAA grant for this project. Punch list items are being addressed.

NEW ATC TOWER (DESIGN)

The 100% design development documents have been completed.

- Bid Advertisement – July 29, 2026
- Pre-Bid Meeting – August 5, 2026
- Construction Bid Opening – September 9, 2026
- Review Bids – September 17, 2026
- FAA BIL Grant Offer, Received and Executed & NTP – October 2026

RUNWAY 16L-34R REHABILITATION (DESIGN)

The Runway 16L-34R Rehabilitation Project was advertised for bids through the City's Purchasing Department, and we received two bids at the appropriate date and time. The apparent low bidder is Chemung Construction. The City is waiting for the FAA to tell the Director what grant application to submit (Base bid only or Base Bid plus Additive Bid). It is anticipated that the project will start in the spring of 2027. Based on the low bid, the FAA is trying to find the funds to allow the Airport to proceed with both phases and avoid a two-phase project.

ARFF STATION RENOVATION

The ARFF station has been completed. The airport staff is waiting for the Occupancy Permit. The ribbon cutting for this project will be July 22nd.

UPDATE SWPPP AND SPCC PLAN

Delta Airport Consultants is updating the Airport's Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention, Control, and Countermeasure (SPCC) Plan in support of the General Virginia Pollutant Discharge Elimination System (VPDES) permit application that was completed in May. Delta has engaged Bowman as a subconsultant to assist with the updates. The Virginia Department of Environmental Quality (DEQ) conducted a site visit on June 3, 2026, as part of the permitting process.

Airport Director's Office

Juan E. Rivera

The SWPPP and SPCC plans will be finalized shortly after the DEQ issues the new VPDES permits. The timing of permit issuance will depend on whether the public requests a public hearing during the review process. The permits are currently anticipated to be issued in the summer or fall of 2026.

TAXIWAY B WIDENING PROJECT (DESIGN)

Delta has completed the 60% design and has provide the plans to the Airport staff for review. An in-person “page turn” is scheduled for July 23, 2026.

AIRPORT FINANCIAL CONSULTANTING PROJECTS

Frasca & Associates, LLC presented the draft Landing Fee mythology to the Commission at its work session. The Director will work with Matt Townsend to develop a presentation for the airline and Avports.

AIRPORT PERSONNEL

All Airport Divisions are fully staffed.

RTR Replacement

The staff received an updated RA form the FAA for their review of the RTR. RS&H has sent the Airport staff the proposal for the RTR design. The staff is working on getting a IFE done.

ALP Update

RS&H has completed the ALP update that included the name change and the new layout of the terminal area. The Director received a Conditional Letter of Approval from the FAA on July 10th. There were no comments. This project will be closed once the final invoice it paid.

ATCT EA

The EA has been completed and the final invoice has been paid.

Observation Road Relocation – (Construction)

We are awaiting receipt of third FAA grant so we can prepare the next RFR. RS&H will finish the construction report with AIP number for the third grant (AIP-60?). RS&H are also working on post-construction LOMR with as-built contours from Phillips.

Fuel Farm Upgrades

The Airport staff received a fee proposal from RS&H on March 18th. The staff has submitted an grant request to the VDOA and this item will be included in the VAB's August agenda for approval.

SMS Implementation Plan

The Airport staff is working with the FAA to determine when the SMS plan will be required. No funding for this project has been identified at this time.

Airport Director's Office

Juan E. Rivera

UPCOMING EVENTS

Ribbon Cutting for ARFF Station: July 22, 2026

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 2.2

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Revenues, Expenses, Aging and Bill Sheet

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1133

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Revenues as of 7-1-2026.xlsx](#)
- [Expenses as of 7-1-2026.xlsx](#)
- [Aging Report 7-16-26.xlsx](#)
- [Bill Sheet as of 7-8-26.xlsx](#)

Revenues as of 7/1/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJ	REV BUDGET	YTD	ENCUMB	AVAIL BUDGET	% USED
57097400	315001	Interest on Pooled Cash	-20,000	0	-20,000	0.00	0.00	-20,000	0.00
57097400	315003	Interest on Investment	-120,000	0	-120,000	0.00	0.00	-120,000	0.00
57097400	315200	Leases and Rents	-4,212,000	0	-4,212,000	0.00	0.00	-4,212,000	0.00
57097400	315204	Hangar Rentals	-1,029,000	0	-1,029,000	0.00	0.00	-1,029,000	0.00
57097400	Total 57097400 Use of Money & Prope		-5,381,000	0	-5,381,000	0.00	0.00	-5,381,000	0.00
57097600	317502	Remain Overnight Fees	-1,000	0	-1,000	0.00	0.00	-1,000	0.00
57097600	317510	Airport Tie-Down Fees	-142,000	0	-142,000	0.00	0.00	-142,000	0.00
57097600	317520	Airport Fuel Flowage Fees	-260,000	0	-260,000	0.00	0.00	-260,000	0.00
57097600	317530	Airport Security Surcharge	-61,000	0	-61,000	0.00	0.00	-61,000	0.00
57097600	317531	Fingerprinting/Background Fees	-30,000	0	-30,000	0.00	0.00	-30,000	0.00
57097600	317532	Airport Security Fees	-3,500	0	-3,500	0.00	0.00	-3,500	0.00
57097600	317533	Airport ID Badge Fees	-19,500	0	-19,500	0.00	0.00	-19,500	0.00
57097600	317534	Lost/Stolen Badge Replacement	-500	0	-500	0.00	0.00	-500	0.00
57097600	317535	Airport Car Rental Revenue	-15,000	0	-15,000	0.00	0.00	-15,000	0.00
57097600	Total 57097600 Airport Charges for		-532,500	0	-532,500	0.00	0.00	-532,500	0.00
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	0.00	0.00	-2,500	0.00
57097700	318070	Avports Reimb-ARFF Ops	-710,000	0	-710,000	0.00	0.00	-710,000	0.00
57097700	318071	Avports Reimb-Security Program	-710,000	0	-710,000	0.00	0.00	-710,000	0.00
57097700	318072	Avports Reimb-AOC Part 139Cert	-670,000	0	-670,000	0.00	0.00	-670,000	0.00
57097700	318650	Airport Commercial Op Permit	-5,500	0	-5,500	0.00	0.00	-5,500	0.00
57097700	Total 57097700 Other Local Rev-Gene		-2,098,000	0	-2,098,000	0.00	0.00	-2,098,000	0.00
57097900	322071	VA State Reimbursements	-45,000	0	-45,000	0.00	0.00	-45,000	0.00
57097900	Total 57097900 State Non-Categorica		-45,000	0	-45,000	0.00	0.00	-45,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	0.00	0.00	-16,000	0.00
57098200	332011	FAA Tower Reimbursements	-40,500	0	-40,500	0.00	0.00	-40,500	0.00
57098200	Total 57098200 Federal Non-Categori		-56,500	0	-56,500	0.00	0.00	-56,500	0.00
57099100	346400	Contr Surplus-Net Position	-387,000	0	-387,000	0.00	0.00	-387,000	0.00
57099100	346401	Contr Surplus-Restr Net Postn	-15,030,000	0	-15,030,000	0.00	0.00	-15,030,000	0.00
57099100	Total 57099100 OFS-Contribution fro		-15,417,000	0	-15,417,000	0.00	0.00	-15,417,000	0.00
		Revenue Total	-23,530,000	0	-23,530,000	0.00	0.00	-23,530,000	0.00

Expenses as of 7/1/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJ	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	1,030,000	0	1,030,000	0.00	0.00	1,030,000	0.00
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	0.00	0.00	30,000	0.00
57003703	416000	S&W-Overtime	30,000	0	30,000	0.00	0.00	30,000	0.00
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	435,000	0	435,000	0.00	0.00	435,000	0.00
57003703	420031	Car Allowance	6,100	0	6,100	0.00	0.00	6,100	0.00
57003703	431000	Professional Services	225,000	0	225,000	0.00	0.00	225,000	0.00
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	6,000	0	6,000	0.00	0.00	6,000	0.00
57003703	436000	Advertising Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003703	439000	Other Purchased Services	60,000	0	60,000	0.00	0.00	60,000	0.00
57003703	441000	Information Technology Charges	92,880	0	92,880	0.00	0.00	92,880	0.00
57003703	441005	Phones and Voicemail Charges	26,680	0	26,680	0.00	0.00	26,680	0.00
57003703	441045	GIS/Data Services Charges	20,710	0	20,710	0.00	0.00	20,710	0.00
57003703	441050	IT Purchases Mid-Year	8,480	0	8,480	0.00	0.00	8,480	0.00
57003703	442000	Motor Vehicle Charges	87,840	0	87,840	0.00	0.00	87,840	0.00
57003703	444000	Cost Allocation Charges	304,000	0	304,000	0.00	0.00	304,000	0.00
57003703	447000	Radio Charges	1,560	0	1,560	0.00	0.00	1,560	0.00
57003703	451001	Utilities	30,000	0	30,000	0.00	0.00	30,000	0.00
57003703	451002	City Utility Charges	145,000	0	145,000	0.00	0.00	145,000	0.00
57003703	452003	Cell Phone Charges	6,000	0	6,000	0.00	0.00	6,000	0.00
57003703	452007	Cable/Satellite TV Service	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	452008	Telephone Service Charges	500	0	500	0.00	0.00	500	0.00
57003703	452009	Long Distance Charges	100	0	100	0.00	0.00	100	0.00
57003703	453000	Insurance	120,000	0	120,000	0.00	0.00	120,000	0.00
57003703	454001	Operating Leases	3,500	0	3,500	0.00	0.00	3,500	0.00
57003703	455001	Mileage	2,000	0	2,000	0.00	0.00	2,000	0.00
57003703	455002	Training and Travel	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	455005	Meeting / Business Expense	7,000	0	7,000	0.00	0.00	7,000	0.00
57003703	458000	Dues Memberships & Other Exp	7,500	0	7,500	0.00	0.00	7,500	0.00
57003703	458099	Miscellaneous Expense--Airport	50,000	0	50,000	0.00	0.00	50,000	0.00
57003703	461000	Office Supplies	10,000	0	10,000	0.00	0.00	10,000	0.00
57003703	462000	Other Supplies	19,000	0	19,000	0.00	0.00	19,000	0.00
57003703	463000	Books and Subscriptions	3,000	0	3,000	0.00	0.00	3,000	0.00
57003703	464000	Uniforms and Safety Apparel	10,000	0	10,000	0.00	0.00	10,000	0.00
57003703		Total 57003703 Airport Operations	2,909,850	0	2,909,850	0.00	0.00	2,909,850	0.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJ	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003710	433000	Maintenance Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	433001	Refuse Collection Services	7,050	0	7,050	0.00	0.00	7,050	0.00
57003710	433003	Janitorial Services	50,000	0	50,000	0.00	0.00	50,000	0.00
57003710	433006	Mowing Services	35,000	0	35,000	0.00	0.00	35,000	0.00
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	40,000	0	40,000	0.00	0.00	40,000	0.00
57003710	433012	Airfield Lighting Maintenance	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	433014	Elevator Inspections	2,500	0	2,500	0.00	0.00	2,500	0.00
57003710	433015	Vehicle/Apparatus Maintenance	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439000	Other Purchased Services	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	439004	Paving Services	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	439008	Hazmat Disposal	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	439014	Security Services	250,000	0	250,000	0.00	0.00	250,000	0.00
57003710	454004	Miscellaneous Rentals	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	462000	Other Supplies	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	462001	Tools	60,000	0	60,000	0.00	0.00	60,000	0.00
57003710	462044	Airfield Lighting Supplies	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	462046	Airport Hanger Supplies	15,000	0	15,000	0.00	0.00	15,000	0.00
57003710	462047	Airfield Supplies	50,000	0	50,000	0.00	0.00	50,000	0.00
57003710	462048	Security Supplies	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003710	462067	Maintenance Supplies	4,000	0	4,000	0.00	0.00	4,000	0.00
57003710	466000	Building and Repair Materials	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	467000	Fuels/Oils/Lubricants	16,000	0	16,000	0.00	0.00	16,000	0.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	471000	Equipment & Machinery Purch	610,000	0	610,000	0.00	0.00	610,000	0.00
57003710	Total 57003710 Airport Maintenance		1,612,550	0	1,612,550	0.00	0.00	1,612,550	0.00
57003711	433000	Maintenance Services	10,000	0	10,000	0.00	0.00	10,000	0.00
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	0.00	0.00	2,500	0.00
57003711	462000	Other Supplies	25,000	0	25,000	0.00	0.00	25,000	0.00
57003711	Total 57003711 FAA Tower Nonreimbursable		45,500	0	45,500	0.00	0.00	45,500	0.00
57003712	433000	Maintenance Services	12,000	0	12,000	0.00	0.00	12,000	0.00
57003712	451002	City Utility Charges	21,000	0	21,000	0.00	0.00	21,000	0.00
57003712	451003	Heating Fuel Oil or Gas	3,000	0	3,000	0.00	0.00	3,000	0.00
57003712	Total 57003712 FAA Tower Reimbursable		36,000	0	36,000	0.00	0.00	36,000	0.00
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

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APP	TRNS/ADJ	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
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	950,000	0	950,000	0.00	0.00	950,000	0.00
57003717	462000	Other Supplies	20,000	0	20,000	0.00	0.00	20,000	0.00
57003717	467000	Fuels/Oils/Lubricants	10,000	0	10,000	0.00	0.00	10,000	0.00
57003717	473000	Motor Vehicle Purchases	65,000	0	65,000	0.00	0.00	65,000	0.00
57003717	Total 57003717 Airport-ARFF Operations		1,045,000	0	1,045,000	0.00	0.00	1,045,000	0.00
57003718	411000	Salaries and Wages	175,000	0	175,000	0.00	0.00	175,000	0.00
57003718	420000	Employee Benefits	75,000	0	75,000	0.00	0.00	75,000	0.00
57003718	439014	Security Services	650,000	0	650,000	0.00	0.00	650,000	0.00
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	32,000	0	32,000	0.00	0.00	32,000	0.00
57003718	471000	Equipment & Machinery Purch	125,000	0	125,000	0.00	0.00	125,000	0.00
57003718	Total 57003718 Airport-Security Program		1,076,000	0	1,076,000	0.00	0.00	1,076,000	0.00
57003719	411000	Salaries and Wages	320,000	0	320,000	0.00	0.00	320,000	0.00
57003719	420000	Employee Benefits	135,000	0	135,000	0.00	0.00	135,000	0.00
57003719	431000	Professional Services	10,000	0	10,000	0.00	0.00	10,000	0.00
57003719	441050	IT Purchases Mid-Year	2,000	0	2,000	0.00	0.00	2,000	0.00
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		482,000	0	482,000	0.00	0.00	482,000	0.00
57003793	492575	Transfer to Airport Capital	15,626,000	0	15,626,000	0.00	0.00	15,626,000	0.00
57003793	496004	Contrib to Net Position	682,000	0	682,000	0.00	0.00	682,000	0.00
57003793	Total 57003793 Airprt Capex-Finance		16,308,000	0	16,308,000	0.00	0.00	16,308,000	0.00
		Expense Total	23,530,000	0	23,530,000	0.00	0.00	23,530,000	0.00

Aging Report as of 7/16/26

Cust #	Customer Name	Bill #	Billed Date	Unpaid	Billed	Adjusted	30 to 60	61 to 90	91 to 120	Over 120	Int	Due
36499	STONE, JAMES	112012	06/01/2026	\$60.79	\$85.00	\$0.00	\$60.79	\$0.00	\$0.00	\$0.00	\$0.00	\$60.79
36524	HARTH, KAI	114912	06/01/2026	\$428.40	\$428.40	\$0.00	\$428.40	\$0.00	\$0.00	\$0.00	\$0.00	\$428.40
46091	TOKOPH, DAVID	3051102	06/01/2026	\$530.25	\$530.25	\$0.00	\$530.25	\$0.00	\$0.00	\$0.00	\$0.00	\$530.25

\$1,019.44

36499	STONE, JAMES	Emailed 7/8
36524	HARTH, KAI	Emailed 7/8
46091	TOKOPH, DAVID	Emailed 7/8

Bill Sheet 7/8/2026

Vendor	Description	Net Amount
AMERICAN DISPOSAL SVCS, INC	Trash/Recyle Service Contract #23P001A	\$ 532.48
ASSOCIATED BUILDING MAINTENANCE	Janitorial Services	\$ 9,795.24
ATAB LLC	Elevator Inspection	\$ 340.00
BOLAND TRANE SERVICES INC.	HVAC Service	\$ 1,870.53
CINTAS CORP. #145	Tower Mats/Misc/Mats	\$ 788.89
CRAIG GOSSMAN	50% - Update Airport Strategic/Zoom/Final Memo	\$ 2,000.00
DEWBERRY ENGINEERS INC	4/24/26Independent Structural Eval of Airport Brid	\$ 7,130.80
FINLAY FIRE APPA & EQUIP REPAIR LLC	ARFF 1 Service	\$ 1,624.27
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	Amendment #2 on call architectural servi	\$ 2,870.00
MUNICO LLC	Concrete Traffic Barriers	\$ 3,822.50
ONTERRIS INC	2026 Quarterly Stormwater - Sample Disposal Envir	\$ 3,897.00
PR WM CNTY	Real Estate Taxes for 9915 Moor Green Dr	\$ 75.64
PR WM CNTY	Real Estate Taxes 11380 Alessi Dr.	\$ 75.64
PRO-TEC FIRE SERVICES INC	5/26 Monthy ARFF Service	\$ 49,677.08
RENT-A-JOHN OF VIRGINIA LLC	Porta Potties on West Side	\$ 420.00
REYNOLDS SMITH & HILLS INC	5/8/26 Design and Bidding Services Work Order 2	\$ 68,004.00
SCHOOL OUTFITTERS LLC	Flipper Table/Lockers/Folding Tables	\$ 5,845.10
U S PLANTS INC	Plant monthly maintenance	\$ 144.90
WEWERKA CONSTRUCTION MANAGEMENT INC	5/26 Airport Mowing Contract 22P001A-4	\$ 2,215.75
		\$ 161,129.82



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 2.3

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Tie-Down, Hangar Occupancy and Noise Report

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1134

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Monthly Statistics \(OPS\)June 2026 Statistics.pdf](#)
- [Operations Report - virtower.pdf](#)
- [Web_Reports_snapshot \(June 2026\).pdf](#)



Airport Commission Monthly Statistics Washington Manassas Airport

REPORTING PERIOD June 2026

This report provides a summary of airport activity for the previous month, including noise complaints, hangar and tie-down occupancy, tenant waitlist status, fuel flowage, and aircraft operations. The information is intended to provide a snapshot of operational activity, tenant utilization, and overall airfield performance.

NOISE COMPLAINTS

TOTAL	2	
Category	2	Overflight

Status: Operations continues to work with based tenants on educating them on the voluntary noise abatement program.

HANGAR OCCUPANCY

East Hangars	<u>96</u>	out of	<u>97</u>	
	99%	-	1	New Tenant
West Hangars	<u>58</u>	out of	<u>59</u>	
	98%	-	1	New Tenant
TOTAL	<u>154</u>	out of	<u>156</u>	
	99%	-		

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

TIE-DOWN OCCUPANCY

TOTAL	<u>114</u>	out of	<u>144</u>	Rented
	79%	-	1	Vacancy

Status: There are a number of tenants wanting to reserve space prior to the tie-down transition. Staff is only holding spots for spaces that are currently leased. New and current tenants are being directed that if they want more tie-downs that they need to execute a lease agreement to hold the space. 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. This is expected Summer 2026.

HANGAR WAITING LIST

East Side	172	-	4	Decrease
West Side	146	-	4	Decrease
Box Hangar	15	-	0	No Change
TOTAL (Unique Names)	191	-	3	Decrease

Status: All individuals currently on the waiting list are in good standing



Airport Commission Monthly Statistics Washington Manassas Airport

SQUATTERS/ISSUES

Aircraft	1
Status:	There is one aircraft that still haven't been moved since the auction in August 2025. There is a dispute that is still with the City Attorney's Office.

FUEL FLOWAGE

Description:	The first of every month or the next business day, staff records fuel flowage sales from the previous month. Tenants with fueling rights are then billed a fee based upon the gallons pumped.
--------------	---

Gallons Pumped

Jet-A	239,479
AVGAS	34,973
TOTAL	274,452

OPERATIONS

Description:	The FAA's database is typically a few months behind as they reconcile information. Numbers reported will be from Virtower, the Airport's flight tracking subscription service. An operations is defined as either a single takeoff or a single landing.
--------------	---

Takeoffs	5,293
Landings	5,337
TOTAL	10,630

Description:	Local aircraft are defined as an aircraft that originates from Manassas and lands at the airport. Itinerant aircraft are aircraft that come from another airport, which could be based at Manassas.
--------------	---

Operations Breakdown

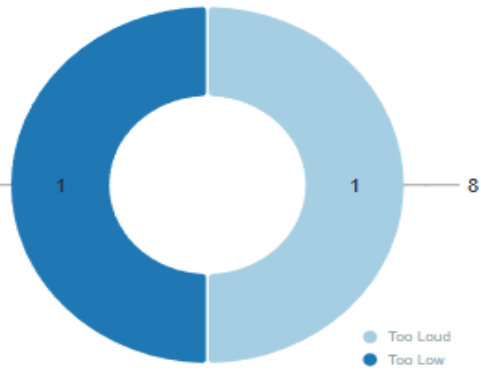
Local	5,092
Itinerant	5,538
Jet Aircraft	1,520
Piston Aircraft	8,969
Helicopter	141

Questions? Contact Airport Operations

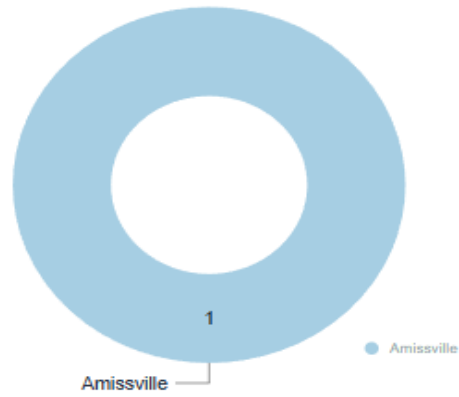
hefops@manassasva.gov

June 2026 Noise Statistics

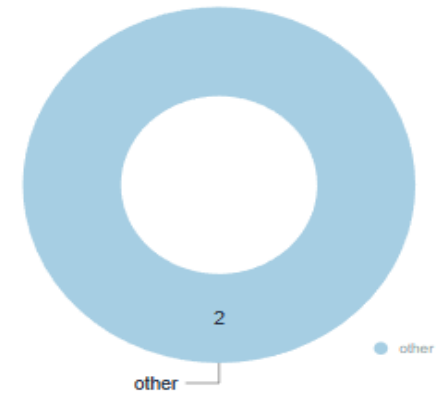
Event Type



City

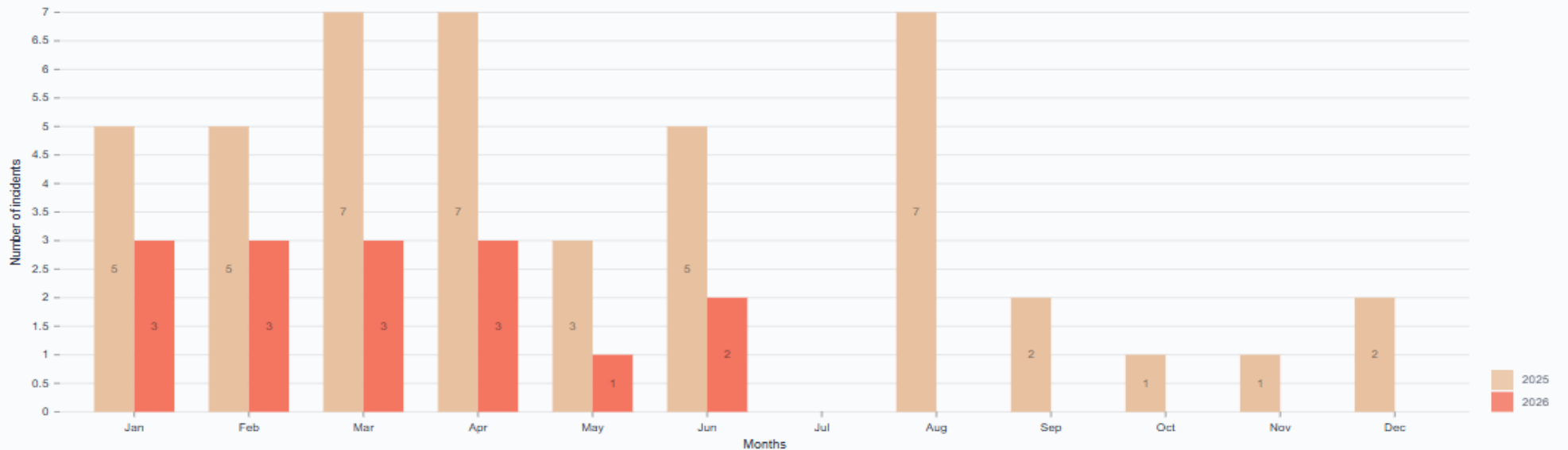


Outlined Surfaces



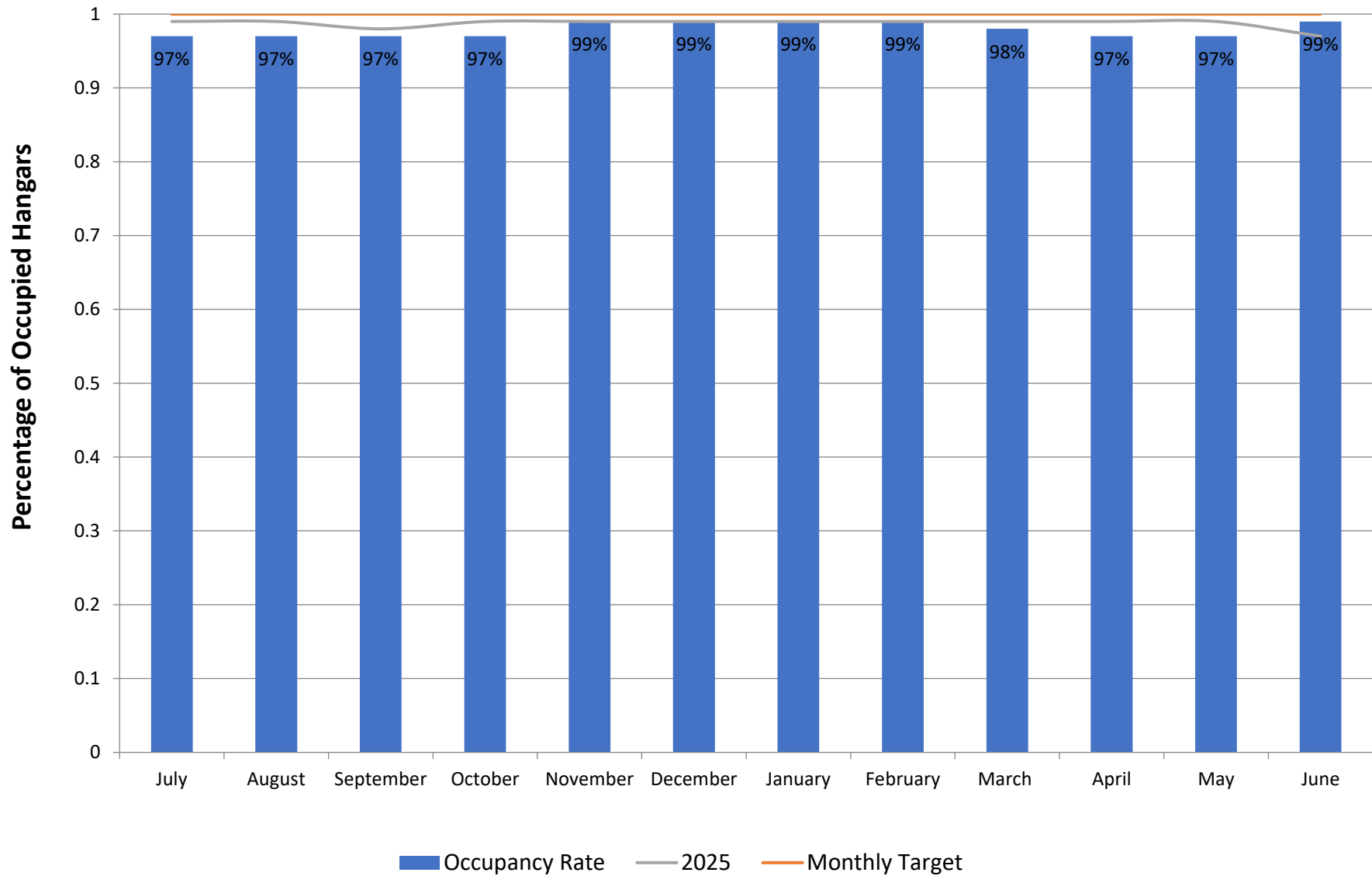
Total number of Noise Logs

2026 | v

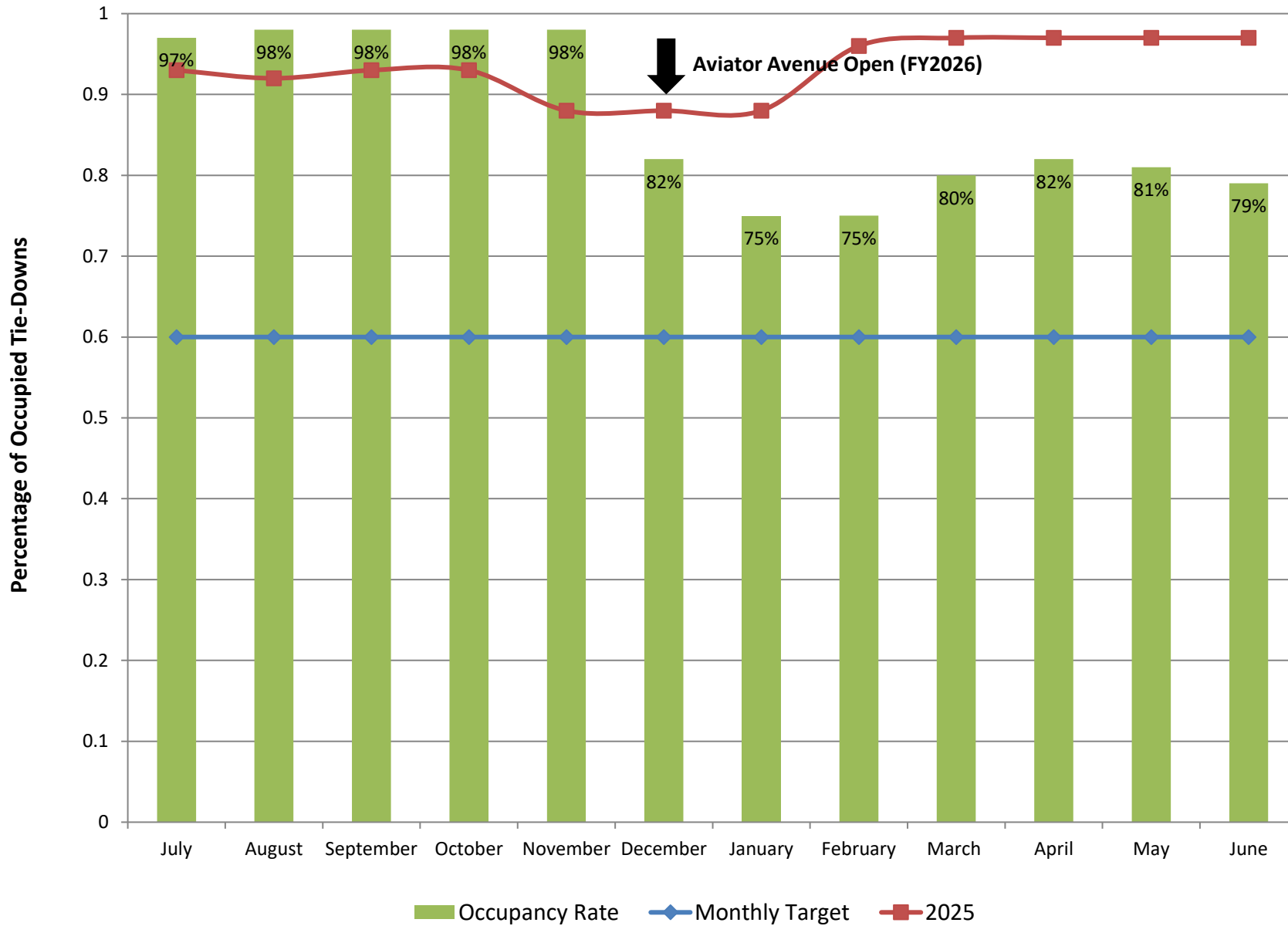


Washington Manassas Airport (KHEF)

FY2026 Hangar Occupancy Rates



FY2026 Tie-Down Occupancy Rates





VirTower LLC
13721 Jetport Commerce Pkwy, Suite 2
Fort Myers FL 33913
Phone +1 888 31 70 747
virtower.com | info@virtower.com

Airport Operations
Snapshot Local Time
Start Date
End Date

06/01/2026 00:00 LT
06/30/2026 23:59 LT

Creation 07/05/2026 21:35
User HEF_OPS
Customer ID KHEF

Summary

Landings		Take-Offs		Totals	
Single Engine	4155	Single Engine	4140	Single Engine	8295
Single Engine Turbine	261	Single Engine Turbine	265	Single Engine Turbine	526
Multi Engine	317	Multi Engine	316	Multi Engine	633
Multi Engine Turbine	46	Multi Engine Turbine	44	Multi Engine Turbine	90
Business Jet	457	Business Jet	447	Business Jet	904
Helicopter	61	Helicopter	45	Helicopter	106
Military	16	Military	15	Military	31
Military Helicopter	19	Military Helicopter	16	Military Helicopter	35
Light Sport Aircraft	2	Light Sport Aircraft	2	Light Sport Aircraft	4
Glider	1	Glider	1	Glider	2
Other	2	Other	2	Other	4
TOTAL	5337	TOTAL	5293	TOTAL	10630

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	4454	A1	4442	A1	8896
A2	241	A2	243	A2	484
B1	107	B1	102	B1	209
B2	182	B2	182	B2	364
B3	1	B3	1	B3	2
C1	36	C1	34	C1	70
C2	125	C2	125	C2	250
C3	38	C3	34	C3	72
D2	11	D2	12	D2	23
HEL	69	HEL	55	HEL	124
UKN	73	UKN	63	UKN	136
TOTAL	5337	TOTAL	5293	TOTAL	10630

Operations by Aircraft Type

Single Engine		Single Engine Turbine	Multi Engine		Multi Engine Turbine	Business Jet		Jet 2	Jet NB		Jet 4	Jet WB		Helicopter	
8E	19	EPIC	4	BE55	30	B350	10	ASTR	3					B214	3



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End Date 06/30/2026 23:59 LT

Creation 07/05/2026 21:35
User HEF_OPS
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Single Engine		Single Engine Turbine		Multi Engine		Multi Engine Turbine		Business Jet	Jet 2	Jet NB		Jet 4	Jet WB		Helicopter	
A1C	1	M600	3	BE58	8	BE20	28	BD100	2						B407	5
AA5	2	P46T	4	BE95	15	BE30	25	BE40	6						B412	2
AG5	4	PA46	9	C310	18	BE9L	8	C25A	4						B429	2
B36	2	PC12	466	C340	4	C441	2	C25B	41						EC30	2
BE23	4	PC21	2	C421	3	E120	2	C25C	22						EC35	71
BE33	33	PC7	13	DA42	30	MU2	2	C501	4						EN28	3
BE35	70	TBM7	22	GA7	1	P180	7	C510	9						H269	18
BE36	70	TBM9	3	MU2	2	SB20	4	C525	54							
C140	23			PA27	1	SW3	2	C550	24							
C150	208			PA30	22			C55B	2							
C152	4			PA31	8			C560	34							
C162	3			PA34	4			C56X	21							
C170	9			PA44	481			C650	5							
C172	4189			PA60	1			C680	29							
C177	17			PC24	4			C700	14							
C180	4			Others	1			C750	21							
C182	265							CL30	39							
C206	10							CL35	13							
C208	1							CL60	31							
C210	14							CL64	4							
C240	3							CL65	1							
CH2T	21							E35L	2							
COL3	9							E50P	26							
COL4	1							E545	12							
COUR	8							E550	4							
DA20	45							E55P	52							
DA40	57							EA50	10							
DV20	176							F2EX	3							
E1000	2							F2LX	6							
E300	18							F2TH	14							
EAGL	8							F900	9							
EXNG	35							FA10	2							
GA8	1							FA50	34							
GLAS	2							G150	4							
GLST	6							G280	25							
INTG	2							G550	2							
L1P	6							GA5C	16							
L382	1							GA6C	2							



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End Date 06/30/2026 23:59 LT

Creation 07/05/2026 21:35
User HEF_OPS
Customer ID KHEF

Single Engine		Single Engine Turbine	Multi Engine		Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
LEG2	1					GALX	5				
M20	28					GL5T	4				
M20P	25					GL7T	2				
M7	1					GLEX	6				
NAVI	2					GLF4	19				
P28A	925					GLF5	29				
P28B	30					GLF6	9				
P28R	43					H25B	27				
P46T	4					H900	4				
P51	2					HA4T	2				
PA24	6					HDJT	16				
PA28	1352					LJ31	12				
PA32	68					LJ35	2				
PA46	29					LJ40	2				
PTS1	25					LJ45	28				
R7	2					LJ55	2				
RV10	8					LJ60	29				
RV14	2					LJ75	2				
RV4	4					PC24	14				
RV7	19					PRM1	6				
RV8	22					SF50	27				
S22T	64					T525	2				
SF50	5					Others	49				
SR20	30										
SR22	140										
ST75	14										
T206	2										
T34P	4										
T6	9										
TB20	3										
TB-20	2										
TOBA	2										
V1.0	4										
Others	65										

Airport Operations

Snapshot Local Time

Start Date

06/01/2026 00:00 LT

End Date

06/30/2026 23:59 LT

Creation

07/05/2026 21:35

User

HEF_OPS

Customer ID

KHEF

Military		Military Helicopter		Light Sport Aircraft		Glider		UAV		Blimp		Balloon		GND Emergency		GND Vehicle		Other	
BE20	6	AS65	26	EVOT	4	ARCP	2											UKN	4
Drone/UAV	1	B212	2																
FOUG	18	EC45	3																
L39	2	H47	4																
TEX2	2																		
Others	2																		

Activity Summary

16L RUNUP	923
16R RUNUP	248
34L RUNUP	939
34R RUNUP	1596
ALPHA 2	67
ALPHA 3	464
ALPHA 4	250
ALPHA 5	499
BRAVO 1	1234
BRAVO 2	208
BRAVO 3	1176
BRAVO 4	1292
BRAVO 5	211
BRAVO 6	1678
CHANTILLY RAMP	1006
CHARLIE	184
CROSS BRAVO 2	1
CROSS BRAVO 3	66
CROSS RWY 16L	262
CROSS RWY 16R	71
CROSS RWY 34L ALPHA-KILO	11
CROSS RWY 34L KILO-ALPHA	21
CROSS TAXIWAY YANKEE	8
DELTA	121
ECHO	2398
KILO RUNUP	1
KILO RWY 34L	88
LANDING AIR MEDICAL	33
LANDING DHS HELIPAD	6



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06/01/2026 00:00 LT
06/30/2026 23:59 LT

Creation 07/05/2026 21:35
User HEF_OPS
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LANDING RWY 16L	1530
LANDING RWY 16R	562
LANDING RWY 34L	902
LANDING RWY 34R	2304
QUEBEC	29
ROMEO	391
RWY 34R BRIDGE	3557
SIERRA	405
TAKEOFF AIR MEDICAL	20
TAKEOFF DHS HELIPAD	5
TAKEOFF RWY 16L	1464
TAKEOFF RWY 16R	564
TAKEOFF RWY 34L	800
TAKEOFF RWY 34R	2440
TANGO	156
TWY BRAVO BRIDGE	1882
UNIFORM	200

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC

All Users

Add comparison

Last month

Jun 1 – Jun 30, 2026

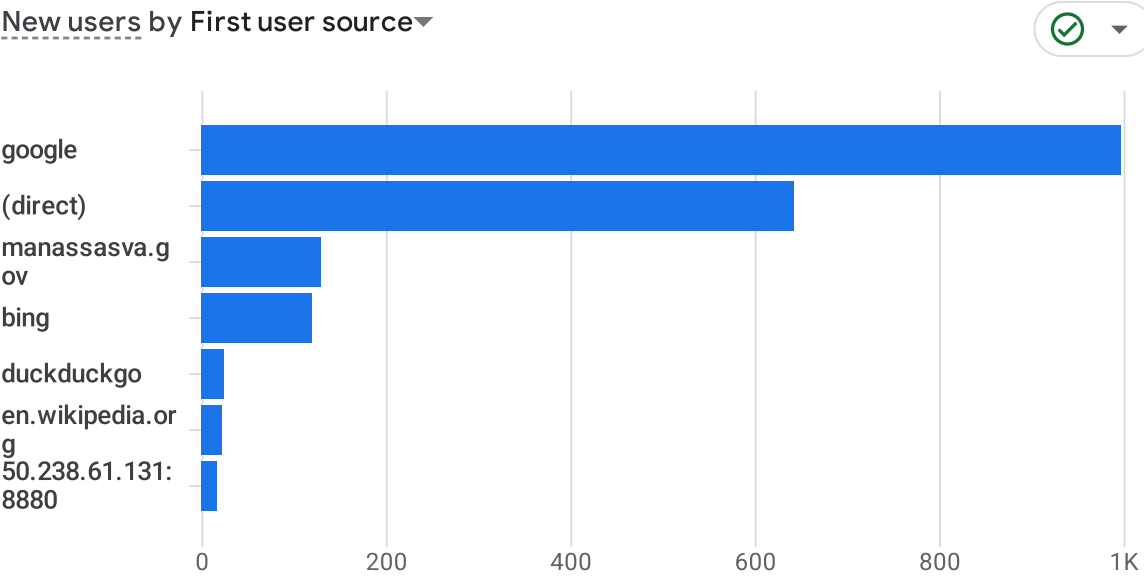
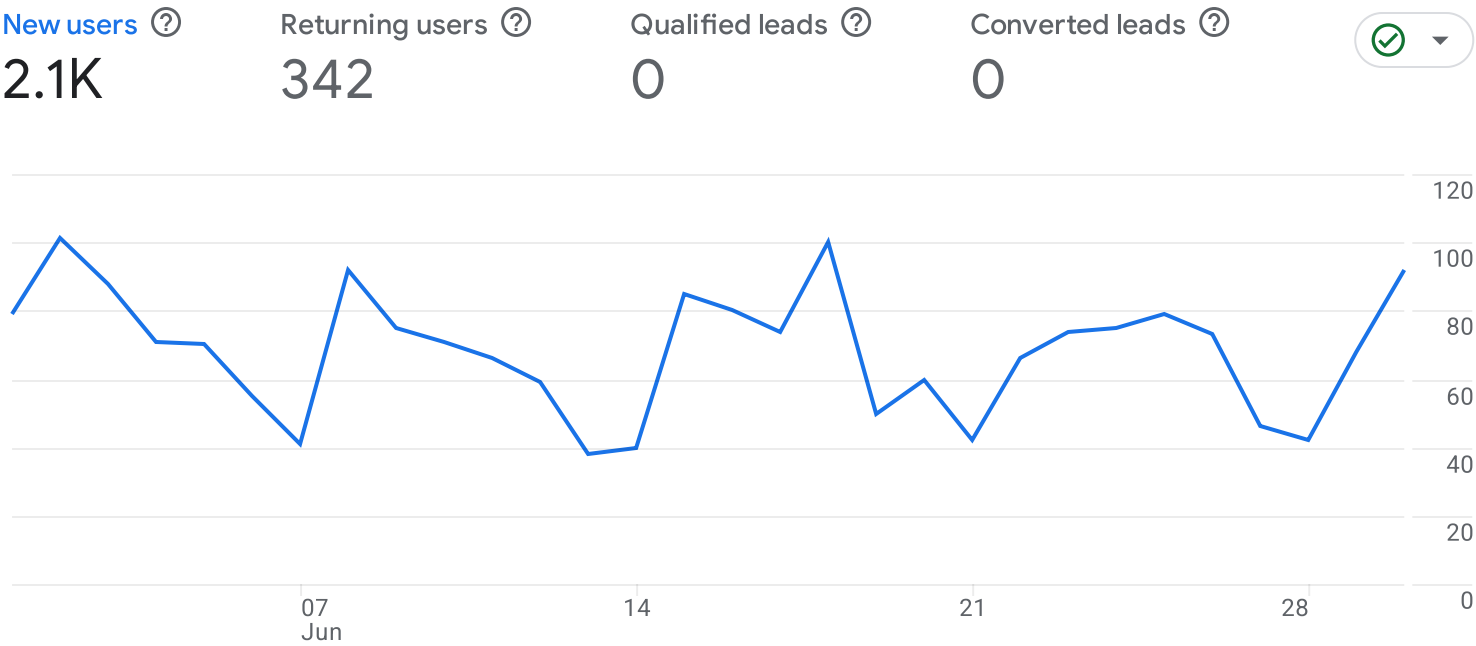
Reports snapshot

Views

5.2K

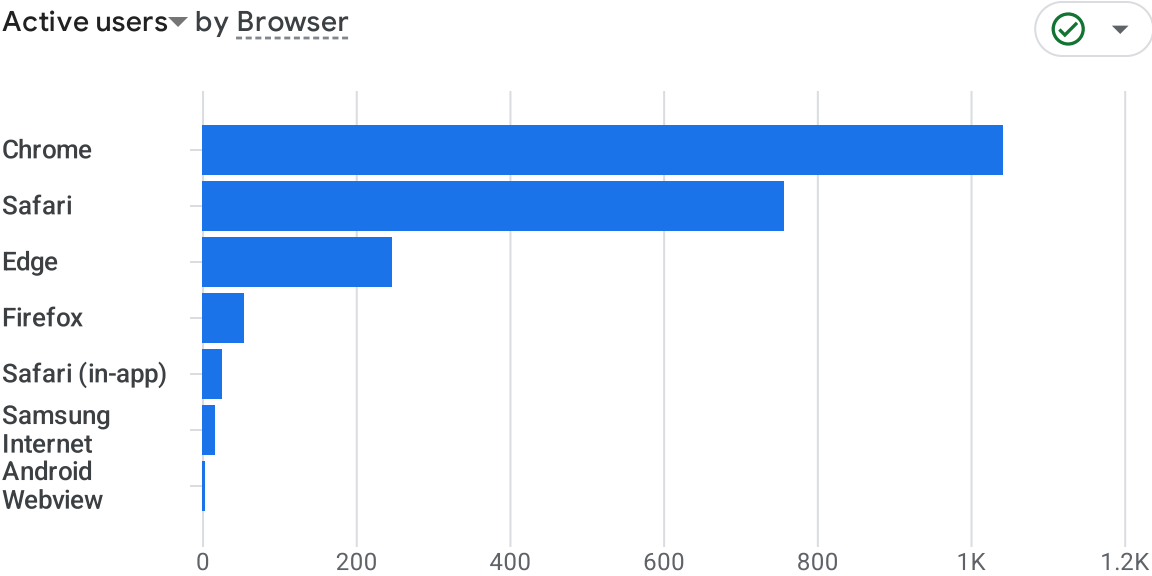
Returning user rate

16.0%



Returning users by First user source

FIRST USER SOURCE	RETURNING USERS
google	170
(direct)	86
bing	30
manassasva.gov	28
duckduckgo	7
en.wikipedia.org	3
manassascity.granicus.com	3



Active users by Device model

DEVICE MODEL	ACTIVE USERS
iPhone	729
iPad	30
SM-S921U	10
Pixel 8 Pro	7
SM-S928U	7
SM-S931U	7
SM-S938U	7

Active users by Country

COUNTRY	ACTIVE USERS
United States	2.1K
Singapore	11
Canada	9
China	8
United Kingdom	8
Germany	5
France	4

Active users by City

CITY	ACTIVE USERS
Manassas	150
Ashburn	115
Washington	75
Reston	71
New York	58
Baltimore	56
Arlington	31



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 2.4

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Airport Construction Projects Update (Mr. Alex Del Valle Mari, Airport Operations Officer)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1135

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Construction Projects 7-26.pptx](#)

Construction Projects

July 2026 Update



ARFF Hangar Remodel

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

- Passed inspections. Awaiting occupancy permit in the coming days.
- Ribbon Cutting Ceremony on July 22nd.

Cost to Date:

- John Heltzel: \$104,064.13
- Landivar: \$587,076.06

Completion: July 2026



Air Traffic Control Tower Design

The objective of this project is to design the Tower and package for bidding support services for a new Tower.

- Working with the City on Site Plan review comments
- Bid advertisement anticipated for July 29th
 - Bid opening would be September 9th

Cost to Date: \$ 2,103,794.42

Completion:

September 2026 – Review of Bids and Board Approval of Lowest/Responsive/Responsible Bidder
October 2026 – Acceptance of FAA IIJA Grant Funding and Construction Notice to Proceed
June 2029 – Completion



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.

- Working on grant application.

Cost to Date: \$ 935,130.39

Completion: Late Summer 2027



Rehabilitate & Widen Taxiway Bravo

The objective of this project will be to widen the taxiway 10 feet to accommodate Group III aircraft. The connector taxiways, B1, B2, B3, B4 to the Runway Safety Area will also be adjusted to handle Group III aircraft. New LED taxiway lights and signs will be installed. Improve drainage along the taxiway connectors.

- Delta will give a presentation on this tonight.

Cost to Date: \$ 28,440

Completion:

- Design completion Fall 2026
- Bidding December 2026
- Construction Spring 2027



See you in September!





Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 3.1

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

APP Presentation (Mr. Eric Hietala, COO APP Jet Center)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1126

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 3.2

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Delta Airport Consultants Presentation on Airport Projects (Mr. John Borgie, Delta Airport Consultants)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1127

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [25054 HEF Delta Presentation 2026.07- to HEF.pptx](#)

Washington Manassas Airport

Delta Project Update - Widen Taxiway B

July 2026



**DELTA AIRPORT
CONSULTANTS, INC.**



Agenda

Scope of Work

Design Decisions (60%)

Impact to Airport Operations

Schedule

Widen Taxiway B

2

Scope of Work



Base Bid:

Widen Taxiway B from 40 to 50 Feet

Adjust Fillets

Airfield Electrical Upgrade

Install Underdrain

Bid Alternate(s):

Paved Shoulders

Mill and Overlay



Widen Taxiway B

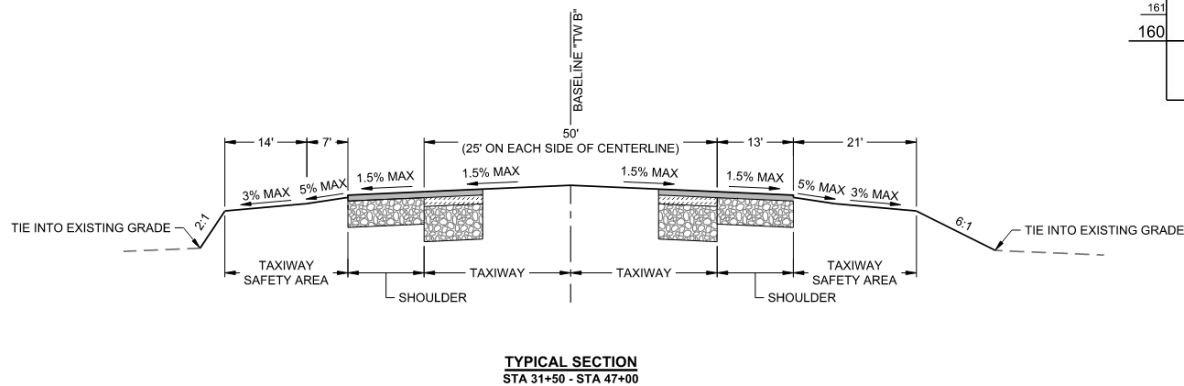
3



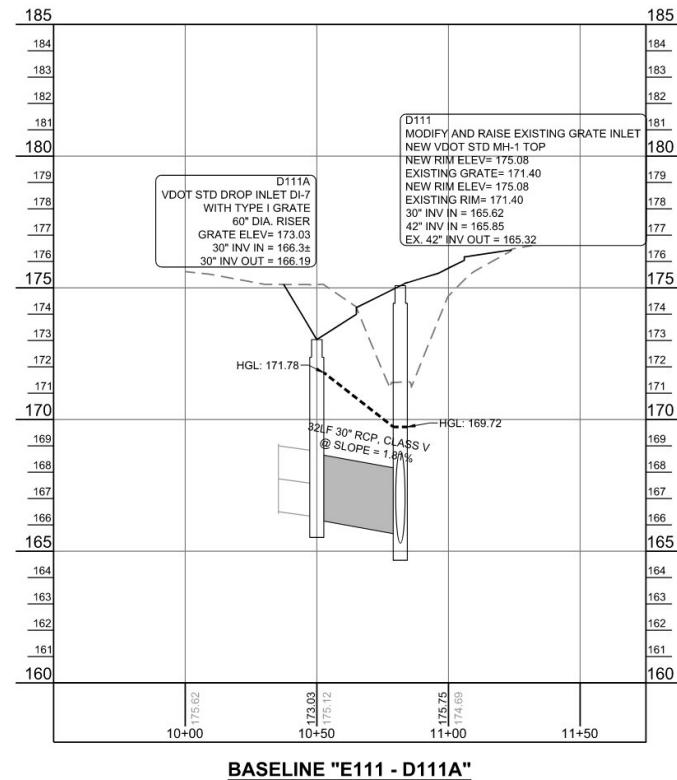
Widen Taxiway B

Design Decisions

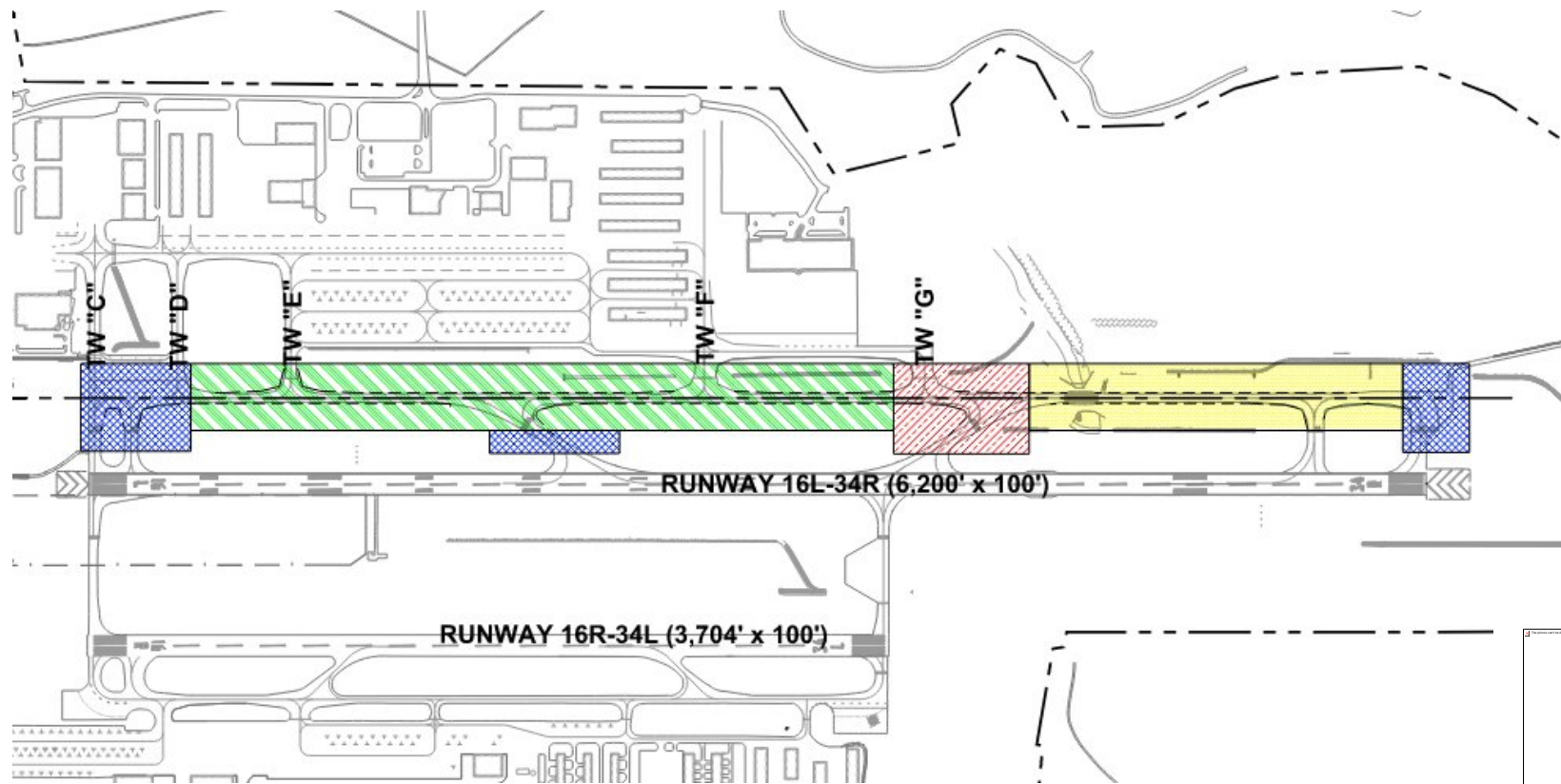
- Width of Paved Shoulder (13')
- Pavement Section
- Drainage Improvements
- Mill and Overlay



Widen Taxiway B



Impact to Airport Operations

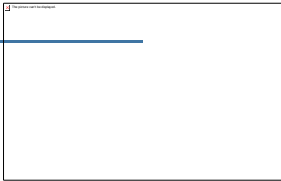


Widen Taxiway B

6

Schedule

Deliverable	Date
60% Stormwater Submittal	July 7, 2026
Receive Comments	August 2026
90% Review Submittal	October 2026
Advertise	December 2026
Bid Opening	January 2027
Grant Request	February 2027
Construction	Summer 2027
Commercial Service	2027





QUESTIONS?

Widen Taxiway B



**DELTA AIRPORT
CONSULTANTS, INC.**



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 3.3

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Quarterly Maintenance Reports (Mr. James Kannard, Maintenance Supervisor)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1129

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [maint report 7-16-2026.pptx](#)

Quarterly Maintenance Briefing

JULY, 16 2026





Maintenance items.

1. Addressing 139 discrepancies
2. Airfield Mowing.
3. Preparing for our shop relocation
4. Airfield Training
5. Work Orders

Work Load For Maintenance 4/26-7/16

Over the last three months, we as in Maintenance have been focused on mowing the airfield, fixing lights that have been out of service, spraying crack grass around the airfield / hangers as well, Pothole repairs on the runways, taxiways, and ramps, crack sealing, and so on.

Buildings; we have been focused on leak repairs in the tower and terminal building, Replacing door locks on hangers and gates, electrical repairs, regular preventative maintenance on A/C units throughout all buildings. Dealing with power outages with all the storms and hot weather.

We will be continuing to focus on anything 139 related work for our inspection until it is complete. Ruts, washouts, outfalls, ditch clean outs, light repairs, fence repairs, wind sock replacements bi-annual, and crack grass along with crack sealing. We will also continue to mow as needed.

Maintenance has two more guys that need to be signed off on Airfield Training (Chuck and Victor). They will continue to go with operations and myself until they are signed off.

Projects over the last few months that we have been working on.

Turf repair Runway 16R/34L. Top Left.

Midfield mowing between both runways. Bottom Right.

Mowing on the west side on Taxiway Alpha. Bottom Left.

Threshold light lens repair on Runway 34R. Top Right.





Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 3.4

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Quarterly Operations/Fuel Report (Mr. Alex Del Valle Mari, Airport Operations Officer)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1148

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [FuelOperations - Fiscal - July 2026.pptx](#)



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 4.1

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Commission Retreat (Ms. Carla Cox, Airport Commission Member)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1130

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026



Washington Manassas Airport Commission Agenda Item Report

Agenda Item No. 5.1

Submitted by: Patty Bibber

Submitting Department: Washington Manassas Airport

Meeting Date: July 16, 2026

Item Title

Transition Plan Update (Ms. Carla Cox, Airport Commission Member)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-1131

Submitting Department Washington Manassas
Airport

Drafter Patty Bibber

Meeting Body Washington Manassas Airport
Commission

Meeting Date July 16, 2026

ATTACHMENTS

- [Washington Manassas Airport Commercial Service Transition Plan.docx](#)

COMMERCIAL SERVICE TRANSITION PLAN



STATEMENT OF FACT

In 2023, the Manassas City Council approved a 40-year lease granting Avports exclusive rights to manage commercial service at the city-owned airport. Following inspections completed in May 2025, the FAA determined that the airport met the safety and operational requirements for an Airport Operating Certificate. The FAA also approved the City Council's request to rename Manassas Regional Airport as Washington Manassas Airport and authorized funding for additional improvements to support the expansion. The first commercial flights are currently expected in the third quarter of 2027. The airport's most critical challenge now and over the next two to three years is managing a successful transition while continuing to support existing General Aviation services and maintain its financial base.

PURPOSE OF THIS PLAN

Successfully transition Washington Manassas Airport from a General Aviation airport to a Commercial Service airport while maintaining safe operations, financial stability, community confidence, and long-term growth opportunities. This framework is intended to guide the airport through the commercial service transition period and operational stabilization phase.

OBJECTIVE #1 - Launch Commercial Service Successfully

Desired Outcome - Commercial passenger service begins safely, efficiently, and in compliance with all regulatory requirements.

Key Actions

- Complete terminal and supporting infrastructure projects
- Ensure operational readiness across all airport functions
- Coordinate with TSA, FAA, airlines, and service providers
- Establish customer service standards
- Conduct readiness assessments and tabletop exercises

Success Measures

- Commercial service launched on schedule
- No major operational disruptions
- Regulatory compliance achieved
- Positive passenger experience metrics

Lead - Airport Staff

Commission Role - Governance oversight, policy direction, strategic guidance, and resource advocacy



TRANSITION OBJECTIVE #2 - Maintain Financial Stability During Transition

Desired Outcome - Commercial service growth does not compromise the airport's financial position or existing revenue streams.

Key Actions

- Monitor transition-related costs
- Protect existing General Aviation and aviation business revenues
- Evaluate airline sustainability and retention strategies
- Identify funding opportunities and partnerships
- Establish a PFC Program
- Develop and implement an Air Carrier Incentive Program
- Establish a sustainable Landing Fee Structure
- Maintain a competitive value proposition and operational support for existing GA tenants

Success Measures

- Revenue targets achieved
- Existing GA based tenants retained
- Commercial service maintained beyond initial launch period
- Financial performance remains stable

Lead - Airport Staff / Commission

TRANSITION OBJECTIVE #3 - Engage the Community and Stakeholders to Improve Collaboration and Confidence

Desired Outcome - The Airport is viewed as a valued community asset and regional transportation resource.

Key Actions

- **Communications & Public Engagement**
 - Develop proactive communications plan
 - Establish rapid-response process
 - Engage elected officials and community stakeholders



- Monitor public sentiment
- Conduct community outreach regarding commercial service implementation and operational impacts
- **Marketing & Awareness**
 - Coordinate with AVPORTS on marketing strategy
 - Develop passenger awareness initiatives
 - Conduct passenger satisfaction surveys
- **Regional Partnerships**
 - Engage regional Chambers of Commerce
 - Strengthen business community relationships

Success Measures

- Positive stakeholder engagement
- Reduced misinformation
- Community concerns addressed effectively
- Strong regional partnerships

Lead - Airport Staff

TRANSITION OBJECTIVE #4 - Ensure Organizational Capacity and Readiness

Desired Outcome - Airport staff, Commission members, and partners have the resources and training necessary to support commercial operations.

Key Actions

- Assess staffing needs and workload impacts
- Identify training requirements
- Clarify governance roles and responsibilities
- Evaluate support contracts and partnerships

Success Measures

- Staffing gaps addressed
- Training completed
- Governance processes functioning effectively
- Reduced risk of organizational overload

Lead - Airport Staff / Commission



TRANSITION RISKS

Risk	Mitigation
Construction delays	Project oversight and contingency planning
Airline withdrawal	Diversified airline recruitment and retention strategy
Staff capacity limitations	Workforce planning and partnership support
Community opposition	Proactive communications and engagement
Revenue shortfalls	Financial monitoring and phased implementation
Based GA tenants leave	Maintain competitive rates, preserve operational access and service levels, proactively engage tenants, and continue investment in critical GA infrastructure throughout the transition period.

LONG-TERM PLANNING (*POST-TRANSITION*)

To begin after 24+ months of commercial service operations and sufficient performance data are available.

Topics:

- Future land use and land banking
 - Technology modernization
 - Regional growth opportunities
 - Economic development strategy
 - Long-range airport development
 - Redevelopment of GA infrastructure projects
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