



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, November 20, 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 Alison Paylor; Member William Sebesky; Member Travis Nembhard.

Virtual Attendance:

Members not present: Member Bob Sweeney

Airport Personnel in Attendance: Juan Rivera, Airport Director, Jolene Berry, Asst. Airport Director, Nick Carr Security Coordinator, Kevin Garber ARFF Chief, Mark Woody, Operations Officer, Patty Bibber, Secretary

Chairman Roderick Hall called the meeting to order at 7:03 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 Phil Smith MOVED to approve the meeting minutes from October 16, 2025, SECONDED by Vice Chairman Anthony McGhee MOVED and CARRIED UNANIMOUSLY

3. Airport Director's Report

- 3.1** The Chairman, Commission Member Nembhard, and the Director met with PWC Board of Supervisor's Chairwoman Jefferson. The Direct and Mr. Marc Ricks gave a presentation that was well received regarding the status of the Commercial Service.
- 3.2** Happy to announce that the Virginia Aviation Board approved our request for State funding in the amount of \$963,000.00 for the design of Taxiway B Widening. This represents 90% of the cost. The Airport will be responsible for the 10%.
- 3.3** Manassas Regional (HEF) Total Economic Impact

Jobs	Wages	GSP	Output
2,343	\$207,920,000	\$310,036,000	\$517,274,000

- 3.4** We received four (4) proposals for providing the aviation financial services for the airport. The committee consisting of the Director, Assistant Director, Kerri Malin, Budgeting and Alison Paylor, Airport Commission member met to evaluate the proposals. Frasca & Associates, LLC had the strongest proposal and their focus was exclusively airport financial consulting. The contract will be awarded to Frasca and Associates, LLC if we can come to an agreement on pricing. Member Paylor gave the commission an overview of the selection process.
- 3.5** We received our 1989 Oshkosh Truck and plow, the purchase price was \$27,000. The plow is 16 feet. We also received our replacement Ford 550 with dump body and our Ford Explorer.
- 3.6** Four hangars have been locked out and the tenant does not have access due to the fact that they owe the airport insurance or rent:
 - a. G13 – Scott Reiter – Owes Rent
 - b. G6 – Chris Kachouroff – Owes Insurance
 - c. C4 – Forrest Jones – Owes Insurance.
 - d. W12 – Jorge Martinez – Owes Insurance
- 3.7** The offices will be closed next Thursday and Friday for the Thanksgiving Holiday. The Director wished everyone a Happy Thanksgiving.

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

4. Presentations

4.1 Quarterly Security Report (Mr. Nick Carr, Security Officer)

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

5. **New Business**
 - a. **Approve Lease Renewal for Aviation Adventures Office and Small Office (Mr. Juan Rivera, Director, 2 minutes)**
 - b. **Approve Lease Renewal for EAA Chapter 186 Lease Renew (Mr. Juan Rivera, Director, 2 minutes)**
 - c. **Approve Lease Renewal for Piston2Jet (Mr. Juan Rivera, Director, 2 minutes)**

Chairman Roderick Hall MOVED to approve the Lease agreements between Aviation Adventures Office and Small Office, EAA Chapter 186 Chapter House and Piston2Jet and the City of Manassas SECONDED by Member Travis Nembhard MOVED and CARRIED UNANIMOUSLY
 - d. **FY 2027 CIP Project Review (Mr. Juan Rivera, Director, 10 minutes)**
 - e. **Discuss Airport Name Change**

Commission Members agreed to discuss the name change for the airport. A Committee was formed with Member Jakelin Melgar, Member Alison Paylor, Member Phil Smith and Member Travis Nembhard.
 - f. **Recommend that the 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**

Vice Chairman Anthony McGhee MOVED to recommend that City Council accept the proposals received from High Flying Hangars of Virginia, LLC and HEF JPC Hangar, LLC for the franchise of Lots W-1 and W-2 SECONDED by Member Jakelin Melgar
6. **Old Business**
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 8:35 PM.



Secretary

12/18/2025

Date



Chairman