



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

11/20/2025

Date



Chairman