



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, October 16, 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 September 18, 2025
[Commission Minutes September 18, 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 (Mr. Juan Rivera, Director, 10 minutes)**
[Director Notes.pdf](#)
- 3.2 **Revenue, Expenses, Aging and Billing Reports**
[Revenues as of 10-9-25.xlsx](#)
[Expenses as of 10-9-25.xlsx](#)
[Aging Report as of 10-16-25.xlsx](#)
[Bill Sheet as of 10-9-25.xlsx](#)
- 3.3 **Tie-Down, Hangar Occupancy and Noise Report September**
[September 2025 Tie-Down Occupancy.pdf](#)
[September 2025 Hangar Occupancy.pdf](#)
[September 2025 Noise.pdf](#)
- 3.4 **Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 5 mins)**
[Construction Projects 10_16.pptx](#)

4. **Presentations**

- 4.1 **AvPorts Presentation, (Mark Ricks, CEO AvPorts, 10 minutes)**
[Agenda Statement - AvPorts Update.docx](#)
[Avports_HEF Manassas Avports AirportCommissionOct 16v1.pptx](#)
- 4.2 **Aviation Knowledge Series (Mrs. Jolene Berry, Asst. Airport Director, 3 mins)**
- 4.3 **Quarterly Operations/Fuel Reports (Mr. Richard Allabaugh, Sr. Airport Operations Officer, 5 minutes)**
[FuelOperations - Fiscal - October 2025 Updatev1.pptx](#)

5. **New Business**

- 5.1 **VRE Lease Renewal for 2025**
[VRE Lease 2025 Revisions.doc](#)
[Approve Renewal of Lease Agreement with VRE 10.16.25.pptx](#)

6. **Old Business**

- 6.1 **Approve Hangar Waiting List Policy (Mrs. Jolene Berry, Asst. Airport Director, 5 mins)**
[Hangar Waiting List Policy AD v2 JER Rev 1 9.8.25.docx](#)
[Waiting List policy presentation 2025.pptx](#)

7. **Consent Agenda**

8. **Airport Commission Member Comments**

9. City Council Liaison Comments

Authorization of a Closed Meeting (Reserved)

10. 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: October 16, 2025

Item Title

Approval of Minutes from September 18, 2025

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-292

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [Commission Minutes September 18, 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, 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

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: October 16, 2025

Item Title

Airport Director's Report (Mr. Juan Rivera, Director, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-302

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [Director Notes.pdf](#)

Airport Director's Office

Juan E. Rivera

Memorandum

October 10, 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: 95 out of 97 Rented

98% Rented – 1 vacancy.

West Hangars: 57 out of 59 Rented

97% Rented – 1 new tenant.

East and West Hangars – 152 out of 156 – 97% Rented

Status: All individuals currently on the waiting list are in good standing and have deposits on file. Airport staff is recommending approval of the waiting list policy at this month's Commission Meeting. Staff will then audit the list following Commission approval of new policy in an effort to bring the list to a more reasonable/manageable level.

Waiting List

East Side 208

West Side 179

Box Hangar 26

Total on List 238 (Unique Names)

TIE-DOWN OCCUPANCY RATE (East & West)

No change.

151 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

Staff held a public auction on August 19 for the sale of five (5) abandoned aircraft. One (1) aircraft has been removed. There are four (4) aircraft that still haven't been moved. Staff is working to have the aircraft removed from the field.

Airport Director's Office

Juan E. Rivera

NOISE COMPLAINTS FOR SEPTEMBER

There were 2 noise complaints recorded in September.

Breakout of Noise Complaints:

- 2 – 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 road will reopen by the end of October and the project should be completed by the mid-November. 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 working with a company to get a third-party review of the report to confirm the data. The Director has provided review comments on their proposal. Their cost seems to be high, so the scope and cost is being negotiated. This should be completed by the mid-November.

NEW ATC TOWER (DESIGN)

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 Airport staff is working with Trivera to design the new Airport website for \$30,192.00. The website is expected to go live on October 14, 2025.

RUNWAY 16L-34R REHABILITATION (DESIGN)

RS&H has started the design effort of the 16L/34R Runway Rehabilitation project. The Airport received a federal and state grant for this project. RS&H, FAA, State, and the airport staff met to have the initial coordination meeting for the design kick-off.

Airport Director's Office

Juan E. Rivera

ARFF STATION RENOVATION

The contractor has completed all of the concrete work and work that required working in the two adjacent hangars. The stairs for the 2nd floor have been installed. The Airport Director recently signed a change order for \$32,000. This was for unanticipated electrical work.

EA FOR NEW AIRPORT ATC TOWER

The FAA has given their approval to advertise the EA to the public. 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. Once we get FAA approval, we will be able to advertise the EA and receive public comments.

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, one Commission member, and the Budget manager has been formed to evaluate the proposals. 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: October 16, 2025

Item Title

Revenue, Expenses, Aging and Billing Reports

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-289

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [Revenues as of 10-9-25.xlsx](#)
- [Expenses as of 10-9-25.xlsx](#)
- [Aging Report as of 10-16-25.xlsx](#)
- [Bill Sheet as of 10-9-25.xlsx](#)

Revenues as of 10/9/2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXP	AVAIL BUDGET	% USED
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	-1,034,257.44	-2,594,943	28.50
57097400	315204	Hangar Rentals	-998,800	0	-998,800	-287,542.49	-711,258	28.80
57097400	Total 57097400 Use of Money & Property		-4,628,000	0	-4,628,000	-1,680,011.83	-2,947,988	36.30
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	-39,173.98	-102,826	27.60
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-91,325.62	-163,674	35.80
57097600	317530	Airport Security Surcharge	-55,000	0	-55,000	-21,300.92	-33,699	38.70
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	0.00	-500	0.00
57097600	317535	Airport Car Rental Revenue	-30,000	0	-30,000	-9,561.71	-20,438	31.90
57097600	Total 57097600 Airport Charges for Sales & Conn		-537,000	0	-537,000	-161,362.23	-375,638	30.00
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	-4,860.00	-640	88.40
57097700	Total 57097700 Other Local Rev-Generated		-1,768,000	0	-1,768,000	36,087.10	-1,804,087	-2.00
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-5,192.00	-10,808	32.50
57098200	332011	FAA Tower Reimbursements	-34,000	0	-34,000	-8,239.13	-25,761	24.20
57098200	Total 57098200 Federal Non-Categorized		-50,000	0	-50,000	-13,431.13	-36,569	26.90
57099100	346400	Contr Surplus-Net Position	0	-985,456	-985,456	0.00	-985,456	0.00
57099100	Total 57099100 OFS-Contribution		0	-985,456	-985,456	0.00	-985,456	0.00

Revenue Total	-6,983,000	-985,456	-7,968,456	-1,818,718.09	-6,149,738	22.80
----------------------	-------------------	-----------------	-------------------	----------------------	-------------------	--------------

Expenses as of 10/9/2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRANS/ADJS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	890,000	0	890,000	183,076.04	0.00	706,924	20.60
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	7,109.49	0.00	22,891	23.70
57003703	416000	S&W-Overtime	30,000	0	30,000	6,291.24	0.00	23,709	21.00
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	355,000	0	355,000	0.00	0.00	355,000	0.00
57003703	420002	Deferred Compensation	0	0	0	1,866.53	0.00	-1,867	100.00
57003703	420004	FICA	0	0	0	15,096.54	0.00	-15,097	100.00
57003703	420006	Virginia Retirement System	0	0	0	30,917.41	0.00	-30,917	100.00
57003703	420008	Group Health	0	0	0	21,365.08	0.00	-21,365	100.00
57003703	420010	Worker's Compensation	0	0	0	1,645.38	0.00	-1,645	100.00
57003703	420012	Group Term Life Insurance	0	0	0	2,467.84	0.00	-2,468	100.00
57003703	420014	Long Term Disability	0	0	0	809.96	0.00	-810	100.00
57003703	420031	Car Allowance	6,100	0	6,100	1,361.54	0.00	4,738	22.30
57003703	431000	Professional Services	180,000	6,318	186,318	0.00	6,317.55	180,000	3.40
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	-0.01	0.00	65,000	0.00
57003703	439000	Other Purchased Services	40,000	39,919	79,919	24,549.49	23,791.00	31,579	60.50
57003703	441000	Information Technology Charges	73,510	0	73,510	24,502.00	0.00	49,008	33.30
57003703	441005	Phones and Voicemail Charges	36,140	0	36,140	12,044.00	0.00	24,096	33.30
57003703	441045	GIS/Data Services Charges	17,370	0	17,370	5,786.00	0.00	11,584	33.30
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	28,724.00	0.00	57,456	33.30
57003703	444000	Cost Allocation Charges	220,000	0	220,000	73,336.00	0.00	146,664	33.30
57003703	447000	Radio Charges	1,560	0	1,560	520.00	0.00	1,040	33.30
57003703	451001	Utilities	30,000	0	30,000	547.32	0.00	29,453	1.80
57003703	451002	City Utility Charges	145,000	0	145,000	20,351.88	0.00	124,648	14.00
57003703	452003	Cell Phone Charges	6,000	0	6,000	1,633.51	0.00	4,366	27.20
57003703	452007	Cable/Satellite TV Service	2,000	0	2,000	736.53	0.00	1,263	36.80
57003703	452008	Telephone Service Charges	500	0	500	20.50	0.00	480	4.10

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRANS/ADJS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003703	452009	Long Distance Charges	100	0	100	11.88	0.00	88	11.90
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	732.12	1,464.24	1,304	62.80
57003703	455001	Mileage	1,000	0	1,000	178.08	0.00	822	17.80
57003703	455002	Training and Travel	24,000	0	24,000	3,038.98	0.00	20,961	12.70
57003703	455005	Meeting / Business Expense	7,000	0	7,000	75.37	0.00	6,925	1.10
57003703	458000	Dues Memberships & Other Exp	7,000	0	7,000	1,929.00	0.00	5,071	27.60
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	384.89	958.26	2,657	33.60
57003703	462000	Other Supplies	19,000	0	19,000	1,944.89	0.00	17,055	10.20
57003703	463000	Books and Subscriptions	3,000	0	3,000	348.00	0.00	2,652	11.60
57003703	464000	Uniforms and Safety Apparel	8,000	0	8,000	114.59	0.00	7,885	1.40
57003703	Total 57003703 Airport Operations		2,491,960	46,237	2,538,197	519,725.88	32,531.05	1,985,940	21.80
57003710	433000	Maintenance Services	65,000	0	65,000	4,520.08	0.00	60,480	7.00
57003710	433001	Refuse Collection Services	6,200	0	6,200	1,554.00	2,068.00	2,578	58.40
57003710	433003	Janitorial Services	50,000	0	50,000	12,100.92	4,033.68	33,865	32.30
57003710	433006	Mowing Services	30,000	10,760	40,760	4,327.66	31,361.23	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	2,350.00	0.00	42,650	5.20
57003710	433014	Elevator Inspections	2,500	0	2,500	548.75	0.00	1,951	22.00
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	4,820.60	0.00	40,179	10.70
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	19,207.60	56,693.40	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	10,138.84	0.00	9,861	50.70
57003710	462001	Tools	20,000	0	20,000	7,043.25	0.00	12,957	35.20
57003710	462044	Airfield Lighting Supplies	25,000	0	25,000	5,905.42	0.00	19,095	23.60
57003710	462046	Airport Hanger Supplies	15,000	0	15,000	336.79	0.00	14,663	2.20
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	6,247.39	0.00	28,753	17.80

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRANS/ADJS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
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	333.81	0.00	3,166	9.50
57003710	466000	Building and Repair Materials	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	467000	Fuels/Oils/Lubricants	13,000	0	13,000	2,041.77	0.00	10,958	15.70
57003710	468000	Vehicle/Equipment Parts/Supp	20,000	11,813	31,813	14,679.29	0.00	17,133	46.10
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	185,954.85	425,081.45	624,875	49.40
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	2,289.78	725.95	8,984	25.10
57003712	451002	City Utility Charges	21,000	0	21,000	2,652.42	0.00	18,348	12.60
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	45.00	0.00	955	4.50
57003712	Total 57003712 FAA Tower Reimbursables		34,000	0	34,000	4,987.20	725.95	28,287	16.80
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 Project		15,100	0	15,100	0.00	0.00	15,100	0.00
57003717	439000	Other Purchased Services	770,000	0	770,000	87,248.88	0.00	682,751	11.30
57003717	462000	Other Supplies	20,000	0	20,000	3,835.71	0.00	16,164	19.20
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	96,636.66	0.00	713,363	11.90
57003718	411000	Salaries and Wages	95,000	0	95,000	20,941.10	0.00	74,059	22.00
57003718	416000	S&W-Overtime	0	0	0	133.14	0.00	-133	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	209.45	0.00	-209	100.00
57003718	420004	FICA	0	0	0	1,542.01	0.00	-1,542	100.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRANS/ADJS	REV BUDGET	YTD EXP	ENCUMB	AVAIL BUDGET	% USED
57003718	420006	Virginia Retirement System	0	0	0	3,953.72	0.00	-3,954	100.00
57003718	420008	Group Health	0	0	0	4,096.84	0.00	-4,097	100.00
57003718	420010	Worker's Compensation	0	0	0	13.39	0.00	-13	100.00
57003718	420012	Group Term Life Insurance	0	0	0	282.74	0.00	-283	100.00
57003718	420014	Long Term Disability	0	0	0	134.27	0.00	-134	100.00
57003718	439014	Security Services	677,450	0	677,450	0.00	10,020.00	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	31,306.66	10,020.00	821,123	4.80
57003719	411000	Salaries and Wages	260,000	0	260,000	8,917.70	0.00	251,082	3.40
57003719	416000	S&W-Overtime	0	0	0	967.31	0.00	-967	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	238.44	0.00	-238	100.00
57003719	420004	FICA	0	0	0	787.74	0.00	-788	100.00
57003719	420006	Virginia Retirement System	0	0	0	1,591.27	0.00	-1,591	100.00
57003719	420008	Group Health	0	0	0	1,861.85	0.00	-1,862	100.00
57003719	420010	Worker's Compensation	0	0	0	5.82	0.00	-6	100.00
57003719	420012	Group Term Life Insurance	0	0	0	119.61	0.00	-120	100.00
57003719	420014	Long Term Disability	0	0	0	56.52	0.00	-57	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	15,601.80	0.00	361,398	4.10
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	2,274,399.76	468,358.45	5,384,056	33.70
---------------	-----------	-----------	-----------	--------------	------------	-----------	-------

Aging Report as of 10/16/2025

Cust #	Customer Name	Bill #	Due Date	Billed	Adjusted	Paid	30 to 60	61 to 90	91 to 120	Over 120	Int Due	Due Now
36588	FRANCIS, SCOTT	100202	08/31/2025	\$428.40	\$0.00	\$408.00	\$20.40	\$0.00	\$0.00	\$0.00	\$0.00	\$20.40
36605	NASH, TIMOTHY	104402	08/31/2025	\$404.25	\$0.00	\$385.00	\$19.25	\$0.00	\$0.00	\$0.00	\$0.00	\$19.25

36588	FRANCIS, SCOTT	emailed 10/10 - difference of rent increase
36605	NASH, TIMOTHY	emailed 10/10 - difference of rent increase

Bankruptcy

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

\$56,853.87

Bill Sheet as of 10/9/2025

Vendor	Description	Net Amount
A& ASSOCIATES INC	Aug Airport Security Services	9,603.80
ACME TECHNICAL GROUP	EV2 Gate Access Control/Cameras	35,979.00
AM ASSOC OF AIRPORT EXEC AAAE	Membership for Juan Rivera/Nick Carr	650.00
AMERICAN DISPOSAL SVCS, INC	Aug Disposal Service for the Airport	517.00
ASSOCIATED BUILDING MAINTENANCE	Aug/Sep Custodial Services for the Airport	9,519.18
ATLANTIC EMERGENCY SOLUTIONS	Breathing Air Bottles	9,293.46
BUREAU VERITAS NAT'L ELEVATOR INSP SVC INC	Tower/Terminal Annual Pressure Test	470.00
CINTAS CORP. #145	Tower Mats/Misc	965.54
EDWARDS BUSINESS MACHINES INC	10/01-10/31/25 Airport Copier SN#ADXM013000647	214.53
NATIONAL BUSINESS AVIATION ASSOCIATION	NBAA Membership Juan	499.00
ORACLE ELEVATOR HOLDCO INC	Aug/Sep Elevator Inspections	500.00
PRO-TEC FIRE SERVICES INC	Aug Monthly ARFF Services	59,994.08
RENT-A-JOHN OF VIRGINIA LLC	8/19-9/15 Porta Potties Service	185.00
REYNOLDS SMITH & HILLS INC	9/5/25 Construction Administration for Obser Rd	43,063.77
REYNOLDS SMITH & HILLS INC	7/11/25 ATCT Pre/Conceptual Design (45%)	116,888.10
RICHARD ALLABAUGH	AAAE ACE Operations Review Course	178.08
ROBERTS OXYGEN CO INC	Nitrogen/Argon	113.11
STANDARD SIGNS INC	Replacement Panels	5,021.42
TREAS OF VIRGINIA	Commission General Liability	2,000.00
TRIVERA INTERACTIVE INC	Website development Project #MRA433-01	10,064.00
U S PLANTS INC	Plant Maintenance	126.00
USI INSURANCE SERVICES LLC	Airport Liability	32,980.00
VIRTOWER LLC	Virtual Tower Airport Operations Tracking	500.00
WITMER PUBLIC SAFETY GROUP INC	2 Handheld FLIR Cameras	6,146.00

345,471.07



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.3

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 2025

Item Title

Tie-Down, Hangar Occupancy and Noise Report September

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-290

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

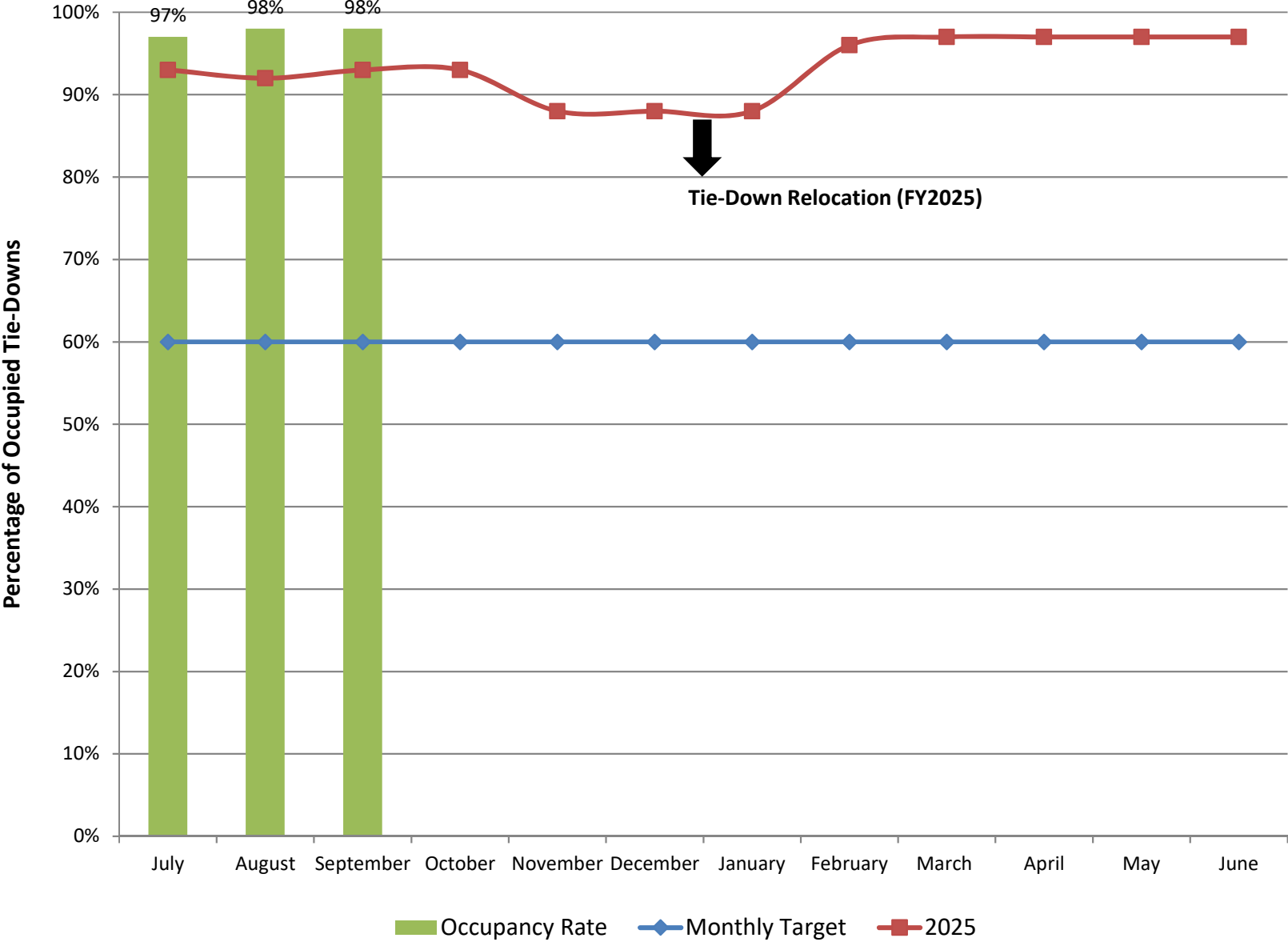
Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

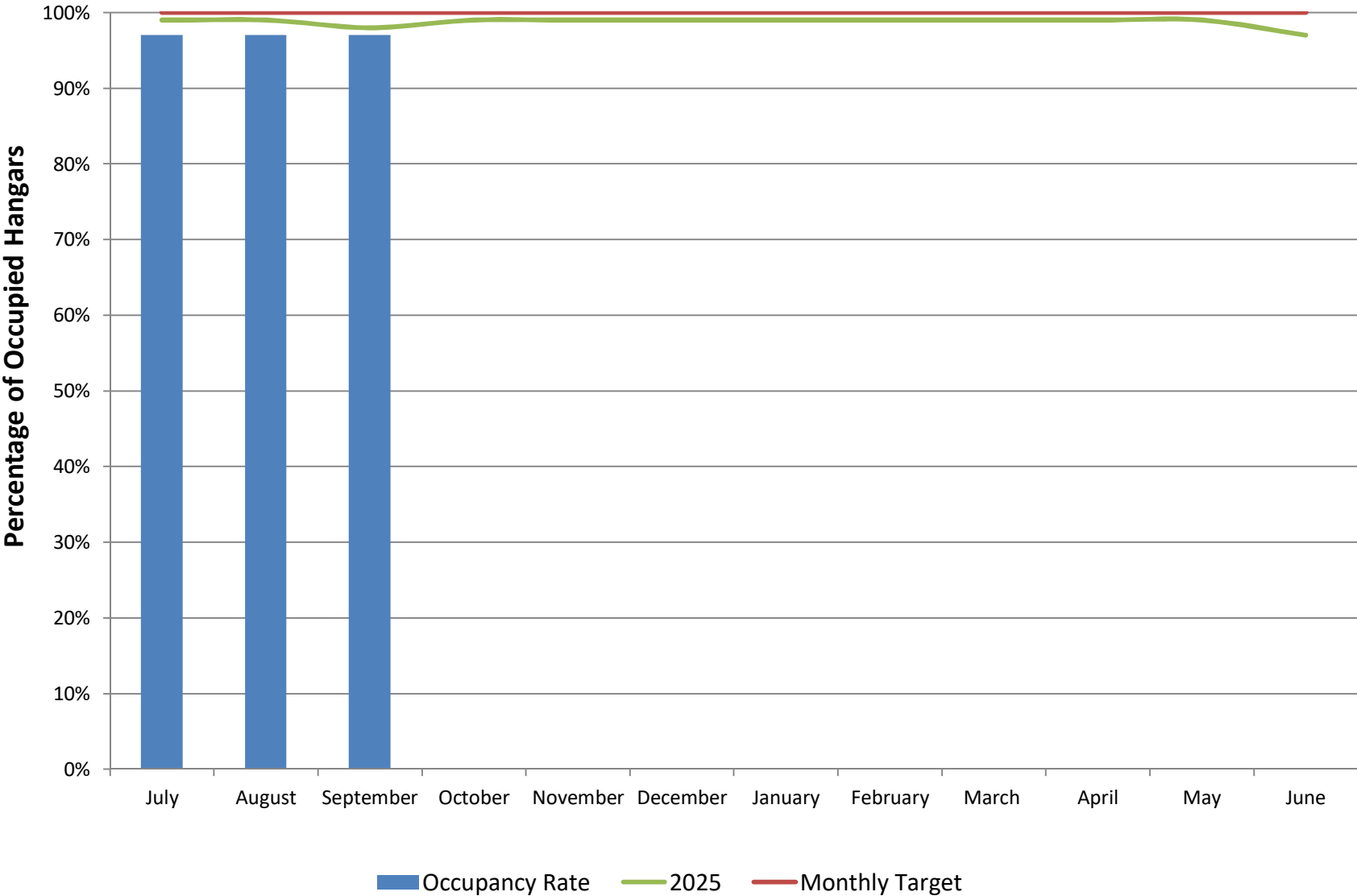
ATTACHMENTS

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

FY2026 Tie-Down Occupancy Rates

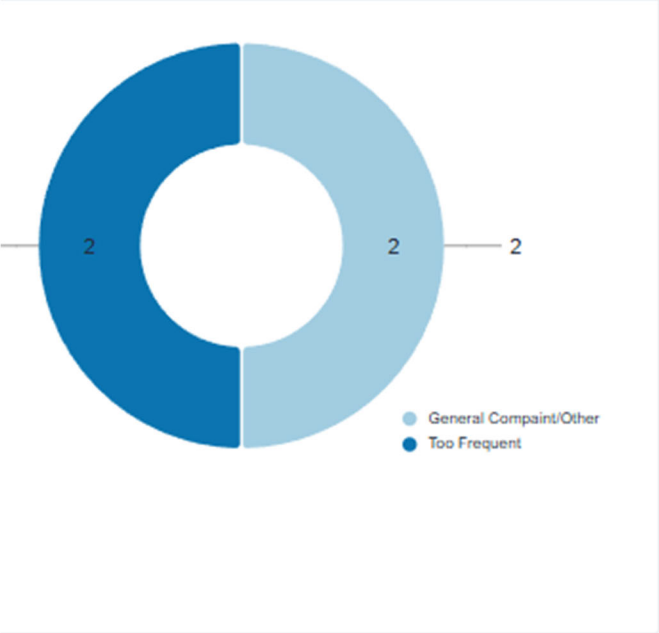


FY2026 Hangar Occupancy Rates

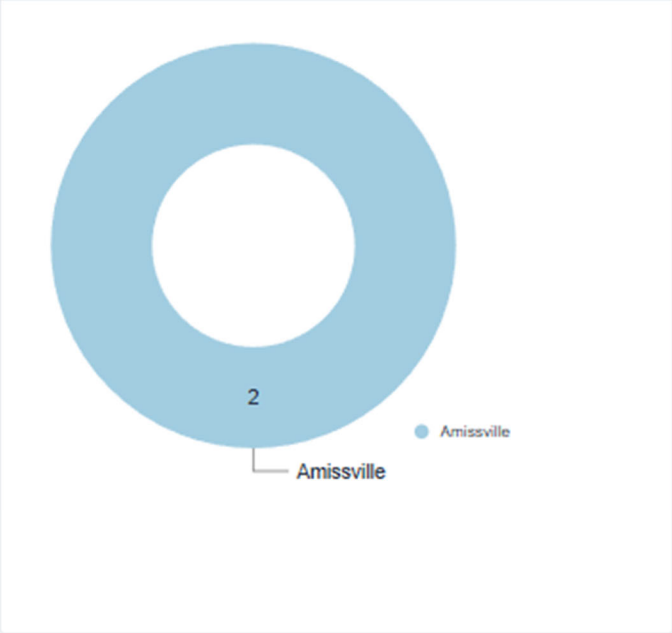


September 2025 Noise Statistics

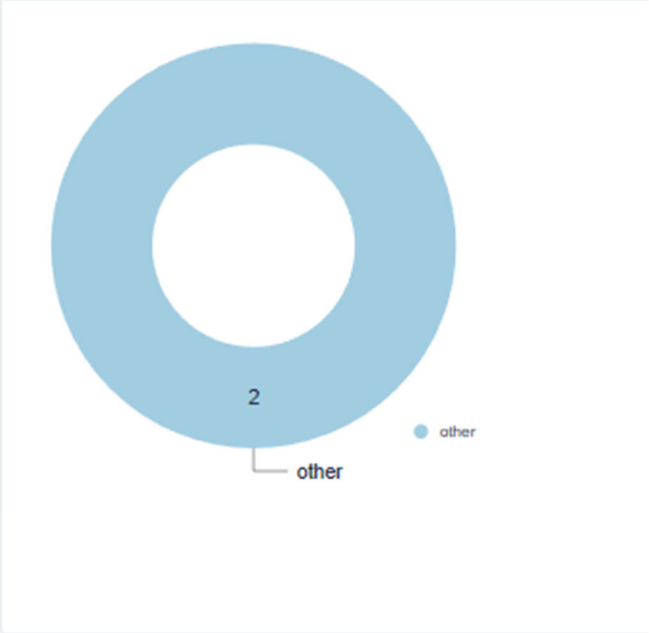
Event Type



City

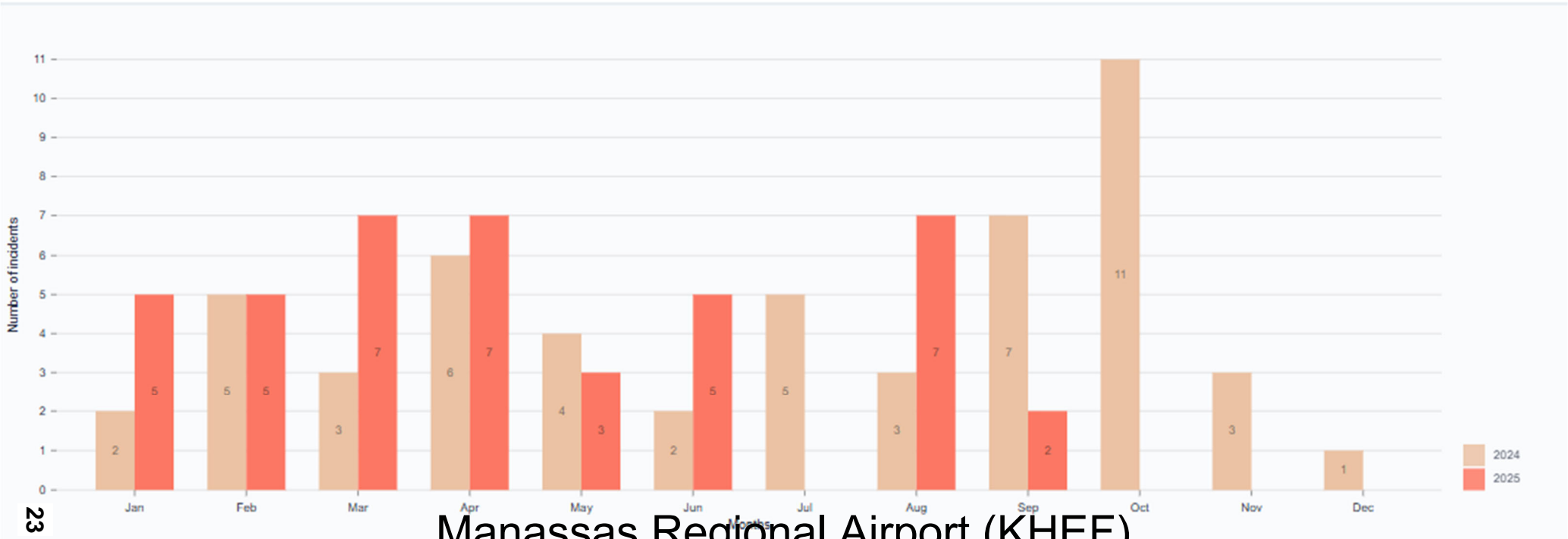


Outlined Surfaces



Total number of Noise Logs

2025 | v



Manassas Regional Airport (KHEF)



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 3.4

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 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 2026-291

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [Construction Projects 10_16.pptx](#)



Construction Projects

October 2025 Update

West Corporate Development Site- Drainage Improvements (Construction)

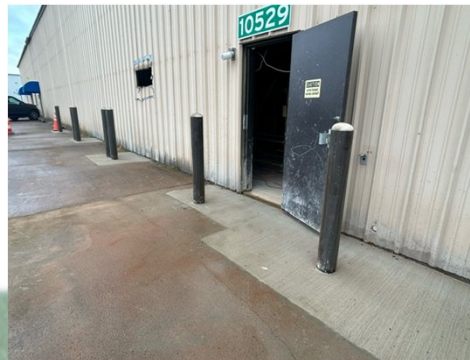
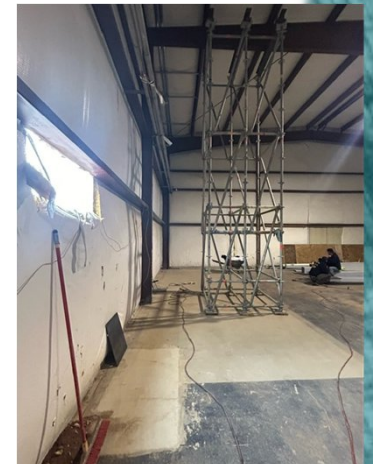
- The project will include the Observation Road relocation, construction of a retaining wall, stormwater retention pond, utility relocation(water main, storm sewer, communication, natural gas, sanitary sewer force main and pump station, 2 hangars demoed and environmental remediation.
 - Roadway construction – sub-grade install, paving
 - Erosion Control along wall and detention pond
- Cost to Date: \$2,631,237.71
- Completion: End-October
- Total Days of Project: 393 of 295 days
 - 146% of construction time has elapsed.
 - 75% of work has been completed
- Change Orders: Airport is expecting a change order from Phillips 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.

- Concrete work complete
- Pulling electrical wires
- Steel Delivery
- 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.

- Held meetings with City Building Maintenance - A/C and Elevators
 - Held meeting with City's Fire Department and ARFF Chief - Fire Access and Protection
 - Held meeting with City's Building Development Manager - Life Safety
-
- Cost to Date: \$890,058.42
 - 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.

- Site visit to the vault and looked at signs, lights and pavement.
- Cost to Date: \$
- Completion: 90% - Summer 2026



Tie-down Markings





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 2025

Item Title

AvPorts Presentation, (Mark Ricks, CEO AvPorts, 10 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-214

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [Agenda Statement - AvPorts Update.docx](#)
- [Avports_HEF Manassas Avports AirportCommissionOct 16v1.pptx](#)



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: October 16, 2025

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: AvPorts Update

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: AvPorts to give brief update as to the status of the Airport Commercial Service.

FISCAL IMPACT: None

STAFF CONTACT: Jolene Berry, Assistant Airport Director
jberry@manassasva.gov
703-257-8279



Manassas Regional Airport

Avports LLC



Airport Commission Oct 2025

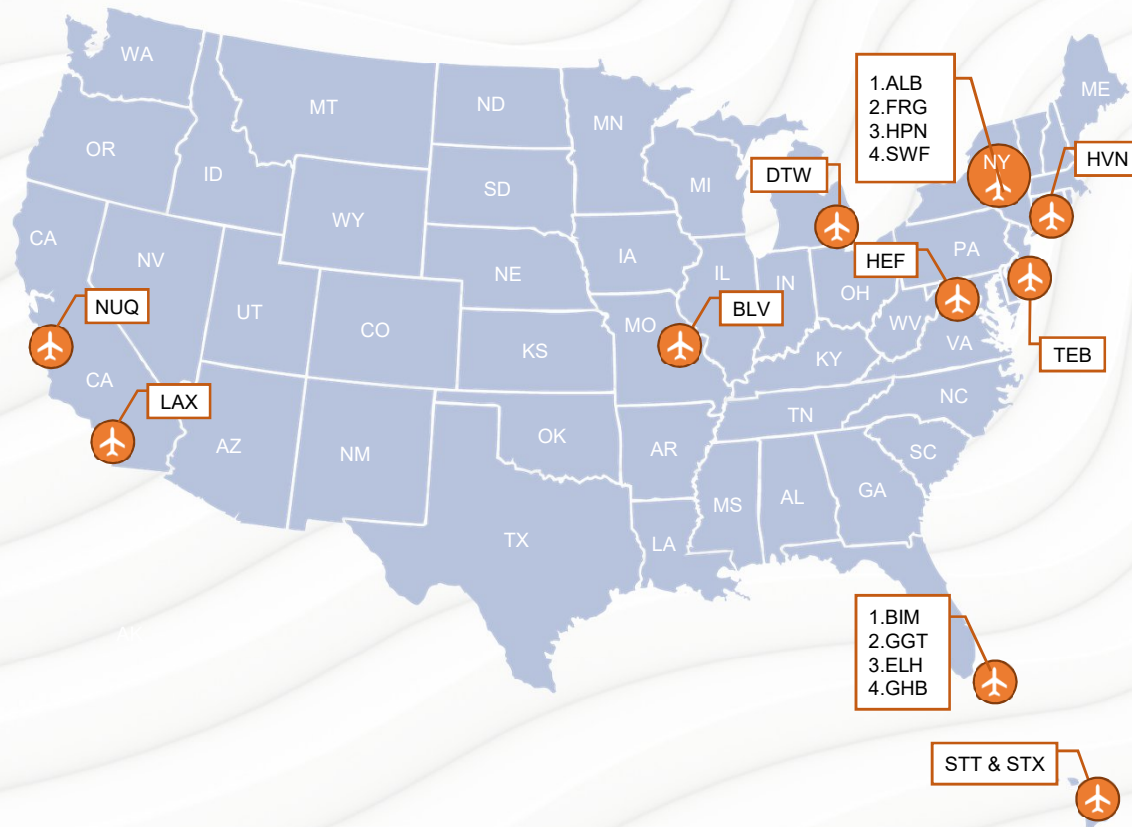
AVPORTS

Agenda

- ▶ Introduction
- ▶ Manassas Airport: Our Positioning
- ▶ Project Update
 - Design
 - Approvals
 - Schedule



Avports Overview



Headquartered in Dulles, Virginia, Avports is the nation's most experienced and trusted airport manager and operator



98-year operating history; started as the airport management division of Pan Am World Airways in 1927



650+ staff across the U.S. and the Caribbean; growing to 800+ by 2026



Leaseholder and operator of the public-private partnership (P3) projects at Tweed New Haven Airport (HVN) in Connecticut and the Manassas Regional Airport (HEF) in Virginia

Washington Metro Lacks Adequate Airport Capacity

Comparison of Major Metropolitan Areas

Population & Economic Statistics (2020)	New York - Newark CSA	Washington - Baltimore CSA	Boston - Worcester - Providence CSA
CSA Rank by Population	#1	#3	#6
Total Population	23.6M	10.0M	8.5M
Square Miles	9,297	8,166	10,600
Population Density (persons per sq mile)	2,533	1,221	799
Mean Household Income (2012 dollars)	\$181K	\$163K	\$167K
Number of Commercial Airports	8	3	5

Airport-Specific Issues

- Reagan (DCA) is at capacity
- Dulles (IAD) cost per enplanement is high; incumbent dominance makes it extremely challenging for new entrants
- Baltimore (BWI) has the lowest DC market share due to its inconvenient location

Source: Woods & Poole; U.S. DOT DB1B & T100 Data via Airline Data, Inc.;
International passengers and enplanements are for year-ending 3Q 2022

*Cost of Living Index comes from the Council for Community & Economic Research via EMSI/Burning Glass

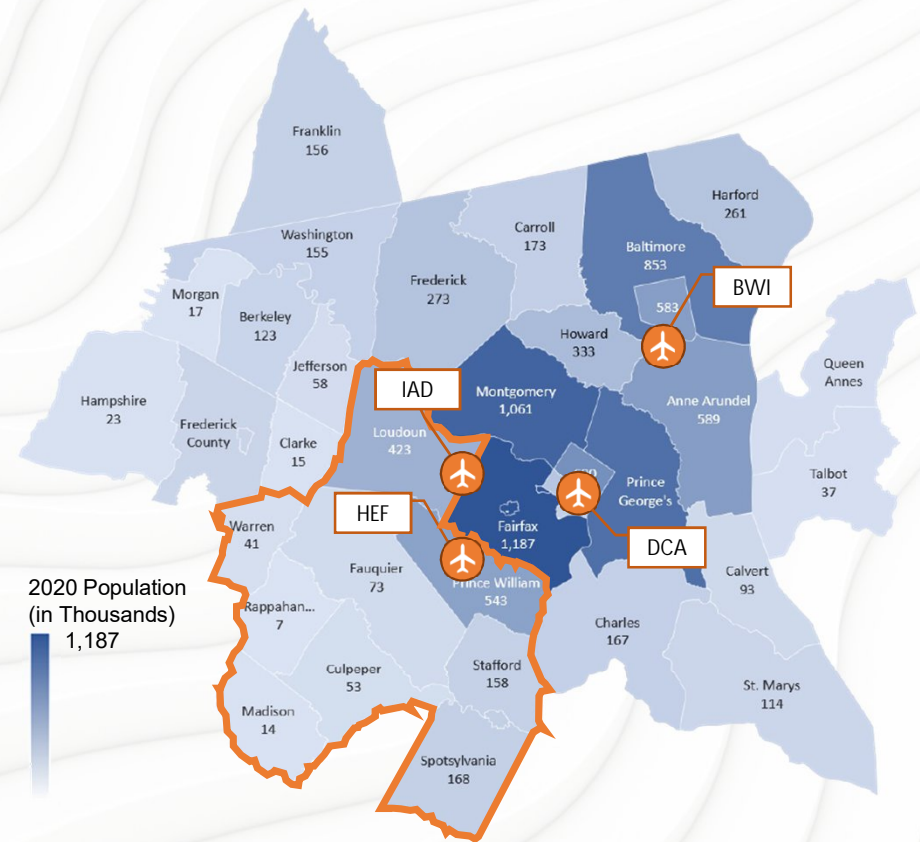
DC Needs Manassas Regional Airport (HEF)

Manassas Regional Airport (HEF) is closer to 1.5 million residents

1 of 7 of the Washington DC CSA population lives in counties west and south of Manassas

Distance by road/air from HEF to nearby airports:

- ▶ IAD 24-28 miles/16 miles
- ▶ DCA 40-43 miles/27 miles
- ▶ BWI 76-77 miles/55 miles



Source: Lightcast & Google maps



The Manassas Opportunity



Will accommodate market access for low-cost carriers while relieving congestion at Reagan and Dulles



<30 miles from Downtown DC via I-66



Direct access to Union Station via Virginia Railway Express (VRE) and Amtrak



Curb-to-gate: 7-12 minutes



Design Update: Aerial View (Phase 1)

Three Project Components: **Terminal**, **Short-Term Parking** and **Remote Parking**



Design Update: Aerial View (Phase 1)



Design Update: Check-In



Defining regional travel: "Seamlessly Smart"



Welcoming gateway offering quick access and minimal stress

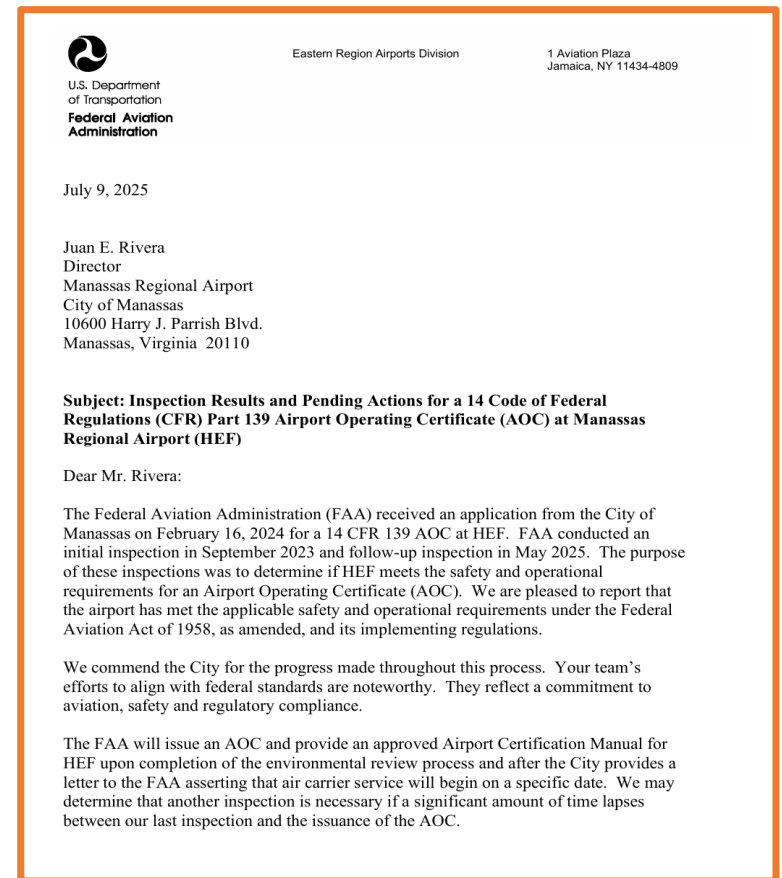


Delivering essential service with modern aesthetics

Approvals Update: Airport Operating Certificate

*“FAA conducted an initial inspection in September 2023 and follow-up inspection in May 2025. The purpose of these inspections was to determine if HEF meets the safety and operational requirements for an Airport Operating Certificate (AOC). We are pleased to report that **the airport has met the applicable safety and operational requirements** under the Federal Aviation Act of 1958, as amended, and its implementing regulations.*

***We commend the City for the progress made throughout this process.** Your team’s efforts to align with federal standards are noteworthy. They reflect a commitment to aviation, safety and regulatory compliance.”*



Approvals Update: Environmental Review



Environmental Assessment (“EA”) is in progress

- ▶ EA addresses
 - FAR Part 139 projects required to support scheduled airline service
 - Introduction of scheduled airline operations
 - Passenger terminal and auto parking projects to accommodate travelers
- ▶ Consultation with federal, state and local agencies in progress
 - Avports is currently addressing comments from agencies and updating the EA as needed
- ▶ Anticipate submitting Draft EA to FAA on or about October 30, 2025
- ▶ Anticipate Finding of No Significant Impact (FONSI) by March 2026

Air Service Update: Overview



Active with multiple carriers;
targeting deal by Q4



Offering incentive opportunities
to ensure success for all parties



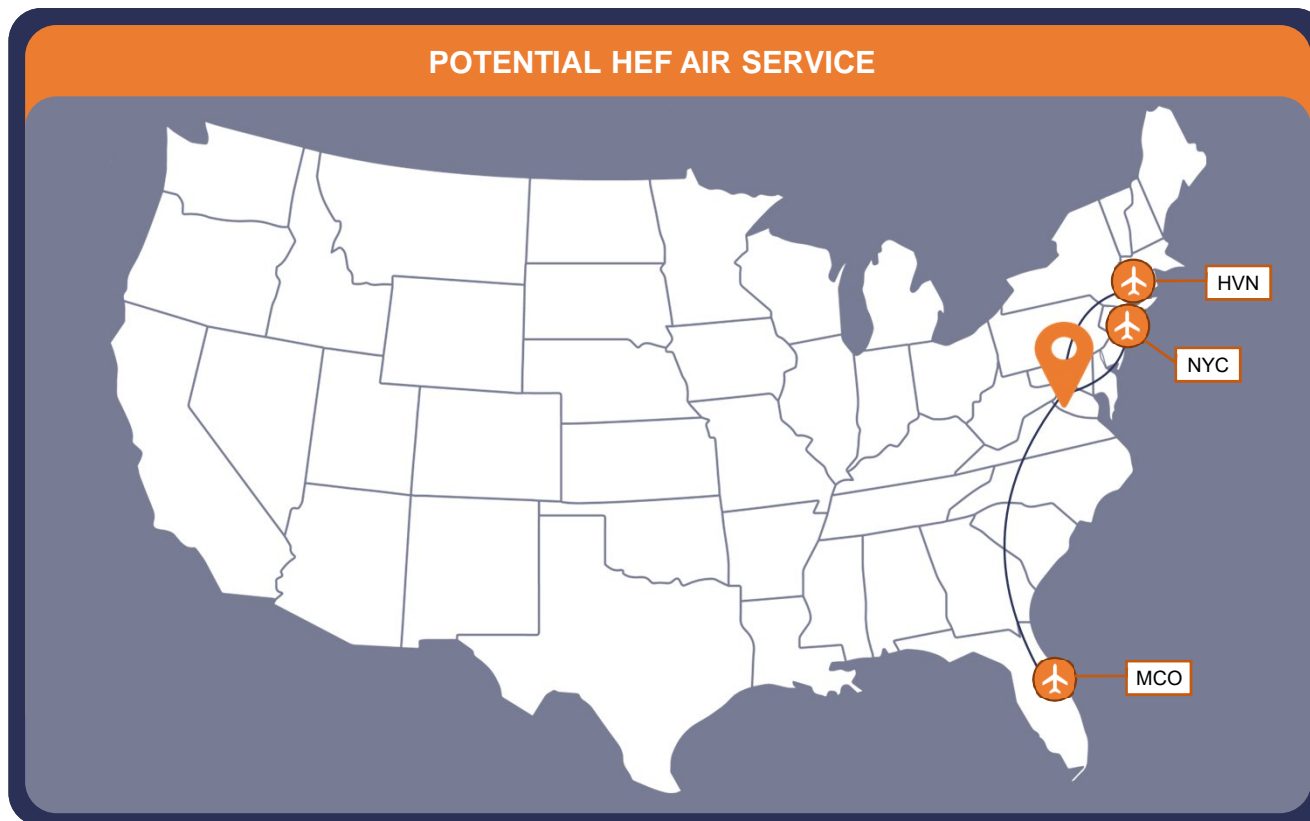
1 of only about 5 new scheduled
passenger airports this century



Grow flights year-by-year to
optimize passenger experience

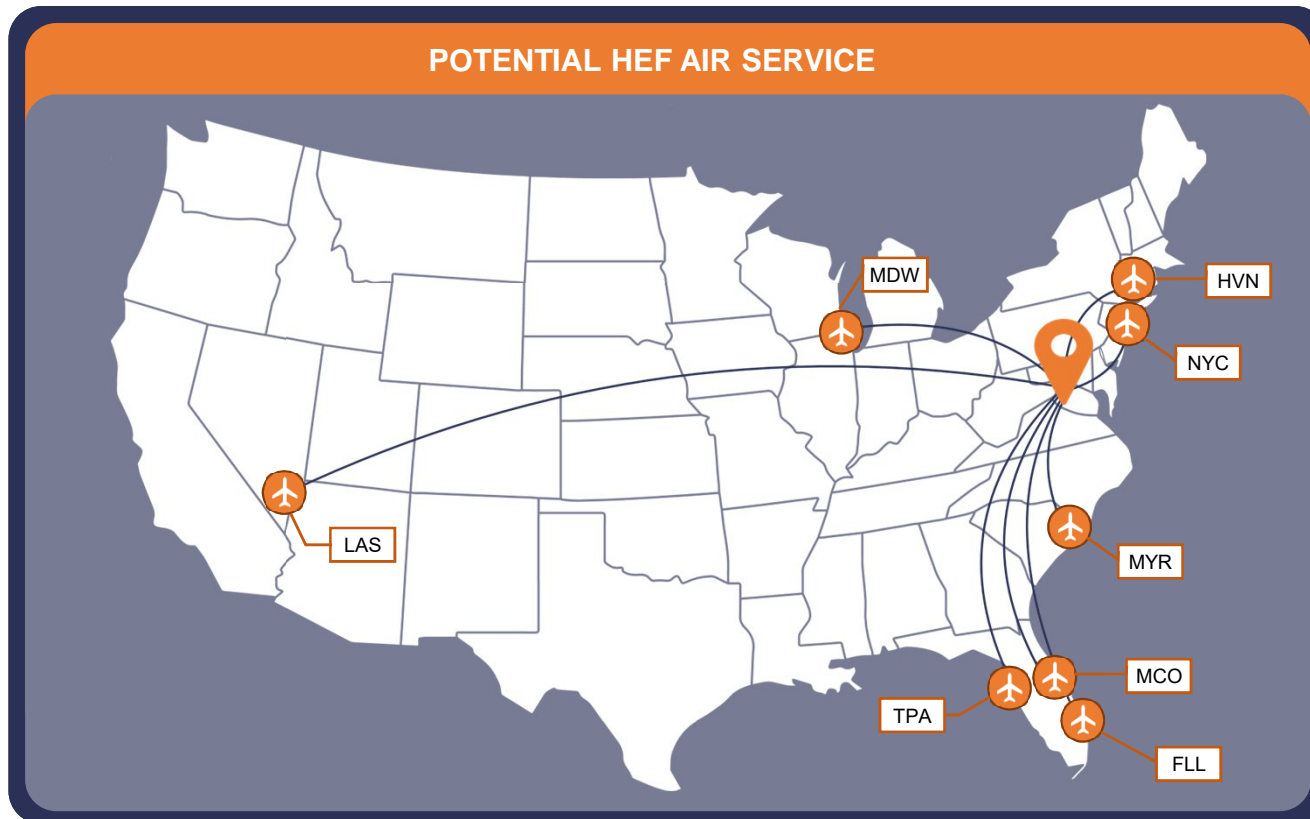


Potential Air Service Evolution: Year 1 (Illustrative)



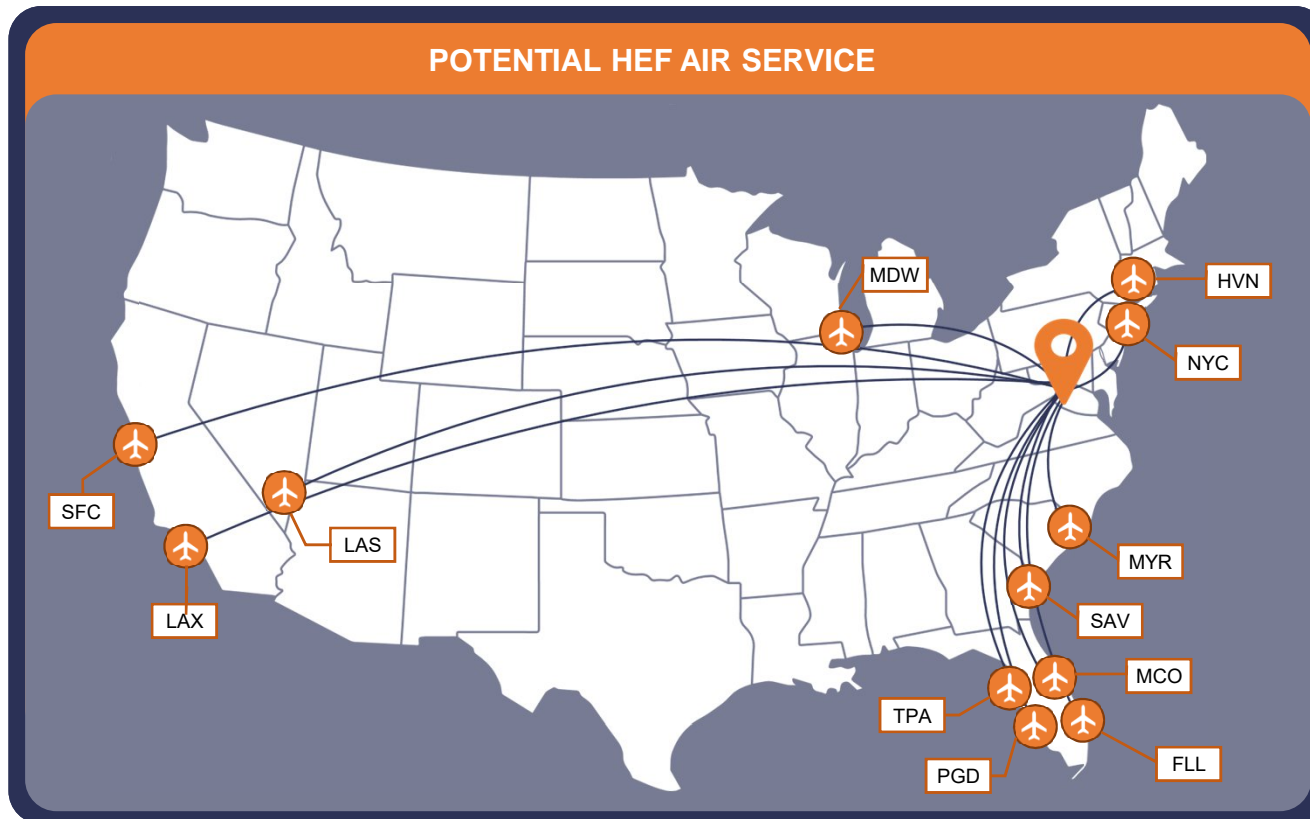
*Examples of potential routes – to be finalized with airlines

Potential Air Service Evolution: Year 3 (Illustrative)



*Examples of potential routes – to be finalized with airlines

Potential Air Service Evolution: Year 5 (Illustrative)



*Examples of potential routes – to be finalized with airlines

Schedule Update (Target / Tentative)

Milestone	Target Date
EA Submission to FAA	Oct 30, 2025
Opening of EA Public Comment	Dec 15, 2025
FAA Issuance of FONSI	Mar 2026
Issuance of Part 139 Certificate	Mar 2026
Financial Close	Apr 2026
Construction Start	Apr 2026
Substantial Completion of Program	Mar 2027
Launch of Scheduled Air Service	Q2 2027





Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.2

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 2025

Item Title

Aviation Knowledge Series (Mrs. Jolene Berry, Asst. Airport Director, 3 mins)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-293

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 4.3

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 2025

Item Title

Quarterly Operations/Fuel Reports (Mr. Richard Allabaugh,
Sr. Airport Operations Officer, 5 minutes)

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-205

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [FuelOperations - Fiscal - October 2025 Updatev1.pptx](#)



Fuel Flowage and Aircraft Operations October 2025

OPERATIONS – TOTALS					
Calendar Year	Operations		Fiscal Year	Operations	
2020	74,765		2021	92,784	
2021	105,617		2022	107,270	
2022	109,020		2023	106,919	
2023	102,414		2024	102,777	
2024	94,434		2025	97,437	
2025	72,438		2026	20,468	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
2019	39,264	46,437	2020	33,442	41,874
2020	30,815	43,950	2021	41,540	51,244
2021	51,377	54,240	2022	50,821	56,449
2022	52,127	56,893	2023	49,930	56,989
2023	46,414	56,000	2024	48,564	54,213
2024	42,663	51,771	2025	43,751	53,686
2025	24,146	48,292	2026	9,300	11,168

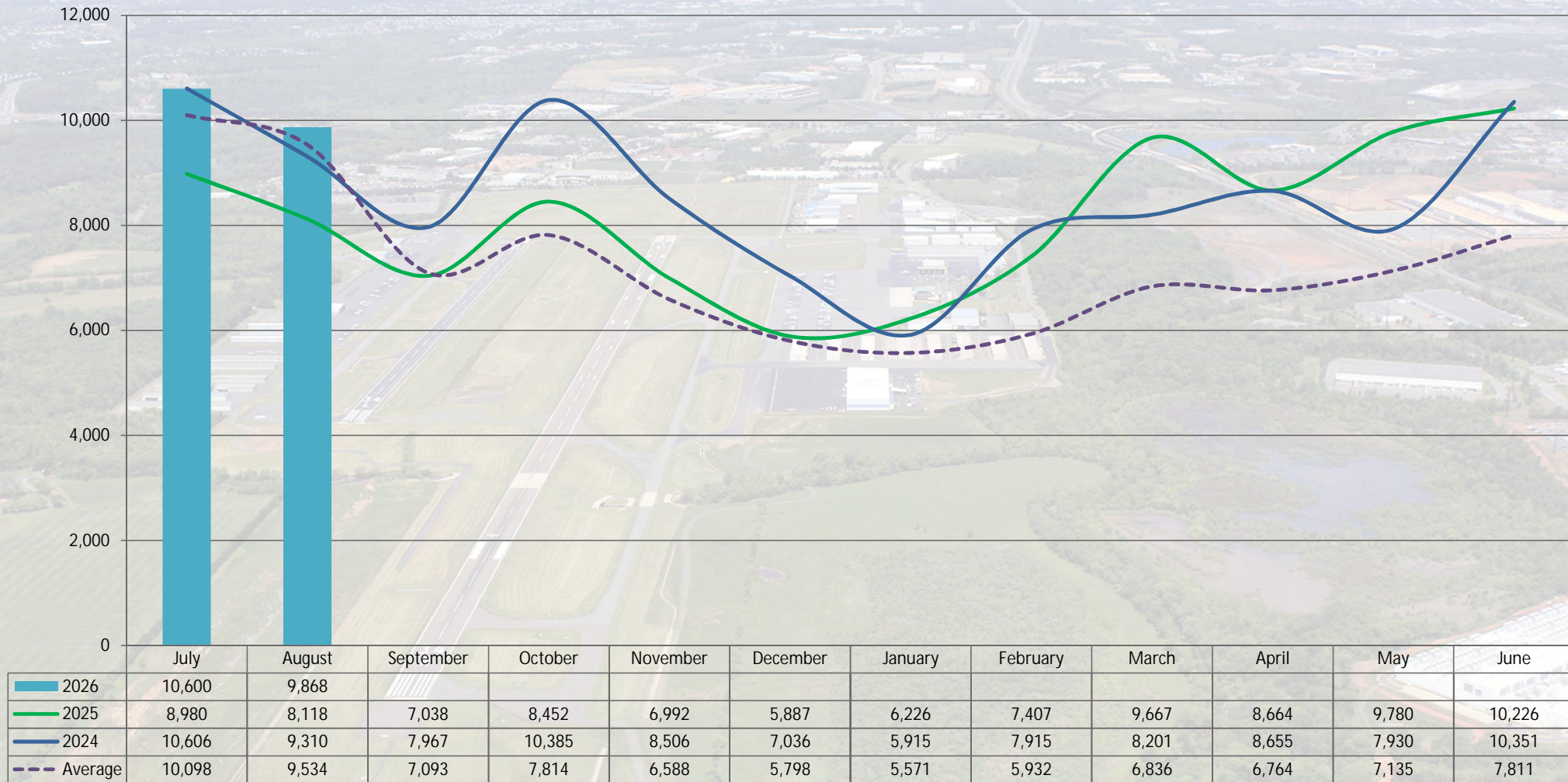
PERCENT CHANGE			
Month	FY2023/FY2024	FY2024/FY2025	FY2025/FY2026
July	3.54%	-15.33%	18.04%
August	-15.49%	-12.80%	21.56%
September	-25.88%	-11.66%	
October	-1.53%	-18.61%	
November	0.85%	-17.80%	
December	-3.96%	-16.33%	
January	-30.33%	5.26%	
February	14.83%	-6.42%	
March	8.31%	17.88%	
April	14.03%	0.10%	
May	-15.43%	23.33%	
June	19.22%	-1.21%	
Total	-3.87%	-5.20%	

Note - Incomplete Year
August 31, 2025

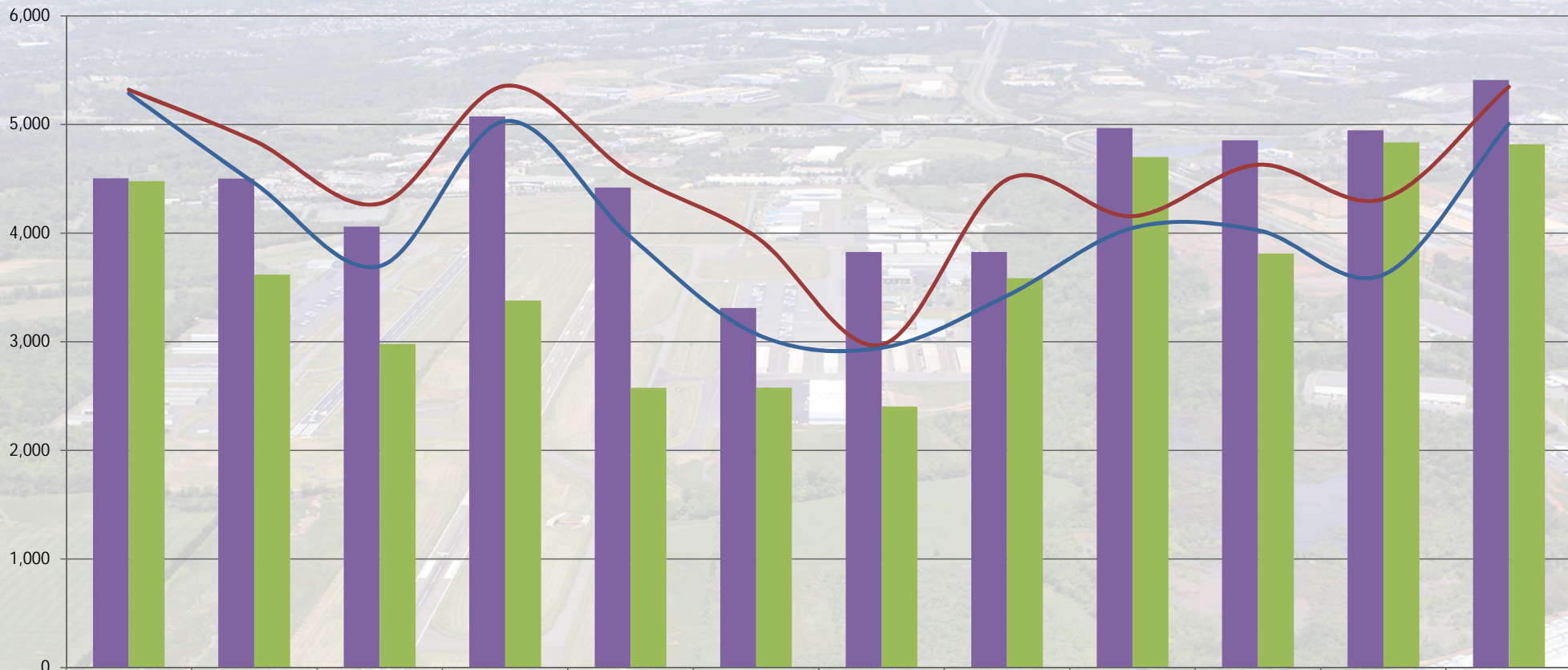
Monthly Aircraft Operations - Fiscal



Monthly Aircraft Operations - Fiscal

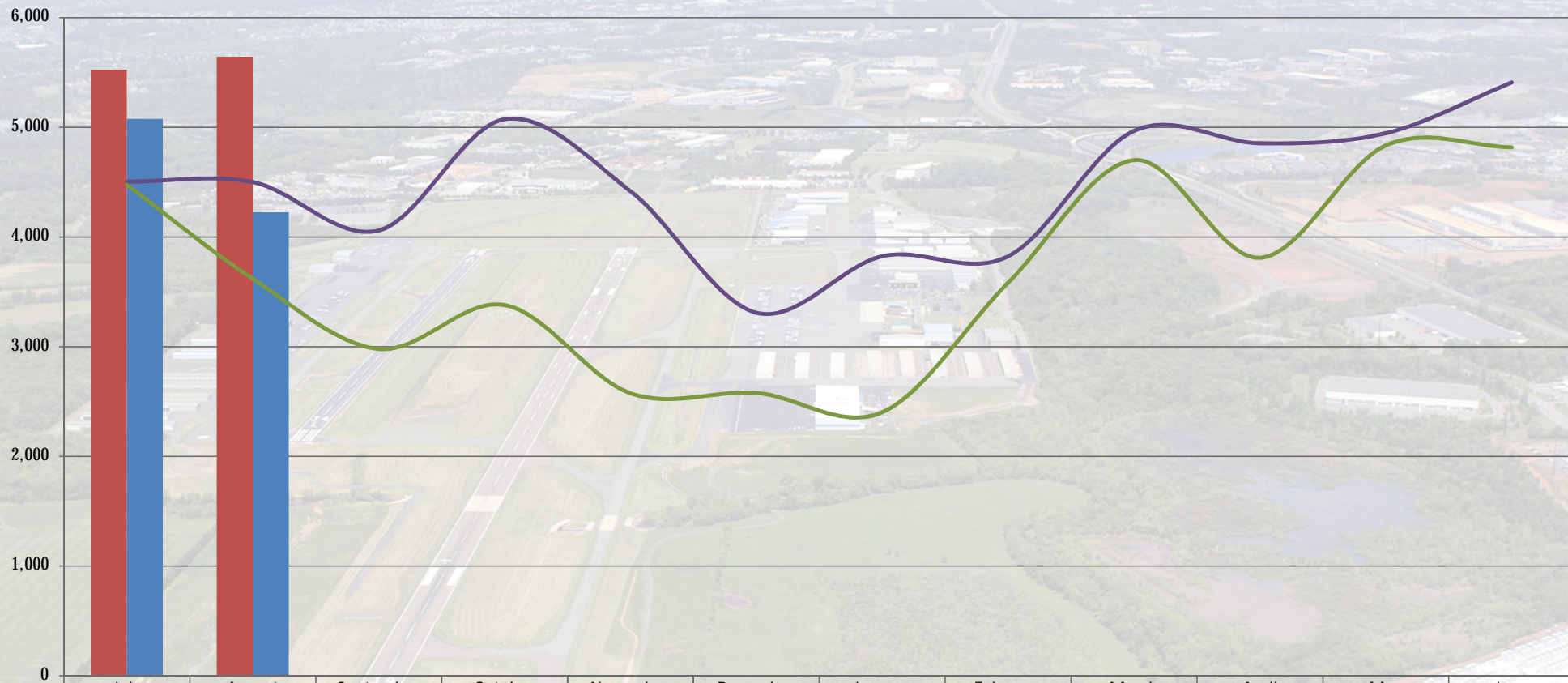


Local Vs Itinerant - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2025	4,504	4,500	4,059	5,073	4,417	3,309	3,824	3,824	4,967	4,854	4,946	5,409
Local 2025	4,476	3,618	2,979	3,379	2,575	2,578	2,402	3,583	4,700	3,810	4,834	4,817
Itinerant 2024	5,320	4,849	4,271	5,355	4,544	3,965	2,972	4,492	4,155	4,629	4,314	5,347
Local 2024	5,286	4,461	3,696	5,030	3,962	3,071	2,943	3,423	4,046	4,026	3,616	5,004

Local Vs Itinerant - Fiscal



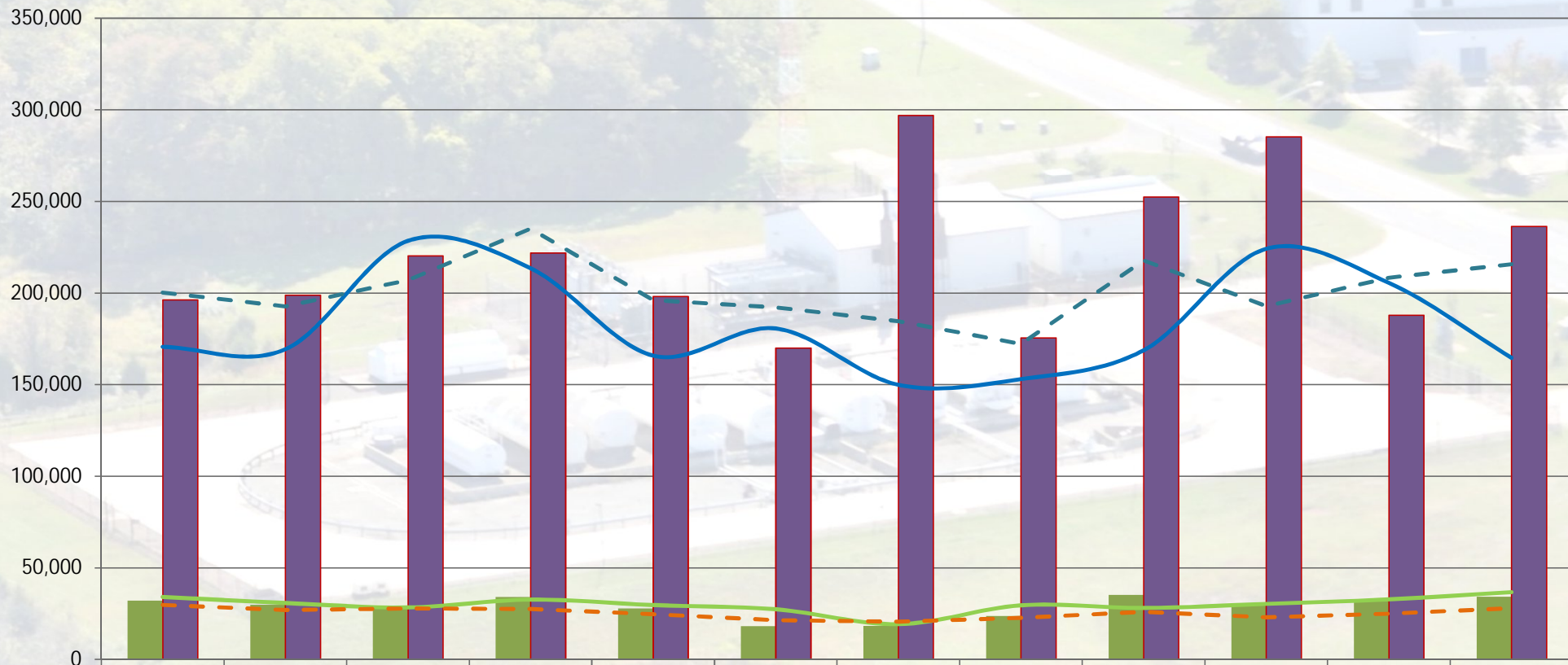
	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2026	5,525	5,643										
Local 2026	5,075	4,225										
Itinerant 2025	4,504	4,500	4,059	5,073	4,417	3,309	3,824	3,824	4,967	4,854	4,946	5,409
Local 2025	4,476	3,618	2,979	3,379	2,575	2,578	2,402	3,583	4,700	3,810	4,834	4,817

FUEL FLOWAGE – TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
2020	309,565	2,013,409	2,322,974	-15.30%	2021	361,457	2,298,628	2,660,085	11.95%
2021	445,781	2,350,237	2,796,018	20.36%	2022	505,867	2,341,887	2,847,754	7.06%
2022	517,923	2,327,238	2,845,161	1.76%	2023	570,246	2,299,142	2,869,388	0.76%
2023	558,451	2,201,563	2,760,014	-2.99%	2024	359,547	2,194,453	2,544,000	-10.99%
2024	347,816	2,271,164	2,618,980	-5.11%	2025	345,980	2,639,647	2,985,627	16.90%
2025	452,852	1,950,828	2,403,680		2026	138,635	655,804	794,439	

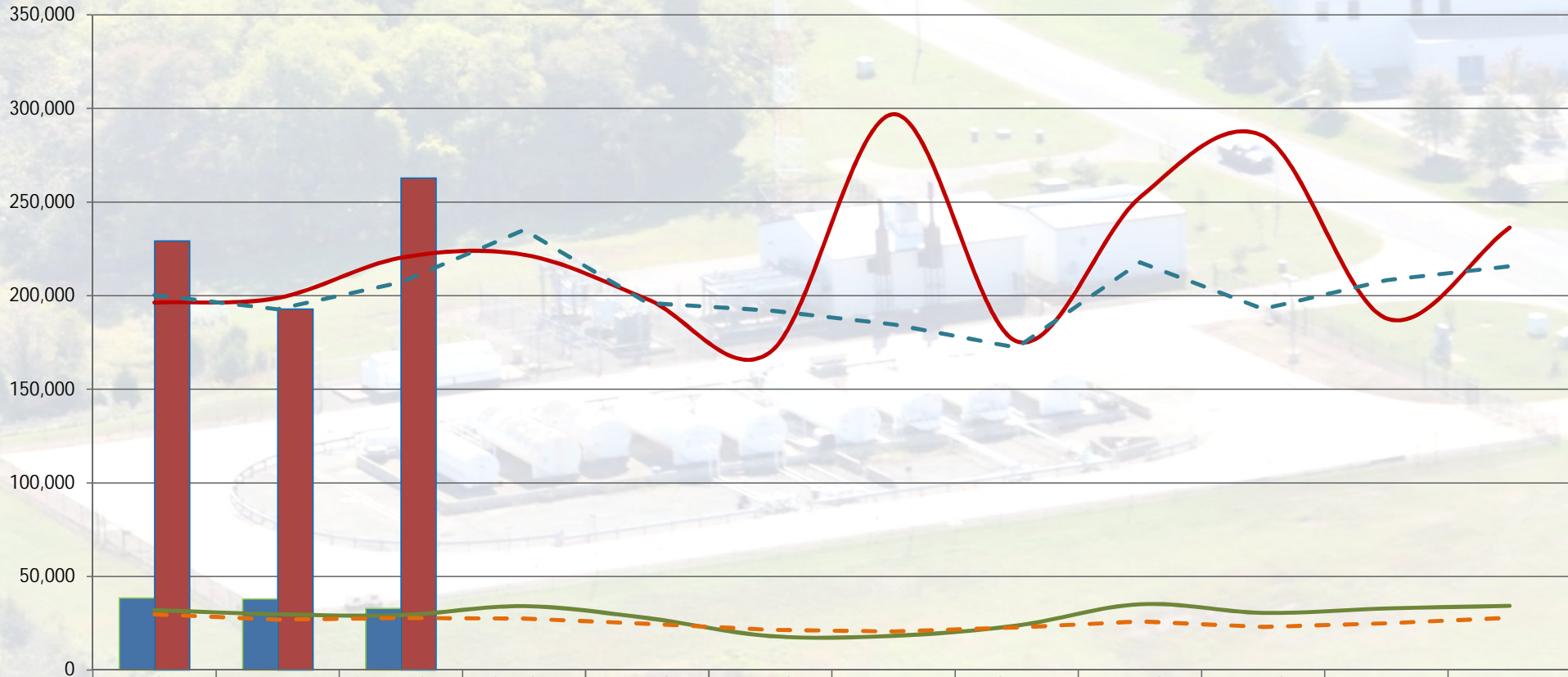
Note - Incomplete Year
Stats through October 1, 2025

Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2025	32,022	29,801	29,319	34,127	27,752	18,146	18,273	23,735	35,158	30,515	32,881	34,251
JETA 2025	196,286	198,772	220,228	221,844	198,128	169,961	296,941	175,536	252,488	285,225	187,872	236,366
AVGAS 2024	34,082	30,794	28,361	32,636	29,658	27,367	19,238	29,525	28,085	30,296	32,769	36,736
JETA 2024	170,652	169,317	228,527	213,536	165,821	180,655	149,900	152,981	168,757	224,165	205,534	164,608
Average AVGAS	29,760	26,943	27,824	27,522	24,665	21,438	20,588	22,740	25,898	23,018	25,015	27,910
Average JETA	200,321	192,747	207,094	235,084	196,105	192,091	184,660	172,222	217,774	192,845	208,294	215,695

Monthly Fuel Flowage - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
AVGAS 2026	38,504	37,904	33,000	0	0	0	0	0	0	0	0	0
JETA 2026	229,290	192,868	262,873	0	0	0	0	0	0	0	0	0
AVGAS 2025	32,022	29,801	29,319	34,127	27,752	18,146	18,273	23,735	35,158	30,515	32,881	34,251
JETA 2025	196,286	198,772	220,228	221,844	198,128	169,961	296,941	175,536	252,488	285,225	187,872	236,366
Average AVGAS	29,760	26,943	27,824	27,522	24,665	21,438	20,588	22,740	25,898	23,018	25,015	27,910
Average JETA	200,321	192,747	207,094	235,084	196,105	192,091	184,660	172,222	217,774	192,845	208,294	215,695

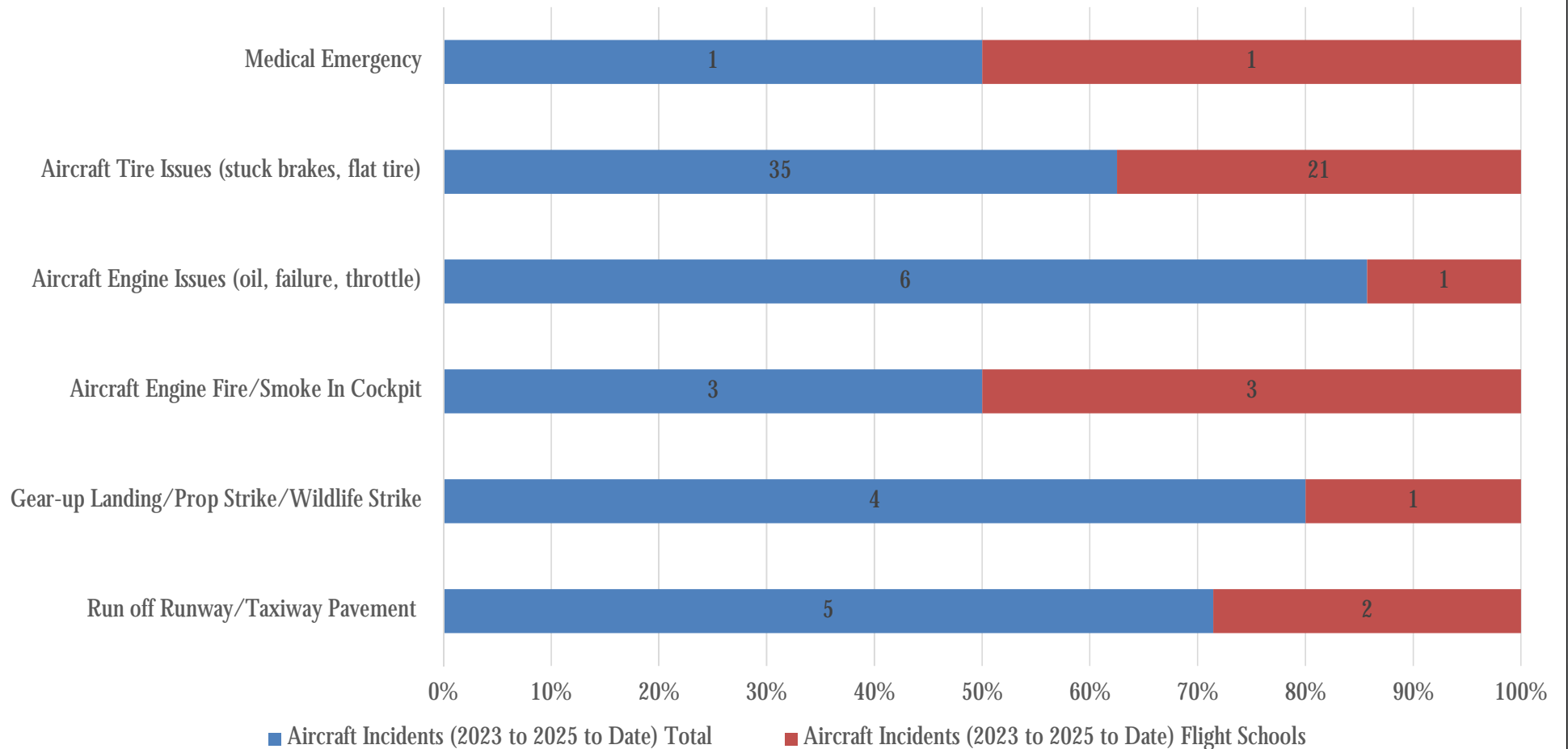


Aircraft Incidents By The Numbers

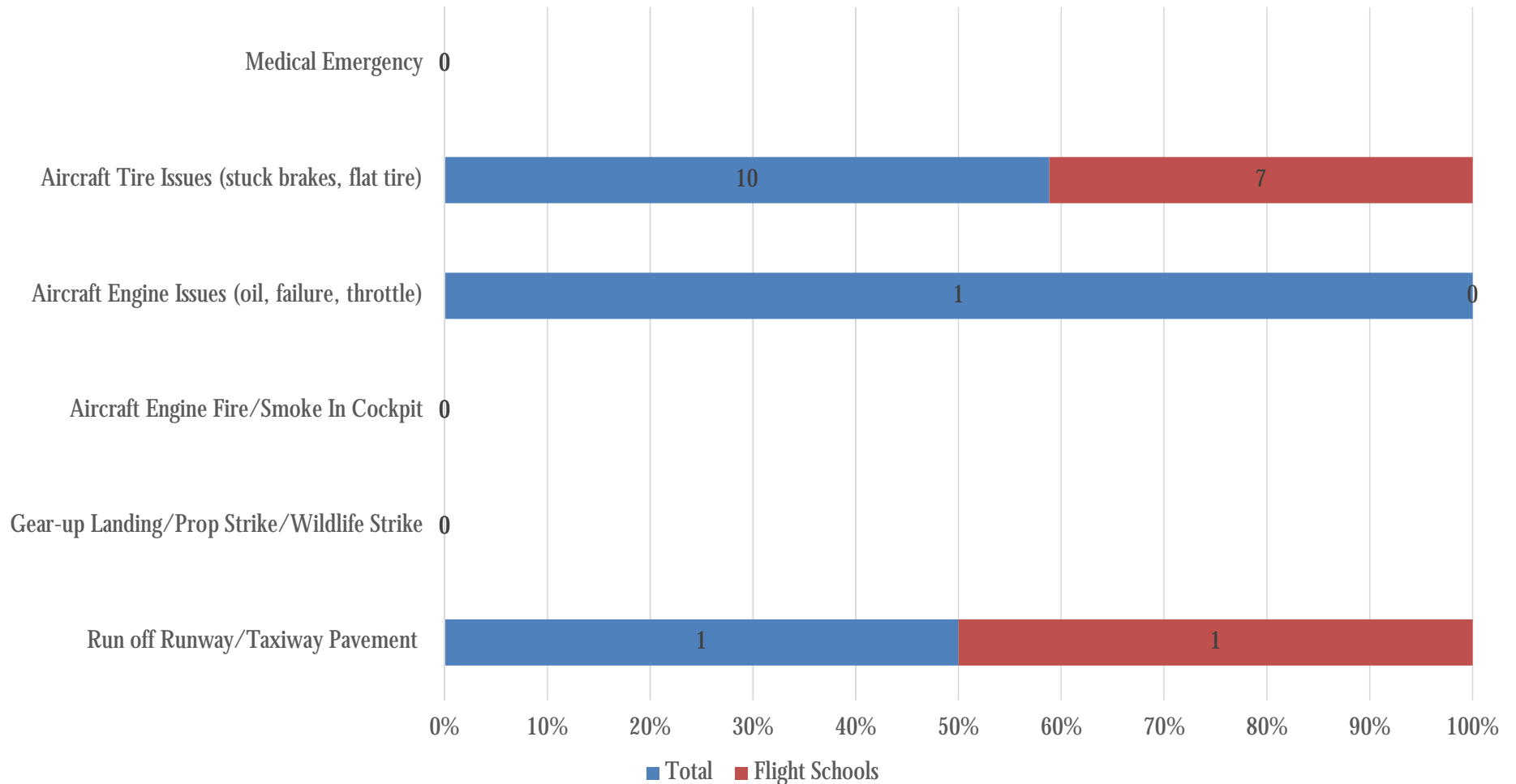
Aircraft Incidents (2023 to 2025 YTD)		
Category	Total	Flight Schools
Run off Runway/Taxiway Pavement	5	2
Gear-up Landing/Prop Strike/Wildlife Strike	4	1
Aircraft Engine Fire/Smoke In Cockpit	3	3
Aircraft Engine Issues (oil, failure, throttle)	6	1
Aircraft Tire Issues (stuck brakes, flat tire)	35	21
Medical Emergency	1	1
	54	29

YTD – October 14, 2025

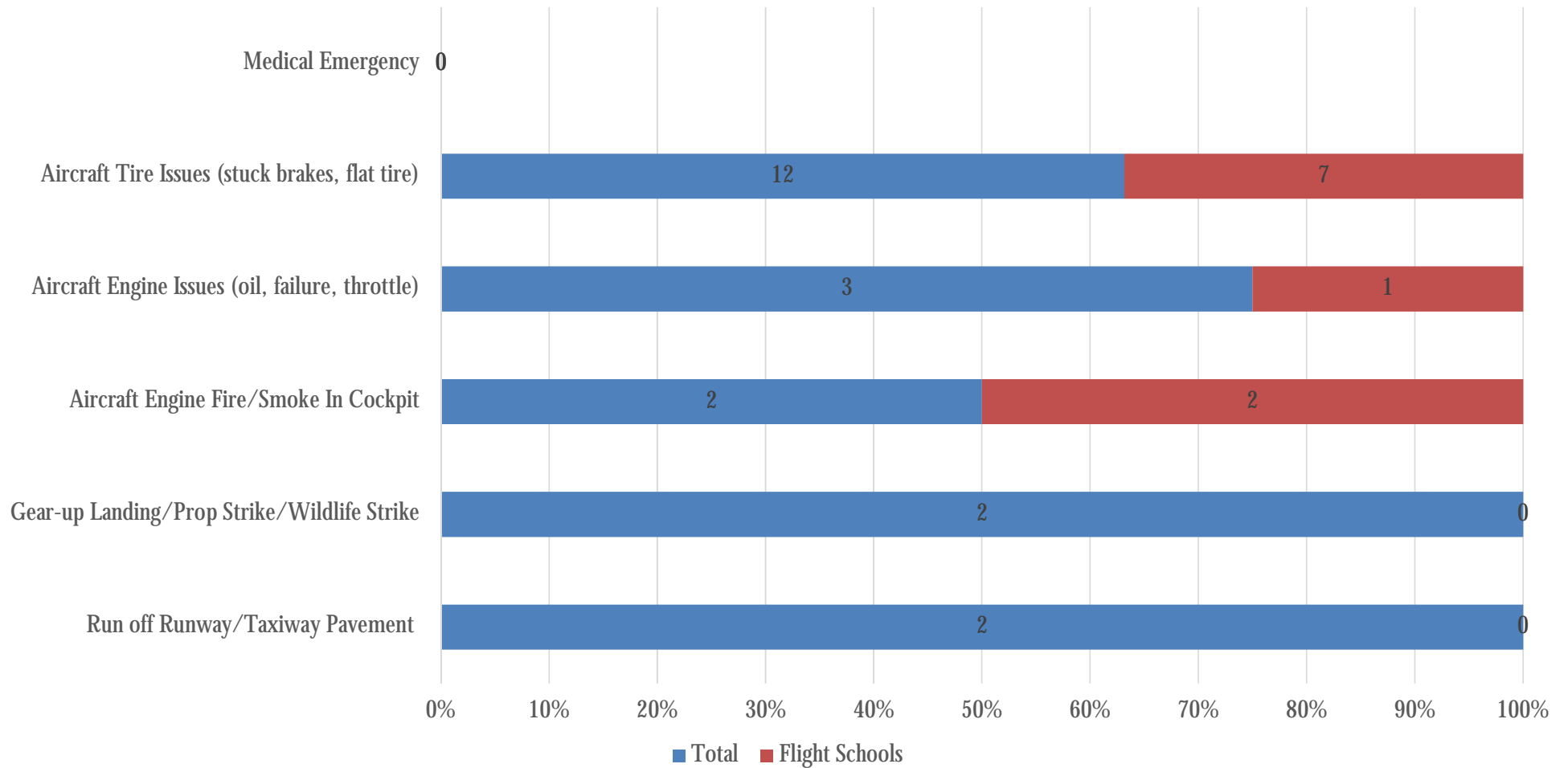
Aircraft Incidents 2023 to 2025 YTD



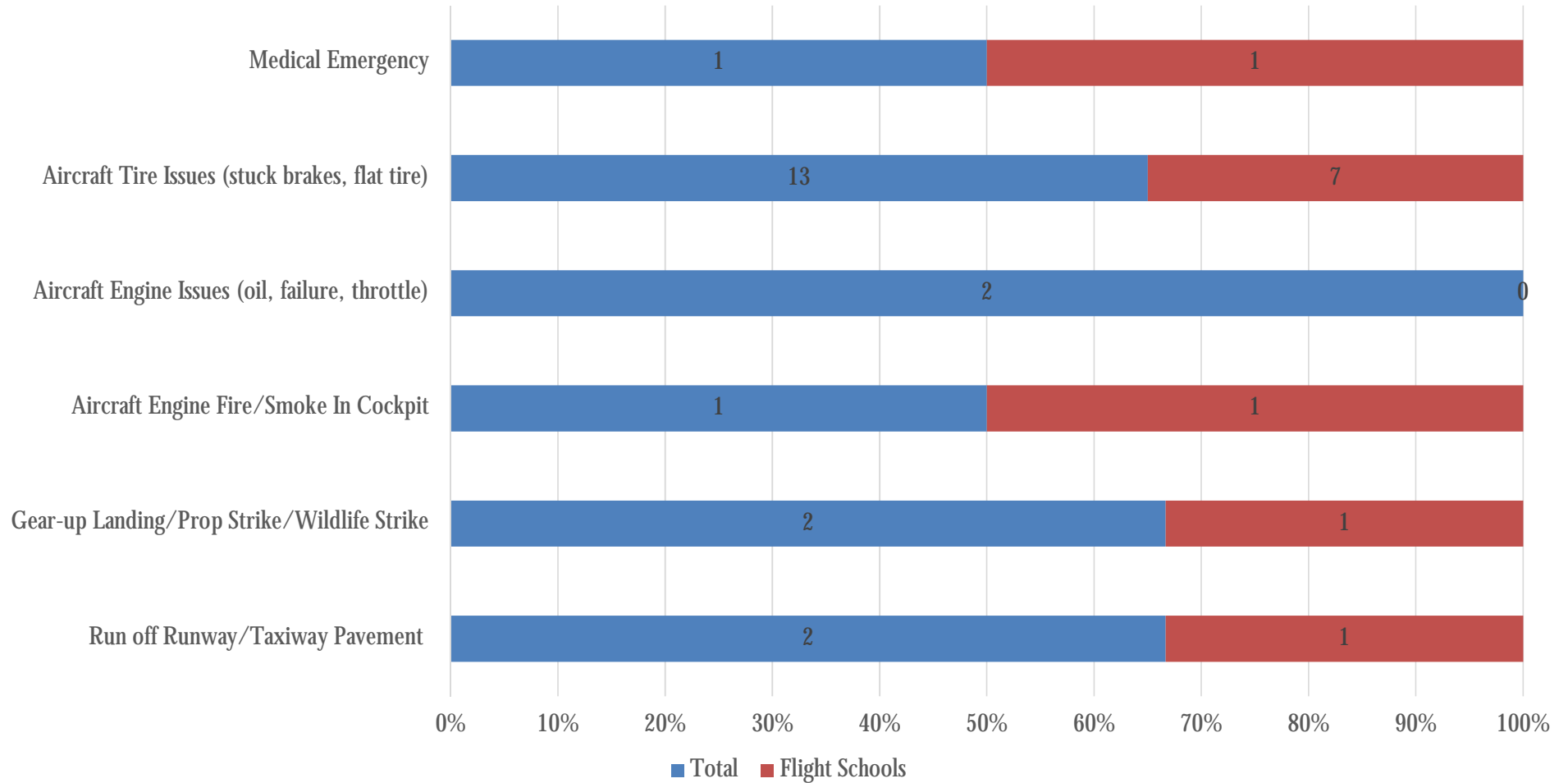
Aircraft Incidents 2023

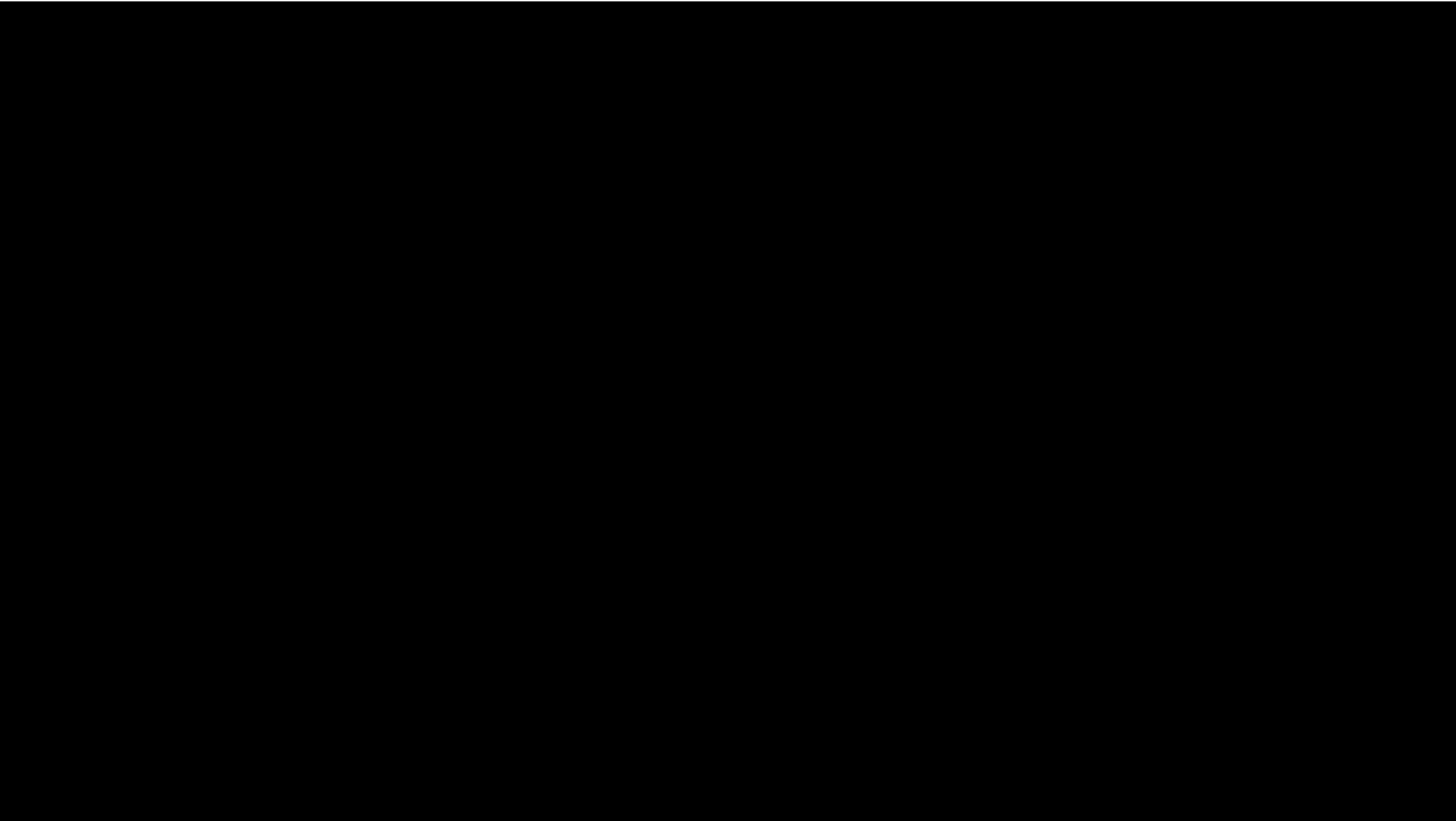


Aircraft Incidents 2024



Aircraft Incidents 2025 YTD





Aircraft Incidents (CY2025 to Date)		
Category	Total	Flight Schools
Run off Runway/Taxiway Pavement	2	1
Gear-up Landing/Prop Strike/Wildlife Strike	2	1
Aircraft Engine Fire/Smoke In Cockpit	1	1
Aircraft Engine Issues (oil, failure, throttle)	2	0
Aircraft Tire Issues (stuck brakes, flat tire)	13	7
Medical Emergency	1	1
	21	11

Aircraft Incidents (CY2024)		
Category	Total	Flight Schools
Run off Runway/Taxiway Pavement	2	0
Gear-up Landing/Prop Strike/Wildlife Strike	2	0
Aircraft Engine Fire/Smoke In Cockpit	2	2
Aircraft Engine Issues (oil, failure, throttle)	3	1
Aircraft Tire Issues (stuck brakes, flat tire)	12	7
Medical Emergency	0	0
	21	10

Aircraft Incidents (CY2023)		
Category	Total	Flight Schools
Run off Runway/Taxiway Pavement	1	1
Gear-up Landing/Prop Strike/Wildlife Strike	0	0
Aircraft Engine Fire/Smoke In Cockpit	0	0
Aircraft Engine Issues (oil, failure, throttle)	1	0
Aircraft Tire Issues (stuck brakes, flat tire)	10	7
Medical Emergency	0	0
	12	8

YTD – October 14, 2025



Manassas Regional Airport Commission Agenda Item Report

Agenda Item No. 5.1

Submitted by: Patty Bibber

Submitting Department: Manassas Regional Airport

Meeting Date: October 16, 2025

Item Title

VRE Lease Renewal for 2025

Suggested Action and/or Recommendation

Suggested Motion

Item Type Reports / Presentations

Item ID 2026-294

Submitting Department Manassas Regional Airport

Drafter Patty Bibber

Meeting Body Manassas Regional Airport
Commission

Meeting Date October 16, 2025

ATTACHMENTS

- [VRE Lease 2025 Revisions.doc](#)
- [Approve Renewal of Lease Agreement with VRE 10.16.25.pptx](#)

LAND LEASE AT THE MANASSAS REGIONAL AIRPORT

THIS LEASE AGREEMENT, made this **1st day of December 2025**, by and between **THE CITY OF MANASSAS**, through its **Airport Director**, hereinafter referred to as the “City”; and, the **POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION** (“PRTC”), and the **NORTHERN VIRGINIA TRANSPORTATION COMMISSION** (“NVTC”), together known as the **VIRGINIA RAILWAY EXPRESS** (“VRE”), hereinafter referred to as the “Lessee”.

WITNESSETH:

WHEREAS, the City is the owner of the premises known as the Manassas Regional Airport located in the City of Manassas, Virginia, and presently comprising approximately 880 acres, and wherever “Airport” is used in this Agreement it shall be construed to mean Manassas Regional Airport as it may be expanded from time to time; and

WHEREAS, the City is the sole owner of the following described real estate, to-wit: Lease Parcel at Manassas Regional Airport located on the West Complex and identified as Parcel (parcel); and

WHEREAS, Lessee desires to lease the premises for the purpose of a temporary parking lot for the Broad Run VRE Station; and

WHEREAS, the City and the Lessee are mutually desirous of entering into this Agreement (hereinafter referred to as “Agreement”) to permit such activities,

NOW, THEREFORE, in consideration of the premises and of the rents, covenants and conditions herein contained in this Agreement, the City hereby leases to the Lessee the area of the Airport described in Article 1 hereof (hereinafter referred to as “the Leased Premises”). The parties hereby agree as follows:

ARTICLE 1 DESCRIPTION OF THE PREMISES

The City agrees to lease and Lessee agrees to rent that certain land containing 34,022 square feet or 0.7810 acres, designated as VRE Lease Parcel on the attached plat, labeled Exhibit “A”, a copy of which is attached hereto and made a part hereof, which land is hereinafter referred to as the “Leased Premises.”

ARTICLE 2 TERM OF LEASE

Lessee agrees to lease the above-described Leased Premises for a period of Twelve (12) months commencing on the **1st day of December, 2025**.

ARTICLE 3 IMPROVEMENTS

The Lessee agrees that any and all improvements constructed by lessee shall not impinge upon or interfere with the fiber optic easement previously granted by the City of Manassas to WillTell Communications.

Upon termination of this lease any improvements constructed by the Lessee become property of the Lessor.

ARTICLE 4 RENT

Lessee agrees to pay to the City at City of Manassas Treasurer's Office, 9027 Center Street, Manassas, Virginia, 20110, the sum of **two thousand one hundred one and forty-one cents (\$2,101.41)** per each month for the lease of the property, to be due and payable on the 1st day of each month beginning on the **1st day of December 2025**. At the end of each twelve-month period during the lease term the rent shall be increased by 3%.

ADDITIONAL RENTS & CHARGES

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 twelve percent (12%) per annum, together with all costs, damages and penalties including reasonable attorney fees with notice as described more fully herein. 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.

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 City of Manassas may establish fees or charges that are shared by all the airport users, including the VRE, with thirty (30) days notice to lessee.

The Lessee will contract with and obtain all required permits from the appropriate agencies for any utility services provided by the City, paying any required connection fees, including those to be paid by owners, and all such services will be provided at rates and on terms and conditions established by the City for similar users in the City.

The Lessee will also contract with the furnishers of all other utilities for the furnishing of such services to the Leased Premises and shall pay for all water, gas, electricity, sanitary sewer service, other utilities and telephone services furnished to the Leased Premises. The City shall

allow the providers of such utilities reasonable access to the boundaries of the Leased Premises for the installation of their utility systems.

LATE CHARGES

If Lessee fails to pay within three (3) 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 five percent (5%) per month beginning on the due date and continuing until paid.

ARTICLE 5 ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS AND REPAIR

Lessee warrants it has inspected the Leased Premises and accepts possession of the Leased Premises "as is" in its present condition, and subject to all limitations imposed upon the use thereof by the rules and regulations of the Federal Aviation Administration, Virginia Department of Aviation, Airport Rules and Regulations and by ordinances of the City, and admits its suitability and sufficiency for the uses permitted hereunder. Except as may otherwise be provided for herein, the City shall not be required to maintain nor to make improvements, repairs or restoration upon or to the Leased Premises.

The Lessee shall throughout the term of this Agreement assume the entire responsibility, cost and expense for all repair and maintenance whatsoever on the Leased Premises, whether such repair or maintenance be ordinary or extraordinary, although acts of terrorism, acts of war, acts of God and force majeure are excluded. Additionally, the Lessee, without limiting the generality hereof, shall:

- A. 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.
- B. Provide and maintain on the Leased Premises all obstruction lights, security lights and similar devices, and safety equipment required by law.
- C. Repair any damage caused by Lessee to paving or other surface of the Leased Premises caused by any oil, gasoline, grease, lubricants or other flammable liquids and substances having a corrosive or detrimental effect thereon. Normal wear and tear is acceptable.
- D. Take measures to prevent erosion, including but not limited to, the planting and replanting of grasses with respect to all portions of the Leased Premises not paved upon, and in particular shall plant, maintain and replant any landscaped areas.
- E. Be responsible for the maintenance and repair of all utility service lines placed on the Leased Premises and used by the Lessee exclusively, including, but not limited to, water lines, gas lines, electrical power and telephone conduits and

sanitary sewers and storm sewers. Those lines that are used jointly are not the exclusive responsibility of the Lessee

- F. Be responsible for snow removal, appropriate for lot surface, and grass cutting on the Leased Premises.

The Airport Director may at anytime during regular working hours enter upon the property to determine if maintenance 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 22 of this Land Lease.

In the event the Lessee fails: (a) to commence to maintain, clean, or repair within a period of thirty (30) days after written notice from the Airport Director to do any maintenance or repair work required to be done under the provisions of this Agreement, other than preventive maintenance; (b) or within a period of ninety (90) days if the said notice specifies that the work to be accomplished by the Lessee involves preventive maintenance only; (c) or to diligently continue to complete any maintenance or repairs as required under this Agreement; then, the City may, at its option, and in addition to any other remedies which may be available to it, enter the premises involved, without such entering causing or constituting a cancellation of this Agreement or an interference with the possession of the Leased Premises, and repair all or any part of the Leased Premises, and do all things reasonably necessary to accomplish the work required, and the cost and expense thereof shall be payable to the City by the Lessee on demand. Provided, however, if in the opinion of the City, the Lessee's failure to perform any such maintenance endangers the safety of the public, the employees or property of the City or other tenants at the Airport, and the City so states same in its notice to the Lessee, the City may at its sole option, in addition to all other remedies which may be available to it, elect to perform such maintenance at any time after the giving of such notice, and the Lessee agrees to pay to the City the cost and expense of such performance on demand. The City's costs and expenses shall include, but not be limited to, all direct and indirect costs and expenses of the City, its agents, contractors, and employees and all financing charges, if any, and all allocations of fringe benefits, overhead, and legal charges. Furthermore, should the City, its officers, employees or agents undertake any work hereunder, the Lessee hereby waives any claim for damages, consequential or otherwise, as a result therefrom except for claims for damages arising from the sole negligence of the City, its agents and contractors. The foregoing shall in no way affect or alter the primary obligations of Lessee as set forth in this Agreement, and shall not impose or be construed to impose upon the City any obligations to maintain the Leased Premises, unless specifically stated otherwise herein.

Plans for all Improvements 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. 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. The criteria for the City's review shall be consistency with City ordinances, Federal Aviation Administration Advisory Circulars, Aviation Code of Virginia and the Statewide Building Code, Airport Rules and Regulations, compatibility with the Airport's architecture, and functionality for present and future uses appropriate to the Airport.

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.

ARTICLE 6

ADDITIONAL OBLIGATIONS OF LESSEE

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.

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.

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.

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.

Lessee shall be responsible for removal from the Airport, or otherwise disposing of in a manner approved by the City, all garbage, debris and other waste materials (whether solid or liquid) arising out of its occupancy of the Leased Premises or out of its operations. The Lessee shall dispose of its sewage through the City's system.

Piling of boxes, cartons, barrels or other similar items, in an unsightly or unsafe manner, on or about the Leased Premises is forbidden. The manner of handling and disposing of trash, garbage and other refuse and the frequency of removal thereof from the Airport premises shall at all times be subject to the rules, regulations and approval of the City. Lessee shall use extreme care when effecting removal of all such waste to prevent littering the Airport premises.

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, if any, installed or located on the Leased Premises.

The Lessee shall not overload any paved area on the Leased Premises, or paved area elsewhere on the Airport, and shall repair at the Lessee's expense any structure, structural member, or any paved area damaged by overloading without limiting the Lessee's obligations of this Agreement.

The Lessee expressly agrees for itself to restrict the height of structures, objects of natural growth and other obstructions on the hereinafter described real property to such a height so as to comply with Federal Aviation Regulations, Part 77, and/or any other regulations promulgated by proper authority.

The Lessee, at its own expense, agrees to remove all snow and ice, appropriate for lot surface, from the Leased Premises. The Lessee or its contractors will not interfere with any snow or ice removal operations being conducted by the Airport or its contractors.

The Lessee shall be prohibited from keeping any animals, domestic or otherwise, within the Lease Premises, except for those animals such as Seeing Eye dogs and others protected by federal accessibility standards.

ARTICLE 7 INGRESS AND EGRESS

The Lessee shall have the right of ingress and egress 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 rights of passage thereon, and 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 roadway 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.

ARTICLE 8 AIRPORT SECURITY

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.

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.

The Lessee shall be responsible for securing its area at all times and will make every effort to prevent unauthorized personnel or vehicles from entering on the Leased Premises. The Lessee shall abide by the Airport's Security Plan as written and as amended in the future.

ARTICLE 9 LIABILITIES AND INDEMNITIES

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.

The Lessee has agreed to secure insurance, pursuant to Article 12 of this Lease, as full coverage for any and all damages that may result from the actions of the Lessee, its guests or invitees.

ARTICLE 10 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.

ARTICLE 11 NON-DISCRIMINATION

The Lessee as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no person on the ground of race, creed, color, national origin, or sex shall be excluded from participation in, denied the benefits of, or be otherwise

subjected to discrimination in the use of the Leased Premises; (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, creed, color, national origin or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (3) that the Lessee shall use the Leased Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

ARTICLE 12 INSURANCE

Lessee shall, at its own cost and expense, take out and maintain such insurance for the term of this Agreement 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 below. 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, P. O. Box 560, Manassas, Virginia 20108.”

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 Agreement in not less than the following amounts for the first year of the Agreement:

- A. Workers' Compensation Unlimited - Statutory - in compliance with the Workers Compensation Law of the Commonwealth of Virginia.
- B. General Liability Insurance with a maximum combined single limit of \$5,000,000 per occurrence. This insurance shall indicate on the Certificate of Insurance the following coverages:
 - 1. Premises and Operations
 - 2. Independent Contractor and Subcontractors
 - 3. Death and Personal Injury
- C. 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 coverages:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

- D. Disability Benefits: The Contractor shall provide proof of compliance with the Disability Benefits Law.

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

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

ARTICLE 13 LOSS OR DAMAGE TO PROPERTY OR PERSONS

All personal property belonging to the Lessee, located on or about the premises shall be there at the sole risk of the Lessee; and neither the City nor the City's agent shall be liable for the theft or misappropriation thereof nor for any damage or injury thereto, nor for damage or injury to the Lessee or any of its officers, agents or employees or to other persons or to any property caused by fire, explosion or by any act or neglect of the Lessees due to any other cause whatsoever, unless resulting from the willful acts of the City, its employees, agents or representatives. Lessee shall give immediate notice to the City in case of fire or accident in the premises or of any defects, damage or injury therein or in any fixtures or equipment.

ARTICLE 14 HAZARDOUS MATERIALS

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.

Lessee further warrants that no industrial, toxic or hazardous waste will be stored on or upon the demised Premises without the prior written consent and approval of the Lessor which under no circumstance will be given absent Lessee's first obtaining all studies or reports required by the respective local, state and federal governmental agencies, all permits, authorization and licenses required by the respective local, state and federal governmental agencies, and without Lessee having first obtained, constructed or otherwise provided, at Lessee's own expenses, storage facilities meeting all requirements of all local, state and federal governmental agencies who have jurisdiction.

Should Lessee's activities on or upon the demised Premises result in toxic or hazardous waste contamination of the Premises, Lessee agree to take full responsibility for the cost of the

clean up of the same, further agrees to indemnify and hold harmless the Lessor for the same, and to defend Lessor at the Lessee's expense in any proceeding arising from, or resulting from such contamination which is determined by an objective finder of fact to be the fault of the Lessee. Lessee further agrees to compensate Lessor for any loss or diminution in value of the demised Premises resulting from or arising out of such contamination.

ARTICLE 15 REPAIRS AND MAINTENANCE

Lessee shall take good care of the premises and fixtures therein located and, at the expiration or earlier termination or cancellation of this lease, shall surrender the premises in as good condition as at the time of delivery, subject to reasonable wear and tear.

ARTICLE 16 SERVICES AND UTILITIES

During the term of this Lease, Lessee shall be responsible for providing any and all utilities to the leased property. The City will not provide water, sewer, electrical power, or waste disposal. In the event that the Lessee requires electrical power, the Lessee will be permitted to have an electrical line run, after receiving approval from the City and the City of Manassas Utilities Department.

ARTICLE 17 CONDEMNATION

In the event that the Leased Premises or any part thereof shall be condemned and taken by authority of eminent domain for any purpose during the term of this Agreement or sold to such authority in lieu of a taking (collectively, a "condemnation"), any award which shall be made as a result of such condemnation shall be paid to the City, it being understood that title to all real property and all improvements thereon remains fully vested in the City free and clear of any liens or encumbrances; provided, however, that the Lessee, consistent with its rights under applicable law, may appear in any such condemnation proceeding and present its claims for damages, if any, arising from such condemnation.

Rentals for that portion of the Leased Premises condemned shall be abated from the date that the Lessee is dispossessed therefrom; provided, however, if all of the Leased Premises are condemned or if a portion of the Leased Premises are condemned and in the Lessee's judgment, the remaining portion of the Leased Premises is insufficient for the Lessee's operations authorized hereunder, the Lessee may terminate this Agreement and all of its rights and unaccrued obligations hereunder effective as of the date it is dispossessed of the condemned portion (or effective) as of the date thereafter and within 90 days of the date of such dispossession by giving the City 30 days written notice of such termination.

The Lessee shall be entitled to the award made for a temporary taking of possession of all or part of the Leased Premises for any period of time within the term of this Agreement. Such award shall be full compensation to the Lessee for such temporary taking and no claims for damages arising out of the temporary taking shall be made against the City.

ARTICLE 18 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 exclusively to it and the rights appurtenant to the Leased Premises granted in this Agreement during the term hereof unless sooner canceled as provided in this Agreement.

ARTICLE 19 USE OF PREMISES

The parties expressly agree that this Lease is executed in order that Lessee may provide a parking facility of approximately 100 spaces to add to available parking at the Lessee's Broad Run train station and for no other purpose.

Lessee agrees to observe all reasonable rules and regulations from time to time promulgated by City, which in the City's judgment are needed for the general well-being, safety, care, and cleanliness of the premises and the temporary structure, if any, provided, however, that any such rules and regulations shall be of general application to all other Lessees and occupants of similarly situated Lessees at the Airport. Such rules and regulations are incorporated herein as if fully set forth. A breach of a rule or regulation shall constitute a breach of this lease. The rules and regulations may, in the sole discretion of the City, be modified from time to time, so long as they do not affect a material change in this lease. Such rules shall include, but are not limited to, the following:

- A. The Lessee shall not install or permit the installation of any temporary or permanent structure without the prior written approval of the City.
- B. No locks shall be placed upon any gate in the premises unless keys therefor are given to the City for use in emergencies.
- C. The Lessee shall not construct, maintain, use or operate within the premises any equipment or machinery which produces music, sound or noise which is audible beyond the premises.
- D. Electric and telephone floor distribution boxes must remain accessible at all times.

ARTICLE 20 GOVERNMENTAL REQUIREMENTS

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.

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

In addition to compliance by the Lessee with all laws, ordinances, governmental rules, regulations and orders now or at any time in effect during the term hereunder which as a matter of law are applicable to the operation, use or maintenance by the Lessee of the Leased Premises or the operations of the Lessee under this Agreement, the Lessee agrees that it shall conduct all its operations under the Agreement and shall operate, use and maintain the Leased Premises in such manner that there will be at all times a practicable minimum of air pollution.

ARTICLE 21

RIGHTS OF ENTRY RESERVED

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.

In the event that any personal property of the Lessee shall obstruct the access of the City, its officers, employees, agents or contractors, or the utility, mechanical, electrical and other systems, and thus shall interfere with the inspection, maintenance or repair of any such system, the Lessee shall move such property, as directed by the City or said utility company, in order that access may be had to the system or part thereof for inspection, maintenance or repair. If the Lessee shall fail to so move such property after direction from the City or said utility company to do so, the City or the utility company may move it, and the Lessee hereby agrees to pay the cost of such moving upon demand, and further the Lessee hereby waives any claim against the City for damages as a result there from, except for claims for damages arising from the City's sole negligence.

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.

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.

ARTICLE 22

TERMINATION & DEFAULT

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 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 non-payment, the Lessee has not corrected said 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.

This Agreement together with all rights and privileges granted in and to the Leased Premises shall terminate automatically, upon the happening of any one or more of the following events:

- A. The filing by the Lessee of a voluntary petition in bankruptcy, or any assignment for benefit of creditors of all or any part of the Lessee's assets; or,
- B. Any institution of proceedings in bankruptcy against the Lessee; provided, however, that the Lessee may defeat such termination if the petition is dismissed within sixty (60) days after the institution thereof; or
- C. The filing of a petition requesting a court to take jurisdiction of the Lessee or its assets under the provision of any Federal reorganization act which, if it is an involuntary petition is not dismissed within sixty (60) days after its being filed; or
- D. The filing of a request for the appointment of a receiver or trustee of the Lessee's assets by a court of competent jurisdiction, which if the request is not made by the Lessee, is not rejected within sixty (60) days after being made, or the request for the appointment of a receiver or trustee of the Lessee's assets by a voluntary agreement with the Lessee's creditors; or
- E. The abandonment by Lessee of the conduct of its authorized business at the Airport and in this connection, suspension of operations for a period of (60) days will be considered abandonment in the absence of a satisfactory explanation, which is accepted in writing by the City; or
- F. Upon the default by the Lessee in the performance of any covenant or conditions required to be performed by the Lessee, and the failure of the Lessee to remedy such default for a period of thirty (30) days or such other period as is provided in the Agreement, after receipt from the City of written notice to remedy the same, except default in the payment of any money due the City, the City shall have the right to cancel this Agreement for such cause by notice to the Lessee.

Upon the default by 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.

Upon the cancellation or termination of this Agreement for any reason, all rights of the Lessee shall terminate.

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 cancel this Agreement for any subsequent failure by the Lessee to so perform, keep or observe any said terms, covenants or conditions.

ARTICLE 23 TERMINATION BY LESSEE

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:

- A. 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
- B. 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.

ARTICLE 24 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 runways and taxiways in good repair including the removal of snow. The City agrees to keep in good repair hard-surfaced public roads for access to the Leased Premises and remove snow therefrom. The City also agrees to provide and maintain water and sanitary sewer services in areas designated for utilities or easements adjacent to the Leased Premises for access thereto by the Lessee in accordance with the City policy governing same.

ARTICLE 25 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 they may hereafter be repaired and improved by the Lessee; save and except, (a) such normal wear and tear thereof as could not have been prevented by ordinary and usual repairs and maintenance, (b) obsolescence in spite of repair, and (c) damage to or destruction of the leasehold improvements for which insurance proceeds are received by the City. Upon such cancellation or termination, the City may re-enter and repossess the Leased Premises, or pursue any remedy permitted by law for the enforcement of any of the provisions of this Agreement, at the City's election. Furthermore, upon such cancellation or termination, and for a reasonable time thereafter (not exceeding thirty (30) days after such cancellation or termination, and for which period the Lessee will pay to the City current Agreement rentals), or during the term of this Agreement, if the Lessee is not in default in rentals or any other charges or obligations due the City, the Lessee shall have the right to remove its personal property, fixtures and trade equipment which it may have on the Leased Premises, provided the removal thereof does not impair, limit or destroy the utility of said Leased Premises, and provided, further, that the Lessee repairs all damages that might be occasioned by such removal, and restore the site to the condition above required.

ARTICLE 26 SIGNS AND LOGOS

The Lessee shall have the right to install one sign on the Leased Premises identifying it and its operations, provided, however, the subject matter, type, design, number, location and elevation of such signs, and whether lighted or unlighted, shall be subject to and in accordance with the written approval of the City. All signs must comply with the City's sign ordinance and all airport rules, regulations and minimum standards. No sign will be approved that may be confusing to aircraft pilots or automobile drivers or to the traffic, or which fails to conform to the architectural scheme of the Airport or meet the requirements of the City

ARTICLE 27
ASSIGNMENT & SUBLEASE

Lessee shall not assign or sublet the demised premises or any part thereof. Any assignment or transfer of this Agreement, or any rights of the Lessee hereunder, without the consent of the City, shall entitle the City at its option to forthwith cancel this Agreement.

ARTICLE 28
WARRANTY

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

ARTICLE 29
NOTICES

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.

The notice addresses of the parties are as follows:

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

With a copy to:

City of Manassas
Airport Director
Manassas Regional Airport
10600 Harry J. Parrish Blv.
Manassas, Virginia 20110

The Lessee: Virginia Railway Express
 Attn: Chief Executive Officer
 1500 King Street, Suite 202
 Alexandria, VA 22314-2730

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.

ARTICLE 30 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.

ARTICLE 31 SUBORDINATION

This Agreement is subject and subordinate to the following:

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.

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.

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.

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.

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.

**ARTICLE 32
ENTIRE AGREEMENT**

This Lease, together with 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.

**ARTICLE 33
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.

**ARTICLE 34
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

THE CITY OF MANASSAS

Airport Director
City of Manassas, Virginia

ATTEST:

Signature

Print Name

ATTEST:

Signature

Print Name

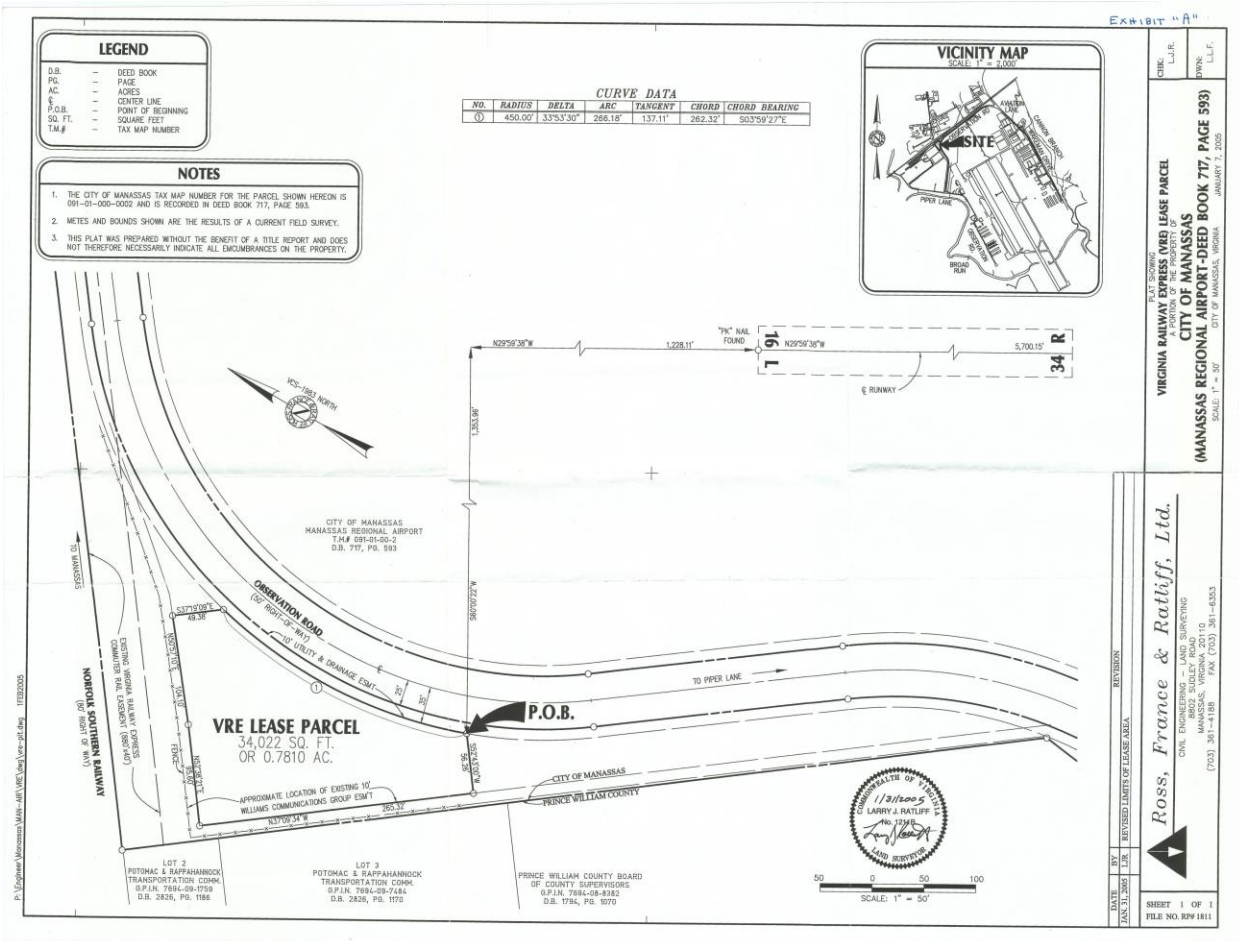
LESSEE

By: _____

Print Name: _____

Title: _____

Exhibit A







Manassas Regional Airport

Approve Virginia Rail Express (VRE) Lease Agreement

October 16, 2025

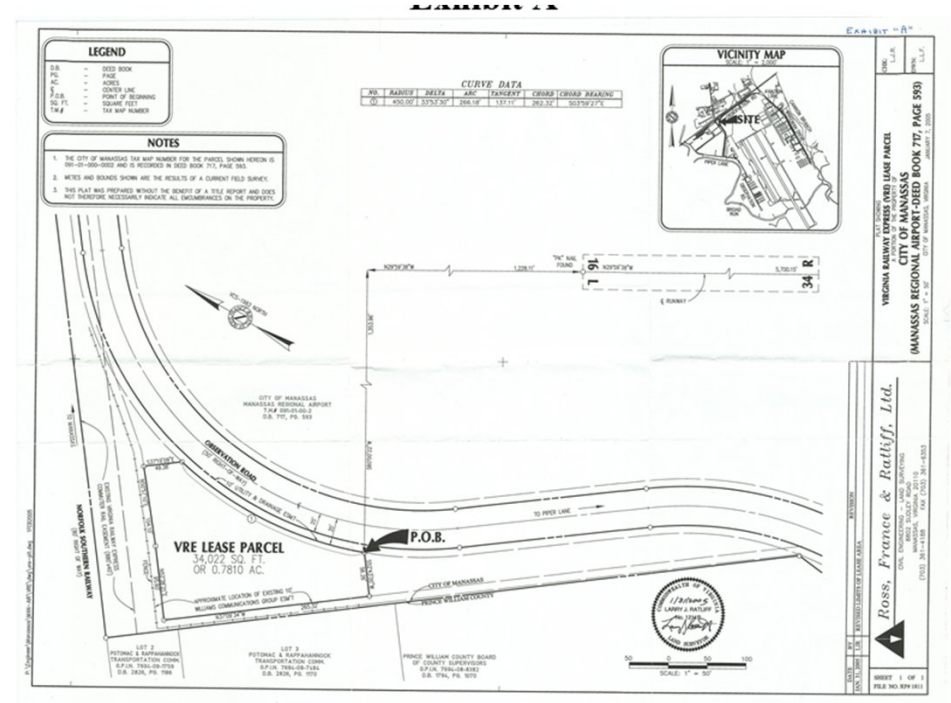
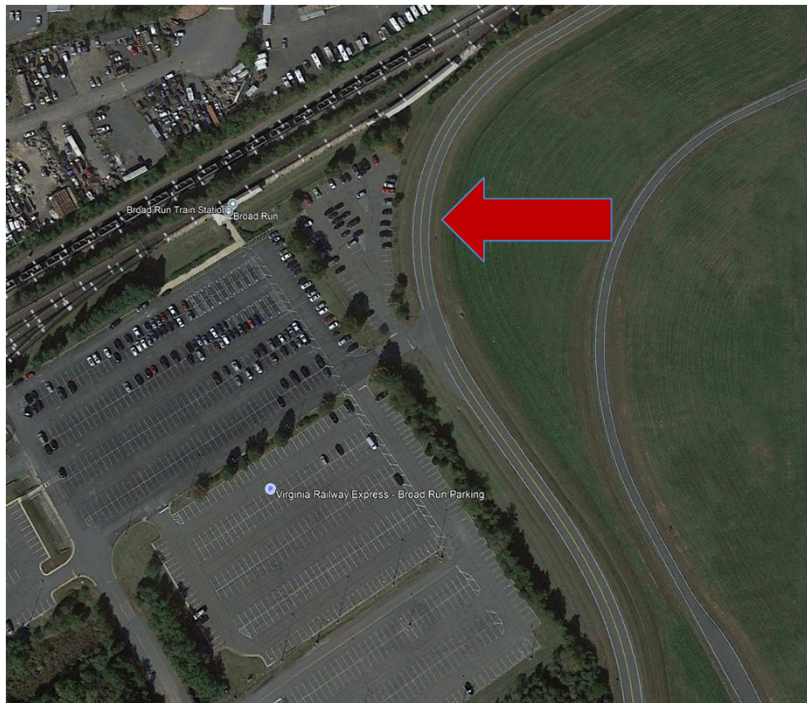


Approve Lease Agreement with VRE

-  VRE's current Land Lease Agreement expires December 1, 2025
-  VRE is a tenant in good standing, and pays their rent on time
-  The only changes in the proposed new Lease Agreement:
 -  Rent has been increase by 3%
 -  Term has been extended by 12-months
-  The new Lease Agreement will end on December 1st of 2026
-  The rent will be \$2,101.41 monthly
-  Staff recommends that the Commission approve the new Lease



Approve Lease Agreement with VRE





City of Manassas Manassas Regional Airport Hangar Waiting List Policy

It is the policy of the Manassas Regional Airport Commission to ensure that an active list is available to individuals looking to rent aircraft storage space and keep the wait times reasonable for those placed on the list. The Manassas Regional Airport owns and maintains 156 hangars, located on the east and west side of the airport.

Purpose

Hangars are intended for use by individuals, partnerships, or corporations that own, or have under exclusive lease, one (1) or more aircraft. Any individual, partnership, or corporation may apply to be on the waiting list. Applicants do not have to be in possession of an aircraft to be on the list. However, the applicant must be in possession of an aircraft within thirty (30) days of signing a lease agreement. A copy of the aircraft registration will be required within 30 days of executing a hangar lease agreement. If the aircraft is being leased, the tenant must provide a signed copy of the lease to the Airport for their review.

Waiting List

1. Individuals, partnerships, or corporations will be required to submit an application in order to be placed on the waiting list. Any airport business can place their name on a waiting list for a commercial hangar.
2. The applicant's position on the Hangar Waitlist is non-transferable to other individuals, partnerships, or corporations. Hangar offers can only be made to, and accepted by the original applicant noted on the application.

NOTE: Any changes in a partnership, company, or LLC by the applicant must be notified to Airport Staff within thirty (30) calendar days of the change. Airport Staff may request supporting documentation in order to make the change.

3. Applicants can place their name on multiple waiting lists for each size and location of hangar. Waiting lists are maintained for East T-Hangars, West T-Hangars, and Corporate Use Box Hangars. Any changes to an applicant's hangar preferences must be notified to Airport staff by completing a new application. The Applicant's position on the waiting list will not change for the hangars they initially requested. If an applicant wishes to be placed on the list for additional hangar sizes, the new preferences will place the Applicant at the bottom of those lists.
4. Only aircraft owned or co-owned, or leased by the applicant will be authorized to occupy the hangar. A hangar can have more than one aircraft or tenant if size permits. Both tenants will be required to sign a dual occupancy lease with the initial applicant. **Subleasing or transferring of a hangar is prohibited.**
5. An applicant may be denied hangar space if the applicant has been or is currently in default of any other lease with the City, or has violated the Airport's Rules and Regulations within the past twelve (12) calendar months.

6. Applicant will be removed from waiting list(s) under the following conditions:

- a. Failure to respond to one (1) offer for hangar space;
- b. Failure to provide current address and phone number;
- c. Failure to have a deposit on file; and/or
- d. At the applicant's request.

NOTE: Applicants currently on the waiting list will be required to submit a new application in order to provide current contact information. The applicant's spot on the waiting list will not change.

7. The Airport will conduct an annual review of the waiting list in order to update contact information and hangar preferences from Applicants. Airport Staff will contact Applicants by email and/or phone .Failure to respond to Airport staff's contact attempts within **five (5) calendar days** will result in a removal from the waiting list, and the deposit refunded to the address on file for the applicant.

Notification of an Available Hangar Space

1. When a hangar becomes available, Airport Staff will execute the following notifications:

- a. The individual will be sent an email with the hangar size, time of availability, and the rental amount.
- b. The individual will be called and should no one answer, be left a voicemail with the hangar size, time of availability, and the rental amount.

2. The individual will have **five (5) calendar days** from the initial notification to respond to the offer. Should the individual respond, the individual will be provided required paperwork and payment information.

- a. Applicants not in possession of an aircraft or who will not be in possession of an aircraft within **thirty (30) calendar days** will be considered as a refusal and will be taken off the list. Any applicant who is removed from the list will need to reapply in order to be placed back on the list.
- b. If the Applicant does not respond or refuses the offer, they will be taken off the list. Any Applicant who is removed from the list will need to reapply in order to be placed back on the list. Their deposit will be refunded using the last address that is on file.
- c. If accepting the hangar, the lease must be signed and all supporting documents must be received no later than **ten (10) calendar days** after the initial notification of a hangar becoming available.
- d. The waiting list deposit will be applied to the lease's security deposit, which is 1 month's rent for the accepted hangar. Any overage after applying the deposit will be applied as a credit towards rent payments for the hangar.

3. After a response or no response from the initial offer, Airport Staff will move to the next person on the waiting list. The notification process will begin again until an eligible individual secures a hangar.

4. Applicants will be offered the first available hangar that meets the preferences indicated in on their application. If an applicant declines an offer for any hangar, they will be moved to the bottom of the list for **all hangars** they were relisted for.

Monthly Rental Rates and Deposits

Each applicant is required to have a deposit on file in order to stay or be placed on the waiting list. Deposits are refundable and will be applied to the security deposit upon executing a hangar lease agreement. Deposits will be placed in a non-interest-bearing account until used or refunded.

Deposits are set at the highest unit rate that the applicant has applied for. Box Hangars require a separate deposit.

If an existing applicant wishes to add a more expensive hangar to their preferences, they will be invoiced for the difference in required deposit. If they wish to add a more expensive hangar, the Applicants place on the list for the new hangar will be based on the date of the requested change.

Examples:

Applicant is on list for a FIRST AVAILABLE (any unit and location) hangar. Deposit will be \$588.00

Applicant is on list for an East Side 42' Unit AND East Side 42' End Unit. Deposit will be \$530.25

Applicant is on the list for a FIRST AVAILABLE unit, AND a FIRST AVAILABLE Box Hangar. Deposit will be \$2163.00(\$588 Hangar Deposit + \$1575 Box Hangar Deposit)

A list of the monthly hangar rates are listed below. Rates are subject to change and take effect at the start of each fiscal year (July 1).

Units	East Side	West Side
Regular Units 42' Door	\$428.40	\$351.75
End Units 42' Door	\$530.25	\$404.25
Regular Units 40' Door	\$378.00	N/A
End Units with Office 40' Door	\$530.25	N/A
Regular Units 45' Door	\$456.75	N/A
Regular Units 48' Door	\$530.25	N/A
End Units 48' Door	\$588.00	N/A
Box Hangar 60' by 50'	\$1,575.00	N/A
Box Hangar 60' by 60'	\$2,100.00	N/A

Monthly rent includes utilities unless the unit is individually metered.

Hangar Descriptions

East Side T- Hangars range in size from 40' doors, to 48' doors. Some unit have horizontal sliding doors, and others have vertical electric bifold doors. All hangars are fully paved, have an overhead light and at least one 110v electric outlet. There is one public bathroom located at the south end of G Row for tenants.

East Side Sliding Door 42' Unit:



East Side Bifold Door 42' Unit:



West Side T- Hangars all have 42' doors. Some units have horizontal, barn-style doors, and others have vertical electric bifold doors. Most units are fully paved, with some units only having a concrete pad in the middle surrounded by gravel. All hangars have an overhead light and at least one 110v electric outlet. West side hangars currently have no bathroom facilities. tenants may use the public bathrooms in the terminal on the East side of the Airport.

West Side Barn-style door 42' Unit:



West Side Bifold door with gravel floor 42' Unit:



If you have any questions on our hangars, please email HEFOps@manassasva.gov

Manassas Regional Airport Hangar Waiting list policy

Jolene Berry



Hangars at KHEF

- 156 City-Rented T-Hangars and Box Hangars
 - 139 T-Hangars
 - 17 Box Hangars
- T-Hangars
 - Sizes: 40'-48' Doors
 - Monthly Rent: \$351.75-\$588
 - Mix of manual and electric doors
 - Overhead Lights and Electricity(Included in rent)
- Box Hangars
 - Sizes: 16 60'x50', 1 60'x60'
 - Monthly Rent: \$1575-\$2100
 - Horizontal sliding doors
 - Individual bathrooms, water, heat(Metered separately)



Manassas Airport Waiting list

- Managed by Airport Operations
- Waiting list application and policy is available at flyHEF.com
- Applicants can:
 - Apply online
 - Select what hangars they would like to be on the waiting list for
 - Pay for the required waiting list deposit online
 - Amount is based on hangars they are on the list for
 - Contact Airport Operations for an update on their place
- Deposit is refundable at any time, held in non-interest bearing account.



Waiting list Updates

- Commercial Hangars identified
- Specify that only the applicant may accept the offer and enter into a lease
 - Changes in partnerships or companies must be notified within 30 days
- Added instructions on how to make changes to hangar preferences
- Annual waiting list review
 - Applicants must respond within 5 calendar days
- Lease must be signed and started within 10 days of accepting a hangar
- If a hangar offer is declined, applicant will be moved to the bottom of the list for ALL hangars.
- Description and photos of different types of hangars



Current Waiting List

- 253 People on the waiting list
 - 227 on the T-Hangar Waiting list
 - 26 on the Box Hangar Waiting list
- Average time of all applicants currently on the waiting list: 2 years
- Longest time on the waiting list without being offered a hangar: 4 years
- Hangar turnover per calendar year:
 - 2023:12
 - 2024:10
 - 2025(As of September 10th):11





Questions?