



WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD
WINCHESTER, VIRGINIA 22602
(540) 662-5786

Monthly Business Meeting AGENDA

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, Thursday, May 10, 2018, at 5:00 p.m.

Gene Fisher, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Closed Session – FOIA § 2.2-3711 (A) (1) Discussion, consideration, of the assignment, appointment, promotion, performance, salaries, or resignation of an employee of the Winchester Regional Airport Authority.
4. Approve Minutes

April 12, 2018, WRAA Business Meeting
5. Comments – Audience
6. Chairman – Opening Remarks
7. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith

April 2018 Financial Report
 - b. Building/Lease – Paul Anderson
 - c. Minimum Standards/Personnel/Security – David Reichert
 - d. Marketing/Development – Bill Pifer
8. Comments – Executive Director
9. Comments – Board Members
10. Adjourn

APRIL 2018 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in regular session in the conference room of the terminal building at 5:00 p.m., April 12, 2018.

Present: Gene Fisher, Paul Anderson, Frank Haun, Bob Bearer, Bill Pifer, Dave Reichert

Absent: J. J. Smith, John Crawford, Archie Fox

OPEN MEETING

Chairman Fisher called the meeting to order at 5:00 pm.

APPROVE MEETING AGENDA

Chairman Fisher requested a motion to amend adding to the agenda under item (3) January 20, 2018 Special Meeting Minutes.

Motion: Approve agenda with amendment – **Paul Anderson**, second by **Bill Pifer**.

Motion passed.

APPROVE MEETINGs MINUTES:

WRAA Business Meetings – January 11, 2018; February 15, 2018; March 8, 2018
WRAA Special Meeting – January 20, 2018

Motion: Approve all four meeting minutes as written – **Bill Pifer**, second by **Bob Bearer**.

Motion passed.

COMMENTS – AUDIENCE

Chairman Fisher stated that there was an individual in the audience that requested to speak to the board.

John Roberts introduced himself and informed board members he had applied for the Executive Director/Airport Manager position through Frederick County Human Resources. He passed out resumes to the members and gave a brief explanation of his accomplishments over his aviation career.

CHAIRMAN – OPENING REMARKS

Chairman Fisher stated that he, Paul Anderson and Renny Manuel had attended the Virginia Airport Operator's Council 2018 Annual Spring Workshop in Staunton, Virginia on the fourth and fifth of April. He added that prior to the opening remarks, Greg Campbell, Executive Director of the Shenandoah Valley Regional Airport took a few minutes to recognize Ms. Manuel for her service of 30 plus years which generated a large round of applause from everyone in the room.

He attributed the recognition to Ms. Manuel's character, expertise and her relationships. During the workshop he said he heard numerous people come up thanking her for her help when they first started. Chairman Fisher stated it was a recognition well deserved to which other board members concurred.

Chairman Fisher informed the board that the Frederick County Board of Supervisors had adopted an increase on the personal property aircraft tax from \$.01 per hundred of the bluebook value to \$.50 per hundred. He expressed his disappointment in the supervisor's decision and was concerned that it could negatively impact revenues. He stated that he didn't understand why they made that decision and the possibility of impacting the recently adopted business, strategic and marketing plans that were presented and approved by both jurisdictions. He asked the board for a consensus to have a sit down work session with the County and City on what they wanted to do regarding the future mission of the airport.

Bill Pifer stated his role on the Authority is at the pleasure of City Council. He stated he owns property in the City and also owns multiple properties in the County which he pays taxes. As an appointee the relationship between the Authority and both jurisdictions is two-way in which they both consult each other on things they have going on and to the best of his knowledge communication did not take place regarding the proposed aircraft tax increase to seek input from the Authority, aircraft owners and business other than through the budget process which the Authority took a stand against. He added that a decision has been made when the airport is going through such an important transition losing the full time leadership they have had for decades. A decision has been made to which consequences the Authority does not know as they move forward with their marketing plans.

Chairman Fisher suggested not only holding work sessions with both jurisdictions but also working with the Virginia Airport Operator's council regarding changing legislation that currently only allows exemptions to aircraft over 20,000 pounds to be assessed a lower rate.

David Reichert told of past experiences when he was a member of the Economic Development Commission working with numerous companies that flew into Winchester Regional Airport that chose this region to locate a new plant or to do business was because of the asset of our airport.

Following further discussion Chairman Fisher asked for consensus to move forward with organizing future work sessions with the City and Council to which all Authority members present concurred.

COMMITTEE REPORTS

(a) Finance Report – Secretary/Treasurer J. J. Smith

The Executive Director presented the financial reports for the month of March 2018. Following discussion the following motion was made:

Motion: Approve March 2018 financial reports as presented – Paul Anderson, second by Dave Reichert.

Motion passed.

(b) Building/Lease Committee – Paul Anderson, Chair – no meeting

(c) Minimum Standards/Personnel Committee – David Reichert, Chair – no meeting

(d) Marketing Committee – Bill Pifer, Chair

Bill Pifer stated he had been working with John Skoglin of CBRE who the broker is handling the former ProJet hangar facility owned currently by Wells Fargo. Mr. Skoglin is actively working with a potential buyer for the facility.

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel informed members that the Frederick County Sheriff's office by request a security audit of the airport facility in accordance with the recommendations developed several years ago by the Virginia Department of Aviation. She explained that after 911 the VDOA came up with a set of security initiatives for general aviation airports because those airports do not fall under TSA security compliance programs. The TSA did develop general security recommendations for general aviation airports however it was not mandatory. The more security initiatives an airport meets using the VDOA recommendations, additional points are awarded towards projects that an airport is requesting for State funding.

Ms. Manuel expressed her appreciation to Frederick County Sheriff Millholland and Sargent Mike Ellinger for donating two additional cars to the airport one of which will be used as an admin car and one will be used as a crew car.

COMMENTS – BOARD MEMBERS

None

ADJOURNMENT

There being no further business motion to adjourn at 5:40 p.m. – Bill Pifer, second Dave Reichert.

Motion passed.

Respectfully submitted,

Serena R. Manuel, Executive Director

WRAA Adopted:

Winchester Regional Airport Authority

General Ledger Balance Sheet Report

As Of: 4/30/2018

All Departments Consolidated

Assets

10171010.0010	County Operating Cash	13,397.36
10171011.0000	Petty Cash	500.00
10171080.0050	Inventory - Jet-A	24,299.66
10171080.0060	Inventory - Avgas	46,020.29
10171082.0000	Inventory - Merchandise	1,058.66
10171083.0000	Inventory - Oil	379.49
10171084.0000	Inventory - Automobile Gas/Airport Use	797.09
10171085.0000	Inventory - Diesel Airport Use	1,261.29
10171090.0020	Pre-Paid Fire Insurance	1,962.16
10171090.0050	Pre-Paid Motor Vehicle Insurance	904.00
10171090.0070	Pre-Paid Public Officials Risk Ins	86.00
10171094.0000	Prepaid Postage	91.98
10171153.0001	Oper Accounts Receivable	24,632.82
10171153.0020	ACH CC Payment	6,719.58
10171153.4901	Oper Revenue Due From Frederick County	(21,649.50)
10171153.4902	Oper Revenue Due From City Of Winchester	3,606.50
10172002.0000	VRS - Deferred Outflow	50,471.00
10851010.0010	County Capital Cash	(374,519.48)
10851100.0000	Construction In Progress	4,316,311.25
10851153.0030	Capital A/R Due From Clarke County	625.00
10851153.0070	Capital A/R Due From State Government	14,488.91
10851200.0010	Fixed Assets	33,825,879.55
10851200.0020	Less Accumulated Depreciation	(12,451,065.84)
Total Assets:		25,486,257.77

Liabilities

20172020.0000	Accounts Payable - Operating Fund	32,325.11
20172020.0010	Accts Payable Credit Card Charges	15,312.08
20172021.0010	Wachovia Loan - VRA	293,491.40
20172094.6100	Accrued Leave - PTO & IDA	79,984.06
20172094.6200	Accrued Leave - Fringes	6,118.79
20172201.0000	VRS - Deferred Inflow	27,157.00
20172202.0000	VRS - Pension Liability	181,119.00
20172804.0000	Virginia State Sales Tax	12.65
20852020.0000	Accounts Payable - Capital Fund	1,786.09
30000000.0000	Current Earnings	(251,251.24)
30000001.0000	Retained Earnings	25,100,202.83
Total Liabilities And Equity:		25,486,257.77

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2017 Through: 4/30/2018
Selected Departments Consolidated

Income

	4/30/2018 MTD	Year-To-Date
40172404 State Operating Reimbursement	(24.00)	4,866.34
40174500 Sale - Fuel	67,878.12	660,415.13
40174502 Sale - Merchandise	229.20	465.87
40174503 Sale - Oil	9.35	862.70
40174600 Rental Income	33,878.00	327,303.50
40174601 Income - Land Leases	1,804.00	38,997.00
40174617 Special Fees	0.00	10,439.55
40174618 Facility & Line Service Fees	3,020.00	34,990.00
40174899 Miscellaneous Revenue	42.65	776.11
40174900 Operating Appropriations	14,428.75	144,297.50
Total Income:	121,266.07	1,223,413.70

Expense

	4/30/2018 MTD	Year-To-Date
54140000 Cost - Fuel	37,893.99	355,472.67
54140002 Cost - Merchandise	185.25	385.44
54140003 Cost - Oil	7.18	657.11
54140004 Cost - Catering	16.64	16.64
61000000 Accrued Salaries	1,023.85	3,181.54
61001000 Salaries	42,224.62	422,246.20
61005001 Overtime Pay	1,298.43	11,530.30
61005002 Holiday Worked Pay	403.04	6,043.98
62000000 Accrued Leave - Fringe Benefit Expense	78.32	243.39
62001000 FICA	3,240.04	32,446.68
62002000 VSRS	3,884.66	38,846.60
62005000 Hospital/Medical Plans	9,213.48	92,134.80
62006000 Group Life Insurance	553.18	5,531.80
62008000 Short/Long Disab - 041 FLT - Carlson	34.56	345.60
62011000 Worker's Compensation	1,244.12	12,451.86
63002000 Professional Svcs - Other	769.50	16,082.77
63004001 Outside Repairs & Maint Vehicle/Equip	0.00	13,571.10
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	261.95
63005000 Maintenance Contracts	956.92	6,462.92
63005001 State Funded Maintenance Contracts	1,100.00	3,300.00
63007000 Advertising	0.00	35.00
63010000 Contractual Services	1,936.71	19,802.10
65101000 Electrical Services	4,885.50	52,887.13
65102000 Heating Service	808.02	8,418.84
65103000 Water & Sewer Services	260.75	2,643.86
65204001 Postage Meter Expense	6.97	350.35
65204002 Telephones/Internet/TV Cable Expense	627.35	6,247.73
65302000 Fire/Property Insurance	981.08	9,810.84
65305000 Motor Vehicle Insurance	452.00	4,520.00
65307000 Public Officials Liability Ins	43.00	430.00
65308000 General Liability Insurance	1,541.67	15,416.67
65401000 Office Supplies & Computers	326.31	2,377.68
65405000 Janitorial Supplies	129.37	1,051.36
65407000 Repair/Maint Parts & Supplies	179.43	10,372.21
65407001 State Reimb - Repairs/Maint/Supplies	0.00	3,470.42
65408000 Vehicle/Equip - Parts/Supplies	166.45	6,873.86

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Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2017 Through: 4/30/2018
Selected Departments Consolidated

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	<u>4/30/2018 MTD</u>	<u>Year-To-Date</u>
65408001 Airport Vehicle Fuel	790.88	8,371.37
65410000 Employee Uniforms	0.00	2,045.95
65413000 Operational Expense	100.64	763.68
65413001 Line Service Equipment	219.00	1,338.00
65413002 Security Materials & Supplies	0.00	771.99
65506000 Travel Expenses	531.03	1,880.60
65715000 Promotional Fund Expenses	426.00	426.00
65801000 Dues & Membership	125.00	1,027.95
65804000 Va Sales Tax Paid	0.00	57.25
65806000 Snow Removal Contingency Fund	0.00	5,215.84
75810000 Unemployment Claim	(40.32)	(94.08)
79001000 Lease/Rent Of Equipment	2,349.41	24,936.10
79101000 Loan - VRA Bond	693.53	7,323.54
Total Expense:	121,667.56	1,219,985.59
Net Income:	(401.49)	3,428.11

Notes: Report Period: 7/01/2017 - 4/30/2018
Selected Departments Consolidated:
WINCHESTER AVIATION

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2017 Through: 4/30/2018
Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year		Last Year	This Year	vs Last Year	
Income								
40172404 State Operating Reimbursen	1,270.82	(24.00)	(1,294.82)	--.-%	10,765.82	4,866.34	(5,899.48)	-54.8%
40174500 Sale - Fuel	55,067.68	67,878.12	12,810.44	23.3%	608,832.26	660,415.13	51,582.87	8.5%
40174502 Sale - Merchandise	10.92	229.20	218.28	1998.9%	231.41	465.87	234.46	101.3%
40174503 Sale - Oil	6.48	9.35	2.87	44.3%	550.81	862.70	311.89	56.6%
40174600 Rental Income	31,424.00	33,878.00	2,454.00	7.8%	356,729.59	327,303.50	(29,426.09)	-8.2%
40174601 Income - Land Leases	1,735.00	1,804.00	69.00	4.0%	37,771.00	38,997.00	1,226.00	3.2%
40174617 Special Fees	2,118.96	0.00	(2,118.96)	-100.0%	11,461.71	10,439.55	(1,022.16)	-8.9%
40174618 Facility & Line Service Fees	640.00	3,020.00	2,380.00	371.9%	17,192.77	34,990.00	17,797.23	103.5%
40174899 Miscellaneous Revenue	15,495.92	42.65	(15,453.27)	-99.7%	17,129.03	776.11	(16,352.92)	-95.5%
40174900 Operating Appropriations	13,285.42	14,428.75	1,143.33	8.6%	132,854.20	144,297.50	11,443.30	8.6%
Total Income:	121,055.20	121,266.07	210.87	0.2%	1,193,518.60	1,223,413.70	29,895.10	2.5%
Expense								
54140000 Cost - Fuel	29,746.15	37,893.99	8,147.84	27.4%	328,914.01	355,472.67	26,558.66	8.1%
54140002 Cost - Merchandise	8.42	185.25	176.83	2100.1%	240.73	385.44	144.71	60.1%
54140003 Cost - Oil	4.79	7.18	2.39	49.9%	423.34	657.11	233.77	55.2%
54140004 Cost - Catering	0.00	16.64	16.64	--.-%	0.00	16.64	16.64	--.-%
61000000 Accrued Salaries	1,365.04	1,023.85	(341.19)	-25.0%	7,258.35	3,181.54	(4,076.81)	-56.2%
61001000 Salaries	41,188.10	42,224.62	1,036.52	2.5%	404,982.60	422,246.20	17,263.60	4.3%
61005001 Overtime Pay	1,569.45	1,298.43	(271.02)	-17.3%	12,996.01	11,530.30	(1,465.71)	-11.3%
61005002 Holiday Worked Pay	372.80	403.04	30.24	8.1%	5,273.42	6,043.98	770.56	14.6%
62000000 Accrued Leave - Fringe Ben	104.43	78.32	(26.11)	-25.0%	555.26	243.39	(311.87)	-56.2%
62001000 FICA	3,187.63	3,240.04	52.41	1.6%	31,290.57	32,446.68	1,156.11	3.7%
62002000 VSRS	3,789.32	3,884.66	95.34	2.5%	35,706.80	38,846.60	3,139.80	8.8%
62005000 Hospital/Medical Plans	7,923.86	9,213.48	1,289.62	16.3%	74,100.39	92,134.80	18,034.41	24.3%
62006000 Group Life Insurance	539.56	553.18	13.62	2.5%	5,084.30	5,531.80	447.50	8.8%
62008000 Short/Long Disab - 041 FLT	33.76	34.56	0.80	2.4%	282.76	345.60	62.84	22.2%
62011000 Worker's Compensation	1,333.55	1,244.12	(89.43)	-6.7%	13,104.55	12,451.86	(652.69)	-5.0%
63002000 Professional Svcs - Other	11,075.00	769.50	(10,305.50)	-93.1%	26,500.40	16,082.77	(10,417.63)	-39.3%
63004001 Outside Repairs & Maint Ver	0.00	0.00	0.00	--.-%	5,736.67	13,571.10	7,834.43	136.6%
63004003 Repair - Blgs & Grounds Out	325.55	0.00	(325.55)	-100.0%	937.10	261.95	(675.15)	-72.0%
63005000 Maintenance Contracts	227.40	956.92	729.52	320.8%	6,300.40	6,462.92	162.52	2.6%
63005001 State Funded Maintenance C	0.00	0.00	0.00	--.-%	2,100.00	2,200.00	100.00	4.8%
63007000 Advertising	0.00	0.00	0.00	--.-%	611.20	35.00	(576.20)	-94.3%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2017 Through: 4/30/2018
Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year		Last Year	This Year	vs Last Year	
63010000 Contractual Services	1,931.81	1,936.71	4.90	0.3%	21,364.35	19,802.10	(1,562.25)	-7.3%
65101000 Electrical Services	3,968.46	0.00	(3,968.46)	-100.0%	48,846.67	48,001.63	(845.04)	-1.7%
65102000 Heating Service	329.00	808.02	479.02	145.6%	5,413.22	8,418.84	3,005.62	55.5%
65103000 Water & Sewer Services	225.85	260.75	34.90	15.5%	2,147.52	2,643.86	496.34	23.1%
65204001 Postage Meter Expense	8.63	6.97	(1.66)	-19.2%	206.04	350.35	144.31	70.0%
65204002 Telephones/Internet/TV Cabl	622.18	627.35	5.17	0.8%	6,181.64	6,247.73	66.09	1.1%
65302000 Fire/Property Insurance	981.08	981.08	0.00	0.0%	9,810.84	9,810.84	0.00	0.0%
65305000 Motor Vehicle Insurance	508.50	452.00	(56.50)	-11.1%	5,085.00	4,520.00	(565.00)	-11.1%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	430.00	430.00	0.00	0.0%
65308000 General Liability Insurance	1,541.67	1,541.67	0.00	0.0%	15,416.67	15,416.67	0.00	0.0%
65401000 Office Supplies & Computers	1,284.80	326.31	(958.49)	-74.6%	3,183.11	2,377.68	(805.43)	-25.3%
65405000 Janitorial Supplies	168.03	129.37	(38.66)	-23.0%	931.54	1,051.36	119.82	12.9%
65407000 Repair/Maint Parts & Supplie	13.50	179.43	165.93	1229.1%	4,524.17	10,372.21	5,848.04	129.3%
65407001 State Reimb - Repairs/Maint	1,588.52	0.00	(1,588.52)	-100.0%	1,588.52	3,470.42	1,881.90	118.5%
65408000 Vehicle/Equip - Parts/Supplie	19.38	166.45	147.07	758.9%	7,241.98	6,873.86	(368.12)	-5.1%
65408001 Airport Vehicle Fuel	658.56	790.88	132.32	20.1%	6,266.33	8,371.37	2,105.04	33.6%
65410000 Employee Uniforms	0.00	0.00	0.00	--.-%	785.55	2,045.95	1,260.40	160.4%
65413000 Operational Expense	87.18	100.64	13.46	15.4%	4,660.05	763.68	(3,896.37)	-83.6%
65413001 Line Service Equipment	0.00	219.00	219.00	--.-%	914.01	1,338.00	423.99	46.4%
65413002 Security Materials & Supplies	0.00	0.00	0.00	--.-%	176.81	771.99	595.18	336.6%
65506000 Travel Expenses	286.02	531.03	245.01	85.7%	3,458.45	1,880.60	(1,577.85)	-45.6%
65715000 Promotional Fund Expenses	40.00	426.00	386.00	965.0%	14,821.50	426.00	(14,395.50)	-97.1%
65801000 Dues & Membership	0.00	125.00	125.00	--.-%	1,223.15	1,027.95	(195.20)	-16.0%
65804000 Va Sales Tax Paid	0.00	0.00	0.00	--.-%	40.05	57.25	17.20	42.9%
65806000 Snow Removal Contingency	0.00	0.00	0.00	--.-%	4,097.62	5,215.84	1,118.22	27.3%
75810000 Unemployment Claim	406.40	(40.32)	(446.72)	--.-%	406.40	(94.08)	(500.48)	--.-%
79001000 Lease/Rent Of Equipment	2,349.41	2,349.41	0.00	0.0%	25,169.21	24,936.10	(233.11)	-0.9%
79101000 Loan - VRA Bond	1,107.70	693.53	(414.17)	-37.4%	14,570.40	7,323.54	(7,246.86)	-49.7%
Total Expense:	120,964.49	115,682.06	(5,282.43)	-4.4%	1,171,359.66	1,214,000.09	42,640.43	3.6%
Net Income:	90.71	5,584.01	5,493.30	6055.9%	22,158.94	9,413.61	(12,745.33)	-57.5%

Run: 5/07/2018
11:26AM

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2017 Through: 4/30/2018
Selected Departments Consolidated

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Current Month Totals		Gain (Loss)	Year-To-Date Totals		Gain (Loss)
Last Year	This Year	vs Last Year	Last Year	This Year	vs Last Year

Notes: Report Period: 7/01/2017 - 4/30/2018
Selected Departments Consolidated:
WINCHESTER AVIATION

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	009000	VIRGINIA DEPT OF TAXATION	3RDQIR-FY18A	4/09/2018		4017-081090-5804-000-000-	.00	6.50	11027	TAXES-FED, EXCISE & STATE	21619
						CHECK TOTAL		6.50			
						CLASS TOTAL		6.50			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	003596	EASTERN AVIATION FUELS	R2929598	4/16/2018		4017-081090-9001-000-000-	.00	2,100.00	11040	LEASE/RENT OF EQUIPMENT	21621
						CHECK TOTAL		2,100.00			
00000	004447	J & J JANITORIAL &	171331	4/16/2018		4017-081090-3010-000-000-	.00	1,863.33	11041	OTHER CONTRACTUAL SERVICES	21621
						CHECK TOTAL		1,863.33			
						CLASS TOTAL		3,963.33			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-3010-000-000-	.00	238.38	11085	OTHER CONTRACTUAL SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5101-000-000-	.00	5,846.03	11085	ELECTRICAL SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5102-000-000-	.00	528.47	11085	HEATING SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5102-000-000-	.00	614.69	11085	HEATING SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5102-000-000-	.00	222.54	11085	HEATING SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5102-000-000-	.00	176.03	11085	HEATING SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5103-000-000-	.00	74.15	11085	WATER & SEWAGE SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5103-000-000-	.00	40.42	11085	WATER & SEWAGE SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5103-000-000-	.00	100.50	11085	WATER & SEWAGE SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5103-000-000-	.00	45.68	11085	WATER & SEWAGE SERVICES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5204-000-001-	.00	53.41	11085	POSTAGE	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5204-000-002-	.00	527.70	11085	TELEPHONE	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5204-000-002-	.00	60.93	11085	TELEPHONE	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5204-000-002-	.00	36.84	11085	TELEPHONE	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5401-000-000-	.00	105.67	11085	OFFICE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5401-000-000-	.00	52.96	11085	OFFICE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5401-000-000-	.00	49.78	11085	OFFICE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5401-000-000-	.00	101.21	11085	OFFICE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5405-000-000-	.00	102.15	11085	JANITORIAL SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	9.98	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	23.67	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	178.25	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	119.60	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	4.94	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-000-	.00	26.14	11085	REPAIR AND MAINTENANCE SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-001-	.00	1,051.02	11085	STATE - PARTS AND SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-001-	.00	345.00	11085	STATE - PARTS AND SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5407-000-001-	.00	30.00	11085	STATE - PARTS AND SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5413-000-000-	.00	129.00	11085	OTHER OPERATING SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5413-000-001-	.00	219.00	11085	LINE SERVICE EQUIPMENT	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5413-000-002-	.00	35.55	11085	SECURITY MATERIALS & SUPPLIES	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5414-000-000-	.00	13.98	11085	MERCHANDISE FOR RESALE	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5506-000-000-	.00	80.00	11085	TRAVEL	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5506-000-000-	.00	40.00	11085	TRAVEL	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-5806-000-000-	.00	22.76	11085	SNOW REMOVAL OPERATIONS	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-9001-000-000-	.00	165.41	11085	LEASE/RENT OF EQUIPMENT	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-9001-000-000-	.00	84.00	11085	LEASE/RENT OF EQUIPMENT	21626
00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4017-081090-9001-000-000-	.00	114.00	11085	LEASE/RENT OF EQUIPMENT	21626
CHECK TOTAL								11,609.84			
CLASS TOTAL								11,609.84			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	003596	EASTERN AVIATION FUELS	2935148	4/30/2018		4017-081090-5414-000-000-	.00	19,679.89	11106	MERCHANDISE FOR RESALE	21627
						CHECK TOTAL		19,679.89			
00000	004484	BRVAN MICHAEL L	7709-AIRPORT	4/30/2018		4017-081090-3002-000-000-	.00	2,166.00	11110	PROFESSIONAL SERVICES	21627
						CHECK TOTAL		2,166.00			
00000	000016	EB&T INSURANCE SERVICES	4061698	4/30/2018		4017-081090-5308-000-000-	.00	4,625.00	698896	GENERAL LIABILITY INSURANCE	21627
						CHECK TOTAL		4,625.00			
00000	000888	VIRGINIA EMPLOYMENT	33118 QIR	4/30/2018		4017-081090-5810-000-000-	.00	40.32	698899	PAYMENT OF UNEMPLOYMENT CLAIMS	21629
						CHECK TOTAL		40.32CR			
						CLASS TOTAL		26,430.57			

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	007822	BANK OF AMERICA N A	03/31/2018	4/24/2018		4085-081030-3002-000-000-	.00	6,509.25	11085	PROFESSIONAL SERVICES-OTHER	21626
						CHECK TOTAL		6,509.25			
						CLASS TOTAL		6,509.25			

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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22165	003802	DELTA AIRPORT CONSULTANTS	6-17026	4/30/2018		4085-081030-8801-000-204-	.00	1,438.15	11107	RUNWAY 14 OBSTRUCTION REMOVAL-PH 1	21627
						CHECK TOTAL		1,438.15			
						CLASS TOTAL		1,438.15			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD																	Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Over/ (Short)
July	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	22,444	16,418	(6,026)
August	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	15,699	14,004	(1,695)
September	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	15,028	15,144	116
October	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	20,578	18,087	(2,492)
November	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	14,097	14,811	715
December	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	8,887	12,882	3,995
January	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	8,787	12,195	3,409
February	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535	(2,198)
March	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095	2,615
April	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175	2,199
May	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	14,980		
June	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	19,781		
Total	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,106	176,468	142,346	638

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																						
Fiscal Year	FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		Increase/(Decrease)		AVGAS	
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	TRUCK	SARA
July	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	10,055	5,376	11,415	5,664	16,445	5,999	11,582	4,836	(4,863)	(1,163)	2,629	2,207
August	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	9,768	5,784	11,580	6,687	9,409	6,290	8,899	5,105	(510)	(1,185)	2,763	2,342
September	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	14,310	6,370	8,504	6,981	8,887	6,141	10,140	5,004	1,253	(1,137)	2,624	2,380
October	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	16,647	4,888	13,265	5,807	13,788	6,790	13,242	4,845	(546)	(1,946)	2,822	2,022
November	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	8,970	3,504	8,532	3,861	9,389	4,708	10,929	3,882	1,540	(826)	2,195	1,687
December	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	6,174	3,198	10,515	3,631	5,854	3,033	9,143	3,739	3,289	706	2,292	1,447
January	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	5,436	1,915	5,191	2,185	6,334	2,453	9,686	2,509	3,352	57	1,062	1,447
February	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	5,543	2,044	5,604	2,273	9,983	3,750	9,232	2,303	(751)	(1,447)	1,254	1,049
March	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	4,555	2,367	6,604	2,780	7,050	3,431	9,071	4,024	2,021	594	2,022	2,002
April	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393	8,757	5,153	8,498	5,194	7,476	4,259	8,157	3,819	10,462	3,713	2,305	(106)	2,111	1,602
May	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055	8,749	4,920	6,813	6,264	9,216	3,727	11,397	3,583						
June	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969	11,976	6,151	7,088	4,654	15,519	5,832	14,852	4,929						
Total	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	124,682	55,706	103,857	51,557	113,421	53,685	121,545	54,923	102,386	39,960	7,090	(6,452)	21,775	18,185