

WINCHESTER REGIONAL AIRPORT

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

Proposed Agenda Regular Business Meeting

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, Thursday, July 18, 2013 at 5:00 p.m.

Richard Largent, Chairman, Presiding

- Open Meeting
- 2. Approve Meeting Agenda
- Nominations and Election of Officers FY 2014
 - a. Nominations and Election of Chairman
 - b. Nominations and Election of Vice-Chairman
 - c. Nominations and Election of Secretary/Treasurer
- 4. Approve Minutes June 20, 2013 Regular Business Meeting
- 5. Comments Audience
- 6. Chairman Opening Remarks
- 7. Committee Reports
 - a. Financial Report Secretary/Treasurer

June 2013 Financial Report - Pre-Audit

- b. Building/Lease
- c. Minimum Standards/Personnel/Security
- d. Marketing/Development Bill Pifer
- 8. Closed Session Virginia Freedom of Information Act § 2.2-3711(A)(7): Consultation with legal counsel and briefings by staff members or consultants
- 9. Comments Executive Director
- 10. Comments Board Members
- 11. Adjourn

June 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., June 20, 2013.

Present: Richard Largent, John Crawford, Irvin Shendow, Paul Anderson, Frank Haun, David

Reichert, Bill Pifer

Absent: Gene Fisher, Dan Murray

CALL TO ORDER

Chairman Largent called the meeting to order at 5:00 p.m.

APPROVE AMENDED MEETING AGENDA

Motion: Approve amended agenda as presented – David Reichert, second Paul Anderson. Motion passed.

APPROVE MEETING MINUTES - May 16, 2013 WRAA Regular Business Meeting

Comment to change the heading of the minutes from April Meeting Minutes to **May** Meeting Minutes Motion: To approve the minutes from the May 16, 2013 meeting as written with the noted correction made by Irvin Shendow, second by Paul Anderson. Motion passed.

COMMENTS – AUDIENCE

None

CHAIRMAN - OPENING REMARKS

Chairman Largent informed the board that on June 8th he and several other volunteer Young Eagle pilots had flown 117 kids from the Frederick County DARE program. He extended a thank you to airport staff for their assistance that day and a special thank you to the customer service rep Bonnie Jones who did an excellent job taking care of the radio, fuel orders and other operations noting that it was her first experience working the counter during a Young Eagle event.

Mr. Largent informed the board that Irving Shendow's term serving a representative for the City of Winchester on the WRAA would be expiring on June 30, 2013 and that Mr. Shendow would not seek an additional four year term. He thanked Mr. Shendow for the excellent job he had done serving as Secretary/Treasurer over the past four years and appreciated the thorough job he did with the financial reports. Mr. Largent read a letter from the City of Winchester that Gerald F. Smith, Jr. (J. J.) had been appointed to the WRAA to serve a four year term beginning July 1, 2013.

COMMITTEE REPORTS

(a) Finance Reports - Secretary/Treasurer Irvin Shendow

Treasurer Shendow presented the monthly finance reports for the month of May 2013. He noted that the gross profit on fuel was down compared to prior year figures even though the number of gallons sold was higher. He felt it was due to the increased discount programs.

Motion: To approve the monthly finance report for May 2013 as presented - made by Irvin Shendow, second by Paul Anderson. Motion passed.

(b) Building/Lease Committee - Paul Anderson, Chair

Motion: Enter into closed session in accordance with the Freedom of Information Act, Article §2.2-3711(A)(5): Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community – made by Paul Anderson, second by Frank Haun. Motion passed.

Motion: To come out of Closed Session by Paul Anderson, second by David Reichert. Motion passed.

A roll call vote to certify that only business pertaining to the section under which the Closed Session was held was recorded with all ayes.

A copy of the Certification of Closed Meeting is attached as a permanent part of these minutes.

Paul Anderson announced that the WRAA had received an application for an Airport business license submitted by Robert Kline d/b/a On Wing LLC to operate a business inspecting and certifying transponder systems. Mr. Kline would be leasing office space in the FBO building in accordance with the airport's Minimum Standards Rules and Regulations.

Motion: Approve application for business license submitted by Robert Kline d/b/a On Wing LLC to operate a business (FBO) at the Winchester Regional Airport as a FAA certified repair station with authorization inspect Aircraft and Transponder Systems – made by Paul Anderson, second by John Crawford.

Mr. Largent stated a letter had been received from Richard Walters, owner of the former Goodman hangar stating he wanted to exercise the option to renew his land lease for the final ten year term in accordance with the lease agreement. In his letter Mr. Walters requested a meeting with the WRAA to negotiate a new lease agreement that would include the hangar reverting to the ownership of the board at the end of the new lease agreement. All other land lease agreements state the ownership of any improvements would revert to the WRAA at the end of the lease agreement. The current lease agreement on the Walters' hangar states that the Lessee shall have the right to remove the building provided that the Lessor has not purchased or agreed to purchase the said property.

In accordance with the terms of the lease agreement paragraph one (1) on page 2 (A) – the rental for options periods shall be negotiated by the Lessor and the Lessee. Mr. Walters' letter did not indicate what monetary terms/length he would be seeking. It was the consensus of the board to send Mr. Walters a letter asking for him to submit in writing what terms he was seeking prior to the first of October 2013 in order to allow ample time for the board to review the request.

The board discussed a prior request from Dr. Robb, President of AvEd Flight School regarding additional signage for the flight school. Mr. Anderson and Mr. Largent stated they had met with Ms. Manuel and came up with the idea to place a large directional sign in the lobby of the terminal building. The sign would contain all of the businesses on the field along with a map showing their location and directions. Regarding the request to install outside directional type signs, Mr. Largent suggested that Dr. Robb check with the County of Frederick regarding signage codes and permits to ensure compliance and once that was completed present a proof to the WRAA for approval. In addition all costs associated with outside signage would be the responsibility of AvEd. The sign in the terminal building would be designed and paid for by the WRAA. The request to place a sign on the FBO building (615 Airport Road) where AvEd and other approved businesses are located was denied. There are six current tenants in the building and adhering signage to building would have to be allowed by all tenants in the same building. In front of the facility is a large sign installed and maintained by the WRAA that has the name of each business located there. Also inside the front door is a directory with the businesses names and suite numbers.

(c) Minimum Standards/Personnel Committee - David Reichert, Chair

(d) Marketing Committee - Bill Pifer, Chair

Mr. Pifer stated the committee had not met however he had emailed a draft of the newsletter to the WRAA for review and/or comments. He inquired as to whether the marketing committee could appoint a sub-committee to work on the newsletter composition as volunteers with the WRAA approving each newsletter prior to be circulated. Ms. Manuel stated she would contact legal counsel for direction.

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel briefed the board that an Invitation to Bid had been advertised for construction of the Maintenance Equipment Storage building and the bid opening was scheduled for 2:00 p.m. on July 9, 2013. She invited members interested to attend.

COMMENTS - BOARD MEMBERS

Chairman Largent reminded members that nominations and election of officers would be held at the July WRAA business meeting. He stated he was going to run as a candidate for the office of Chairman and Paul Anderson stated he would run as candidate for the office of Vice-Chairman. Mr. Shendow recommended consideration by the board at the July meeting of nominating Mr. Smith for the office of Secretary/Treasurer due to his career in accounting and business.

Each board member present thanked Mr. Shendow for his dedication, hard work and for the excellent job he had done in reviewing and presenting the finance reports.

Mr. Shendow stated he had thoroughly enjoyed serving on the board however due to personal reasons he decided not to agree to a second four year term. Mr. Shendow said while on the board he discovered that the airport was definitely not overstaffed and extended his thanks to the staff for all of their hard work in operating and maintaining the entire facility.

ADJOURNMENT

There being no further business motion to adjourn at 6:30 p.m. by Paul Anderson, second by Bill Pifer passed.

Respectfully submitted,

Serena R. Manuel Executive Director

Meeting Date: June 20, 2013 Resolution Number: WRAA-2013-06-20

Motion: Paul Anderson, Jr.

Seconded: Frank Haun

CERTIFICATION OF CLOSED MEETING

Whereas, the Winchester Regional Airport Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

Whereas, Section 2.2-3711 of the Code of Virginia requires a certification of the Winchester Regional Airport Authority that such Closed Meeting was conducted in conformity with Virginia Law;

Now Therefore, Be It Resolved that the Winchester Regional Airport Authority hereby certifies that, to the best of each member's knowledge, (i) only business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Winchester Regional Airport Authority.

VOTE:

Ayes = Anderson, Crawford, Haun, Largent, Pifer, Reichert, Shendow

Nays = None

Absent = Fisher, Murray

(For each nay vote, the substance of the departure from the requirements of the Act should be described.

Absent from vote: Fisher, Murray

Absent from meeting: Fisher, Murray

Richard Largent, Chairman

Run: 7/12/2013 10:15AM

Winchester Regional Airport Authority General Ledger Balance Sheet Report

As Of: 6/30/2013

All Departments Consolidated

<u>Assets</u>

10171010.001	County Operating Cash	(245,437.75)
10171010.005	Cash Reserve Fund	422,157.70
10171011.000	Petty Cash	500.00
10171080.005	Inventory - Jet-A	85,725.22
10171080.006	Inventory - Avgas	41,973.80
10171082.000	Inventory - Merchandise	1,420.11
10171083.000	Inventory - Oil	493.11
10171084.000	Inventory - Automobile Gas/Airport Use	1,832.44
10171085.000	Inventory - Diesel Airport Use	1,858.57
10171090.002	Pre-Paid Fire Insurance	933.48
10171090.005	Pre-Paid Motor Vehicle Insurance	618.62
10171090.008	Pre-Paid General Libility Insurance	1,495.42
10171094.000	Prepaid Postage	640.21
10171153.001	Oper Accounts Receivable	52,665.32
10851010.001	County Capital Cash	(548,489.00)
10851100.000	Construction In Progress	7,348,757.45
10851153.007	Capital A/R Due From State Government	1,228.81
10851200.001	Fixed Assets	24,459,560.47
10851200.002	Less Accumulated Depreciation	(9,331,521.32)
10851400.000	Fixed Asset Bond Cost Hangars	110,600.00
10851400.001	Accum Amortization - Master Plan	(99,540.00)
	Total Assets:	22,307,472.66

Liabilities

3000001.000 Retained Earnings	21,974,479.98
3000000.000 Current Earnings	(567,927.52)
20852020.000 Accounts Payable - Capital Fund	9,860.57
20172094.000 Accrued Leave	69,862.83
20172021.001 Wachovia Loan - VRA	773,387.64
20172020.001 Accts Payable Credit Card Charges	17,703.73
20172020.000 Accounts Payable - Operating Fund	30,105.43

Total Liabilities And Equity: 22,307,472.66

Notes:

All Departments Consolidated.

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Run: 7/12/2013 10:15AM

Winchester Regional Airport Authority General Ledger Standard Income Report For The Period: 7/01/2012 Through: 6/30/2013

Selected Departments Consolidated

Income

	6/30/2013 MTD	Year-To-Date
40172404 State Operating Reimbursement	7,555.20	20,892.31
40174500 Sale - Fuel	106,968.28	1,204,261.36
40174502 Sale - Merchandise	63.91	538.42
40174503 Sale - Oil	62.08	635.35
40174505 Sale - Deicing Chemical	0.00	2,275.00
40174600 Rental Income	32,382.00	380,842.50
40174601 Income - Land Leases	1,482.00	48,041.00
40174617 Special & Misc Fees	2,385.28	23,064.75
40174618 Facility & Service Fees	1,045.00	12,205.00
40174899 Miscellaneous Revenue	574.91	7,116.99
40174900 Operating Appropriations	2,273.92	27,287.04
Total Income:	154,792.58	1,727,159.72

Expense

<u>e</u>	6/30/2013 MTD	Year-To-Date
54140000 Cost - Fuel	76,175.30	853,995.85
54140002 Cost - Merchandise	109.31	1,339.05
54140003 Cost - Oil	45.91	469.21
54140004 Cost - Catering	0.00	431.83
54140005 Cost - Deicing Chemicals	0.00	2,691.00
61000000 Accrued Salaries	(407.87)	14,999.96
61001000 Salaries	33,832.62	391,704.08
61005000 Overtime/Holiday/Comp Pay	1,275.28	17,961.87
62000000 Accrued Leave - Fringe Benefit Expense	(31.20)	1,147.50
62001000 FICA	2,518.74	31,081.11
62002000 VSRS	3,853.52	44,090.54
62005000 Hospital/Medical Plans	6,806.40	66,455.16
62006000 Group Life Insurance	402.62	4,606.64
62011000 Worker's Compensation	1,140.79	13,218.63
63002000 Professional Svcs - Other	272.00	16,106.50
63004001 Outside Repairs & Maint Vehicle/Equip	7,844.00	16,001.51
63004002 State Reimbursable Outside Repairs	0.00	2,898.42
63004003 Repair - Blgs & Grounds Outside Repairs	2,800.54	3,004.04
63005000 Maintenance Contracts	1,070.00	8,181.82
63010000 Contractual Services	2,261.13	29,091.12
65101000 Electrical Services	0.00	50,855.12
65102000 Heating Service	88.05	6,801.62
65103000 Water & Sewer Services	110.65	2,505.65
65204001 Postage Meter Expense	19.74	467.14
65204002 Telephones Expense	418.84	4,974.89
65302000 Fire/Property Insurance	933.48	13,159.19
65305000 Motor Vehicle Insurance	618.62	8,177.05
65307000 Public Officials Liability Ins	43.00	516.00
65308000 General Liability Insurance	1,495.42	18,023.75
65401000 Office Supplies	489.87	3,437.50
65405000 Janitorial Supplies	0.00	1,435.24
65407000 Repair/Maint Supplies	1,317.14	8,868.89
65407001 State Reimb - Repairs/Maint/Supplies	0.00	4,200.78
65408000 Vehicle/Equip - Parts/Supplies	1,497.76	12,397.53
65408001 Airport Vehicle Fuel	1,823.07	14,879.66

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Run: 7/12/2013 10:15AM

Winchester Regional Airport Authority

General Ledger Standard Income Report

For The Period: 7/01/2012 Through: 6/30/2013 Selected Departments Consolidated

	6/30/2013 MTD	Year-To-Date
65410000 Employee Uniforms	0.00	1,033.25
65413000 Operational Expense	380.41	4,399.29
65413001 Line Service Equipment	0.00	1,797.53
65413002 Security Materials & Supplies	0.00	3,864.46
65506000 Travel Expenses	0.00	1,845.47
65715000 Promotional Fund Expenses	0.00	11,924.26
65801000 Dues & Membership	0.00	983.50
65804000 Va Sales Tax Paid	11.05	57.80
65806000 Snow Removal Contingency Fund	0.00	13,210.73
65807001 Merit Reserve	0.00	11,771.56
68001000 Capital - Machinery/Equipment	0.00	5,600.00
69001000 Lease/Rent Of Equipment	4,723.23	54,344.16
69101000 Loan - VRA Bond	10,533.31	126,399.82
Total Expense:	164,472.73	1,907,407.68
Net Income:	(9,680.15)	(180,247.96)

Notes: Report Period: 7/01/2012 - 6/30/2013 Year-End Totals include Year-End Adjustments.

Selected Departments Consolidated:

Operational Fund

63004001 Outside Repairs - Replace HVAC Terminal - \$7844.00
63004003 Outside Repairs Building - Sewer Pump Corp Hgr - \$2800.54
65407000 Repair/Maint Supplies - New Sump Pump Wash Rack
Annual T-Hgr & Ramp Light Change
65408000 Vehicle/Equip Supplies - Annual Oil & Filters replacement
for ALL vehicles & Equipment

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7/12/2013 10:16AM Run:

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2012 Through: 6/30/2013

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Selected Departments Consolidated

	Current Moni Last Year	onth Totals This Year	Gain vs La	Gain (Loss) vs Last Year	Year-To- Last Year	Year-To-Date Totals t Year This Year	Gain (vs Las	Gain (Loss) vs Last Year
Income								
40172404 State Operating Reimbursen	1,331.00	7,555.20	6,224.20	467.6%	4,880.82	20,892.31	16,011.49	328.0%
40174500 Sale - Fuel	120,776.59	106,968.28	(13,808.31)	-11.4%	1,186,782.93	1,204,261.36	17,478.43	1.5%
40174502 Sale - Merchandise	8.10	63.91	55.81	%0.689	591.62	538.42	(53.20)	%0.6-
40174503 Sale - Oil	59.22	62.08	2.86	4.8%	677.03	635.35	(41.68)	-6.2%
40174504 Sale - Catering	0.00	00.0	0.00	%-:	767.40	0.00	(767.40)	-100.0%
40174505 Sale - Deicing Chemical	0.00	00.0	0.00	%-'	20.00	2,275.00	2,225.00	4450.0%
40174600 Rental Income	26,841.00	32,382.00	5,541.00	20.6%	389,135.54	380,842.50	(8,293.04)	-2.1%
40174601 Income - Land Leases	1,425.00	1,482.00	57.00	4.0%	47,040.00	48,041.00	1,001.00	2.1%
40174617 Special & Misc Fees	4,717.60	2,385.28	(2,332.32)	-49.4%	20,332.02	23,064.75	2,732.73	13.4%
40174618 Facility & Service Fees	1,850.00	1,045.00	(802.00)	-43.5%	10,609.01	12,205.00	1,595.99	15.0%
40174899 Miscellaneous Revenue	1,774.02	574.91	(1,199.11)	%9'.29-	8,590.95	7,116.99	(1,473.96)	-17.2%
40174900 Operating Appropriations	2,273.92	2,273.92	0.00	%0:0	27,287.04	27,287.04	0.00	%0:0
Total Income:	161,056.45	154,792.58	(6,263.87)	-3.9%	1,696,744.36	1,727,159.72	30,415.36	1.8%
Expense								
54140000 Cost - Fuel	90,458.85	76,175.30	(14,283.55)	-15.8%	851,238.82	853,995.85	2,757.03	0.3%
54140002 Cost - Merchandise	135.59	109.31	(26.28)	-19.4%	1,272.37	1,339.05	89.99	5.2%
54140003 Cost - Oil	42.53	45.91	3.38	7.9%	529.15	469.21	(59.94)	-11.3%
54140004 Cost - Catering	181.14	00.0	(181.14)	-100.0%	1,092.24	431.83	(660.41)	-60.5%
54140005 Cost - Deicing Chemicals	0.00	00.0	0.00	%-:	00.0	2,691.00	2,691.00	%-·
61000000 Accrued Salaries	(318.29)	(407.87)	(89.58)	%-:	(2,187.86)	14,999.96	17,187.82	%-:
61001000 Salaries	29,823.42	33,832.62	4,009.20	13.4%	358,030.88	391,704.08	33,673.20	9.4%
61005000 Overtime/Holiday/Comp Pay	1,193.05	1,275.28	82.23	%6.9	12,798.24	17,961.87	5,163.63	40.3%
62000000 Accrued Leave - Fringe Bene	(24.35)	(31.20)	(6.85)	%-:	(167.37)	1,147.50	1,314.87	%-:
62001000 FICA	2,290.69	2,518.74	228.05	10.0%	27,868.14	31,081.11	3,212.97	11.5%
62002000 VSRS	4,115.64	3,853.52	(262.12)	-6.4%	48,827.41	44,090.54	(4,736.87)	-9.7%
62005000 Hospital/Medical Plans	(403.36)	6,806.40	7,209.76	%-:	68,040.78	66,455.16	(1,585.62)	-2.3%
, 62006000 Group Life Insurance	83.52	402.62	319.10	382.1%	997.02	4,606.64	3,609.62	362.0%
62011000 Worker's Compensation	1,502.29	1,140.79	(361.50)	-24.1%	11,231.81	13,218.63	1,986.82	17.7%
63002000 Professional Svcs - Other	00.899	272.00	(396.00)	-59.3%	16,971.25	16,106.50	(864.75)	-5.1%
	2,187.08	7,844.00	5,656.92	258.7%	8,517.72	16,001.51	7,483.79	82.9%
63004002 State Reimbursable Outside	0.00	0.00	0.00	%-:	00.00	2,898.42	2,898.42	%-:
63004003 Repair - Blgs & Grounds Out	4,504.90	2,800.54	(1,704.36)	-37.8%	6,765.16	3,004.04	(3,761.12)	-55.6%
63005000 Maintenance Contracts	0.00	1,070.00	1,070.00	%-:	8,052.00	8,181.82	129.82	1.6%

7/12/2013 10:16AM Run:

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2012 Through: 6/30/2013

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Selected Departments Consolidated

	Current M Last Year	Current Month Totals Ist Year This Year	Gain vs La	Gain (Loss) vs Last Year	Year-To- Last Year	Year-To-Date Totals t Year This Year	Gain vs Las	Gain (Loss) vs Last Year
63007000 Advertising	0.00	0.00	0.00	%-:	379.00	0.00	(379.00)	-100.0%
63010000 Contractual Services	16,988.62	2,261.13	(14,727.49)	-86.7%	43,317.20	29,091.12	(14,226.08)	-32.8%
65101000 Electrical Services	3,938.34	00.0	(3,938.34)	-100.0%	56,308.92	50,855.12	(5,453.80)	-9.7%
65102000 Heating Service	65.95	88.05	22.10	33.5%	4,700.96	6,801.62	2,100.66	44.7%
65103000 Water & Sewer Services	217.53	110.65	(106.88)	-49.1%	3,340.26	2,505.65	(834.61)	-25.0%
65204001 Postage Meter Expense	39.15	19.74	(19.41)	-49.6%	457.54	467.14	09.6	2.1%
65204002 Telephones Expense	500.54	418.84	(81.70)	-16.3%	5,048.96	4,974.89	(74.07)	-1.5%
65302000 Fire/Property Insurance	1,436.67	933.48	(503.19)	-35.0%	17,208.66	13,159.19	(4,049.47)	-23.5%
65305000 Motor Vehicle Insurance	362.67	618.62	255.95	%9.02	4,753.33	8,177.05	3,423.72	72.0%
65307000 Public Officials Liability Ins	43.00	43.00	00.00	%0:0	516.00	516.00	00.00	%0.0
65308000 General Liability Insurance	1,574.17	1,495.42	(78.75)	-2.0%	18,890.00	18,023.75	(866.25)	-4.6%
65401000 Office Supplies	554.02	489.87	(64.15)	-11.6%	3,221.28	3,437.50	216.22	%2'9
65405000 Janitorial Supplies	287.21	00.0	(287.21)	-100.0%	1,498.77	1,435.24	(63.53)	-4.2%
65407000 Repair/Maint Supplies	3,968.16	1,317.14	(2,651.02)	%8:99-	17,873.50	8,868.89	(9,004.61)	-50.4%
65407001 State Reimb - Repairs/Maint	0.00	00.0	00.00	%-:	2,558.44	4,200.78	1,642.34	64.2%
65408000 Vehicle/Equip - Parts/Suppli∈	995.97	1,497.76	501.79	50.4%	9,325.27	12,397.53	3,072.26	32.9%
65408001 Airport Vehicle Fuel	1,156.21	1,823.07	98.999	27.7%	14,853.06	14,879.66	26.60	0.2%
65410000 Employee Uniforms	72.00	00.0	(72.00)	-100.0%	2,442.36	1,033.25	(1,409.11)	-57.7%
65413000 Operational Expense	0.00	380.41	380.41	%-:	11,821.21	4,399.29	(7,421.92)	-62.8%
65413001 Line Service Equipment	164.00	00.0	(164.00)	-100.0%	250.00	1,797.53	1,547.53	619.0%
65413002 Security Materials & Supplies	2,999.84	00.0	(2,999.84)	-100.0%	7,055.52	3,864.46	(3,191.06)	-45.2%
65506000 Travel Expenses	0.00	00.0	00.00	%-:	1,260.55	1,845.47	584.92	46.4%
65715000 Promotional Fund Expenses	0.00	00.0	0.00	%-:	920.00	11,924.26	10,974.26	1155.2%
65801000 Dues & Membership	0.00	00.0	00.00	%-:	1,205.00	983.50	(221.50)	-18.4%
65804000 Va Sales Tax Paid	18.08	11.05	(7.03)	-38.9%	100.14	27.80	(42.34)	-42.3%
65806000 Snow Removal Contingency	0.00	00.0	00.00	%-:	9,542.64	13,210.73	3,668.09	38.4%
65807001 Merit Reserve	0.00	00.0	00.00	%-:	6,386.04	11,771.56	5,385.52	84.3%
68001000 Capital - Machinery/Equipme	00.00	00.0	0.00	%-:	0.00	5,600.00	5,600.00	%-:
69001000 Lease/Rent Of Equipment	3,876.63	4,723.23	846.60	21.8%	59,503.45	54,344.16	(5,159.29)	-8.7%
69101000 Loan - VRA Bond	(76,611.31)	10,533.31	87,144.62	%-·	39,255.19	126,399.82	87,144.63	222.0%
Total Expense:	99,088.15	164,472.73	65,384.58	%0'99	1,763,901.01	1,907,407.68	143,506.67	8.1%

(113,091.31)

(180,247.96)

(67, 156.65)

(71,648.45)

(9,680.15)

61,968.30

Net Income:

AP100D 6/14/2013 COUNTY OF FREDERICK	VA.	A/P CHECK	REGISTER	BY DEPARTMENT- 4-017-081090	TIME- 10:3	4:22 PAGE	1	ActPd - 2013/06	
				AIRPORT AUTHORITY					
P.O. VENDOR	INVOICE	CHECK	A/P	ACCOUNT	DISCOUNT	NET	CHECK		
NO. NO. VENDOR NAME	NO.	DATE	ACCRL	NO.	AMOUNT	AMOUNT	NO.	DESCRIPTION	BATCH
00000 004447 J & J JANITORIAL &	4747-2013	6/14/2013		4017-081090-3010-000-000-	.00	1,698.33	4099	OTHER CONTRACTUAL SERVICES	20977
				CHECK TOTAL		1,698.33			
00000 005874 ASCENT AVIATION GROUP INC	188010	6/14/2013		4017-081090-5414-000-000-	.00	25,599.28	4105	MERCHANDISE FOR RESALE	20977
00000 005874 ASCENT AVIATION GROUP INC	M104071	6/14/2013		4017-081090-9001-000-000-	.00	3,165.00	4105	LEASE/RENT OF EQUIPMENT	20977
				CHECK TOTAL		28,764.28			
00000 000134 FRED CO SANITATION	2769-A	6/14/2013		4017-081090-5103-000-000-	.00	68.31	662456	WATER & SEWAGE SERVICES	20977
				CHECK TOTAL		68.31			
00000 000134 FRED CO SANITATION	576-1-A	6/14/2013		4017-081090-5103-000-000-	.00	34.27	662457	WATER & SEWAGE SERVICES	20977
00000 000134 FRED CO SANITATION	947-A	6/14/2013		4017-081090-5103-000-000-	.00	96.58	662457	WATER & SEWAGE SERVICES	20977
				CHECK TOTAL		130.85			
				CLASS TOTAL		30,661.77			

AP100D	6/25/2013 COUNTY OF FREDERICK VA.	A/P CHECK REGISTER	BY DEPARTMENT- 4-017-081090	TIME-	9:35:20	PAGE	1	ActPd - 2013/06
			AIRPORT AUTHORITY					

					AIRPORT AUTHORITY					
P.O. VENDOR		INVOICE	CHECK	A/P	ACCOUNT	DISCOUNT	NET	CHECK		
NO. NO.	VENDOR NAME	NO.	DATE	ACCRL	NO.	AMOUNT	AMOUNT	NO.	DESCRIPTION	BATCH
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-3004-000-001-	.00	16.00	4145	REPAIR & MAINTENANCE EQUIP.	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-3004-000-001-	.00	1,534.12	4145	REPAIR & MAINTENANCE EQUIP.	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-3004-000-003-	.00	203.50	4145	REPAIR & MAINTENANCE BLDG.&GROUNDS	20981
00000 007822 BA	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-3010-000-000-	.00	163.84	4145	OTHER CONTRACTUAL SERVICES	20981
00000 007822 BA	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-3010-000-000-	.00	398.96	4145	OTHER CONTRACTUAL SERVICES	20981
00000 007822 BA	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5204-000-002-	.00	68.95	4145	TELEPHONE	20981
00000 007822 BA	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5204-000-002-	.00	341.95	4145	TELEPHONE	20981
	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5401-000-000-	.00	57.15	4145	OFFICE SUPPLIES	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5405-000-000-	.00	295.98	4145	JANITORIAL SUPPLIES	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	52.37	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	50.33	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	93.98	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	210.00	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	10.53	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	229.39	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	422.55	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5407-000-000-	.00	12.00	4145	REPAIR AND MAINTENANCE SUPPLIES	20981
	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	93.60-	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	1,022.91	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	425.53	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICAN A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	301.99	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	250.86	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	39.50	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	107.70-	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	280.12	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	9.68	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	607.88	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	12.57	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	321.43	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5408-000-000-	.00	37.29	4145	VEHICLE AND POWERED EQUIP SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5413-000-001-	.00	23.01	4145	LINE SERVICE EQUIPMENT	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5413-000-002-	.00	182.21	4145	SECURITY MATERIALS & SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5413-000-002-	.00	468.98	4145	SECURITY MATERIALS & SUPPLIES	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5414-000-000-	.00	158.50	4145	MERCHANDISE FOR RESALE	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5414-000-000-	.00	2.50	4145	MERCHANDISE FOR RESALE	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5506-000-000-	.00	130.90	4145	TRAVEL	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5506-000-000-	.00	134.90	4145	TRAVEL	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-5715-000-000-	.00	462.00	4145	PROMOTIONAL FUND	20981
	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-9001-000-000-	.00	270.63	4145	LEASE/RENT OF EQUIPMENT	20981
00000 007822 BA	NK OF AMERICA N A	05/31/2013	6/25/2013		4017-081090-9001-000-000-	.00	168.00	4145	LEASE/RENT OF EQUIPMENT	20981

CHECK TOTAL

CLASS TOTAL 9,271.69

9,271.69

AP100D 6/28/2013 COUNTY OF FREDERICK VA.	A/P CHECK REGISTER	BY DEPARIMENT- 4-017-081090	TIME- 9:28:53	PAGE 1	ActPd - 2013/06	
		AIRPORT AUTHORITY				
P.O. VENDOR INVOICE	CE CHECK A/P	ACCOUNT	DISCOUNT	NET CHECK		
NO. NO. VENDOR NAME NO.	DATE ACCRL	NO.	AMOUNT A	MOUNT NO.	DESCRIPTION	BATCH
00000 000117 EMMART W H & SON INC 2385	6/28/2013	4017-081090-5408-000-001-	.00	69.50 4148	VEHICLE GAS-AIRPORT USE	20984
		CHECK TOTAL	8	69.50		
00000 007066 RAPPAHANNOCK ELECTRIC 1095	50-A 6/28/2013	4017-081090-5101-000-000-	.00	65.54 4180	ELECTRICAL SERVICES	20984
	19-A 6/28/2013	4017-081090-5101-000-000-		99.16 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 3019	96-A 6/28/2013	4017-081090-5101-000-000-		85.75 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 3103	3-A 6/28/2013	4017-081090-5101-000-000-	.00 5	74.50 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 3155	59-A 6/28/2013	4017-081090-5101-000-000-		.00.92 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 48-A	A 6/28/2013	4017-081090-5101-000-000-	.00 2	06.89 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 5110	D-A 6/28/2013	4017-081090-5101-000-000-	.00	29.07 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 5583	38-A 6/28/2013	4017-081090-5101-000-000-	.00 1	97.44 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 6433	3-A 6/28/2013	4017-081090-5101-000-000-	.00 1,3	79.76 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 7930	D-A 6/28/2013	4017-081090-5101-000-000-	.00	40.91 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 855-	-A 6/28/2013	4017-081090-5101-000-000-	.00 2	18.37 4180	ELECTRICAL SERVICES	20984
00000 007066 RAPPAHANNOCK ELECTRIC 9677	78-A 6/28/2013	4017-081090-5101-000-000-	.00 3	30.19 4180	ELECTRICAL SERVICES	20984
		CHECK TOTAL	3,4	28.50		
00000 001474 WASHINGTON CAS - 2624	1-A 6/28/2013	4017-081090-5102-000-000-	.00	24.26 662868	HEATING SERVICES	20984
00000 001474 WASHINGTON GAS - 3262	21-A 6/28/2013	4017-081090-5102-000-000-	.00	34.79 662868	HEATING SERVICES	20984
00000 001474 WASHINGTON CAS - 8117	7-A 6/28/2013	4017-081090-5102-000-000-	.00	29.00 662868	HEATING SERVICES	20984
		CHECK TOTAL		88.05		
00000 003903 AUSTIN ELECTRICAL 0011	1748-IN 6/28/2013	4017-081090-3005-000-000-	.00 1,0	70.00 662875	MAINIENANCE SERVICE CONTRACTS	20984
		CHECK TOTAL	1,0	70.00		
		CLASS TOTAL	5,4	56.05		

AP100D 6/28/2013 COUNTY OF FREDER	ICK VA.	A/P CHECK	REGISTER	BY DEPARIMENT- 4-085-081030	TIME-	9:28:59 PAGE	1	ActPd - 2013/06	
		Al	IRPORT AUI	THORITY CAPITAL PROJECTS					
P.O. VENDOR	INVOICE	CHECK	A/P	ACCOUNT	DISCOUNT	NET	CHECK		
NO. NO. VENDOR NAME	NO.	DATE	ACCRL	NO.	AMOUNT	AMOUNT	NO.	DESCRIPTION	BATCH
21420 003802 DELITA AIRPORT CONSULTA	NTS 9-11138	6/28/2013		4085-081030-8801-000-073-	.00	15,360.06	662874	REHAB & RELOCATE SOUTH APRON	20984
21429 003802 DELITA AIRPORT CONSULTA	NTS 8-12033	6/28/2013		4085-081030-8801-000-074-	.00	2,379.02	662874	MAINTENANCE FACILITY DESIGN	20984
				CHECK TOTAL		17,739.08			
				CLASS TOTAL		17,739.08			

		7/10/2013	
RETAIL FUEL PRICE COMPARISONS		ıck	Self
	Jet-A	AVGAS	Pump
Landmark Aviation Charlottesville, VA 434-978-1474 - CHO	6.88	7.03	xxxxx
Dominion Aviation Chesterfield Co, VA 804-271-7793 - FCI	5.29	6.75	xxxxx
Potomac Highlands Airport Auth Cumberland, MD 304-738-0002 - CBE	5.20	5.80	xxxxx
Landmark Aviation Frederick, MD 301-662-8156 - FDK	5.95	6.50	5.75
Rider Jet Center Hagerstown, MD 1-866-326-4447 - HGR	5.75	6.55	5.70
Landmark Aviation Leesburg, VA 800-336-0219 - JYO	N/A	N/A	N/A
ProJet Aviation Leesburg, VA 703-889-8558 - JYO	5.99	6.35	xxxxx
APP Jet Center Manassas, VA 866-459-5387 - HEF	5.99	6.30	xxxxx
Dulles Aviation Manassas, VA 888-835-9324 - HEF	5.95	6.20	xxxxx
Aerosmith Aviation Martinsburg, WV 304-262-2507 - MRB	5.95	6.45	xxxxx
Shen Valley Airport Commission Weyers Cave, VA 540-234-8304 - SHD	5.99	6.33	xxxxx
Winchester Aviation			5.95
Winchester, VA OKV	6.00	6.35	Phillips Card 5.55
AVERAGE PER GAL	5.89	6.43	XXXXX

ALLONS C	GALLONS OF TOTAL PRODUCT SOLD	RODUCT S(ОТС												Increase/ (Decrease) Over Prior Year	Decrease) or Year
Fiscal Year	FY 99	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2007 FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	
July	20,918	22,131	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	(17,980)
August	24,279	24,807	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	(14,506)
September	25,563	22,804	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	12,444
October	27,129	24,327	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	11,988
November	19,335	22,480	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	20,928
December	16,707	19,261	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	7,666
January	9,632	12,601	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	4,598
February	13,230	14,724	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	(8,161)
March	17,746	21,563	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	(3,884)
April	21,033	16,011	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	(2,000)
Мау	23,619	19,589	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	(7,227)
June	23,871	20,628	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	(2,390)
Total	243.062	240.926	######	344.297	322.055	447.894	482.738	542.931	468,336	467.661	368,366	329.063	321,378	217.142	218,618	1.475

					Ω	REAKDO	BREAKDOWN BY FUEL TYPE - GALLONS ONLY	EL TYPE -	GALLON	SONLY										
Fiscal Year	FY 2006	900	FY 2007	200	FY 2008	800	FY 2009	600	FY 2010	110	FY 2011	111	FY 2012	112	FY 2013)13			AVGAS	AS
	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	30,024	9,967	34,543	9,863	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	(16,393)	(1,587)	2,874	2,572
August	40,094	9,377	32,075	12,223	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	(14,628)	122	3,643	2,194
September	34,603	13,230	31,692	8,723	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	8,516	3,928	2,561	3,088
October	37,905	11,251	37,923	10,549	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	8,440	3,548	3,237	2,807
November	28,532	9,367	30,433	10,473	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	16,421	4,507	4,110	2,622
December	25,567	6,650	27,491	7,325	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	2,605	2,096	14,273	3,094	899'9	866	1,355	1,740
January	26,231	7,139	30,017	6,352	19,851	5,150	16,692	3,764	17,365	4,005	19,126	3,952	13,661	2,949	17,876	3,332	4,215	383	1,652	1,680
February	36,208	5,224	26,333	4,231	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	(7,141)	(1,020)	1,134	841
March	47,347	7,697	21,496	8,573	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	(3,992)	108	1,605	2,340
April	44,693	9,015	25,713	7,047	27,810	6,586	23,724	5,463	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393	(2,218)	218	1,846	2,547
Мау	42,050	9,913	33,423	11,619	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055	(6,268)	(626)	1,868	3,187
June	40,357	10,489	29,435	10,784	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969	(2,313)	(77)	2,921	3,049
Total	433,611	109,320	360,574	107,762	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	(8,693)	10,168	28,804	28,666