



WINCHESTER REGIONAL AIRPORT

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

Agenda Regular Business Meeting

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, Thursday, March 20, 2014 at 5:00 p.m.

Richard Largent, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes – February 20, 2014 – Regular Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
 - a. Financial Report – Secretary/Treasurer – Gerald Smith, Jr.
February 2014 Financial Report
 - b. Minimum Standards/Personnel/Security – David Reichert
 - c. Marketing/Development – Bill Pifer
 - d. Building/Lease – Paul Anderson
 - (1) B & L Committee March 18, 2014 Meeting Update
 - (2) Application for FBO License – CLOSED SESSION

Virginia Freedom of Information Act - § 2.2-3711(A)(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community and

§ 2.2-3711(A)(33) Discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.

7. Comments – Executive Director
8. Comments – Board Members
9. Adjourn

**February 2014 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., February 20, 2014.

Present: Richard Largent, Gene Fisher, Bill Pifer, Gerald (J. J.) Smith, David Reichert, John Crawford, Paul Anderson, Frank Haun

Absent: Dan Murray

CALL TO ORDER

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

APPROVE MEETING AGENDA

Motion: Approve agenda as presented – John Crawford, second Dave Reichert. Motion passed.

APPROVE MEETING MINUTES – January 16, 2014

Motion: Approve meeting minutes from January 16, 2014 Regular Business Meeting as presented – John Crawford, second Gene Fisher. Motion passed.

COMMENTS – AUDIENCE

None

COMMENTS – CHAIRMAN

Chairman Largent commended airport staff on the recent snow removal operations. He informed the board that they had received a heartfelt thank you note from Trevor McKnight regarding accomplishment of his Eagle Scout badge for the new airport welcome sign that Trevor had built. Enclosed with the thank you was a picture of Trevor beside the new sign.

COMMITTEE REPORTS

(a) Finance Reports – J. J. Smith, Secretary/Treasurer

The treasurer, J. J. Smith presented the financial reports in detail for the January 2014. He pointed out that fuel sales were down compared to prior year resulting in loss in revenues. Ms. Manuel stated that additional costs related to snow removal operations were incurred during the month of February 2014. Mr. Smith finalized his report stating there seemed to be a slight trend in decreasing fuel sales.

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

(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 – No meeting

Committee Chairman Pifer briefed members on the status and efforts regarding the newsletter. He stated that it was an ongoing process with the committee and presented a draft of ideas for upcoming issues. He welcomed board members comments and suggestions.

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel updated the board on the status of the Airport Equipment Storage building project.

She commended airport staff members David Foley, Paul Meola, Steve Waffle, Ricky Pace, Bud Payne, Marc Gunther and Billy Haynes for their hard work in snow removal operations during January snow storms and the great job they did in getting the airport open for business within twenty-four hours after the storm began. Official measurement of the snow storm on January 20 & 21, 2014 was twenty-two inches.

Ms. Manuel informed board members that the Airport Authority would again be hosting the State Trooper Manion 5K Memorial Race on Saturday March 22, 2014. The race is sponsored by the Virginia State Police Association and the Frederick County Sheriff's Department.

Members were informed that Trevor McKnight who was the young man that built the new Welcome to Winchester Airport sign had received his Eagle Scout Badge. She stated that Trevor's father had asked if the Award of Honor ceremony could be held in the terminal building and she informed him that the Airport Authority would gladly host the ceremony.

Ms. Manuel requested authorization to execute the annual renewal Amendment Number Six and Seven with Delta Airport Consultants, Inc. as required by the Virginia procurement act.

Motion: Authorize the Executive Director to execute Amendment Number Six (06) and Seven (07) of the General Engineering Services contract with Delta Airport Consultants for the period of one year ending May 2014 and period of an additional one year period ending May 2015 as required by the Virginia Procurement Act – Paul Anderson, second by Frank Haun. Motion passed.

COMMENTS – BOARD MEMBERS

David Reichert suggested that the airport host a Chamber Breakfast in the terminal to get business people out to see the airport. Ms. Manuel stated she would check within the budget to see if funds were available. Paul Anderson commended airport staff members on their hard work during recent snow storms working around the clock to get the runway open for business as quickly as possible.

ADJOURNMENT

There being no further business motion to adjourn at 5:45 p.m. by Paul Anderson, second by J. J. Smith passed.

Respectfully submitted,

J. J. Smith, Secretary/Treasurer

Winchester Regional Airport Authority General Ledger Balance Sheet Report

As Of: 2/28/2014

All Departments Consolidated

Assets

10171010.001 County Operating Cash	(381,534.69)
10171010.005 Cash Reserve Fund	422,157.70
10171011.000 Petty Cash	500.00
10171080.005 Inventory - Jet-A	50,031.89
10171080.006 Inventory - Avgas	53,542.39
10171082.000 Inventory - Merchandise	1,227.21
10171083.000 Inventory - Oil	507.89
10171084.000 Inventory - Automobile Gas/Airport Use	1,925.62
10171085.000 Inventory - Diesel Airport Use	910.82
10171090.002 Pre-Paid Fire Insurance	3,016.00
10171090.005 Pre-Paid Motor Vehicle Insurance	1,947.28
10171090.007 Pre-Paid Public Officials Risk Ins	172.00
10171090.008 Pre-Paid General Liability Insurance	3,166.66
10171094.000 Prepaid Postage	470.09
10171153.001 Oper Accounts Receivable	33,743.67
10171153.004 Oper Revenue Due From City Of Winchester	(1,520.86)
10851010.001 County Capital Cash	4,666.78
10851100.000 Construction In Progress	416,707.57
10851153.002 Capital A/R Due From City Of Winchester	(11.00)
10851153.007 Capital A/R Due From State Government	54,763.23
10851200.001 Fixed Assets	32,703,117.98
10851200.002 Less Accumulated Depreciation	(9,904,842.46)
Total Assets:	23,464,665.77

Liabilities

20172020.000 Accounts Payable - Operating Fund	8,961.26
20172020.001 Accts Payable Credit Card Charges	19,220.24
20172021.001 Wachovia Loan - VRA	618,939.82
20172094.000 Accrued Leave	74,414.56
20172804.000 Virginia State Sales Tax	2.92
20172900.000 Deferred Revenue	40,000.00
20852020.000 Accounts Payable - Capital Fund	21,799.73
30000000.000 Current Earnings	464,015.67
30000001.000 Retained Earnings	22,217,311.57
Total Liabilities And Equity:	23,464,665.77

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2013 Through: 2/28/2014
Selected Departments Consolidated

Income

	2/28/2014 MTD	Year-To-Date
40172404 State Operating Reimbursement	1,530.94	9,024.64
40174500 Sale - Fuel	50,321.36	664,814.57
40174502 Sale - Merchandise	0.00	233.17
40174503 Sale - Oil	26.70	740.48
40174505 Sale - Deicing Chemical	0.00	750.00
40174600 Rental Income	35,169.00	281,418.00
40174601 Income - Land Leases	1,541.00	29,113.00
40174617 Special & Misc Fees	0.00	12,717.91
40174618 Facility & Service Fees	695.00	8,470.00
40174899 Miscellaneous Revenue	2,531.01	7,731.15
40174900 Operating Appropriations	5,336.25	42,690.00
40174901 Insurance Claim Recovery	0.00	2,669.96
Total Income:	97,151.26	1,060,372.88

Expense

	2/28/2014 MTD	Year-To-Date
54140000 Cost - Fuel	34,439.90	476,599.25
54140002 Cost - Merchandise	0.00	192.90
54140003 Cost - Oil	19.90	752.80
54140004 Cost - Catering	0.00	503.16
61000000 Accrued Salaries	1,627.15	4,228.28
61001000 Salaries	35,089.32	277,228.78
61005000 Overtime/Holiday/Comp Pay	2,911.97	14,667.91
62000000 Accrued Leave - Fringe Benefit Expense	124.47	323.45
62001000 FICA	2,742.23	21,026.44
62002000 VSRS	3,996.70	31,576.46
62005000 Hospital/Medical Plans	6,808.20	54,465.60
62006000 Group Life Insurance	417.58	3,299.16
62011000 Worker's Compensation	1,339.82	10,386.22
63002000 Professional Svcs - Other	11,125.00	17,496.00
63004001 Outside Repairs & Maint Vehicle/Equip	165.62	1,359.65
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	1,380.50
63005000 Maintenance Contracts	0.00	5,822.00
63007000 Advertising	0.00	128.70
63010000 Contractual Services	2,268.21	17,875.52
65101000 Electrical Services	6,077.94	39,810.24
65102000 Heating Service	3,977.92	6,925.01
65103000 Water & Sewer Services	241.71	2,282.36
65204001 Postage Meter Expense	34.92	457.12
65204002 Telephones Expense	572.59	4,061.73
65302000 Fire/Property Insurance	754.00	6,211.48
65305000 Motor Vehicle Insurance	486.82	4,026.34
65307000 Public Officials Liability Ins	43.00	344.00
65308000 General Liability Insurance	1,583.34	12,578.76
65401000 Office Supplies	173.32	2,369.32
65405000 Janitorial Supplies	166.76	977.11
65407000 Repair/Maint Supplies	57.21	4,169.17
65407001 State Reimb - Repairs/Maint/Supplies	0.00	5,266.22
65408000 Vehicle/Equip - Parts/Supplies	61.01	7,890.98
65408001 Airport Vehicle Fuel	1,695.35	13,023.25

Run: 3/14/2014
2:07PM

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2013 Through: 2/28/2014
Selected Departments Consolidated

Page: 2 of 2

	<u>2/28/2014 MTD</u>	<u>Year-To-Date</u>
65410000 Employee Uniforms	0.00	1,016.33
65413000 Operational Expense	39.99	129.91
65413001 Line Service Equipment	164.00	980.57
65413002 Security Materials & Supplies	0.00	740.14
65506000 Travel Expenses	0.00	1,754.67
65715000 Promotional Fund Expenses	0.00	8,596.24
65801000 Dues & Membership	0.00	831.30
65804000 Va Sales Tax Paid	0.00	48.25
65806000 Snow Removal Contingency Fund	1,995.58	18,052.16
69001000 Lease/Rent Of Equipment	3,603.63	34,982.04
69101000 Loan - VRA Bond	2,526.56	21,063.51
Total Expense:	127,331.72	1,137,900.99
Net Income:	(30,180.46)	(77,528.11)

Notes: Report Period: 7/01/2013 - 2/28/2014
Selected Departments Consolidated:
Operational Fund

Winchester Regional Airport Authority

General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2013 Through: 2/28/2014
Selected Departments Consolidated

	Current Month Totals		Gain (Loss) vs Last Year		Year-To-Date Totals		Gain (Loss) vs Last Year	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
Income								
40172404 State Operating Reimburse	3,710.34	1,530.94	(2,179.40)	-58.7%	13,337.11	9,024.64	(4,312.47)	-32.3%
40174500 Sale - Fuel	61,414.25	50,321.36	(11,092.89)	-18.1%	825,942.04	664,814.57	(161,127.47)	-19.5%
40174502 Sale - Merchandise	20.14	0.00	(20.14)	-100.0%	413.18	233.17	(180.01)	-43.6%
40174503 Sale - Oil	21.86	26.70	4.84	22.1%	365.34	740.48	375.14	102.7%
40174505 Sale - Deicing Chemical	750.00	0.00	(750.00)	-100.0%	2,275.00	750.00	(1,525.00)	-67.0%
40174600 Rental Income	32,220.00	35,169.00	2,949.00	9.2%	251,355.00	281,418.00	30,063.00	12.0%
40174601 Income - Land Leases	1,482.00	1,541.00	59.00	4.0%	28,313.00	29,113.00	800.00	2.8%
40174617 Special & Misc Fees	2,761.46	0.00	(2,761.46)	-100.0%	15,723.90	12,717.91	(3,005.99)	-19.1%
40174618 Facility & Service Fees	860.00	695.00	(165.00)	-19.2%	8,425.00	8,470.00	45.00	0.5%
40174899 Miscellaneous Revenue	1,071.76	2,531.01	1,459.25	136.2%	4,160.50	7,731.15	3,570.65	85.8%
40174900 Operating Appropriations	2,273.92	5,336.25	3,062.33	134.7%	18,191.36	42,690.00	24,498.64	134.7%
40174901 Insurance Claim Recovery	0.00	0.00	0.00	--.-%	0.00	2,669.96	2,669.96	--.-%
Total Income:	106,585.73	97,151.26	(9,434.47)	-8.9%	1,168,501.43	1,060,372.88	(108,128.55)	-9.3%
Expense								
54140000 Cost - Fuel	42,318.74	34,439.90	(7,878.84)	-18.6%	584,788.14	476,599.25	(108,188.89)	-18.5%
54140002 Cost - Merchandise	14.89	0.00	(14.89)	-100.0%	444.45	192.90	(251.55)	-56.6%
54140003 Cost - Oil	15.96	19.90	3.94	24.7%	269.69	752.80	483.11	179.1%
54140004 Cost - Catering	133.89	0.00	(133.89)	-100.0%	256.14	503.16	247.02	96.4%
54140005 Cost - Deicing Chemicals	0.00	0.00	0.00	--.-%	2,691.00	0.00	(2,691.00)	-100.0%
61000000 Accrued Salaries	218.62	1,627.15	1,408.53	644.3%	661.49	4,228.28	3,566.79	539.2%
61001000 Salaries	33,832.62	35,089.32	1,256.70	3.7%	256,373.60	277,228.78	20,855.18	8.1%
61005000 Overtime/Holiday/Comp Pay	2,440.58	2,911.97	471.39	19.3%	12,892.60	14,667.91	1,775.31	13.8%
62000000 Accrued Leave - Fringe Ben	16.72	124.47	107.75	644.4%	50.60	323.45	272.85	539.2%
62001000 FICA	2,686.83	2,742.23	55.40	2.1%	20,792.74	21,026.44	233.70	1.1%
62002000 VSRS	3,853.52	3,996.70	143.18	3.7%	28,676.46	31,576.46	2,900.00	10.1%
62005000 Hospital/Medical Plans	5,177.78	6,808.20	1,630.42	31.5%	41,010.78	54,465.60	13,454.82	32.8%
62006000 Group Life Insurance	402.62	417.58	14.96	3.7%	2,996.16	3,299.16	303.00	10.1%
62011000 Worker's Compensation	1,166.08	1,339.82	173.74	14.9%	8,714.65	10,386.22	1,671.57	19.2%
63002000 Professional Svcs - Other	0.00	11,125.00	11,125.00	--.-%	4,589.50	17,496.00	12,906.50	281.2%
63004001 Outside Repairs & Maint Ver	0.00	165.62	165.62	--.-%	6,591.39	1,359.65	(5,231.74)	-79.4%
63004002 State Reimbursable Outside	0.00	0.00	0.00	--.-%	2,898.42	0.00	(2,898.42)	-100.0%
63004003 Repair - Bldgs & Grounds Out	0.00	0.00	0.00	--.-%	0.00	1,380.50	1,380.50	--.-%
63005000 Maintenance Contracts	1,070.00	0.00	(1,070.00)	-100.0%	6,386.42	5,822.00	(564.42)	-8.8%

Winchester Regional Airport Authority

General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2013 Through: 2/28/2014

Selected Departments Consolidated

	Current Month Totals		Gain (Loss) vs Last Year		Year-To-Date Totals		Gain (Loss) vs Last Year	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
63007000 Advertising	0.00	0.00	0.00	--.-%	0.00	128.70	128.70	--.-%
63010000 Contractual Services	2,377.44	2,268.21	(109.23)	-4.6%	19,684.38	17,875.52	(1,808.86)	-9.2%
65101000 Electrical Services	5,610.75	6,077.94	467.19	8.3%	38,248.17	39,810.24	1,562.07	4.1%
65102000 Heating Service	1,465.88	3,977.92	2,512.04	171.4%	4,502.70	6,925.01	2,422.31	53.8%
65103000 Water & Sewer Services	182.14	241.71	59.57	32.7%	1,806.03	2,282.36	476.33	26.4%
65204001 Postage Meter Expense	109.53	34.92	(74.61)	-68.1%	389.80	457.12	67.32	17.3%
65204002 Telephones Expense	69.03	572.59	503.56	729.5%	2,980.41	4,061.73	1,081.32	36.3%
65302000 Fire/Property Insurance	933.48	754.00	(179.48)	-19.2%	9,425.27	6,211.48	(3,213.79)	-34.1%
65305000 Motor Vehicle Insurance	618.62	486.82	(131.80)	-21.3%	5,702.57	4,026.34	(1,676.23)	-29.4%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	344.00	344.00	0.00	0.0%
65308000 General Liability Insurance	1,495.41	1,583.34	87.93	5.9%	12,042.08	12,578.76	536.68	4.5%
65401000 Office Supplies	409.88	173.32	(236.56)	-57.7%	2,396.13	2,369.32	(26.81)	-1.1%
65405000 Janitorial Supplies	228.49	166.76	(61.73)	-27.0%	997.87	977.11	(20.76)	-2.1%
65407000 Repair/Maint Supplies	388.02	57.21	(330.81)	-85.3%	4,547.56	4,169.17	(378.39)	-8.3%
65407001 State Reimb - Repairs/Maint	1,158.40	0.00	(1,158.40)	-100.0%	4,200.78	5,266.22	1,065.44	25.4%
65408000 Vehicle/Equip - Parts/Supplie	85.37	61.01	(24.36)	-28.5%	6,131.92	7,890.98	1,759.06	28.7%
65408001 Airport Vehicle Fuel	1,217.34	1,695.35	478.01	39.3%	10,489.78	13,023.25	2,533.47	24.2%
65410000 Employee Uniforms	0.00	0.00	0.00	--.-%	607.59	1,016.33	408.74	67.3%
65413000 Operational Expense	237.97	39.99	(197.98)	-83.2%	3,479.79	129.91	(3,349.88)	-96.3%
65413001 Line Service Equipment	63.88	164.00	100.12	156.7%	1,548.21	980.57	(567.64)	-36.7%
65413002 Security Materials & Supplies	9.00	0.00	(9.00)	-100.0%	2,129.52	740.14	(1,389.38)	-65.2%
65506000 Travel Expenses	160.00	0.00	(160.00)	-100.0%	1,226.04	1,754.67	528.63	43.1%
65715000 Promotional Fund Expenses	0.00	0.00	0.00	--.-%	11,076.26	8,596.24	(2,480.02)	-22.4%
65801000 Dues & Membership	670.00	0.00	(670.00)	-100.0%	983.50	831.30	(152.20)	-15.5%
65804000 Va Sales Tax Paid	0.00	0.00	0.00	--.-%	32.12	48.25	16.13	50.2%
65806000 Snow Removal Contingency	1,841.09	1,995.58	154.49	8.4%	10,247.41	18,052.16	7,804.75	76.2%
65807001 Merit Reserve	0.00	0.00	0.00	--.-%	11,771.56	0.00	(11,771.56)	-100.0%
68001000 Capital - Machinery/Equipme	0.00	0.00	0.00	--.-%	5,600.00	0.00	(5,600.00)	-100.0%
69001000 Lease/Rent Of Equipment	4,788.63	3,603.63	(1,185.00)	-24.7%	33,956.04	34,982.04	1,026.00	3.0%
69101000 Loan - VRA Bond	10,533.32	2,526.56	(8,006.76)	-76.0%	84,266.57	21,063.51	(63,203.06)	-75.0%
Total Expense:	128,045.52	127,331.72	(713.80)	-0.6%	1,271,898.29	1,137,900.99	(133,997.30)	-10.5%
Net Income:	(21,459.79)	(30,180.46)	(8,720.67)	--.-%	(103,396.86)	(77,528.11)	25,868.75	--.-%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
 For the Current-Year Period: 7/01/2013 Through: 2/28/2014
 Selected Departments Consolidated

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

Notes: Report Period: 7/01/2013 - 2/28/2014
 Selected Departments Consolidated:
 Operational Fund

63002000 - Professional Services - \$10,875.00 - FY 13 Auditor Fees

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	000117	EMMART W H & SON INC	248119	2/14/2014		4017-081090-5408-000-001-	.00	943.72	4808	VEHICLE GAS-AIRPORT USE	21076
00000	000117	EMMART W H & SON INC	248120	2/14/2014		4017-081090-5408-000-001-	.00	1,540.32	4808	VEHICLE GAS-AIRPORT USE	21076
00000	000117	EMMART W H & SON INC	248121	2/14/2014		4017-081090-5408-000-001-	.00	909.42	4808	VEHICLE GAS-AIRPORT USE	21076
						CHECK TOTAL		3,393.46			
00000	004447	J & J JANITORIAL &	4755-2014	2/14/2014		4017-081090-3010-000-000-	.00	1,698.33	4819	OTHER CONTRACTUAL SERVICES	21076
						CHECK TOTAL		1,698.33			
00000	005874	ASCENT AVIATION GROUP INC	ML19309	2/14/2014		4017-081090-9001-000-000-	.00	3,165.00	4825	LEASE/RENT OF EQUIPMENT	21076
						CHECK TOTAL		3,165.00			
00000	000134	FRED CO SANITATION	2827-A	2/14/2014		4017-081090-5103-000-000-	.00	85.33	668100	WATER & SEWAGE SERVICES	21076
00000	000134	FRED CO SANITATION	991-A	2/14/2014		4017-081090-5103-000-000-	.00	79.56	668100	WATER & SEWAGE SERVICES	21076
						CHECK TOTAL		164.89			
00000	999999	VACC	592/596	2/14/2014		4017-081090-5801-000-000-	.00	175.00	668175	DUES & MEMBERSHIP	21076
						CHECK TOTAL		175.00			
						CLASS TOTAL		8,596.68			

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	01/31/2014	2/25/2014		4017-081090-3004-000-003-	.00	1,247.00	4848	REPAIR & MAINTENANCE BLDG.&GROUNDS	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-3005-000-000-	.00	567.00	4848	MAINTENANCE SERVICE CONTRACTS	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-3010-000-000-	.00	558.16	4848	OTHER CONTRACTUAL SERVICES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5204-000-001-	.00	23.65	4848	POSTAGE	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5204-000-002-	.00	484.10	4848	TELEPHONE	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5204-000-002-	.00	69.05	4848	TELEPHONE	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5204-000-002-	.00	19.35	4848	TELEPHONE	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5401-000-000-	.00	152.32	4848	OFFICE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5401-000-000-	.00	39.88	4848	OFFICE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5405-000-000-	.00	143.29	4848	JANITORIAL SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5405-000-000-	.00	156.96	4848	JANITORIAL SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5405-000-000-	.00	143.29	4848	JANITORIAL SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	23.95	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	9.90	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	147.00	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	70.00	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	24.73	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5407-000-000-	.00	1.22	4848	REPAIR AND MAINTENANCE SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5408-000-000-	.00	329.47	4848	VEHICLE AND POWERED EQUIP SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5408-000-000-	.00	329.47	4848	VEHICLE AND POWERED EQUIP SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5408-000-000-	.00	312.89	4848	VEHICLE AND POWERED EQUIP SUPPLIES	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5414-000-000-	.00	152.99	4848	MERCHANDISE FOR RESALE	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5801-000-000-	.00	550.00	4848	DUES & MEMBERSHIP	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5801-000-000-	.00	35.00	4848	DUES & MEMBERSHIP	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	1,824.06	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	1,783.36	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	1,964.38	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	1,824.06	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	995.35	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-5806-000-000-	.00	1,683.75	4848	SNOW REMOVAL CONTINGENCY	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-9001-000-000-	.00	270.63	4848	LEASE/RENT OF EQUIPMENT	21079
00000	007822	BANK OF AMERICA N A	01/31/2014	2/25/2014		4017-081090-9001-000-000-	.00	168.00	4848	LEASE/RENT OF EQUIPMENT	21079
CHECK TOTAL								15,158.74			
CLASS TOTAL								15,158.74			

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	005693	REZIN INC	3294	2/28/2014		4017-081090-3002-000-000-	.00	250.00	4858	PROFESSIONAL SERVICES	21080
						CHECK TOTAL		250.00			
00000	005874	ASCENT AVIATION GROUP INC	ML19588	2/28/2014		4017-081090-5414-000-000-	.00	25.70	4859	MERCHANDISE FOR RESALE	21080
						CHECK TOTAL		25.70			
00000	007066	RAPPAHANNOCK ELECTRIC	11966-A	2/28/2014		4017-081090-5101-000-000-	.00	66.77	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	1260-A	2/28/2014		4017-081090-5101-000-000-	.00	109.17	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	16805-A	2/28/2014		4017-081090-5101-000-000-	.00	114.49	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	34257-A	2/28/2014		4017-081090-5101-000-000-	.00	613.26	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	4139-A	2/28/2014		4017-081090-5101-000-000-	.00	278.36	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	4247-A	2/28/2014		4017-081090-5101-000-000-	.00	505.35	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	43888-A	2/28/2014		4017-081090-5101-000-000-	.00	200.54	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	46368-A	2/28/2014		4017-081090-5101-000-000-	.00	244.92	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	6957-A	2/28/2014		4017-081090-5101-000-000-	.00	36.69	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	74014-A	2/28/2014		4017-081090-5101-000-000-	.00	270.96	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	79-A	2/28/2014		4017-081090-5101-000-000-	.00	310.66	4868	ELECTRICAL SERVICES	21080
00000	007066	RAPPAHANNOCK ELECTRIC	9016-A	2/28/2014		4017-081090-5101-000-000-	.00	4,033.57	4868	ELECTRICAL SERVICES	21080
						CHECK TOTAL		6,784.74			
00000	001474	WASHINGTON GAS -	1620-A	2/28/2014		4017-081090-5102-000-000-	.00	2,082.63	668460	HEATING SERVICES	21080
00000	001474	WASHINGTON GAS -	35242-A	2/28/2014		4017-081090-5102-000-000-	.00	1,444.50	668460	HEATING SERVICES	21080
00000	001474	WASHINGTON GAS -	3792-A	2/28/2014		4017-081090-5102-000-000-	.00	450.79	668460	HEATING SERVICES	21080
						CHECK TOTAL		3,977.92			
						CLASS TOTAL		11,038.36			

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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21550	002684	LANIZ CONSTRUCTION OF	697-1300002	2/14/2014		4085-081030-8801-000-074-	.00	99,542.90	4815	MAINTENANCE FACILITY DESIGN	21076
						CHECK TOTAL		99,542.90			
						CLASS TOTAL		99,542.90			

**Winchester Regional
Airport
Fuel Gallons Sold**

GALLONS OF TOTAL PRODUCT SOLD													Increase/ (Decrease) Over Prior Year			
Fiscal Year	FY 2000	FY 2001	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	Over/ (Short)
July	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	19,778	1,105
August	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	17,900	(1,856)
September	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	20,136	959
October	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	20,085	2,439
November	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	13,361	(12,166)
December	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	11,706	(5,661)
January	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	10,443	(10,765)
February	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	8,987	(2,329)
March	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		
April	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		
May	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		
June	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		
Total	240,926	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	122,396	(28,274)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																				
Fiscal Year	FY 2007		FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		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	TRUCK	SARA
July	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	14,211	5,567	984	121	2,358	3,209
August	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	13,172	4,728	(747)	(1,109)	1,920	2,808
September	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	12,525	7,611	(1,004)	1,963	3,849	3,762
October	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	13,605	6,480	2,003	436	3,449	3,031
November	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	9,002	4,359	(9,793)	(2,373)	2,689	1,671
December	27,491	7,325	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	(5,522)	(139)	1,579	1,375
January	30,017	6,352	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	(9,528)	(1,237)	1,119	976
February	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	6,063	2,924	(3,278)	949	1,566	1,359
March	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						
April	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						
May	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						
June	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						
Total	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	85,677	36,719	(26,885)	(1,389)	18,528	18,190

RETAIL FUEL PRICE COMPARISONS	3/12/2014		
	Truck		Self Pump
	Jet-A	AVGAS	
Landmark Aviation Charlottesville, VA 434-978-1474 - CHO	7.14	7.08	XXXXX
Dominion Aviation Chesterfield Co, VA 804-271-7793 - FCI	5.78	6.49	XXXXX
Potomac Highlands Airport Auth Cumberland, MD 304-738-0002 - CBE	5.20	5.80	XXXXX
Landmark Aviation Frederick, MD 301-662-8156 - FDK	5.99	6.50	5.75
Rider Jet Center Hagerstown, MD 1-866-326-4447 - HGR	5.95	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	6.40	XXXXX
APP Jet Center Manassas, VA 866-459-5387 - HEF	5.99	6.25	XXXXX
Dulles Aviation Manassas, VA 888-835-9324 - HEF	5.95	6.20	XXXXX
Aerosmith Aviation Martinsburg, WV 304-262-2507 - MRB	5.99	6.35	XXXXX
Shen Valley Airport Commission Weyers Cave, VA 540-234-8304 - SHD	5.99	6.35	XXXXX
Winchester Aviation Winchester, VA OKV	6.00	6.35	5.95 Phillips Card 5.55
AVERAGE PER GAL	6.00	6.40	XXXXX