



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, October 10, 2019 at 5:00 P.M.

Gene Fisher, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes
 - September 4, 2019 WRAA Special Meeting
 - September 12, 2019, WRAA Monthly Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith
 - September 2019 Pre-Audit Financial Report
 - b. Building/Lease – Paul Anderson
 - c. Minimum Standards/Personnel/Security – David Reichert
 - d. Marketing/Development – Bill Pifer
7. Operations Review – Operations Supervisor
8. Comments – Executive Director
9. Comments – Board Members
10. Adjourn

SEPTEMBER 2019 Special Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in special session in the conference room of the terminal building at 5:00 P.M. on September 4, 2019.

Present: Gene Fisher, Paul Anderson, J.J. Smith, Frank Haun, Bill Pifer, Dave Reichert, John Crawford

Absent: Archie Fox, Joey Bailey

OPEN MEETING

Chairman Gene Fisher called the meeting to order at 5:00 P.M.

CHAIRMAN – OPENING REMARKS

Chairman Fisher opened by stating the intent of the special meeting is to review findings of the due diligence period for the hangar acquisition. The Authority was not scheduled to meet again until after the closing, so we wanted to have an opportunity to discuss before the deal was finalized.

EXECUTIVE DIRECTOR COMMENTS

Nick thanked Dave Foley for his efforts in reviewing the facility to gain a better understanding of its maintenance requirements. Dave briefed his findings thus far, including an update on the HVAC system, site characteristics, utilities, structural elements, and building envelope including the roof surface. We do not have as-built plans for the facility, therefore much of our effort has been to learn as much as possible about the facility prior to taking ownership. A fire safety inspection has been completed. There is no need for asbestos, air quality, or a Phase 1 environmental inspection. One outstanding item is to identify a qualified contractor to service the Norco-branded doors.

The roof was inspected by two contractors, Russell's Roofing Company and Reliance Roofing & Waterproofing, Inc. The report from Russell's identified several maintenance issues and recommended a full replacement within 2-5 years. This timeline seemed much sooner than anticipated based on our observations and the age of the building. The report from Reliance was much more detailed and identified many (if not all) of the same issues identified in the first report. A quote was also provided for the identified issues. The report also assessed an overall service life of 8-10 years remaining. Copies of both reports were provided to the board.

Nick briefed the possibility of extending the due diligence review period by 15 calendar days. To do so, a nonrefundable \$2,500.00 deposit would need to be delivered to the escrow agent, which in turn would be taken off the principal of the bond. Nick indicated that it may be in our best interest if the interest rate would be positively altered (i.e., go down) by delaying closing by 15 days.

Motion: Authorize the Executive Director to extend review period and make nonrefundable \$2,500.00 deposit based on his discretion, interest rates, or any other item that would be advantageous to the Authority – by Bill Pifer, second by Paul Anderson. Motion passed unanimously.

PUBLIC COMMENT

A gentleman asked if we knew the wind/snow loads on the hangar. A response was given that it was built to the current code as of 2007/8. The gentleman also recommended we look into upcoming changes regarding approved HVAC refrigerants and how it could impact the eventual system's replacement.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 5:30 P.M. – by Bill Pifer, second by Paul Anderson. Motion passed unanimously.

Respectfully submitted,

J.J. Smith, Secretary/Treasurer

WRAA Adopted:

SEPTEMBER 2019 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. on September 12, 2019.

Present: Paul Anderson, Joey Bailey, Frank Haun, Bill Pifer, Dave Reichert

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

OPEN MEETING

Vice-chairman Paul Anderson called the meeting to order at 5:00 P.M.

APPROVE MEETING AGENDA

Motion: Approve agenda as distributed – by Dave Reichert, second by Frank Haun. Motion passed unanimously.

SWEARING IN CEREMONY

The Deputy Clerk from Frederick County Circuit Court came to swear in the Frederick County appointees to the Winchester Regional Airport Authority. Paul Anderson, Joey Bailey, and Dave Reichert were successfully sworn in and signed affidavits stating such.

APPROVE MEETING MINUTES – August 8, 2019 Regular Business Meeting

Motion: Approve meeting minutes as distributed - by Bill Pifer, second by Joey Bailey. Motion passed unanimously.

COMMENTS – AUDIENCE

None

CHAIRMAN – OPENING REMARKS

None

PRESENTATION

Jared Nail and Travis Mitchell from the Frederick County Sheriff's Office presented a proposal to amend the annual Trooper Manion run, typically based from the airport terminal. The proposal is for the event to become a runway run pending FAA approval. The presentation also included information about the beneficiary of the proceeds from the event, which is an annual kid's camp hosted by the Sheriff's office.

Motion: Approve the plan to host an annual runway run in 2020 as special event in accordance with the Minimum Standards and Rules and Regulations, subject to FAA and State approval - by Bill Pifer, second by Joey Bailey. Motion passed unanimously.

COMMITTEE REPORTS

(a) Finance Report – J.J. Smith, Secretary/Treasurer – In J.J.'s absence, Nick provided an overview of the pre-audit August 2019 financial statements.

Motion: Accept finance report – by Dave Reichert, second by Frank Haun. Motion passed unanimously.

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

(c) Minimum Standards/Personnel Committee – David Reichert, Chair – Dave and Nick met to discuss proposed staffing and operational changes. A future meeting of the full committee will be scheduled shortly to discuss and approve the plan for implementation.

(d) Marketing Committee – Bill Pifer, Chair – Bill discussed how we received four proposals for on-call marketing services. A decision on the intent to award is expected within two weeks. Bill also discussed his experience at the Virginia Aviation Conference. A key takeaway from the conference was testimony about the value of good FBO service and its impact on the airport selection process by operators of large aircraft. Paul mentioned that he thought that 24/7 service was critical, and that Winchester has everything that operators desire in an airport. Joey added that he believes the airport should follow the data regarding operations and staffing to ensure we make sound business decisions moving forward.

OPERATIONS REVIEW

Dave provided an update on the review period for Hangar 509. The air compressor is scheduled for inspection and new signage has been ordered for fire department connections. Dave will meet with Comcast to discuss internet connectivity and the right strategy for providing this service to future tenants.

The fuel farm painting and corrosion control project has been put out for quote and are still awaiting response from interested contractors. This project will be supported in part by a maintenance grant from the Virginia Department of Aviation.

EXECUTIVE DIRECTOR COMMENTS

Nick gave an update on the status of the acquisition of Hangar 509. We are on track for closing on September 30th.

The Authority received an unsolicited business application from Chris Collins for maintenance services, aircraft detailing, and prop balancing. The Authority has 120 days to respond to the request.

The aviation fuel supplier RFP closed and the two proposals will be reviewed in the coming weeks.

The Authority is exhibiting at the Worlds of Work expo on September 27th. We are hosting a booth with partners from the FAA, AV-ED Flight School, and the Sheriff's Department.

The first phase of terminal site design is at the 60% level. There is a meeting with Delta and State officials to review progress on September 26th.

There will be an airport picnic on September 21st from 11:00 A.M. – 2:00 P.M.

On November 2nd the airport will host an AOPA Rusty Pilots seminar along with a FAA Safety Team presentation.

Nick discussed forthcoming actions taken to provide a notice of default to a business tenant for failing to provide a certificate of insurance.

Motion: Authorize the Executive Director to take any and all steps to rectify the default situation including termination of lease. – by Joey Bailey, second by Bill Pifer. Motion passed unanimously.

COMMENTS – BOARD MEMBERS

As part of the hangar acquisition process, the Authority wishes to reaffirm its commitment to certain resolutions with the now sworn-in Frederick County representatives available.

Motion: Reaffirm the resolutions adopted by the Winchester Regional Airport Authority passed on June 13, 2019 and August 8, 2019 involving the submission of financing application to the Virginia Resources Authority and issuance of bonds not to exceed \$1,550,000.00, respectively. – by Bill Pifer, second by Joey Bailey. Motion passed unanimously.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:24 P.M. – by Bill Pifer, second by Frank Haun. Motion passed unanimously.

Respectfully submitted,

J.J. Smith, Secretary/Treasurer

WRAA Adopted:

Winchester Regional Airport Authority

General Ledger Balance Sheet Report

As Of: 9/30/2019

All Departments Consolidated

Assets

10001011 Undeposited Receipts	1,040.00
10171010 Operating Cash In Bank	87,379.29
10171011 Petty Cash	500.00
10171080 Inventory - Fuel	88,959.62
10171082 Inventory - Merchandise	1,468.67
10171083 Inventory - Oil	562.97
10171084 Inventory - Automobile Gas/Airport Use	26.67
10171085 Inventory - Diesel Airport Use	(957.19)
10171090 Pre-Paid Insurance	33,006.48
10171094 Prepaid Postage	89.98
10171153 Accounts Receivable	(75,215.39)
10172002 VRS - Deferred Outflow	61,108.00
10172003 GLI Deferred Outflow	3,590.04
10851010 Capital Cash In Bank	(6,574.58)
10851100 Construction In Progress	195,748.71
10851153 Capital Accounts Receivable	1,702.38
10851200 Net Fixed Assets	26,700,733.59
Total Assets:	27,093,169.24

Liabilities

20172010 Amt Held For Employee Benefits	3,482.98
20172020 Accounts Payable - Operating Fund	21,419.02
20172021 Long-Term Notes	220,840.30
20172024 Bad Check Account	(360.00)
20172094 Accrued Leave & Fringes	63,937.23
20172201 VRS - Deferred Inflow	53,850.00
20172202 VRS - Pension Liability	152,184.68
20172203 GLI Deferred Inflow	3,674.00
20172204 GLI Net Pension Liability	33,058.00
20172804 Virginia State Sales Tax	39.12
20852020 Accounts Payable - Capital Fund	31,408.34
20852090 Retainage Payable	7,190.00
30000000 Current Earnings	39,108.32
30000001 Retained Earnings	26,463,337.25
Total Liabilities And Equity:	27,093,169.24

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2019 Through: 9/30/2019
Selected Departments Consolidated

Income

	9/30/2019 MTD	Year-To-Date
40172404 State Operating Reimbursement	1,045.00	1,045.00
40174500 Sale - Fuel	85,008.92	253,498.54
40174502 Sale - Merchandise	86.12	372.60
40174503 Sale - Oil	122.79	366.77
40174600 Rental Income	42,614.73	127,837.69
40174601 Income - Land Leases	7,376.00	19,870.00
40174617 Special Fees	2,133.81	4,281.12
40174618 Facility & Line Service Fees	6,121.25	11,501.25
40174899 Miscellaneous Revenue	2,701.88	2,759.38
40174900 Operating Appropriations	13,290.50	39,871.46
Total Income:	160,501.00	461,403.81

Expense

	9/30/2019 MTD	Year-To-Date
54140000 Cost - Fuel	47,128.10	142,157.29
54140002 Cost - Merchandise	362.97	593.12
54140003 Cost - Oil	97.42	287.68
61000000 Accrued Salaries	234.35	(862.71)
61001000 Salaries	42,859.06	127,583.56
61005001 Overtime Pay	184.08	3,553.63
62000000 Accrued Leave - Fringe Benefit Expense	17.93	(66.00)
62001000 FICA	3,096.73	9,443.33
62002000 VSRS	4,195.94	12,587.82
62005000 Hospital/Medical Plans	9,975.60	29,926.80
62005001 Retiree Health Ins	814.28	2,442.84
62006000 Group Life Insurance	561.42	1,684.26
62008000 Short/Long Disab	106.04	330.58
62011000 Worker's Compensation	1,341.03	4,053.89
63002000 Professional Svcs - Other	147.50	1,002.50
63004001 Outside Repairs & Maint Vehicle/Equip	1,485.45	3,106.34
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	125.00
63005000 Maintenance Contracts	0.00	3,440.64
63005001 State Funded Maintenance Contracts	1,100.00	1,100.00
63007000 Advertising	0.00	99.90
63010000 Contractual Services	1,100.00	1,623.10
65101000 Electrical Services	4,215.53	8,646.25
65102000 Heating Service	84.70	223.12
65103000 Water & Sewer Services	548.47	992.70
65204001 Postage Meter Expense	53.97	91.12
65204002 Telephones/Internet/TV Cable Expense	658.99	1,893.19
65302000 Fire/Property Insurance	1,038.17	3,114.47
65305000 Motor Vehicle Insurance	508.17	1,524.47
65307000 Public Officials Liability Ins	43.00	129.00
65308000 General Liability Insurance	1,906.75	5,720.25
65401000 Office Supplies & Computers	150.07	275.39
65405000 Janitorial Supplies	309.79	1,027.99
65407000 Repair/Maint Parts & Supplies	663.48	1,992.06
65407001 State Reimb - Repairs/Maint/Supplies	0.00	1,947.59
65408000 Vehicle/Equip - Parts/Supplies	473.81	2,063.72
65408001 Airport Vehicle Fuel	1,196.97	3,634.09

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2019 Through: 9/30/2019
Selected Departments Consolidated

	<u>9/30/2019 MTD</u>	<u>Year-To-Date</u>
65410000 Employee Uniforms	337.76	337.76
65413000 Operational Expense	639.21	1,224.00
65413001 Line Service Equipment	0.00	296.15
65413002 Security Materials & Supplies	190.95	190.95
65506000 Travel Expenses	160.00	2,739.33
65801000 Dues & Membership	0.00	618.20
79001000 Lease/Rent Of Equipment	2,468.41	7,011.82
79002000 Principal/Interest Payments	0.00	10,000.00
79101000 Loan - VRA Bond	524.40	1,600.45
Total Expense:	130,980.50	401,507.64
Net Income:	29,520.50	59,896.17

Notes: Report Period: 7/01/2019 - 9/30/2019
Selected Departments Consolidated:
(Un-Departmentalized)
WINCHESTER AVIATION

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2019 Through: 9/30/2019
Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year	vs Last Year	Last Year	This Year	vs Last Year	vs Last Year
Income								
40172404 State Operating Reimbursers	0.00	1,045.00	1,045.00	--.-%	329.99	1,045.00	715.01	216.7%
40174500 Sale - Fuel	76,811.40	85,008.92	8,197.52	10.7%	260,943.16	253,498.54	(7,444.62)	-2.9%
40174502 Sale - Merchandise	11.31	86.12	74.81	661.5%	110.71	372.60	261.89	236.6%
40174503 Sale - Oil	205.80	122.79	(83.01)	-40.3%	375.80	366.77	(9.03)	-2.4%
40174600 Rental Income	38,288.00	42,614.73	4,326.73	11.3%	111,135.00	127,837.69	16,702.69	15.0%
40174601 Income - Land Leases	7,304.00	7,376.00	72.00	1.0%	19,399.00	19,870.00	471.00	2.4%
40174617 Special Fees	0.00	2,133.81	2,133.81	--.-%	0.00	4,281.12	4,281.12	--.-%
40174618 Facility & Line Service Fees	4,260.00	6,121.25	1,861.25	43.7%	12,460.00	11,501.25	(958.75)	-7.7%
40174899 Miscellaneous Revenue	22.47	2,701.88	2,679.41	#####.##%	252.15	2,759.38	2,507.23	994.3%
40174900 Operating Appropriations	3,410.50	13,290.50	9,880.00	289.7%	39,907.00	39,871.46	(35.54)	-0.1%
Total Income:	130,313.48	160,501.00	30,187.52	23.2%	444,912.81	461,403.81	16,491.00	3.7%
Expense								
54140000 Cost - Fuel	41,881.07	47,128.10	5,247.03	12.5%	151,399.19	142,157.29	(9,241.90)	-6.1%
54140002 Cost - Merchandise	9.37	362.97	353.60	3773.7%	91.45	593.12	501.67	548.6%
54140003 Cost - Oil	158.83	97.42	(61.41)	-38.7%	289.43	287.68	(1.75)	-0.6%
61000000 Accrued Salaries	(22.54)	234.35	256.89	--.-%	(18,558.98)	(862.71)	17,696.27	--.-%
61001000 Salaries	41,476.62	42,859.06	1,382.44	3.3%	150,615.22	127,583.56	(23,031.66)	-15.3%
61005001 Overtime Pay	1,150.24	184.08	(966.16)	-84.0%	5,297.92	3,553.63	(1,744.29)	-32.9%
62000000 Accrued Leave - Fringe Benef	(1.72)	17.93	19.65	--.-%	(1,419.76)	(66.00)	1,353.76	--.-%
62001000 FICA	3,077.79	3,096.73	18.94	0.6%	11,454.01	9,443.33	(2,010.68)	-17.6%
62002000 VSRS	4,006.50	4,195.94	189.44	4.7%	11,405.50	12,587.82	1,182.32	10.4%
62005000 Hospital/Medical Plans	8,939.52	9,975.60	1,036.08	11.6%	24,601.28	29,926.80	5,325.52	21.6%
62005001 Retiree Health Ins	816.28	814.28	(2.00)	-0.2%	2,040.70	2,442.84	402.14	19.7%
62006000 Group Life Insurance	536.12	561.42	25.30	4.7%	1,528.52	1,684.26	155.74	10.2%
62008000 Short/Long Disab	113.26	106.04	(7.22)	-6.4%	247.98	330.58	82.60	33.3%
62011000 Worker's Compensation	1,212.15	1,341.03	128.88	10.6%	4,423.03	4,053.89	(369.14)	-8.3%
63002000 Professional Svcs - Other	2,508.00	147.50	(2,360.50)	-94.1%	3,919.00	1,002.50	(2,916.50)	-74.4%
63004001 Outside Repairs & Maint Ver	0.00	1,485.45	1,485.45	--.-%	1,379.88	3,106.34	1,726.46	125.1%
63004003 Repair - Blgs & Grounds Out	179.90	0.00	(179.90)	-100.0%	1,284.62	125.00	(1,159.62)	-90.3%
63005000 Maintenance Contracts	0.00	0.00	0.00	--.-%	831.00	3,440.64	2,609.64	314.0%
63005001 State Funded Maintenance C	1,100.00	1,100.00	0.00	0.0%	1,100.00	1,100.00	0.00	0.0%
63007000 Advertising	0.00	0.00	0.00	--.-%	35.00	99.90	64.90	185.4%
63010000 Contractual Services	1,952.20	1,100.00	(852.20)	-43.7%	5,856.60	1,623.10	(4,233.50)	-72.3%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2019 Through: 9/30/2019
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	
65101000 Electrical Services	3,925.00	4,215.53	290.53	7.4%	13,490.45	8,646.25	(4,844.20)	-35.9%
65102000 Heating Service	88.94	84.70	(4.24)	-4.8%	241.54	223.12	(18.42)	-7.6%
65103000 Water & Sewer Services	477.82	548.47	70.65	14.8%	1,396.70	992.70	(404.00)	-28.9%
65204001 Postage Meter Expense	52.26	53.97	1.71	3.3%	64.68	91.12	26.44	40.9%
65204002 Telephones/Internet/TV Cabl	639.77	658.99	19.22	3.0%	1,867.27	1,893.19	25.92	1.4%
65302000 Fire/Property Insurance	1,023.00	1,038.17	15.17	1.5%	3,068.00	3,114.47	46.47	1.5%
65305000 Motor Vehicle Insurance	508.00	508.17	0.17	0.0%	1,526.00	1,524.47	(1.53)	-0.1%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	129.00	129.00	0.00	0.0%
65308000 General Liability Insurance	1,542.00	1,906.75	364.75	23.7%	4,625.67	5,720.25	1,094.58	23.7%
65401000 Office Supplies & Computers	377.47	150.07	(227.40)	-60.2%	1,184.13	275.39	(908.74)	-76.7%
65405000 Janitorial Supplies	152.88	309.79	156.91	102.6%	536.40	1,027.99	491.59	91.6%
65407000 Repair/Maint Parts & Supplie	317.96	663.48	345.52	108.7%	2,086.93	1,992.06	(94.87)	-4.5%
65407001 State Reimb - Repairs/Maint	0.00	0.00	0.00	---%	347.39	1,947.59	1,600.20	460.6%
65408000 Vehicle/Equip - Parts/Supplie	1,244.30	473.81	(770.49)	-61.9%	2,113.24	2,063.72	(49.52)	-2.3%
65408001 Airport Vehicle Fuel	508.06	1,196.97	688.91	135.6%	3,349.20	3,634.09	284.89	8.5%
65410000 Employee Uniforms	0.00	337.76	337.76	---%	0.00	337.76	337.76	---%
65413000 Operational Expense	59.99	639.21	579.22	965.5%	150.76	1,224.00	1,073.24	711.9%
65413001 Line Service Equipment	56.19	0.00	(56.19)	-100.0%	195.66	296.15	100.49	51.4%
65413002 Security Materials & Supplies	0.00	190.95	190.95	---%	0.00	190.95	190.95	---%
65506000 Travel Expenses	0.00	160.00	160.00	---%	1,870.35	2,739.33	868.98	46.5%
65801000 Dues & Membership	0.00	0.00	0.00	---%	229.20	618.20	389.00	169.7%
65804000 Va Sales Tax Paid	25.56	0.00	(25.56)	-100.0%	25.56	0.00	(25.56)	-100.0%
79001000 Lease/Rent Of Equipment	2,468.41	2,468.41	0.00	0.0%	7,177.23	7,011.82	(165.41)	-2.3%
79002000 Principal/Interest Payments	0.00	0.00	0.00	---%	0.00	10,000.00	10,000.00	---%
79101000 Loan - VRA Bond	649.75	524.40	(125.35)	-19.3%	1,975.61	1,600.45	(375.16)	-19.0%
Total Expense:	123,253.95	130,980.50	7,726.55	6.3%	405,472.56	401,507.64	(3,964.92)	-1.0%
Net Income:	7,059.53	29,520.50	22,460.97	318.2%	39,440.25	59,896.17	20,455.92	51.9%

Notes: Report Period: 7/01/2019 - 9/30/2019
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
00000	003596	TITAN AVIATION FUELS	3191877	9/30/2019		4017-081090-5414-000-000-	.00	18,814.65	13665	MERCHANDISE FOR RESALE	21805
00000	003596	TITAN AVIATION FUELS	3194361	9/30/2019		4017-081090-5414-000-000-	.00	28,762.05	13665	MERCHANDISE FOR RESALE	21805
00000	003596	TITAN AVIATION FUELS	R3188523	9/30/2019		4017-081090-9001-000-000-	.00	2,100.00	13665	LEASE/RENT OF EQUIPMENT	21805
						CHECK TOTAL		49,676.70			
00000	004484	BRYAN MICHAEL L	8449-AIRPORT	9/30/2019		4017-081090-3002-000-000-	.00	147.50	13666	PROFESSIONAL SERVICES	21805
						CHECK TOTAL		147.50			
00000	007984	RUSSELLS ROOFING COMPANY	3305	9/30/2019		4017-081090-3010-000-000-	.00	750.00	13719	OTHER CONTRACTUAL SERVICES	21805
						CHECK TOTAL		750.00			
						CLASS TOTAL		50,574.20			

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	08/30/2019	9/24/2019		4017-081090-3004-000-001-	.00	85.00	13650	REPAIR & MAINTENANCE EQUIP.	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-3004-000-001-	.00	865.00	13650	REPAIR & MAINTENANCE EQUIP.	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-3007-000-000-	.00	99.90	13650	ADVERTISING	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-3010-000-000-	.00	269.23	13650	OTHER CONTRACTUAL SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5101-000-000-	.00	4,430.72	13650	ELECTRICAL SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5102-000-000-	.00	24.30	13650	HEATING SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5102-000-000-	.00	24.30	13650	HEATING SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5102-000-000-	.00	20.45	13650	HEATING SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5103-000-000-	.00	103.88	13650	WATER & SEWAGE SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5103-000-000-	.00	55.42	13650	WATER & SEWAGE SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5103-000-000-	.00	284.93	13650	WATER & SEWAGE SERVICES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5204-000-002-	.00	538.17	13650	TELEPHONE	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5204-000-002-	.00	82.78	13650	TELEPHONE	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5204-000-002-	.00	37.64	13650	TELEPHONE	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5401-000-000-	.00	32.79	13650	OFFICE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5401-000-000-	.00	63.98	13650	OFFICE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5401-000-000-	.00	28.55	13650	OFFICE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	180.93	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	11.94	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	99.84	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	16.68	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	121.09	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-000-	.00	149.90	13650	REPAIR AND MAINTENANCE SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-001-	.00	1,099.25	13650	STATE - PARTS AND SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5407-000-001-	.00	848.34	13650	STATE - PARTS AND SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-000-	.00	44.75	13650	VEHICLE AND POWERED EQUIP SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-000-	.00	44.75	13650	VEHICLE AND POWERED EQUIP SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-000-	.00	36.99	13650	VEHICLE AND POWERED EQUIP SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-000-	.00	629.00	13650	VEHICLE AND POWERED EQUIP SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-001-	.00	643.39	13650	VEHICLE GAS-AIRPORT USE	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5408-000-001-	.00	620.89	13650	VEHICLE GAS-AIRPORT USE	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5413-000-000-	.00	125.50	13650	OTHER OPERATING SUPPLIES	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5413-000-001-	.00	21.00	13650	LINE SERVICE EQUIPMENT	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	1,200.00	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	8.00	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	5.00	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	8.00	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	8.00	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	237.82	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	237.82	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	237.82	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5506-000-000-	.00	118.91	13650	TRAVEL	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-5801-000-000-	.00	79.00	13650	DUES & MEMBERSHIP	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-9001-000-000-	.00	165.41	13650	LEASE/RENT OF EQUIPMENT	21806
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4017-081090-9001-000-000-	.00	89.00	13650	LEASE/RENT OF EQUIPMENT	21806

CHECK TOTAL 14,136.06

CLASS TOTAL 14,136.06

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	003339	TRUCK PARTS UNLIMITED INC	8/19-9920	9/16/2019	N	4017-081090-5407-000-000-	.00	65.23	13593	REPAIR AND MAINTENANCE SUPPLIES	21802
00000	003339	TRUCK PARTS UNLIMITED INC	8/19-9920	9/16/2019	N	4017-081090-5408-000-000-	.00	296.73	13593	VEHICLE AND POWERED EQUIP SUPPLIES	21802
						CHECK TOTAL		361.96			
00000	003596	TITAN AVIATION FUELS	AC3139626	9/16/2019		4017-081090-5414-000-000-	.00	134.10	13595	MERCHANDISE FOR RESALE	21801
00000	003596	TITAN AVIATION FUELS	AC3154673	9/16/2019		4017-081090-5414-000-000-	.00	82.44	13595	MERCHANDISE FOR RESALE	21801
00000	003596	TITAN AVIATION FUELS	AC3167813	9/16/2019		4017-081090-5414-000-000-	.00	27.08	13595	MERCHANDISE FOR RESALE	21801
00000	003596	TITAN AVIATION FUELS	AC3183175	9/16/2019		4017-081090-5414-000-000-	.00	18.90	13595	MERCHANDISE FOR RESALE	21801
00000	003596	TITAN AVIATION FUELS	3180903	9/16/2019		4017-081090-5414-000-000-	.00	18,419.07	13595	MERCHANDISE FOR RESALE	21801
00000	003596	TITAN AVIATION FUELS	3182073	9/16/2019		4017-081090-5414-000-000-	.00	29,420.57	13595	MERCHANDISE FOR RESALE	21801
						CHECK TOTAL		48,102.16			
00000	007905	ANDERSON PAUL G	8-2019	9/16/2019		4017-081090-5506-000-000-	.00	206.48	705823	TRAVEL	21801
						CHECK TOTAL		206.48			
00000	999999	WILLIAM PIPER	8=2019	9/16/2019		4017-081090-5506-000-000-	.00	206.48	705843	TRAVEL	21801
						CHECK TOTAL		206.48			
						CLASS TOTAL		48,877.08			

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
00000	007822	BANK OF AMERICA N A	08/30/2019	9/24/2019		4085-081030-8801-000-205-	.00	25.74	13650	REHAB TAXIWAY A	21806
						CHECK TOTAL		25.74			
						CLASS TOTAL		25.74			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD																		Increase/ (Decrease) Over Prior Year	
Fiscal Year	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	FY2019	FY2020	Over/ (Short)
July	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	17,148	16,387	(761)
August	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	19,439	16,288	(3,151)
September	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	14,945	16,702	1,757
October	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	15,493	0	(15,493)
November	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	13,661	0	(13,661)
December	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	10,971	0	(10,971)
January	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	7,379	0	(7,379)
February	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	7,446	0	(7,446)
March	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	10,289	0	(10,289)
April	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	14,410	0	(14,410)
May	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	17,472	15,470	0	(15,470)
June	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	20,428	13,253	0	(13,253)
Total	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	180,246	159,904	49,377	(110,527)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																						
Fiscal Year	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		Increase/(Decrease)	
	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	Jet-A	Avgas
July	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	12,272	4,876	10,970	5,417	(1,302)	541
August	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	14,622	4,817	10,336	5,952	(4,286)	1,135
September	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	11,723	3,222	10,719	5,983	(1,004)	2,761
October	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	12,090	3,403				
November	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	10,780	2,881				
December	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	7,835	3,136				
January	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	5,413	1,966				
February	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	5,476	1,970				
March	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	7,379	2,910				
April	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	9,805	4,605				
May	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	12,977	4,495	11,461	4,009				
June	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	12,771	7,657	7,855	5,398				
Total	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	128,134	52,112	116,711	43,193	32,025	17,352	(6,592)	4,437