



# **WINCHESTER REGIONAL AIRPORT**

491 AIRPORT ROAD

WINCHESTER, VIRGINIA 22602

(540) 662-5786

## **Monthly Business Meeting AGENDA**

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, Thursday, March 09, 2017, at 5:00 p.m.

### **Gene Fisher, Chairman, Presiding**

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes
  - February 16, 2017, WRAA Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
  - a. Financial Report – Secretary/Treasurer – J.J. Smith
    - February 2017- Pre-Audit
  - b. Building/Lease – Paul Anderson
  - c. Minimum Standards/Personnel/Security – David Reichert
  - d. Marketing/Development – Bill Pifer
7. Comments – Executive Director
8. Comments – Board Members
9. Adjourn

**Winchester Regional Airport Authority**  
**General Ledger Balance Sheet Report**

As Of: 2/28/2017

All Departments Consolidated

**Assets**

|                      |  |                      |
|----------------------|--|----------------------|
| 10171010.0010        | County Operating Cash                    | 5,944.93             |
| 10171011.0000        | Petty Cash                               | 500.00               |
| 10171080.0050        | Inventory - Jet-A                        | 35,609.06            |
| 10171080.0060        | Inventory - Avgas                        | 36,368.81            |
| 10171082.0000        | Inventory - Merchandise                  | 1,044.64             |
| 10171083.0000        | Inventory - Oil                          | 545.08               |
| 10171084.0000        | Inventory - Automobile Gas/Airport Use   | 835.17               |
| 10171085.0000        | Inventory - Diesel Airport Use           | 641.03               |
| 10171090.0020        | Pre-Paid Fire Insurance                  | 3,924.32             |
| 10171090.0050        | Pre-Paid Motor Vehicle Insurance         | 2,034.00             |
| 10171090.0070        | Pre-Paid Public Officials Risk Ins       | 172.00               |
| 10171090.0080        | Pre-Paid General Liability Insurance     | 3,083.34             |
| 10171094.0000        | Prepaid Postage                          | 239.77               |
| 10171153.0001        | Oper Accounts Receivable                 | 27,062.81            |
| 10171153.0002        | Credit Card Accounts Receivable          | 22,570.19            |
| 10171153.2404        | Operating Rev Due From State Gov         | 9,495.00             |
| 10171153.4901        | Oper Revenue Due From Frederick County   | (39,912.00)          |
| 10171153.4902        | Oper Revenue Due From City Of Winchester | 10,794.11            |
| 10172002.0000        | VRS - Deferred Outflow                   | 50,471.00            |
| 10851010.0010        | County Capital Cash                      | 49,672.35            |
| 10851100.0000        | Construction In Progress                 | 4,316,311.25         |
| 10851153.0020        | Capital A/R Due From City Of Winchester  | 9,007.37             |
| 10851153.0070        | Capital A/R Due From State Government    | 14,231.21            |
| 10851200.0010        | Fixed Assets                             | 33,825,879.55        |
| 10851200.0020        | Less Accumulated Depreciation            | (12,451,065.84)      |
| <b>Total Assets:</b> |  | <b>25,935,459.15</b> |

**Liabilities**

|                                      |                                   |                      |
|--------------------------------------|-----------------------------------|----------------------|
| 20172020.0000                        | Accounts Payable - Operating Fund | 35,179.00            |
| 20172020.0010                        | Accts Payable Credit Card Charges | 10,309.84            |
| 20172021.0010                        | Wachovia Loan - VRA               | 344,166.38           |
| 20172094.6100                        | Accrued Leave - PTO & IDA         | 69,082.05            |
| 20172094.6200                        | Accrued Leave - Fringes           | 5,284.79             |
| 20172201.0000                        | VRS - Deferred Inflow             | 27,157.00            |
| 20172202.0000                        | VRS - Pension Liability           | 181,119.00           |
| 20172804.0000                        | Virginia State Sales Tax          | 0.69                 |
| 20852020.0000                        | Accounts Payable - Capital Fund   | 9,842.50             |
| 30000000.0000                        | Current Earnings                  | 50,057.25            |
| 30000001.0000                        | Retained Earnings                 | 25,203,260.65        |
| <b>Total Liabilities And Equity:</b> |                                   | <b>25,935,459.15</b> |

Notes:

All Departments Consolidated.

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
 For The Period: 7/01/2016 Through: 2/28/2017  
 Selected Departments Consolidated

**Income**

|  | 2/28/2017 MTD     | Year-To-Date      |
|--|-------------------|-------------------|
| 40172404 State Operating Reimbursement | 9,495.00          | 9,495.00          |
| 40174500 Sale - Fuel                   | 59,371.57         | 507,886.43        |
| 40174502 Sale - Merchandise            | 0.00              | 191.84            |
| 40174503 Sale - Oil                    | 12.96             | 452.59            |
| 40174600 Rental Income                 | 36,759.00         | 293,881.59        |
| 40174601 Income - Land Leases          | 1,735.00          | 34,301.00         |
| 40174617 Special & Misc Fees           | 2,122.20          | 9,342.75          |
| 40174618 Facility & Service Fees       | 1,160.00          | 10,425.00         |
| 40174899 Miscellaneous Revenue         | 790.21            | 5,054.86          |
| 40174900 Operating Appropriations      | 13,285.42         | 106,283.36        |
| <b>Total Income:</b>                   | <b>124,731.36</b> | <b>977,314.42</b> |

**Expense**

|  | 2/28/2017 MTD | Year-To-Date |
|--|---------------|--------------|
| 54140000 Cost - Fuel                             | 30,802.93     | 274,049.82   |
| 54140002 Cost - Merchandise                      | 0.00          | 207.58       |
| 54140003 Cost - Oil                              | 9.59          | 342.77       |
| 61000000 Accrued Salaries                        | 688.46        | 2,479.22     |
| 61001000 Salaries                                | 41,188.10     | 322,606.40   |
| 61005001 Overtime Pay                            | 740.02        | 10,346.02    |
| 61005002 Holiday Worked Pay                      | 1,641.20      | 4,900.62     |
| 62000000 Accrued Leave - Fringe Benefit Expense  | 52.67         | 189.66       |
| 62001000 FICA                                    | 3,221.23      | 24,981.23    |
| 62002000 VSRS                                    | 3,789.32      | 28,128.16    |
| 62005000 Hospital/Medical Plans                  | 7,946.16      | 58,274.97    |
| 62006000 Group Life Insurance                    | 517.26        | 3,982.88     |
| 62008000 Short/Long Disab - 041 FLT - Carlson    | 33.76         | 215.24       |
| 62011000 Worker's Compensation                   | 1,342.65      | 10,455.31    |
| 63002000 Professional Svcs - Other               | 6,185.40      | 13,313.40    |
| 63004001 Outside Repairs & Maint Vehicle/Equip   | 16.00         | 5,586.87     |
| 63004003 Repair - Blgs & Grounds Outside Repairs | 0.00          | 611.55       |
| 63005000 Maintenance Contracts                   | 0.00          | 5,506.00     |
| 63005001 State Funded Maintenance Contracts      | 0.00          | 2,100.00     |
| 63007000 Advertising                             | 0.00          | 225.20       |
| 63010000 Contractual Services                    | 1,931.81      | 17,336.48    |
| 65101000 Electrical Services                     | 0.00          | 34,625.90    |
| 65102000 Heating Service                         | 1,409.31      | 4,133.43     |
| 65103000 Water & Sewer Services                  | 198.49        | 1,704.94     |
| 65204001 Postage Meter Expense                   | 16.78         | 153.20       |
| 65204002 Telephones/Internet/TV Cable Expense    | 622.02        | 4,937.44     |
| 65302000 Fire/Property Insurance                 | 981.08        | 7,848.68     |
| 65305000 Motor Vehicle Insurance                 | 508.50        | 4,068.00     |
| 65307000 Public Officials Liability Ins          | 43.00         | 344.00       |
| 65308000 General Liability Insurance             | 1,541.66      | 12,333.33    |
| 65401000 Office Supplies & Computers             | 57.78         | 1,634.42     |
| 65405000 Janitorial Supplies                     | 193.39        | 763.51       |
| 65407000 Repair/Maint Parts & Supplies           | 781.58        | 4,238.03     |
| 65408000 Vehicle/Equip - Parts/Supplies          | 460.09        | 7,174.45     |
| 65408001 Airport Vehicle Fuel                    | 523.20        | 4,870.98     |
| 65410000 Employee Uniforms                       | 0.00          | 785.55       |

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For The Period: 7/01/2016 Through: 2/28/2017  
Selected Departments Consolidated

|  | <u>2/28/2017 MTD</u> | <u>Year-To-Date</u> |
|--|----------------------|---------------------|
| 65413000 Operational Expense           | 329.53               | 4,527.00            |
| 65413001 Line Service Equipment        | 65.31                | 914.01              |
| 65413002 Security Materials & Supplies | 0.00                 | 107.15              |
| 65506000 Travel Expenses               | 0.00                 | 3,092.43            |
| 65715000 Promotional Fund Expenses     | 15,000.00            | 14,781.50           |
| 65801000 Dues & Membership             | 175.00               | 1,105.15            |
| 65804000 Va Sales Tax Paid             | 0.00                 | 33.05               |
| 65806000 Snow Removal Contingency Fund | 0.00                 | 2,646.70            |
| 69001000 Lease/Rent Of Equipment       | 2,184.00             | 20,190.98           |
| 69101000 Loan - VRA Bond               | 1,447.87             | 12,028.67           |
| <b>Total Expense:</b>                  | <b>126,645.15</b>    | <b>934,881.88</b>   |
| <b>Net Income:</b>                     | <b>(1,913.79)</b>    | <b>42,432.54</b>    |

Notes: Report Period: 7/01/2016 - 2/28/2017  
Selected Departments Consolidated:  
AUTHORITY OPER  
WINCHESTER AVIATION

65101000 - Electric Bills not received estimate \$5,000.00

**BIG EXPENSES**

63002000 - \$6,185.40 Legal Expenses for the months September 2016 thru February 2017

65715000 - Promotional - \$15,000.00 for Strategic Business, Marketing Plan

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2016 Through: 2/28/2017  
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 |
| <b>Income</b>                         |                      |                   |                  |              |                     |                   |                  |              |
| 40172404 State Operating Reimbursen   | 0.00                 | 9,495.00          | 9,495.00         | --.-%        | 0.00                | 9,495.00          | 9,495.00         | --.-%        |
| 40174500 Sale - Fuel                  | 38,276.90            | 59,371.57         | 21,094.67        | 55.1%        | 531,096.95          | 507,886.43        | (23,210.52)      | -4.4%        |
| 40174502 Sale - Merchandise           | 0.00                 | 0.00              | 0.00             | --.-%        | 119.03              | 191.84            | 72.81            | 61.2%        |
| 40174503 Sale - Oil                   | 24.28                | 12.96             | (11.32)          | -46.6%       | 507.40              | 452.59            | (54.81)          | -10.8%       |
| 40174600 Rental Income                | 35,881.00            | 36,759.00         | 878.00           | 2.4%         | 287,137.00          | 293,881.59        | 6,744.59         | 2.3%         |
| 40174601 Income - Land Leases         | 1,668.00             | 1,735.00          | 67.00            | 4.0%         | 31,103.00           | 34,301.00         | 3,198.00         | 10.3%        |
| 40174617 Special & Misc Fees          | 0.00                 | 2,122.20          | 2,122.20         | --.-%        | 7,295.19            | 9,342.75          | 2,047.56         | 28.1%        |
| 40174618 Facility & Service Fees      | 1,510.00             | 1,160.00          | (350.00)         | -23.2%       | 16,760.00           | 10,425.00         | (6,335.00)       | -37.8%       |
| 40174899 Miscellaneous Revenue        | 893.66               | 790.21            | (103.45)         | -11.6%       | 4,387.14            | 5,054.86          | 667.72           | 15.2%        |
| 40174900 Operating Appropriations     | 6,990.58             | 13,285.42         | 6,294.84         | 90.0%        | 55,919.66           | 106,283.36        | 50,363.70        | 90.1%        |
| <b>Total Income:</b>                  | <b>85,244.42</b>     | <b>124,731.36</b> | <b>39,486.94</b> | <b>46.3%</b> | <b>934,325.37</b>   | <b>977,314.42</b> | <b>42,989.05</b> | <b>4.6%</b>  |
| <b>Expense</b>                        |                      |                   |                  |              |                     |                   |                  |              |
| 54140000 Cost - Fuel                  | 16,970.33            | 30,802.93         | 13,832.60        | 81.5%        | 278,289.60          | 274,049.82        | (4,239.78)       | -1.5%        |
| 54140002 Cost - Merchandise           | 0.00                 | 0.00              | 0.00             | --.-%        | 95.30               | 207.58            | 112.28           | 117.8%       |
| 54140003 Cost - Oil                   | 18.49                | 9.59              | (8.90)           | -48.1%       | 381.43              | 342.77            | (38.66)          | -10.1%       |
| 61000000 Accrued Salaries             | 204.90               | 688.46            | 483.56           | 236.0%       | (2,579.16)          | 2,479.22          | 5,058.38         | --.-%        |
| 61001000 Salaries                     | 35,502.88            | 41,188.10         | 5,685.22         | 16.0%        | 311,145.31          | 322,606.40        | 11,461.09        | 3.7%         |
| 61005001 Overtime Pay                 | 1,460.60             | 740.02            | (720.58)         | -49.3%       | 10,184.53           | 10,346.02         | 161.49           | 1.6%         |
| 61005002 Holiday Worked Pay           | 1,264.16             | 1,641.20          | 377.04           | 29.8%        | 4,809.05            | 4,900.62          | 91.57            | 1.9%         |
| 62000000 Accrued Leave - Fringe Ben   | 15.68                | 52.67             | 36.99            | 235.9%       | (197.30)            | 189.66            | 386.96           | --.-%        |
| 62001000 FICA                         | 2,829.49             | 3,221.23          | 391.74           | 13.8%        | 24,031.00           | 24,981.23         | 950.23           | 4.0%         |
| 62002000 VSRS                         | 3,766.84             | 3,789.32          | 22.48            | 0.6%         | 32,570.44           | 28,128.16         | (4,442.28)       | -13.6%       |
| 62005000 Hospital/Medical Plans       | 6,021.84             | 7,946.16          | 1,924.32         | 32.0%        | 52,468.04           | 58,274.97         | 5,806.93         | 11.1%        |
| 62006000 Group Life Insurance         | 422.50               | 517.26            | 94.76            | 22.4%        | 3,687.25            | 3,982.88          | 295.63           | 8.0%         |
| 62008000 Short/Long Disab - 041 FLT   | 0.00                 | 33.76             | 33.76            | --.-%        | 0.00                | 215.24            | 215.24           | --.-%        |
| 62011000 Worker's Compensation        | 1,264.53             | 1,342.65          | 78.12            | 6.2%         | 10,883.55           | 10,455.31         | (428.24)         | -3.9%        |
| 63002000 Professional Svcs - Other    | 1,083.00             | 6,185.40          | 5,102.40         | 471.1%       | 16,335.00           | 13,313.40         | (3,021.60)       | -18.5%       |
| 63004001 Outside Repairs & Maint Ver  | 0.00                 | 16.00             | 16.00            | --.-%        | 3,316.79            | 5,586.87          | 2,270.08         | 68.4%        |
| 63004003 Repair - Bldgs & Grounds Out | 188.50               | 0.00              | (188.50)         | -100.0%      | 188.50              | 611.55            | 423.05           | 224.4%       |
| 63005000 Maintenance Contracts        | 0.00                 | 0.00              | 0.00             | --.-%        | 6,172.00            | 5,506.00          | (666.00)         | -10.8%       |
| 63005001 State Funded Maintenance C   | 0.00                 | 0.00              | 0.00             | --.-%        | 2,007.60            | 2,100.00          | 92.40            | 4.6%         |
| 63007000 Advertising                  | 0.00                 | 0.00              | 0.00             | --.-%        | 0.00                | 225.20            | 225.20           | --.-%        |
| 63010000 Contractual Services         | 2,455.74             | 1,931.81          | (523.93)         | -21.3%       | 24,473.57           | 17,336.48         | (7,137.09)       | -29.2%       |

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2016 Through: 2/28/2017  
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 |
| 65101000 Electrical Services            | 6,619.17             | 0.00              | (6,619.17)       | -100.0%      | 43,458.47           | 34,625.90         | (8,832.57)       | -20.3%       |
| 65102000 Heating Service                | 1,199.46             | 1,409.31          | 209.85           | 17.5%        | 3,330.63            | 4,133.43          | 802.80           | 24.1%        |
| 65103000 Water & Sewer Services         | 231.82               | 198.49            | (33.33)          | -14.4%       | 1,766.86            | 1,704.94          | (61.92)          | -3.5%        |
| 65204001 Postage Meter Expense          | 13.21                | 16.78             | 3.57             | 27.0%        | 146.34              | 153.20            | 6.86             | 4.7%         |
| 65204002 Telephones/Internet/TV Cabl    | 612.29               | 622.02            | 9.73             | 1.6%         | 4,868.92            | 4,937.44          | 68.52            | 1.4%         |
| 65302000 Fire/Property Insurance        | 981.08               | 981.08            | 0.00             | 0.0%         | 7,848.68            | 7,848.68          | 0.00             | 0.0%         |
| 65305000 Motor Vehicle Insurance        | 507.00               | 508.50            | 1.50             | 0.3%         | 4,056.00            | 4,068.00          | 12.00            | 0.3%         |
| 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    | 1,541.66             | 1,541.66          | 0.00             | 0.0%         | 12,333.33           | 12,333.33         | 0.00             | 0.0%         |
| 65401000 Office Supplies & Computers    | 34.63                | 57.78             | 23.15            | 66.8%        | 6,555.68            | 1,634.42          | (4,921.26)       | -75.1%       |
| 65405000 Janitorial Supplies            | 148.56               | 193.39            | 44.83            | 30.2%        | 747.96              | 763.51            | 15.55            | 2.1%         |
| 65407000 Repair/Maint Parts & Supplie   | 981.91               | 781.58            | (200.33)         | -20.4%       | 5,027.84            | 4,238.03          | (789.81)         | -15.7%       |
| 65408000 Vehicle/Equip - Parts/Supplie  | 252.00               | 460.09            | 208.09           | 82.6%        | 6,160.42            | 7,174.45          | 1,014.03         | 16.5%        |
| 65408001 Airport Vehicle Fuel           | 549.11               | 523.20            | (25.91)          | -4.7%        | 7,251.83            | 4,870.98          | (2,380.85)       | -32.8%       |
| 65410000 Employee Uniforms              | 0.00                 | 0.00              | 0.00             | --.-%        | 0.00                | 785.55            | 785.55           | --.-%        |
| 65413000 Operational Expense            | 0.00                 | 329.53            | 329.53           | --.-%        | 1,001.96            | 4,527.00          | 3,525.04         | 351.8%       |
| 65413001 Line Service Equipment         | 0.00                 | 65.31             | 65.31            | --.-%        | 1,021.76            | 914.01            | (107.75)         | -10.5%       |
| 65413002 Security Materials & Supplies  | 0.00                 | 0.00              | 0.00             | --.-%        | 822.86              | 107.15            | (715.71)         | -87.0%       |
| 65506000 Travel Expenses                | 80.00                | 0.00              | (80.00)          | -100.0%      | 1,495.64            | 3,092.43          | 1,596.79         | 106.8%       |
| 65715000 Promotional Fund Expenses      | 0.00                 | 15,000.00         | 15,000.00        | --.-%        | 6,409.05            | 14,781.50         | 8,372.45         | 130.6%       |
| 65801000 Dues & Membership              | 0.00                 | 175.00            | 175.00           | --.-%        | 1,261.00            | 1,105.15          | (155.85)         | -12.4%       |
| 65804000 Va Sales Tax Paid              | 0.00                 | 0.00              | 0.00             | --.-%        | 26.27               | 33.05             | 6.78             | 25.8%        |
| 65806000 Snow Removal Contingency       | 1,311.42             | 0.00              | (1,311.42)       | -100.0%      | 5,400.38            | 2,646.70          | (2,753.68)       | -51.0%       |
| 69001000 Lease/Rent Of Equipment        | 2,454.63             | 2,184.00          | (270.63)         | -11.0%       | 20,780.04           | 20,190.98         | (589.06)         | -2.8%        |
| 69101000 Loan - VRA Bond                | 1,755.01             | 1,447.87          | (307.14)         | -17.5%       | 14,973.45           | 12,028.67         | (2,944.78)       | -19.7%       |
| <b>Total Expense:</b>                   | <b>92,785.44</b>     | <b>126,645.15</b> | <b>33,859.71</b> | <b>36.5%</b> | <b>935,351.87</b>   | <b>934,881.88</b> | <b>(469.99)</b>  | <b>-0.1%</b> |
| <b>Net Income:</b>                      | <b>(7,541.02)</b>    | <b>(1,913.79)</b> | <b>5,627.23</b>  | <b>--.-%</b> | <b>(1,026.50)</b>   | <b>42,432.54</b>  | <b>43,459.04</b> | <b>--.-%</b> |

Notes: Report Period: 7/01/2016 - 2/28/2017  
Selected Departments Consolidated:  
AUTHORITY OPER  
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     | EASTERN AVIATION FUELS | 2688400     | 2/16/2017  |           | 4017-081090-5414-000-000- | .00             | 16,655.20  | 9087      | MERCHANDISE FOR RESALE     | 21472 |
| 00000    | 003596     | EASTERN AVIATION FUELS | 2689507     | 2/16/2017  |           | 4017-081090-5414-000-000- | .00             | 28,241.61  | 9087      | MERCHANDISE FOR RESALE     | 21472 |
| 00000    | 003596     | EASTERN AVIATION FUELS | F2693418    | 2/16/2017  |           | 4017-081090-9001-000-000- | .00             | 2,100.00   | 9087      | LEASE/RENT OF EQUIPMENT    | 21472 |
|          |            |                        |             |            |           | CHECK TOTAL               |                 | 46,996.81  |           |                            |       |
| 00000    | 004447     | J & J JANITORIAL &     | 171003      | 2/16/2017  |           | 4017-081090-3010-000-000- | .00             | 1,698.33   | 9089      | OTHER CONTRACTUAL SERVICES | 21472 |
|          |            |                        |             |            |           | CHECK TOTAL               |                 | 1,698.33   |           |                            |       |
| 00000    | 009907     | WOODLEY & FLYNN PLLC   | 126         | 2/16/2017  |           | 4017-081090-3002-000-000- | .00             | 5,856.00   | 9141      | PROFESSIONAL SERVICES      | 21472 |
| 00000    | 009907     | WOODLEY & FLYNN PLLC   | 126         | 2/16/2017  |           | 4017-081090-3002-000-000- | .00             | 329.40     | 9141      | PROFESSIONAL SERVICES      | 21472 |
|          |            |                        |             |            |           | CHECK TOTAL               |                 | 6,185.40   |           |                            |       |
| 00000    | 001474     | WASHINGTON GAS -       | 1463-A      | 2/16/2017  |           | 4017-081090-5102-000-000- | .00             | 335.14     | 691444    | HEATING SERVICES           | 21472 |
| 00000    | 001474     | WASHINGTON GAS -       | 2619-A      | 2/16/2017  |           | 4017-081090-5102-000-000- | .00             | 131.08     | 691444    | HEATING SERVICES           | 21472 |
| 00000    | 001474     | WASHINGTON GAS -       | 7340-A      | 2/16/2017  |           | 4017-081090-5102-000-000- | .00             | 159.11     | 691444    | HEATING SERVICES           | 21472 |
| 00000    | 001474     | WASHINGTON GAS -       | 8672-A      | 2/16/2017  |           | 4017-081090-5102-000-000- | .00             | 259.09     | 691444    | HEATING SERVICES           | 21472 |
|          |            |                        |             |            |           | CHECK TOTAL               |                 | 884.42     |           |                            |       |
|          |            |                        |             |            |           | CLASS TOTAL               |                 | 55,764.96  |           |                            |       |

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 | 01/31/2017  | 2/24/2017  |           | 4017-081090-3004-000-001- | .00             | 34.75      | 9149      | REPAIR & MAINTENANCE EQUIP.        | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-3004-000-001- | .00             | 105.00     | 9149      | REPAIR & MAINTENANCE EQUIP.        | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-3004-000-001- | .00             | 235.62     | 9149      | REPAIR & MAINTENANCE EQUIP.        | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-3005-000-000- | .00             | 567.00     | 9149      | MAINTENANCE SERVICE CONTRACTS      | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-3010-000-000- | .00             | 233.48     | 9149      | OTHER CONTRACTUAL SERVICES         | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5103-000-000- | .00             | 30.32      | 9149      | WATER & SEWAGE SERVICES            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5103-000-000- | .00             | 81.39      | 9149      | WATER & SEWAGE SERVICES            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5103-000-000- | .00             | 52.51      | 9149      | WATER & SEWAGE SERVICES            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5103-000-000- | .00             | 34.27      | 9149      | WATER & SEWAGE SERVICES            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5204-000-002- | .00             | 504.10     | 9149      | TELEPHONE                          | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5204-000-002- | .00             | 48.19      | 9149      | TELEPHONE                          | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5204-000-002- | .00             | 69.73      | 9149      | TELEPHONE                          | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5401-000-000- | .00             | 63.87      | 9149      | OFFICE SUPPLIES                    | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-000- | .00             | 43.13      | 9149      | VEHICLE AND POWERED EQUIP SUPPLIES | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-000- | .00             | 39.75      | 9149      | VEHICLE AND POWERED EQUIP SUPPLIES | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-000- | .00             | 471.75     | 9149      | VEHICLE AND POWERED EQUIP SUPPLIES | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-000- | .00             | 35.49      | 9149      | VEHICLE AND POWERED EQUIP SUPPLIES | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-000- | .00             | 19.15      | 9149      | VEHICLE AND POWERED EQUIP SUPPLIES | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5408-000-001- | .00             | 585.36     | 9149      | VEHICLE GAS-AIRPORT USE            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5801-000-000- | .00             | 35.00      | 9149      | DUES & MEMBERSHIP                  | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-5806-000-000- | .00             | 1,544.52   | 9149      | SNOW REMOVAL OPERATIONS            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-9001-000-000- | .00             | 165.41     | 9149      | LEASE/RENT OF EQUIPMENT            | 21479 |
| 00000       | 007822     | BANK OF AMERICA N A | 01/31/2017  | 2/24/2017  |           | 4017-081090-9001-000-000- | .00             | 84.00      | 9149      | LEASE/RENT OF EQUIPMENT            | 21479 |
| CHECK TOTAL |            |                     |             |            |           |                           |                 | 5,014.29   |           |                                    |       |
| CLASS TOTAL |            |                     |             |            |           |                           |                 | 5,014.29   |           |                                    |       |



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    | 010235     | VIRGINIA AIRPORT OPERATOR | 822         | 2/28/2017  |           | 4017-081090-5801-000-000- | .00             | 75.00      | 691841    | DUES & MEMBERSHIP | 21477 |
| 00000    | 010235     | VIRGINIA AIRPORT OPERATOR | 838         | 2/28/2017  |           | 4017-081090-5801-000-000- | .00             | 100.00     | 691841    | DUES & MEMBERSHIP | 21477 |
|          |            |                           |             |            |           | CHECK TOTAL               |                 | 175.00     |           |                   |       |
|          |            |                           |             |            |           | CLASS TOTAL               |                 | 175.00     |           |                   |       |

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    | 010100     | APPLIED PAVEMENT | 5006        | 2/16/2017  |           | 4085-081030-3002-000-000- | .00             | 3,950.79   | 691457    | PROFESSIONAL SERVICES-OTHER | 21472 |
|          |            |                  |             |            |           | CHECK TOTAL               |                 | 3,950.79   |           |                             |       |
|          |            |                  |             |            |           | CLASS TOTAL               |                 | 3,950.79   |           |                             |       |

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    | 003802     | DELTA AIRPORT CONSULTANTS | 2-14050     | 2/28/2017  |           | 4085-081030-8801-000-040- | .00             | 16,020.00  | 9170      | NEW GEN AVIATION TERMMNL BLDG STUDY | 21477 |
| 22016    | 003802     | DELTA AIRPORT CONSULTANTS | CA-4-15012  | 2/28/2017  |           | 4085-081030-8801-000-336- | .00             | 12,617.68  | 9170      | NORTH SIDE CONNECTOR CONSTRUCTION   | 21477 |
|          |            |                           |             |            |           | CHECK TOTAL               |                 | 28,637.68  |           |                                     |       |
|          |            |                           |             |            |           | CLASS TOTAL               |                 | 28,637.68  |           |                                     |       |

**Winchester Regional  
Airport  
Fuel Gallons Sold**

| TOTAL GALLONS OF FUEL PRODUCTS SOLD |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         | Increase/ (Decrease)<br>Over Prior Year |                  |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---|------------------|
| Fiscal Year                         | 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 | FY 2015 | FY 2016 | FY 2017                                 | Over/<br>(Short) |
| July                                | 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  | 15,431  | 17,079  | 22,444                                  | 5,365            |
| August                              | 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  | 15,552  | 18,267  | 15,699                                  | (2,569)          |
| September                           | 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  | 20,680  | 15,485  | 15,028                                  | (457)            |
| October                             | 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  | 21,535  | 19,072  | 20,578                                  | 1,506            |
| November                            | 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  | 12,474  | 12,393  | 14,097                                  | 1,704            |
| December                            | 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  | 9,372   | 14,146  | 8,887                                   | (5,259)          |
| January                             | 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  | 7,351   | 7,376   | 8,787                                   | 1,411            |
| February                            | 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   | 7,587   | 7,877   | 13,733                                  | 5,857            |
| March                               | 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  | 12,287  | 6,922   | 9,384   |   |                  |
| April                               | 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  | 13,910  | 13,692  | 11,735  |   |                  |
| May                                 | 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  | 13,669  | 13,077  | 12,943  |   |                  |
| June                                | 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  | 18,127  | 11,742  | 21,351  |   |                  |
| Total                               | 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 | 180,388 | 155,414 | 167,106 | 119,252                                 | 7,559            |

**BREAKDOWN BY FUEL TYPE - GALLONS ONLY**

| Fiscal Year | FY 2009 |        | FY 2010 |        | FY 2011 |        | FY 2012 |        | FY 2013 |        | FY 2014 |        | FY 2015 |        | FY 2016 |        | FY 2017 |        | Increase/(Decrease) |       | AVGAS  |        |
|-------------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------------------|-------|--------|--------|
|             | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A   | Avgas  | Jet-A               | Avgas | TRUCK  | SARA   |
| July        | 33,940  | 8,784  | 20,896  | 8,381  | 23,974  | 7,840  | 29,620  | 7,034  | 13,227  | 5,446  | 14,211  | 5,567  | 10,055  | 5,376  | 11,415  | 5,664  | 16,445  | 5,999  | 5,030               | 335   | 3,157  | 2,842  |
| August      | 28,650  | 7,961  | 17,810  | 8,349  | 15,974  | 8,350  | 28,547  | 5,714  | 13,919  | 5,836  | 13,172  | 4,728  | 9,768   | 5,784  | 11,580  | 6,687  | 9,409   | 6,290  | (2,171)             | (398) | 3,392  | 2,898  |
| September   | 29,983  | 7,000  | 23,054  | 6,027  | 20,674  | 6,901  | 5,013   | 1,720  | 13,529  | 5,648  | 12,525  | 7,611  | 14,310  | 6,370  | 8,504   | 6,981  | 8,887   | 6,141  | 383                 | (840) | 3,201  | 2,940  |
| October     | 30,879  | 9,465  | 29,528  | 7,471  | 23,795  | 8,828  | 3,162   | 2,496  | 11,602  | 6,043  | 13,605  | 6,480  | 16,647  | 4,888  | 13,265  | 5,807  | 13,788  | 6,790  | 523                 | 983   | 3,835  | 2,955  |
| November    | 23,637  | 4,645  | 20,924  | 5,370  | 18,459  | 7,734  | 2,374   | 2,225  | 18,795  | 6,732  | 9,002   | 4,359  | 8,970   | 3,504  | 8,532   | 3,861  | 9,389   | 4,708  | 857                 | 847   | 2,912  | 1,795  |
| December    | 20,456  | 3,760  | 19,562  | 3,834  | 14,455  | 5,013  | 7,605   | 2,096  | 14,273  | 3,094  | 8,751   | 2,955  | 6,174   | 3,198  | 10,515  | 3,631  | 5,854   | 3,033  | (4,661)             | (598) | 1,521  | 1,512  |
| January     | 16,692  | 3,764  | 17,365  | 4,005  | 19,156  | 3,952  | 13,661  | 2,949  | 17,876  | 3,332  | 8,348   | 2,095  | 5,436   | 1,915  | 5,191   | 2,185  | 6,334   | 2,453  | 1,143               | 268   | 1,375  | 1,078  |
| February    | 14,205  | 4,045  | 13,397  | 2,503  | 18,794  | 4,297  | 16,482  | 2,995  | 9,341   | 1,975  | 6,063   | 2,924  | 5,543   | 2,044  | 5,604   | 2,273  | 9,983   | 3,750  | 4,379               | 1,478 | 1,789  | 1,961  |
| March       | 21,670  | 6,763  | 17,077  | 6,285  | 22,797  | 6,797  | 13,285  | 3,837  | 9,293   | 3,945  | 9,523   | 2,764  | 4,555   | 2,367  | 6,604   | 2,780  |         |        |                     |       |        |        |
| April       | 23,724  | 5,463  | 24,612  | 6,665  | 18,591  | 4,708  | 12,039  | 4,175  | 9,821   | 4,393  | 8,757   | 5,153  | 8,498   | 5,194  | 7,476   | 4,259  |         |        |                     |       |        |        |
| May         | 20,546  | 6,362  | 24,932  | 6,768  | 24,154  | 5,353  | 22,495  | 6,014  | 16,227  | 5,055  | 8,749   | 4,920  | 6,813   | 6,264  | 9,216   | 3,727  |         |        |                     |       |        |        |
| June        | 28,144  | 7,828  | 26,398  | 7,850  | 23,656  | 7,127  | 15,558  | 6,047  | 13,245  | 5,969  | 11,976  | 6,151  | 7,088   | 4,654  | 15,519  | 5,832  |         |        |                     |       |        |        |
| Total       | 292,526 | 75,840 | 255,555 | 73,507 | 244,479 | 76,899 | 169,841 | 47,301 | 161,148 | 57,470 | 124,682 | 55,706 | 103,857 | 51,557 | 113,421 | 53,685 | 80,089  | 39,163 | 5,483               | 2,076 | 21,182 | 17,981 |