



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, April 13, 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
 - March 9, 2017, WRAA Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith
 - March 2017 Financial Report
 - 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

February 2017 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in session in the conference room of the terminal building at 5:00 p.m., Thursday, February 16, 2017.

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

Absent: Archie Fox

CALL TO ORDER

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

APPROVE MEETING AGENDA

Chairman Fisher requested approval of the agenda as presented.

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

APPROVE MINUTES – February 2, 2017 WRAA Special Business Meeting

Motion: Approve the February 2, 2017 WRAA special business meeting minutes as presented – Paul Anderson, second Bob Bearer. Motion passed.

COMMENTS – AUDIENCE - None

CHAIRMAN OPENING REMARKS

Chairman Fisher asked Paul Anderson to provide an update on a past board member. Mr. Anderson stated that prior WRAA chairman Arthur Fulton was in critical condition and urged members wishing to visit to do so without delay. He added that Mr. Fulton was at home being cared for by family and outside medical assistance. Mr. Anderson commented that Mr. Fulton had served as Warren County representative on the board since the formation of the WRAA in July 1987. In addition Mr. Fulton was the first chairman of the WRAA and remained on the board until he moved to Frederick County in 1999.

Chairman Fisher commented that he felt it was board members responsibility to keep their respective boards informed on the capital plans and budgets of what is in progress at the airport. Communication is key especially when airport staff requests funding for various capital improvement projects.

COMMITTEE REPORTS

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

Treasurer Smith presented the January 2017 financial reports. He stated the airport was slightly ahead on revenues. He questioned the difference in percentages of fuel costs vs. revenues. Ms. Manuel stated she would check those line items for explanation. Fuel sales were low in January but ahead of the same time last year. Mr. Pifer asked Ms. Manuel if she anticipated any unexpected large increases to the budget that would necessitate a supplemental funding request such as the substantial increase last year of salaries. She replied none that she anticipated at this time pending of course unknown repairs that may arise.

Motion: Approve financial report as presented – Paul Anderson, second Bill Pifer. Motion passed.

- b) Building/Lease Committee** – Paul Anderson, Chair – No Meeting
- c) Minimum Standards/Personnel Committee** – David Reichert, Chair – No Meeting
- d) Marketing Committee** – Bill Pifer, Chair – No Meeting

Bill Pifer asked what would be involved to begin marketing the north side by listing the property for lease. Ms. Manuel stated there were several items to consider were involving the construction schedule which had not yet begun. Adam Switzer was present and explained the pending construction schedule including the relocation of the gas transmission line. Ms. Manuel added that ground side access would not be built as part of the north side construction project along with infrastructure to move fuel trucks from the terminal side to the new site. Paul Anderson stated he felt marketing should be postponed until funding issues for capital and operating funding is resolved by the jurisdictions. Chairman Fisher commented that he had been working with leaders of the economic development authority to find an aviation related business that would want to locate at the airport.

DELTA AIRPORT CONSULTANTS, ADAM SWITZER, P.E. – NEW TERMINAL BUILDING STUDY

Adam Switzer, P.E. with Delta Airport Consultants and Rohn Price with Price Studios presented their assessment of the space needs for a new terminal building along with some exterior design schemes. Mr. Switzer explained the Department of Aviation's terminal funding program and what would be eligible for state funding. He added that this would be the first "replacement" terminal building funded by the DOAV if approved by the Virginia Aviation Board. Prior to the presentation he provided a brief history and justification for building a new facility and the site selection.

Mr. Switzer turned the meeting over to Rohn Price to present the potential layout of the new facility. Mr. Price explained the layout of all of the designated areas and their purposes. Several members asked questions and made suggestions on moving or swapping certain spaces for pilot's convenience. Mr. Price also explained what the various colors on the spaces represented such as areas eligible for State funding and those areas funded only by local funds. Several members provided their input on the space layout and Mr. Price reiterated that the space layout was definitely not the design the sole purposed was to determine how to maximize spaces for State funding and the funding percentages for budgeting. The current layout plan calculates to a State and Local funding participation level of 61.6% and 38.4% respectively. The rectangle shape of the new facility will allow for future expansion on either end. Mr. Price added the board of several airports to visit with recently built terminals that were designed by his company and Delta Airport Consultants. Following further discussion Chairman Fisher stated it was critical for localities that the WRAA is given the total project cost including building, site, utilities, etc. Mr. Switzer stated that they would incorporate member's comments into the final report which would be sent out some time in April

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel stated that on February 28, 2017 the airport is on the agenda to address information requested by Council to justify the funding request for FY 2017. She invited WRAA members to attend in support. Chairman Fisher suggested that the after the decision on the funding request by City Council the City and County should meet to discuss future funding level participation. At that meeting Delta would be presenting the Business, Strategic and Marketing Plans.

COMMENTS – BOARD MEMBERS

None

ADJOURNMENT

There being no further business motion to adjourn at 6:20 p.m. – Paul Anderson, second Dave Reichert. Motion passed.

Respectfully submitted,

Gerald (J. J.) Smith, Secretary/Treasurer

March 2017 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in session in the conference room of the terminal building at 5:00 p.m., Thursday, March 9, 2017.

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

Absent: Archie Fox

CALL TO ORDER

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

APPROVE MEETING AMENDED AGENDA

Chairman Fisher requested amendment to the agenda to add presentation by Delta Airport Consultants for the Terminal Building Study Update under item 5 (a).

Motion: Approve amended agenda as presented – Bill Pifer, second Paul Anderson. Motion passed.

APPROVE MINUTES – February 16, 2017 WRAA Special Business Meeting minutes were not ready at the time of the meeting.

COMMENTS – AUDIENCE - None

CHAIRMAN OPENING REMARKS

Chairman Fisher stated that he had attended City Council meeting on February 14, 2017 along with Ms. Manuel, Bill Pifer, Paul Anderson and Courtney Beamon with Delta. He added that Ms. Beamon gave an excellent presentation to Council of the recently developed business, strategic and marketing plans.

DELTA AIRPORT CONSULTANTS – TERMINAL BUILDING STUDY UPDATE

Adam Switzer, P.E. Delta Airport Consultants started his presentation explaining that the study had been updated to incorporate WRAA board members' comments from the February 16, 2017 meeting. Rohn Price, Price Studios explained the changes incorporated into the space allocation plan and the conceptual drawing of the exterior that was favored by the board. He explained what changes were made and stated that the drawings were not indicative of a final floor plan. Both Mr. Price and Mr. Switzer stated that the new facility will be much more economical to operate and maintain. Chairman Fisher stressed to make sure when costs are budgeted to be sure to include all costs included with building and furnishing a new terminal complex.

Mr. Switzer stated that the final document would be sent to Ms. Manuel in two to four weeks for review prior to submitting to the Department of Aviation.

COMMITTEE REPORTS

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

Treasurer Smith presented the February 2017 financial reports reporting a profit to date increase he attributed to increased contributions from the City and County. Mr. Smith went over the yearend financial report for FY 2016 recently completed by the auditors. He added that he had reviewed the audit and found nothing out of the ordinary. Mr. Pifer asked why there was such an increase in salaries and Mr. Smith replied that it was probably due to vacant positions for most of the year. Mr. Pifer looked at the audit on the gross profit for fuel and asked for clarification regarding the percentage used in budget that fuel sales generates in the total revenue. Mr. Smith explained the difference between FY 2015 vs. FY 2016 on gross sales. Following discussion motion to approve was as follows:

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

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

c) Minimum Standards/Personnel Committee – David Reichert, Chair – No Meeting

d) Marketing Committee – Bill Pifer, Chair – No Meeting

Mr. Pifer stated that during the City Council meeting it was stressed by council members that the airport should develop a website. He asked if that process had begun. Ms. Manuel explained that the current year budget for promotional was committed for the development of the business, strategic and marketing plans. She said that funding through the Department of Aviation would not be available until after the DOAV meeting in August. Chairman Fisher commented that when localities request something outside of the normal budget process there are costs associated with it. It was the consensus of the board to put the website development as priority.

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel told the board that the VRA loan refinancing had fallen through the cracks while she was out for back surgery and upon recently discovering the issue she contacted VRA to finalize the arrangement. It was expected to be effective with the March payment at the new interest rate. Mr. Pifer asked for status on implementing the contract fuel program. Ms. Manuel said that the process was set aside because of workload relating to recent funding issues. She would try to have it accomplished by the end of April.

COMMENTS – BOARD MEMBERS

None

ADJOURNMENT

There being no further business motion to adjourn at 6:15 p.m. – J. J. Smith, second Frank Haun. Motion passed.

Respectfully submitted,

Gerald (J. J.) Smith, Secretary/Treasurer

Winchester Regional Airport Authority

General Ledger Balance Sheet Report

As Of: 3/31/2017

All Departments Consolidated

Assets

10171010.0010	County Operating Cash	(20,355.91)
10171011.0000	Petty Cash	500.00
10171080.0050	Inventory - Jet-A	37,372.06
10171080.0060	Inventory - Avgas	53,116.92
10171082.0000	Inventory - Merchandise	1,019.91
10171083.0000	Inventory - Oil	469.30
10171084.0000	Inventory - Automobile Gas/Airport Use	851.56
10171085.0000	Inventory - Diesel Airport Use	489.64
10171090.0020	Pre-Paid Fire Insurance	2,943.24
10171090.0050	Pre-Paid Motor Vehicle Insurance	1,525.50
10171090.0070	Pre-Paid Public Officials Risk Ins	129.00
10171090.0080	Pre-Paid General Liability Insurance	1,541.67
10171094.0000	Prepaid Postage	218.62
10171153.0001	Oper Accounts Receivable	38,447.84
10171153.0002	Credit Card Accounts Receivable	10,927.24
10171153.2404	Operating Rev Due From State Gov	7,500.00
10171153.4901	Oper Revenue Due From Frederick County	(29,934.00)
10171153.4902	Oper Revenue Due From City Of Winchester	14,101.53
10172002.0000	VRS - Deferred Outflow	50,471.00
10851010.0010	County Capital Cash	(122,762.97)
10851100.0000	Construction In Progress	4,316,311.25
10851153.0020	Capital A/R Due From City Of Winchester	11,108.00
10851153.0070	Capital A/R Due From State Government	10,680.00
10851200.0010	Fixed Assets	33,825,879.55
10851200.0020	Less Accumulated Depreciation	(12,451,065.84)
Total Assets:		25,761,485.11

Liabilities

20172020.0000	Accounts Payable - Operating Fund	46,449.52
20172020.0010	Accts Payable Credit Card Charges	16,864.81
20172021.0010	Wachovia Loan - VRA	340,830.49
20172094.6100	Accrued Leave - PTO & IDA	72,496.14
20172094.6200	Accrued Leave - Fringes	5,545.96
20172201.0000	VRS - Deferred Inflow	27,157.00
20172202.0000	VRS - Pension Liability	181,119.00
20852020.0000	Accounts Payable - Capital Fund	11,332.50
30000000.0000	Current Earnings	(143,570.96)
30000001.0000	Retained Earnings	25,203,260.65
Total Liabilities And Equity:		25,761,485.11

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2016 Through: 3/31/2017
Selected Departments Consolidated

Income

	3/31/2017 MTD	Year-To-Date
40172404 State Operating Reimbursement	0.00	9,495.00
40174500 Sale - Fuel	45,878.15	553,764.58
40174502 Sale - Merchandise	28.65	220.49
40174503 Sale - Oil	91.74	544.33
40174600 Rental Income	31,424.00	325,305.59
40174601 Income - Land Leases	1,735.00	36,036.00
40174617 Special & Misc Fees	0.00	9,342.75
40174618 Facility & Service Fees	2,210.00	12,635.00
40174899 Miscellaneous Revenue	496.02	5,550.88
40174900 Operating Appropriations	13,285.42	119,568.78
Total Income:	95,148.98	1,072,463.40

Expense

	3/31/2017 MTD	Year-To-Date
54140000 Cost - Fuel	25,118.04	299,167.86
54140002 Cost - Merchandise	24.73	232.31
54140003 Cost - Oil	75.78	418.55
61000000 Accrued Salaries	3,414.09	5,893.31
61001000 Salaries	41,188.10	363,794.50
61005001 Overtime Pay	1,080.54	11,426.56
61005002 Holiday Worked Pay	0.00	4,900.62
62000000 Accrued Leave - Fringe Benefit Expense	261.17	450.83
62001000 FICA	3,121.71	28,102.94
62002000 VSRS	3,789.32	31,917.48
62005000 Hospital/Medical Plans	7,923.86	66,176.53
62006000 Group Life Insurance	539.56	4,544.74
62008000 Short/Long Disab - 041 FLT - Carlson	33.76	249.00
62011000 Worker's Compensation	1,315.69	11,771.00
63002000 Professional Svcs - Other	0.00	13,313.40
63004001 Outside Repairs & Maint Vehicle/Equip	149.80	5,736.67
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	611.55
63005000 Maintenance Contracts	567.00	6,073.00
63005001 State Funded Maintenance Contracts	0.00	2,100.00
63007000 Advertising	386.00	611.20
63010000 Contractual Services	2,096.06	19,432.54
65101000 Electrical Services	5,372.27	44,878.21
65102000 Heating Service	950.79	5,084.22
65103000 Water & Sewer Services	216.73	1,921.67
65204001 Postage Meter Expense	44.21	197.41
65204002 Telephones/Internet/TV Cable Expense	622.02	5,559.46
65302000 Fire/Property Insurance	981.08	8,829.76
65305000 Motor Vehicle Insurance	508.50	4,576.50
65307000 Public Officials Liability Ins	43.00	387.00
65308000 General Liability Insurance	1,541.67	13,875.00
65401000 Office Supplies & Computers	205.88	1,898.31
65405000 Janitorial Supplies	0.00	763.51
65407000 Repair/Maint Parts & Supplies	272.64	4,510.67
65408000 Vehicle/Equip - Parts/Supplies	48.15	7,222.60
65408001 Airport Vehicle Fuel	736.79	5,607.77
65410000 Employee Uniforms	0.00	785.55

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Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2016 Through: 3/31/2017
Selected Departments Consolidated

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	3/31/2017 MTD	Year-To-Date
65413000 Operational Expense	45.87	4,572.87
65413001 Line Service Equipment	0.00	914.01
65413002 Security Materials & Supplies	69.66	176.81
65506000 Travel Expenses	80.00	3,172.43
65715000 Promotional Fund Expenses	0.00	14,781.50
65801000 Dues & Membership	118.00	1,223.15
65804000 Va Sales Tax Paid	7.00	40.05
65806000 Snow Removal Contingency Fund	1,450.92	4,097.62
69001000 Lease/Rent Of Equipment	2,463.41	22,819.80
69101000 Loan - VRA Bond	1,434.03	13,462.70
Total Expense:	108,297.83	1,048,283.17
Net Income:	(13,148.85)	24,180.23

Notes: Report Period: 7/01/2016 - 3/31/2017
Selected Departments Consolidated:
WINCHESTER AVIATION

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2016 Through: 3/31/2017
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
Income								
40172404 State Operating Reimbursen	0.00	0.00	0.00	--.-%	0.00	9,495.00	9,495.00	--.-%
40174500 Sale - Fuel	45,512.18	45,878.15	365.97	0.8%	576,609.13	553,764.58	(22,844.55)	-4.0%
40174502 Sale - Merchandise	16.99	28.65	11.66	68.6%	136.02	220.49	84.47	62.1%
40174503 Sale - Oil	103.68	91.74	(11.94)	-11.5%	611.08	544.33	(66.75)	-10.9%
40174600 Rental Income	35,881.00	31,424.00	(4,457.00)	-12.4%	323,018.00	325,305.59	2,287.59	0.7%
40174601 Income - Land Leases	1,668.00	1,735.00	67.00	4.0%	32,771.00	36,036.00	3,265.00	10.0%
40174617 Special & Misc Fees	1,037.54	0.00	(1,037.54)	-100.0%	8,332.73	9,342.75	1,010.02	12.1%
40174618 Facility & Service Fees	2,060.00	2,210.00	150.00	7.3%	18,820.00	12,635.00	(6,185.00)	-32.9%
40174899 Miscellaneous Revenue	694.15	496.02	(198.13)	-28.5%	5,081.29	5,550.88	469.59	9.2%
40174900 Operating Appropriations	6,990.58	13,285.42	6,294.84	90.0%	62,910.24	119,568.78	56,658.54	90.1%
Total Income:	93,964.12	95,148.98	1,184.86	1.3%	1,028,289.49	1,072,463.40	44,173.91	4.3%
Expense								
54140000 Cost - Fuel	19,815.20	25,118.04	5,302.84	26.8%	298,104.80	299,167.86	1,063.06	0.4%
54140002 Cost - Merchandise	14.28	24.73	10.45	73.2%	109.58	232.31	122.73	112.0%
54140003 Cost - Oil	76.73	75.78	(0.95)	-1.2%	458.16	418.55	(39.61)	-8.6%
61000000 Accrued Salaries	(423.35)	3,414.09	3,837.44	--.-%	(3,002.51)	5,893.31	8,895.82	--.-%
61001000 Salaries	38,107.45	41,188.10	3,080.65	8.1%	349,252.76	363,794.50	14,541.74	4.2%
61005001 Overtime Pay	2,127.36	1,080.54	(1,046.82)	-49.2%	12,311.89	11,426.56	(885.33)	-7.2%
61005002 Holiday Worked Pay	471.68	0.00	(471.68)	-100.0%	5,280.73	4,900.62	(380.11)	-7.2%
62000000 Accrued Leave - Fringe Ben	(32.39)	261.17	293.56	--.-%	(229.69)	450.83	680.52	--.-%
62001000 FICA	3,019.21	3,121.71	102.50	3.4%	27,050.21	28,102.94	1,052.73	3.9%
62002000 VSRS	3,766.84	3,789.32	22.48	0.6%	36,337.28	31,917.48	(4,419.80)	-12.2%
62005000 Hospital/Medical Plans	6,021.84	7,923.86	1,902.02	31.6%	58,489.88	66,176.53	7,686.65	13.1%
62006000 Group Life Insurance	422.50	539.56	117.06	27.7%	4,109.75	4,544.74	434.99	10.6%
62008000 Short/Long Disab - 041 FLT	0.00	33.76	33.76	--.-%	0.00	249.00	249.00	--.-%
62011000 Worker's Compensation	1,350.01	1,315.69	(34.32)	-2.5%	12,233.56	11,771.00	(462.56)	-3.8%
63002000 Professional Svcs - Other	1,507.50	0.00	(1,507.50)	-100.0%	17,842.50	13,313.40	(4,529.10)	-25.4%
63004001 Outside Repairs & Maint Veh	0.00	149.80	149.80	--.-%	3,316.79	5,736.67	2,419.88	73.0%
63004003 Repair - Bldgs & Grounds Out	897.55	0.00	(897.55)	-100.0%	1,086.05	611.55	(474.50)	-43.7%
63005000 Maintenance Contracts	567.00	567.00	0.00	0.0%	6,739.00	6,073.00	(666.00)	-9.9%
63005001 State Funded Maintenance C	1,000.00	0.00	(1,000.00)	-100.0%	3,007.60	2,100.00	(907.60)	-30.2%
63007000 Advertising	0.00	386.00	386.00	--.-%	0.00	611.20	611.20	--.-%
63010000 Contractual Services	2,613.74	2,096.06	(517.68)	-19.8%	27,087.31	19,432.54	(7,654.77)	-28.3%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2016 Through: 3/31/2017
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	5,151.40	5,372.27	220.87	4.3%	48,609.87	44,878.21	(3,731.66)	-7.7%
65102000 Heating Service	774.33	950.79	176.46	22.8%	4,104.96	5,084.22	979.26	23.9%
65103000 Water & Sewer Services	231.82	216.73	(15.09)	-6.5%	1,998.68	1,921.67	(77.01)	-3.9%
65204001 Postage Meter Expense	12.16	44.21	32.05	263.6%	158.50	197.41	38.91	24.5%
65204002 Telephones/Internet/TV Cabl	612.29	622.02	9.73	1.6%	5,481.21	5,559.46	78.25	1.4%
65302000 Fire/Property Insurance	981.08	981.08	0.00	0.0%	8,829.76	8,829.76	0.00	0.0%
65305000 Motor Vehicle Insurance	507.00	508.50	1.50	0.3%	4,563.00	4,576.50	13.50	0.3%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	387.00	387.00	0.00	0.0%
65308000 General Liability Insurance	1,541.67	1,541.67	0.00	0.0%	13,875.00	13,875.00	0.00	0.0%
65401000 Office Supplies & Computers	143.87	205.88	62.01	43.1%	6,699.55	1,898.31	(4,801.24)	-71.7%
65405000 Janitorial Supplies	116.23	0.00	(116.23)	-100.0%	864.19	763.51	(100.68)	-11.7%
65407000 Repair/Maint Parts & Supplie	15.81	272.64	256.83	1624.5%	5,043.65	4,510.67	(532.98)	-10.6%
65408000 Vehicle/Equip - Parts/Supplie	322.50	48.15	(274.35)	-85.1%	6,482.92	7,222.60	739.68	11.4%
65408001 Airport Vehicle Fuel	433.33	736.79	303.46	70.0%	7,685.16	5,607.77	(2,077.39)	-27.0%
65410000 Employee Uniforms	228.40	0.00	(228.40)	-100.0%	228.40	785.55	557.15	243.9%
65413000 Operational Expense	47.97	45.87	(2.10)	-4.4%	1,049.93	4,572.87	3,522.94	335.5%
65413001 Line Service Equipment	0.00	0.00	0.00	--.-%	1,021.76	914.01	(107.75)	-10.5%
65413002 Security Materials & Supplies	30.00	69.66	39.66	132.2%	852.86	176.81	(676.05)	-79.3%
65506000 Travel Expenses	128.00	80.00	(48.00)	-37.5%	1,623.64	3,172.43	1,548.79	95.4%
65715000 Promotional Fund Expenses	0.00	0.00	0.00	--.-%	6,409.05	14,781.50	8,372.45	130.6%
65801000 Dues & Membership	118.00	118.00	0.00	0.0%	1,379.00	1,223.15	(155.85)	-11.3%
65804000 Va Sales Tax Paid	8.29	7.00	(1.29)	-15.6%	34.56	40.05	5.49	15.9%
65806000 Snow Removal Contingency	0.00	1,450.92	1,450.92	--.-%	5,400.38	4,097.62	(1,302.76)	-24.1%
69001000 Lease/Rent Of Equipment	2,454.63	2,463.41	8.78	0.4%	23,234.67	22,819.80	(414.87)	-1.8%
69101000 Loan - VRA Bond	1,721.29	1,434.03	(287.26)	-16.7%	16,694.74	13,462.70	(3,232.04)	-19.4%
Total Expense:	96,946.22	108,297.83	11,351.61	11.7%	1,032,298.09	1,048,283.17	15,985.08	1.5%
Net Income:	(2,982.10)	(13,148.85)	(10,166.75)	--.-%	(4,008.60)	24,180.23	28,188.83	--.-%

Notes: Report Period: 7/01/2016 - 3/31/2017
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	EASTERN AVIATION FUELS	2710711	3/16/2017		4017-081090-5414-000-000-	.00	17,071.36	9206	MERCHANDISE FOR RESALE	21483
00000	003596	EASTERN AVIATION FUELS	R2708952	3/16/2017		4017-081090-9001-000-000-	.00	2,100.00	9206	LEASE/RENT OF EQUIPMENT	21483
						CHECK TOTAL		19,171.36			
21985	003802	DELTA AIRPORT CONSULTANTS	1-15072	3/16/2017		4017-081090-5715-000-000-	.00	15,000.00	9207	PROMOTIONAL FUND	21483
						CHECK TOTAL		15,000.00			
00000	004447	J & J JANITORIAL &	171006	3/16/2017		4017-081090-3010-000-000-	.00	1,698.33	9209	OTHER CONTRACTUAL SERVICES	21483
						CHECK TOTAL		1,698.33			
00000	001474	WASHINGTON GAS -	1930-A	3/16/2017		4017-081090-5102-000-000-	.00	623.57	691985	HEATING SERVICES	21483
00000	001474	WASHINGTON GAS -	2738-A	3/16/2017		4017-081090-5102-000-000-	.00	181.90	691985	HEATING SERVICES	21483
00000	001474	WASHINGTON GAS -	7488-A	3/16/2017		4017-081090-5102-000-000-	.00	218.81	691985	HEATING SERVICES	21483
00000	001474	WASHINGTON GAS -	8951-A	3/16/2017		4017-081090-5102-000-000-	.00	385.03	691985	HEATING SERVICES	21483
						CHECK TOTAL		1,409.31			
						CLASS TOTAL		37,279.00			

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	02/28/2017	3/24/2017		4017-081090-3004-000-001-	.00	16.00	9258	REPAIR & MAINTENANCE EQUIP.	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-3010-000-000-	.00	233.48	9258	OTHER CONTRACTUAL SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5101-000-000-	.00	1,535.08	9258	ELECTRICAL SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5101-000-000-	.00	1,535.08	9258	ELECTRICAL SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5101-000-000-	.00	883.43	9258	ELECTRICAL SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5101-000-000-	.00	2,166.77	9258	ELECTRICAL SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5103-000-000-	.00	30.32	9258	WATER & SEWAGE SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5103-000-000-	.00	34.27	9258	WATER & SEWAGE SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5103-000-000-	.00	61.63	9258	WATER & SEWAGE SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5103-000-000-	.00	81.39	9258	WATER & SEWAGE SERVICES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5204-000-002-	.00	504.10	9258	TELEPHONE	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5204-000-002-	.00	48.19	9258	TELEPHONE	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5204-000-002-	.00	69.73	9258	TELEPHONE	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5401-000-000-	.00	38.61	9258	OFFICE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5401-000-000-	.00	57.78	9258	OFFICE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5405-000-000-	.00	108.73	9258	JANITORIAL SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5405-000-000-	.00	84.66	9258	JANITORIAL SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	109.01	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	120.33	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	94.02	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	12.20	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	25.50	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	7.44	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	25.50	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	15.93	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	65.90	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	54.87	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	178.92	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5407-000-000-	.00	122.96	9258	REPAIR AND MAINTENANCE SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5408-000-000-	.00	22.59	9258	VEHICLE AND POWERED EQUIP SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5408-000-000-	.00	19.38	9258	VEHICLE AND POWERED EQUIP SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5408-000-000-	.00	124.90	9258	VEHICLE AND POWERED EQUIP SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5408-000-000-	.00	33.98	9258	VEHICLE AND POWERED EQUIP SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5408-000-000-	.00	259.24	9258	VEHICLE AND POWERED EQUIP SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-000-	.00	17.98	9258	OTHER OPERATING SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-000-	.00	50.97	9258	OTHER OPERATING SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-000-	.00	139.36	9258	OTHER OPERATING SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-000-	.00	78.04	9258	OTHER OPERATING SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-000-	.00	43.18	9258	OTHER OPERATING SUPPLIES	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-5413-000-001-	.00	65.31	9258	LINE SERVICE EQUIPMENT	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-9001-000-000-	.00	165.41	9258	LEASE/RENT OF EQUIPMENT	21490
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4017-081090-9001-000-000-	.00	84.00	9258	LEASE/RENT OF EQUIPMENT	21490
								CHECK TOTAL		9,375.17	
								CLASS TOTAL		9,375.17	

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	02/28/2017	3/24/2017		4085-081030-3002-000-000-	.00	2,195.00	9258	PROFESSIONAL SERVICES-OTHER	21490	
00000	007822	BANK OF AMERICA N A	02/28/2017	3/24/2017		4085-081030-3002-000-000-	.00	7,647.50	9258	PROFESSIONAL SERVICES-OTHER	21490	
CHECK TOTAL								9,842.50				
CLASS TOTAL								9,842.50				

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	003802	DELTA AIRPORT CONSULTANTS	3-14050	3/30/2017		4085-081030-8801-000-040-	.00	13,350.00	9269	NEW GEN AVIATION TERMMNL BLDG STUDY	21489
22016	003802	DELTA AIRPORT CONSULTANTS	CA-5-15012	3/30/2017		4085-081030-8801-000-336-	.00	8,173.91	9269	NORTH SIDE CONNECTOR CONSTRUCTION	21489
						CHECK TOTAL		21,523.91			
						CLASS TOTAL		21,523.91			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD																	Increase/ (Decrease) 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/ (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	10,481	1,097
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	129,732	8,656

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	7,050	3,431	446	651	2,161	1,269
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	87,139	42,593	5,929	2,727	23,343	19,251