



## **WINCHESTER REGIONAL AIRPORT**

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

### **Agenda Regular Business Meeting**

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, Thursday, August 15, 2013 at 5:00 p.m.

#### **Richard Largent, Chairman, Presiding**

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes –  

June 20, 2013 – Regular Business Meeting  
July 18, 2013 – Regular Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
  - a. Financial Report – Secretary/Treasurer – Gerald Smith, Jr.  

June 2013 Financial Report – Pre-Audit  
July 2013 Financial Report – 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

**July 2013 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., July 18, 2013.

**Present:** Richard Largent, John Crawford, Paul Anderson, Frank Haun, Bill Pifer, Counselor Mark Flynn

**Absent:** Gene Fisher, Dan Murray, Gerald (J. J.) Smith, David Reichert

**CALL TO ORDER**

Chairman Largent called the meeting to order at 5:06 p.m.

**APPROVE AMENDED MEETING AGENDA**

Paul Anderson recommending amending the agenda to move item (8) Closed Session to follow item (3) Nominations and Election of Officers.

**Motion:** Approve amended agenda as presented – Paul Anderson, second Frank Haun. Motion passed.

**NOMINATIONS AND ELECTION OF OFFICERS FOR FY 2014**

Chairman Largent opened the floor for nominations of officers for FY 2014. John Crawford nominated a slate of officers as:

Richard Largent, Chairman  
Paul Anderson, Vice-Chairman  
J. J. Smith, Secretary/Treasurer

Ms. Manuel informed the board she had spoken with Mr. Smith and he expressed his interest in serving as Secretary/Treasurer.

Being no further nominations the floor was closed to nominations.

**Motion:** Approve the slate of officers as presented – John Crawford, second Frank Haun.

**CLOSED SESSION – Virginia Freedom of Information Act § 2.2-3711(A)(7): Consultation with legal counsel and briefings by staff members or consultants**

**Motion:** Enter into closed session under the Virginia Freedom of Information Act § 2.2-3711(A)(7): Closed Session – Virginia Freedom of Information Act § 2.2-3711(A)(7): Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel regarding a construction contract the Authority had entered into. – made by Paul Anderson, second Frank Haun.

**Motion:** To come out of Closed Session by Paul Anderson, second by Frank Haun. Motion passed.

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

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

John Crawford informed the board that he had to leave immediately for another appointment resulting in not having a quorum to conduct business that would require action therefore Ms. Manuel presented a request for a resolution to adopt the member agreement to join the Virginia Association of Counties Group Self Insurance Risk Pool. She explained that through the County of Frederick the Authority could enroll for insurance resulting in an annual savings on insurance policies of over \$6,800.00.

**Motion:** adopt resolution as presented by Ms. Manuel – made by Paul Anderson, second by Bill Pifer. Motion passed.

John Crawford departed the meeting resulting in a loss of quorum. The remaining action items on the agenda were deferred to the next regular Authority meeting.

### **APPROVE MEETING MINUTES – June 20, 2013 WRAA Regular Business Meeting**

**Deferred to August 15, 2013 meeting**

#### **COMMENTS – AUDIENCE**

None

#### **CHAIRMAN – OPENING REMARKS**

#### **COMMITTEE REPORTS**

**(a) Finance Reports – J. J. Smith, Treasurer**

June 2013 Financial Report (Pre-audit) - deferred

**(b) Building/Lease Committee – Paul Anderson, Chair**

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

**(d) Marketing Committee – Bill Pifer, Chair**

#### **EXECUTIVE DIRECTOR COMMENTS**

None

#### **COMMENTS – BOARD MEMBERS**

None

#### **ADJOURNMENT**

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

Respectfully submitted,

Serena R. Manuel  
Executive Director

Meeting Date: July 18, 2013  
Resolution Number: WRAA-2013-07-18

Motion: Paul Anderson, Jr.  
Seconded: Frank Haun

### **CERTIFICATION OF CLOSED MEETING**

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

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

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

VOTE:

Ayes = Anderson, Crawford, Haun, Largent, Pifer

Nays = None

Absent = Fisher, Murray, Smith, Reichert

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

Absent from vote: Fisher, Murray, Smith, Reichert

Absent from meeting: Fisher, Murray, Smith, Reichert

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Richard Largent, Chairman



## WINCHESTER REGIONAL AIRPORT

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### **RESOLUTION TO ADOPT THE MEMBER AGREEMENT TO JOIN THE VIRGINIA ASSOCIATION OF COUNTIES GROUP SELF INSURANCE RISK POOL**

WHEREAS, the Winchester Regional Airport Authority desires to protect against liability and workers' compensation claims and property losses and to provide for payment of claims or losses for which the school division may be liable; and

WHEREAS, the Virginia Association of Counties Group Self Insurance Risk Pool, aka VACoRP, has been established pursuant to Chapter 27 (§ 15.2-2700 et seq.) and Title 15.2 of the code of Virginia; and

WHEREAS, it is desirable for the Winchester Regional Airport Authority to join the Virginia Association of Counties Group Self Insurance Risk Pool in order to provide a method of risk sharing for liability and workers' compensation claims and property losses;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Winchester Regional Airport Authority hereby agrees to the Member Agreement entitled "Member Agreement for Virginia Association of Counties Group Self Insurance Risk Pool" which creates a group fund to pay liability and workers' compensation claims and property losses of the counties, schools and other local agencies joining the Group, and we acknowledge we have received a copy of the pertinent Plan and supporting documents.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the member agreement to join the Virginia Association of Counties Group Self Insurance Risk Pool and to act on behalf of the Winchester Regional Airport Authority in any other matter relative to the Group.

This the 18<sup>th</sup> day of July, 2013.

ATTEST: *Serena R. Manuel*  
Executive Director

*Paul Anderson*  
WRAA Chairman  
Vice Chairman

**Winchester Regional Airport Authority**  
**General Ledger Balance Sheet Report**  
As Of: 7/31/2013  
All Departments Consolidated

**Assets**

10171010.001	County Operating Cash	(246,994.61)
10171010.005	Cash Reserve Fund	422,157.70
10171011.000	Petty Cash	500.00
10171080.005	Inventory - Jet-A	89,275.54
10171080.006	Inventory - Avgas	56,401.78
10171082.000	Inventory - Merchandise	1,420.11
10171083.000	Inventory - Oil	701.43
10171084.000	Inventory - Automobile Gas/Airport Use	1,180.10
10171085.000	Inventory - Diesel Airport Use	1,671.38
10171090.007	Pre-Paid Public Officials Risk Ins	473.00
10171094.000	Prepaid Postage	624.09
10171153.001	Oper Accounts Receivable	62,277.17
10171153.004	Oper Revenue Due From City Of Winchester	(3,041.67)
10851010.001	County Capital Cash	(548,143.76)
10851100.000	Construction In Progress	7,348,757.45
10851153.003	Capital A/R Due From Clarke County	625.00
10851153.005	Capital A/R Due From Shenandoah County	5,000.00
10851153.007	Capital A/R Due From State Government	2,480.40
10851200.001	Fixed Assets	24,459,560.47
10851200.002	Less Accumulated Depreciation	(9,331,521.32)
10851400.000	Fixed Asset Bond Cost Hangars	110,600.00
10851400.001	Accum Amortization - Master Plan	(99,540.00)
<b>Total Assets:</b>		<b>22,334,464.26</b>

**Liabilities**

20172020.000	Accounts Payable - Operating Fund	72,461.44
20172020.001	Accts Payable Credit Card Charges	9,479.17
20172021.001	Wachovia Loan - VRA	773,387.64
20172094.000	Accrued Leave	70,015.08
20172804.000	Virginia State Sales Tax	5.38
30000000.000	Current Earnings	7,371.52
30000001.000	Retained Earnings	21,401,744.03
<b>Total Liabilities And Equity:</b>		<b>22,334,464.26</b>

Notes:  
All Departments Consolidated.

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For The Period: 7/01/2013 Through: 7/31/2013  
Selected Departments Consolidated

**Income**

	7/31/2013 MTD	Year-To-Date
40174500 Sale - Fuel	107,542.49	107,542.49
40174503 Sale - Oil	101.46	101.46
40174600 Rental Income	32,986.00	32,986.00
40174601 Income - Land Leases	1,482.00	1,482.00
40174618 Facility & Service Fees	1,045.00	1,045.00
40174899 Miscellaneous Revenue	713.59	713.59
40174900 Operating Appropriations	5,336.25	5,336.25
<b>Total Income:</b>	<b>149,206.79</b>	<b>149,206.79</b>

**Expense**

	7/31/2013 MTD	Year-To-Date
54140000 Cost - Fuel	75,071.92	75,071.92
54140002 Cost - Merchandise	56.36	56.36
54140003 Cost - Oil	74.76	74.76
61000000 Accrued Salaries	141.43	141.43
61001000 Salaries	33,832.62	33,832.62
61005000 Overtime/Holiday/Comp Pay	2,763.77	2,763.77
62000000 Accrued Leave - Fringe Benefit Expense	10.82	10.82
62001000 FICA	2,633.52	2,633.52
62002000 VSRS	3,853.52	3,853.52
62005000 Hospital/Medical Plans	6,808.20	6,808.20
62006000 Group Life Insurance	402.62	402.62
62011000 Worker's Compensation	1,290.79	1,290.79
63002000 Professional Svcs - Other	1,234.00	1,234.00
63004001 Outside Repairs & Maint Vehicle/Equip	455.55	455.55
63005000 Maintenance Contracts	1,023.00	1,023.00
63010000 Contractual Services	2,261.13	2,261.13
65102000 Heating Service	77.43	77.43
65103000 Water & Sewer Services	760.82	760.82
65204001 Postage Meter Expense	39.45	39.45
65204002 Telephones Expense	68.89	68.89
65302000 Fire/Property Insurance	933.48	933.48
65305000 Motor Vehicle Insurance	618.62	618.62
65307000 Public Officials Liability Ins	43.00	43.00
65308000 General Liability Insurance	1,495.42	1,495.42
65401000 Office Supplies	147.75	147.75
65407000 Repair/Maint Supplies	957.37	957.37
65408000 Vehicle/Equip - Parts/Supplies	363.54	363.54
65408001 Airport Vehicle Fuel	1,812.14	1,812.14
65413000 Operational Expense	170.00	170.00
65506000 Travel Expenses	1,575.00	1,575.00
65715000 Promotional Fund Expenses	2,200.00	2,200.00
65801000 Dues & Membership	418.80	418.80
69001000 Lease/Rent Of Equipment	4,788.63	4,788.63
69101000 Loan - VRA Bond	10,533.32	10,533.32
<b>Total Expense:</b>	<b>158,917.67</b>	<b>158,917.67</b>

**Net Income:** **(9,710.88)** **(9,710.88)**

65506000 Travel - \$1,575.00 to send Paul, Rich and Mark to  
VAB Conference

65715000 Promotional - \$2,200.00 Brochure

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2013 Through: 7/31/2013  
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>								
40174500 Sale - Fuel	105,521.97	107,542.49	2,020.52	1.9%	105,521.97	107,542.49	2,020.52	1.9%
40174502 Sale - Merchandise	9.52	0.00	(9.52)	-100.0%	9.52	0.00	(9.52)	-100.0%
40174503 Sale - Oil	15.80	101.46	85.66	542.2%	15.80	101.46	85.66	542.2%
40174600 Rental Income	31,139.00	32,986.00	1,847.00	5.9%	31,139.00	32,986.00	1,847.00	5.9%
40174601 Income - Land Leases	1,425.00	1,482.00	57.00	4.0%	1,425.00	1,482.00	57.00	4.0%
40174618 Facility & Service Fees	1,440.00	1,045.00	(395.00)	-27.4%	1,440.00	1,045.00	(395.00)	-27.4%
40174899 Miscellaneous Revenue	318.19	713.59	395.40	124.3%	318.19	713.59	395.40	124.3%
40174900 Operating Appropriations	2,273.92	5,336.25	3,062.33	134.7%	2,273.92	5,336.25	3,062.33	134.7%
<b>Total Income:</b>	<b>142,143.40</b>	<b>149,206.79</b>	<b>7,063.39</b>	<b>5.0%</b>	<b>142,143.40</b>	<b>149,206.79</b>	<b>7,063.39</b>	<b>5.0%</b>
<b>Expense</b>								
54140000 Cost - Fuel	74,095.71	75,071.92	976.21	1.3%	74,095.71	75,071.92	976.21	1.3%
54140002 Cost - Merchandise	152.55	56.36	(96.19)	-63.1%	152.55	56.36	(96.19)	-63.1%
54140003 Cost - Oil	12.40	74.76	62.36	502.9%	12.40	74.76	62.36	502.9%
61000000 Accrued Salaries	95.40	141.43	46.03	48.2%	95.40	141.43	46.03	48.2%
61001000 Salaries	31,612.80	33,832.62	2,219.82	7.0%	31,612.80	33,832.62	2,219.82	7.0%
61005000 Overtime/Holiday/Comp Pay	1,556.23	2,763.77	1,207.54	77.6%	1,556.23	2,763.77	1,207.54	77.6%
62000000 Accrued Leave - Fringe Benef	7.30	10.82	3.52	48.2%	7.30	10.82	3.52	48.2%
62001000 FICA	2,439.12	2,633.52	194.40	8.0%	2,439.12	2,633.52	194.40	8.0%
62002000 VSRS	3,600.70	3,853.52	252.82	7.0%	3,600.70	3,853.52	252.82	7.0%
62005000 Hospital/Medical Plans	5,509.44	6,808.20	1,298.76	23.6%	5,509.44	6,808.20	1,298.76	23.6%
62006000 Group Life Insurance	376.20	402.62	26.42	7.0%	376.20	402.62	26.42	7.0%
62011000 Worker's Compensation	1,073.85	1,290.79	216.94	20.2%	1,073.85	1,290.79	216.94	20.2%
63002000 Professional Svcs - Other	427.50	1,234.00	806.50	188.7%	427.50	1,234.00	806.50	188.7%
63004001 Outside Repairs & Maint Ver	661.92	455.55	(206.37)	-31.2%	661.92	455.55	(206.37)	-31.2%
63005000 Maintenance Contracts	1,002.00	1,023.00	21.00	2.1%	1,002.00	1,023.00	21.00	2.1%
63010000 Contractual Services	3,157.16	2,261.13	(896.03)	-28.4%	3,157.16	2,261.13	(896.03)	-28.4%
65101000 Electrical Services	4,411.94	0.00	(4,411.94)	-100.0%	4,411.94	0.00	(4,411.94)	-100.0%
65102000 Heating Service	60.16	77.43	17.27	28.7%	60.16	77.43	17.27	28.7%
65103000 Water & Sewer Services	216.18	760.82	544.64	251.9%	216.18	760.82	544.64	251.9%
65204001 Postage Meter Expense	55.84	39.45	(16.39)	-29.4%	55.84	39.45	(16.39)	-29.4%
65204002 Telephones Expense	425.60	68.89	(356.71)	-83.8%	425.60	68.89	(356.71)	-83.8%
65302000 Fire/Property Insurance	1,338.67	933.48	(405.19)	-30.3%	1,338.67	933.48	(405.19)	-30.3%
65305000 Motor Vehicle Insurance	362.67	618.62	255.95	70.6%	362.67	618.62	255.95	70.6%



# Winchester Regional Airport Authority

## General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2013 Through: 7/31/2013

### Selected Departments Consolidated

	Current Month Totals		Gain (Loss) vs Last Year		Year-To-Date Totals		Gain (Loss) vs Last Year	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	43.00	43.00	0.00	0.0%
65308000 General Liability Insurance	1,574.17	1,495.42	(78.75)	-5.0%	1,574.17	1,495.42	(78.75)	-5.0%
65401000 Office Supplies	129.03	147.75	18.72	14.5%	129.03	147.75	18.72	14.5%
65407000 Repair/Maint Supplies	1,463.41	957.37	(506.04)	-34.6%	1,463.41	957.37	(506.04)	-34.6%
65408000 Vehicle/Equip - Parts/Supplie	798.29	363.54	(434.75)	-54.5%	798.29	363.54	(434.75)	-54.5%
65408001 Airport Vehicle Fuel	2,041.40	1,812.14	(229.26)	-11.2%	2,041.40	1,812.14	(229.26)	-11.2%
65413000 Operational Expense	771.96	170.00	(601.96)	-78.0%	771.96	170.00	(601.96)	-78.0%
65413002 Security Materials & Supplies	191.00	0.00	(191.00)	-100.0%	191.00	0.00	(191.00)	-100.0%
65506000 Travel Expenses	1,239.89	1,575.00	335.11	27.0%	1,239.89	1,575.00	335.11	27.0%
65715000 Promotional Fund Expenses	0.00	2,200.00	2,200.00	---%	0.00	2,200.00	2,200.00	---%
65801000 Dues & Membership	411.00	418.80	7.80	1.9%	411.00	418.80	7.80	1.9%
68001000 Capital - Machinery/Equipme	5,600.00	0.00	(5,600.00)	-100.0%	5,600.00	0.00	(5,600.00)	-100.0%
69001000 Lease/Rent Of Equipment	3,603.63	4,788.63	1,185.00	32.9%	3,603.63	4,788.63	1,185.00	32.9%
69101000 Loan - VRA Bond	10,533.32	10,533.32	0.00	0.0%	10,533.32	10,533.32	0.00	0.0%
<b>Total Expense:</b>	<b>161,051.44</b>	<b>158,917.67</b>	<b>(2,133.77)</b>	<b>-1.3%</b>	<b>161,051.44</b>	<b>158,917.67</b>	<b>(2,133.77)</b>	<b>-1.3%</b>
<b>Net Income:</b>	<b>(18,908.04)</b>	<b>(9,710.88)</b>	<b>9,197.16</b>	<b>---%</b>	<b>(18,908.04)</b>	<b>(9,710.88)</b>	<b>9,197.16</b>	<b>---%</b>

Notes: Report Period: 7/01/2013 - 7/31/2013  
Selected Departments Consolidated:  
Operational Fund

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000117	EMMART W H & SON INC	238750	7/16/2013	Y	4017-081090-5408-000-001-	.00	961.07	4194	VEHICLE GAS-AIRPORT USE	20989
00000	000117	EMMART W H & SON INC	238751	7/16/2013	Y	4017-081090-5408-000-001-	.00	1,127.85	4194	VEHICLE GAS-AIRPORT USE	20989
						CHECK TOTAL		2,088.92			
00000	002408	TREASURER OF VA	140000002672	7/16/2013	N	4017-081090-5307-000-000-	.00	516.00	4197	PUBLIC OFFICIALS LIABILITY INS.	20990
						CHECK TOTAL		516.00			
00000	004447	J & J JANITORIAL &	4748-2013	7/16/2013	Y	4017-081090-3010-000-000-	.00	1,698.33	4203	OTHER CONTRACTUAL SERVICES	20989
						CHECK TOTAL		1,698.33			
00000	005874	ASCENT AVIATION GROUP INC	M105071	7/16/2013	Y	4017-081090-5414-000-000-	.00	53.82	4209	MERCHANDISE FOR RESALE	20989
00000	005874	ASCENT AVIATION GROUP INC	191729	7/16/2013	Y	4017-081090-5414-000-000-	.00	25,870.66	4209	MERCHANDISE FOR RESALE	20989
00000	005874	ASCENT AVIATION GROUP INC	M105578	7/16/2013	N	4017-081090-9001-000-000-	.00	3,165.00	4209	LEASE/RENT OF EQUIPMENT	20990
						CHECK TOTAL		29,089.48			
00000	000134	FRED CO SANITATION	2774-A	7/16/2013	Y	4017-081090-5103-000-000-	.00	68.31	663394	WATER & SEWAGE SERVICES	20989
00000	000134	FRED CO SANITATION	577-A	7/16/2013	Y	4017-081090-5103-000-000-	.00	34.27	663394	WATER & SEWAGE SERVICES	20989
00000	000134	FRED CO SANITATION	952-A	7/16/2013	Y	4017-081090-5103-000-000-	.00	8.07	663394	WATER & SEWAGE SERVICES	20989
						CHECK TOTAL		110.65			
00000	003654	COMMONWEALTH OF VIRGINIA	4TH QTR-FY2013A	7/16/2013	Y	4017-081090-5804-000-000-	.00	11.05	663417	TAXES-FED,EXCISE & STATE	20989
						CHECK TOTAL		11.05			
00000	005376	FLYNN MARK K	MAY-JUNE 2013	7/16/2013	Y	4017-081090-3002-000-000-	.00	272.00	663428	PROFESSIONAL SERVICES	20989
						CHECK TOTAL		272.00			
00000	007516	ANDERSON CONTROL INC	013125	7/16/2013	N	4017-081090-3005-000-000-	.00	216.00	663442	MAINTENANCE SERVICE CONTRACTS	20990
						CHECK TOTAL		216.00			
00000	007750	H CARLTON FULLER LEASING	7/2013	7/16/2013	N	4017-081090-9001-000-000-	.00	1,185.00	663445	LEASE/RENT OF EQUIPMENT	20990
						CHECK TOTAL		1,185.00			
						CLASS TOTAL		35,187.43			

FY 2013

\$30,105.43

FY 2014

\$5,082.00

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
21492	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-3004-000-001-	.00	7,844.00	4238	REPAIR & MAINTENANCE EQUIP.	20992
21498	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-3004-000-003-	.00	2,800.54	4238	REPAIR & MAINTENANCE BLDG.&GROUNDS	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-3010-000-000-	.00	163.84	4238	OTHER CONTRACTUAL SERVICES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-3010-000-000-	.00	398.96	4238	OTHER CONTRACTUAL SERVICES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5204-000-002-	.00	68.95	4238	TELEPHONE	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5204-000-002-	.00	342.18	4238	TELEPHONE	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5401-000-000-	.00	153.53	4238	OFFICE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5401-000-000-	.00	14.98	4238	OFFICE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5401-000-000-	.00	102.45	4238	OFFICE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5401-000-000-	.00	53.33	4238	OFFICE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	263.86	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	171.96	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	195.10	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	54.60	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	37.70	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	41.88	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	163.13	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	126.01	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	246.57	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5407-000-000-	.00	16.33	4238	REPAIR AND MAINTENANCE SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5408-000-000-	.00	25.00	4238	VEHICLE AND POWERED EQUIP SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5408-000-000-	.00	1,252.97	4238	VEHICLE AND POWERED EQUIP SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5408-000-000-	.00	17.99	4238	VEHICLE AND POWERED EQUIP SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5408-000-000-	.00	201.80	4238	VEHICLE AND POWERED EQUIP SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5413-000-000-	.00	1,132.32	4238	OTHER OPERATING SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5413-000-000-	.00	159.96	4238	OTHER OPERATING SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5413-000-000-	.00	69.99	4238	OTHER OPERATING SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-5413-000-000-	.00	150.46	4238	OTHER OPERATING SUPPLIES	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-9001-000-000-	.00	270.63	4238	LEASE/RENT OF EQUIPMENT	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-9001-000-000-	.00	168.00	4238	LEASE/RENT OF EQUIPMENT	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-9001-000-000-	.00	1,005.60	4238	LEASE/RENT OF EQUIPMENT	20992
00000	007822	BANK OF AMERICA N A	06/28/2013	7/23/2013	Y	4017-081090-9001-000-000-	.00	114.00	4238	LEASE/RENT OF EQUIPMENT	20992
CHECK TOTAL								17,828.62			
CLASS TOTAL								17,828.62			

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	005874	ASCENT AVIATION GROUP INC	ML06535	7/30/2013		4017-081090-5414-000-000-	.00	56.36	4252	MERCHANDISE FOR RESALE	20997
00000	005874	ASCENT AVIATION GROUP INC	194288	7/30/2013		4017-081090-5414-000-000-	.00	25,254.54	4252	MERCHANDISE FOR RESALE	20997
CHECK TOTAL								25,310.90			
00000	007066	RAPPAHANNOCK ELECTRIC	11566-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	72.24	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	29311-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	203.36	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	32017-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	198.83	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	3253-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	551.64	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	32774-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	123.99	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	5275-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	24.76	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	53-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	241.70	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	58033-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	206.12	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	6623-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	1,367.00	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	8384-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	55.25	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	86-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	311.12	4265	ELECTRICAL SERVICES	20996
00000	007066	RAPPAHANNOCK ELECTRIC	939-A	7/30/2013	Y	4017-081090-5101-000-000-	.00	320.10	4265	ELECTRICAL SERVICES	20996
CHECK TOTAL								3,676.11			
00000	001474	WASHINGTON GAS -	2624-1-A	7/30/2013		4017-081090-5102-000-000-	.00	20.45	663642	HEATING SERVICES	20997
00000	001474	WASHINGTON GAS -	32634-A	7/30/2013		4017-081090-5102-000-000-	.00	32.03	663642	HEATING SERVICES	20997
00000	001474	WASHINGTON GAS -	8122-A	7/30/2013		4017-081090-5102-000-000-	.00	24.95	663642	HEATING SERVICES	20997
CHECK TOTAL								77.43			
CLASS TOTAL								29,064.44			

FY 2013  
\$3,676.11

FY 2014  
\$25,388.33

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
21420	003802	DELTA AIRPORT CONSULTANTS	10-11138	7/30/2013	Y	4085-081030-8801-000-073-	.00	5,956.71	663648	REHAB & RELOCATE SOUTH APRON	20996
21429	003802	DELTA AIRPORT CONSULTANTS	9-12033	7/30/2013	Y	4085-081030-8801-000-074-	.00	3,597.86	663648	MAINTENANCE FACILITY DESIGN	20996
CHECK TOTAL								9,554.57			
CLASS TOTAL								9,554.57			

RETAIL FUEL PRICE COMPARISONS	8/7/2013		
	Truck		Self Pump
	Jet-A	AVGAS	
<b>Landmark Aviation</b> Charlottesville, VA 434-978-1474 - <b>CHO</b>	6.99	7.03	<b>XXXXX</b>
<b>Dominion Aviation</b> Chesterfield Co, VA 804-271-7793 - <b>FCI</b>	5.43	6.75	<b>XXXXX</b>
<b>Potomac Highlands Airport Auth</b> Cumberland, MD 304-738-0002 - <b>CBE</b>	5.20	5.80	<b>XXXXX</b>
<b>Landmark Aviation</b> Frederick, MD 301-662-8156 - <b>FDK</b>	5.99	6.55	5.80
<b>Rider Jet Center</b> Hagerstown, MD 1-866-326-4447 - <b>HGR</b>	5.75	6.55	5.70
<b>Landmark Aviation</b> Leesburg, VA 800-336-0219 - <b>JYO</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>ProJet Aviation</b> Leesburg, VA 703-889-8558 - <b>JYO</b>	5.99	6.35	<b>XXXXX</b>
<b>APP Jet Center</b> Manassas, VA 866-459-5387 - <b>HEF</b>	5.99	6.30	<b>XXXXX</b>
<b>Dulles Aviation</b> Manassas, VA 888-835-9324 - <b>HEF</b>	5.95	6.20	<b>XXXXX</b>
<b>Aerosmith Aviation</b> Martinsburg, WV 304-262-2507 - <b>MRB</b>	5.95	6.55	<b>XXXXX</b>
<b>Shen Valley Airport Commission</b> Weyers Cave, VA 540-234-8304 - <b>SHD</b>	5.99	6.33	<b>XXXXX</b>
<b>Winchester Aviation</b> Winchester, VA <b>OKV</b>	6.00	6.35	5.95 Phillips Card <b>5.55</b>
<b>AVERAGE PER GAL</b>	<b>5.92</b>	<b>6.44</b>	<b>XXXXX</b>

**Winchester Regional  
Airport  
Fuel Gallons Sold**

TOTAL GALLONS OF ALL PRODUCTS SOLD													Total Gallons Increase/ (Decrease) Over Prior Year			
Fiscal Year	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Over/ (Short)
July	22,131	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	1,105
August	24,807	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755		
September	22,804	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177		
October	24,327	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645		
November	22,480	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527		
December	19,261	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367		
January	12,601	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208		
February	14,724	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316		
March	21,563	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238		
April	16,011	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214		
May	19,589	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282		
June	20,628	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214		
Total	240,926	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	19,778	1,105

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																					
Fiscal Year	FY 2007		FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		Increase/ (Short)				
	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	SARA		
July	34,543	9,863	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	984	121	2,358	3,209	
August	32,075	12,223	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836							
September	31,692	8,723	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648							
October	37,923	10,549	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043							
November	30,433	10,473	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732							
December	27,491	7,325	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094							
January	30,017	6,352	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332							
February	26,333	4,231	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975							
March	21,496	8,573	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945							
April	25,713	7,047	27,810	6,586	23,724	5,463	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393							
May	33,423	11,619	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055							
June	29,435	10,784	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969							
Total	360,574	107,762	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	14,211	5,567	984	121	2,358	3,209	