



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, July 17, 2014 at 5:00 p.m.

Richard Largent, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Nomination and Election of Officers FY 2015
 - a. Nomination and Election of Chairman
 - b. Nomination and Election of Vice-Chairman
 - c. Nomination and Election of Secretary/Treasurer
4. Approve Minutes – June 19, 2014 Regular Business Meeting
5. Comments – Audience
6. Chairman – Opening Remarks
7. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith
June 2014 Financial Report – Pre-Audit
 - b. Building/Lease – Paul Anderson
 - c. Minimum Standards/Personnel/Security – David Reichert
 - d. Marketing/Development – Bill Pifer
8. Comments – Executive Director
9. Comments – Board Members
10. Adjourn

**June 2014 Meeting Minutes
Winchester Regional Airport Authority**

The Winchester Regional Airport Authority met in regular session in the conference room of the terminal building at 5:00 p.m., June 19, 2014.

Present: Richard Largent, Paul Anderson, Frank Haun, Gene Fisher, Bill Pifer, David Reichert, John Crawford, Mark Flynn Legal Counsel, Ken Brammer with Delta Airport Consultants

Absent: Gerald (J. J.) Smith, Dan Murray

CALL TO ORDER

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

APPROVE MEETING AGENDA

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

APPROVE MEETING MINUTES – May 15, 2014 Regular Business Meeting

Motion: Approve meeting minutes from May 15, 2014 Regular Business Meeting as presented: Paul Anderson, second Gene Fisher. Motion passed.

COMMENTS – CHAIRMAN

Chairman Largent updated the board on the success of the recent Young Eagles event held at the airport. While the turnout was lower than previous years they had flown 108 children. He explained that the EAA Chapter 186 holds the event at Winchester and thanked the airport manager and staff for hosting the event. He added that without their support and assistance the event would not be successful.

Chairman Largent reminded members that at the July 2014 meeting there would be election of officers for FY 2015. Mr. Largent is not interested in running for office because he has plans to move to his home in North Carolina in the near future.

COMMENTS – AUDIENCE

None

COMMITTEE REPORTS

(a) Finance Reports – J. J. Smith, Chair (Absent)

Ms. Manuel presented the financial reports for May 2014 on behalf of the Treasurer who was absent for the meeting. She stated that fuel sales were still down and the airport was still operating in the black thanks to an infusion of cash from the County of Frederick and the City of Winchester. Following questions the finance report the following motion was entered:

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

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

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

(d) Marketing Committee – Bill Pifer, Chair – No meeting

Mr. Pifer informed members that the newsletter would be forthcoming within the next few weeks.

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 with the Airport Authority – made by Paul Anderson, second Frank Haun.

Motion: To come out of Closed Session and Certify the Meeting - by Paul Anderson, second by David Reichert. 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.

EXECUTIVE DIRECTOR COMMENTS

Mark Flynn, Counselor for the WRAA, informed the board that Ms. Manuel was going to be publishing a Request for Proposals (RFP) to seek an aviation fuel supplier five-year contract. Because the criteria used in the selection of a successful offeror is not only the price of fuel, the Virginia procurement act requires written justification from the WRAA to use the RFP process as opposed to the competitive bidding process. Mr. Flynn stated that in accordance with the Procurement Act 2.2.4303 – on a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, in this case goods, may be procured by competitive negotiation. The writing shall document the basis for this determination.

Motion: To authorize the Executive Director to approve use of the RFP process competitive negotiations instead of competitive sealed bidding for the selection of a fuel contractor – by Paul Anderson, second by David Reichert. Motion passed.

Ms. Manuel stated that the RFP would be published in the newspaper the next day and also on the State of Virginia's eVA procurement system.

Ms. Manuel invited the board to attend the Eagle Scout Court of Honor being hosted by the Winchester Regional Airport Authority on Saturday, August 9, 2014, 1:30 pm to 5:30 pm in honor of Trevor McKnight. Mr. McKnight is the young man that built benches and a new welcome to Winchester Regional Airport sign for his Eagle Badge project.

Ms. Manuel informed the board that a bid opening for the construction phase of the Rehabilitate and Relocate the South Apron project was held on May 22, 2014. Two bids were received – W & L Construction Company and Schmung Construction Company. The lower bidder was W & L Construction in the amount of \$2,983,401.36. Ms. Manuel requested authorization from the Board to award and execute a contractual agreement with W & L Construction following legal review; review and approval by the FAA, Virginia Department of Aviation; and grant awards on behalf of the Winchester Regional Airport Authority.

Motion: Authorize the Executive Director to award and execute contractual agreements related to the South Apron Rehabilitation and Relocation project – Construction Phase following review and approval by appropriate agencies and legal counsel – by Paul Anderson, second Dave Reichert. Motion passed.

Ms. Manuel informed the board that on Wednesday July 16, 2014, two staff members were presented with service recognition awards issued by Frederick County to Billy Haynes Senior Flight Line Technician for Thirty (30) Years of Service and David Foley Airport Operations Supervisor for Twenty

WRAA Meeting Minutes – June 19, 2014

(20) Years of Service. Board members extended their gratitude for the dedication and service to the Winchester Regional Airport by Mr. Haynes and Mr. Foley.

COMMENTS – BOARD MEMBERS - None

ADJOURNMENT

There being no further business motion to adjourn at 6:25 p.m. by Paul Anderson, second by Frank Haun passed.

Respectfully submitted,

J. J. Smith, Secretary/Treasurer

Meeting Date: June 19, 2014
Resolution Number: WRAA-2014-06-19

Motion: Gene Fisher
Second: Paul Anderson

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, Fisher, Haun, Largent, Reichert, Pifer, Crawford

Nays = None

Absent = Smith, Murray

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

Absent from vote: Smith, Murray

Absent from meeting: Smith, Murray

Paul Anderson, Vice Chairman

Winchester Regional Airport Authority
General Ledger Balance Sheet Report

As Of: 6/30/2014

All Departments Consolidated

Assets

10171010.001	County Operating Cash	85,281.73
10171011.000	Petty Cash	500.00
10171080.005	Inventory - Jet-A	44,517.66
10171080.006	Inventory - Avgas	43,080.33
10171082.000	Inventory - Merchandise	1,204.74
10171083.000	Inventory - Oil	443.92
10171084.000	Inventory - Automobile Gas/Airport Use	2,202.38
10171085.000	Inventory - Diesel Airport Use	1,552.97
10171090.008	Pre-Paid General Liability Insurance	1,583.33
10171094.000	Prepaid Postage	407.34
10171153.001	Oper Accounts Receivable	61,199.50
10851010.001	County Capital Cash	30,655.56
10851100.000	Construction In Progress	416,707.57
10851153.002	Capital A/R Due From City Of Winchester	(11.00)
10851153.007	Capital A/R Due From State Government	(5.18)
10851200.001	Fixed Assets	32,703,117.98
10851200.002	Less Accumulated Depreciation	(9,904,842.46)
Total Assets:		23,487,596.37

Liabilities

20172020.000	Accounts Payable - Operating Fund	7,455.21
20172020.001	Accts Payable Credit Card Charges	14,526.25
20172021.001	Wachovia Loan - VRA	586,604.16
20172094.000	Accrued Leave	75,807.61
20172900.000	Deferred Revenue	32,000.00
30000000.000	Current Earnings	553,891.57
30000001.000	Retained Earnings	22,217,311.57
Total Liabilities And Equity:		23,487,596.37

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2013 Through: 6/30/2014
Selected Departments Consolidated

Income

	6/30/2014 MTD	Year-To-Date
State Operating Reimbursement	0.00	12,391.03
Sale - Fuel	100,599.13	987,093.46
Sale - Merchandise	25.27	365.90
Sale - Oil	101.34	986.80
Sale - Deicing Chemical	0.00	2,890.00
Rental Income	37,218.24	423,769.74
Income - Land Leases	1,541.00	49,077.00
Special & Misc Fees	2,501.52	22,923.44
Facility & Service Fees	3,065.00	15,265.00
Miscellaneous Revenue	897.41	10,581.99
Operating Appropriations	3,041.70	170,124.00
Insurance Claim Recovery	0.00	2,669.96
Total Income:	148,990.61	1,698,138.32

Expense

	6/30/2014 MTD	Year-To-Date
Cost - Fuel	73,720.78	705,776.85
Cost - Merchandise	23.98	344.52
Cost - Oil	74.87	931.85
Cost - Catering	248.68	897.50
Accrued Salaries	(1,226.49)	5,522.32
Salaries	35,089.32	417,586.06
Overtime/Holiday/Comp Pay	1,234.57	20,977.32
Accrued Leave - Fringe Benefit Expense	(93.82)	422.46
FICA	2,647.96	31,621.03
VSRS	3,996.70	47,563.26
Hospital/Medical Plans	6,725.88	81,616.08
Group Life Insurance	417.58	4,969.48
Worker's Compensation	1,299.75	15,617.95
Professional Svcs - Other	3,837.61	23,236.61
Outside Repairs & Maint Vehicle/Equip	4,137.67	5,497.32
Repair - Bldgs & Grounds Outside Repairs	2,727.71	4,108.21
Maintenance Contracts	0.00	7,638.40
Advertising	85.80	214.50
Contractual Services	2,278.55	27,561.62
Electrical Services	0.00	53,412.87
Heating Service	134.26	9,774.99
Water & Sewer Services	246.50	3,229.53
Postage Meter Expense	19.36	583.32
Telephones/Internet/TV Cable Expense	594.48	6,397.13
Fire/Property Insurance	754.00	9,227.48
Motor Vehicle Insurance	486.82	5,973.62
Public Officials Liability Ins	43.00	516.00
General Liability Insurance	1,583.33	18,912.09
Office Supplies	533.47	3,339.39
Janitorial Supplies	503.92	1,903.54
Repair/Maint Supplies	671.72	6,377.38
State Reimb - Repairs/Maint/Supplies	0.00	6,402.96
Vehicle/Equip - Parts/Supplies	2,109.30	11,302.87
Airport Vehicle Fuel	1,895.21	18,966.62

Run: 7/14/2014
9:53AM

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2013 Through: 6/30/2014
Selected Departments Consolidated

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	6/30/2014 MTD	Year-To-Date
Employee Uniforms	0.00	1,016.33
Operational Expense	387.86	1,446.77
Line Service Equipment	714.00	1,858.57
Security Materials & Supplies	154.12	894.26
Travel Expenses	0.00	2,081.44
Promotional Fund Expenses	0.00	9,444.24
Dues & Membership	0.00	831.30
Va Sales Tax Paid	15.82	71.07
Snow Removal Contingency Fund	0.00	21,219.83
Lease/Rent Of Equipment	3,717.63	50,662.56
Loan - VRA Bond	2,402.87	30,861.13
Total Expense:	154,194.77	1,678,810.63
Net Income:	(5,204.16)	19,327.69

Notes: Report Period: 7/01/2013 - 6/30/2014
Year-End Totals include Year-End Adjustments.
Selected Departments Consolidated:
Operational Fund

Winchester Regional Airport Authority

General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2013 Through: 6/30/2014

Selected Departments Consolidated

	Current Month Totals		Gain (Loss) vs Last Year		Year-To-Date Totals		Gain (Loss) vs Last Year	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
Income								
40172404 State Operating Reimburse	7,555.20	0.00	(7,555.20)	-100.0%	20,892.31	12,391.03	(8,501.28)	-40.7%
40174500 Sale - Fuel	106,968.28	100,599.13	(6,369.15)	-6.0%	1,204,261.36	987,093.46	(217,167.90)	-18.0%
40174502 Sale - Merchandise	63.91	25.27	(38.64)	-60.5%	538.42	365.90	(172.52)	-32.0%
40174503 Sale - Oil	62.08	101.34	39.26	63.2%	635.35	986.80	351.45	55.3%
40174505 Sale - Deicing Chemical	0.00	0.00	0.00	--.-%	2,275.00	2,890.00	615.00	27.0%
40174600 Rental Income	44,382.00	37,218.24	(7,163.76)	-16.1%	392,842.50	423,769.74	30,927.24	7.9%
40174601 Income - Land Leases	1,482.00	1,541.00	59.00	4.0%	48,041.00	49,077.00	1,036.00	2.2%
40174617 Special & Misc Fees	2,385.28	2,501.52	116.24	4.9%	23,064.75	22,923.44	(141.31)	-0.6%
40174618 Facility & Service Fees	1,045.00	3,065.00	2,020.00	193.3%	12,205.00	15,265.00	3,060.00	25.1%
40174899 Miscellaneous Revenue	574.91	897.41	322.50	56.1%	7,116.99	10,581.99	3,465.00	48.7%
40174900 Operating Appropriations	2,273.92	3,041.70	767.78	33.8%	27,287.04	170,124.00	142,836.96	523.5%
40174901 Insurance Claim Recovery	0.00	0.00	0.00	--.-%	0.00	2,669.96	2,669.96	--.-%
Total Income:	166,792.58	148,990.61	(17,801.97)	-10.7%	1,739,159.72	1,698,138.32	(41,021.40)	-2.4%

Expense								
54140000 Cost - Fuel	76,229.12	73,720.78	(2,508.34)	-3.3%	854,751.57	705,776.85	(148,974.72)	-17.4%
54140002 Cost - Merchandise	55.49	23.98	(31.51)	-56.8%	583.33	344.52	(238.81)	-40.9%
54140003 Cost - Oil	45.91	74.87	28.96	63.1%	469.21	931.85	462.64	98.6%
54140004 Cost - Catering	0.00	248.68	248.68	--.-%	431.83	897.50	465.67	107.8%
54140005 Cost - Deicing Chemicals	0.00	0.00	0.00	--.-%	2,691.00	0.00	(2,691.00)	-100.0%
61000000 Accrued Salaries	(407.87)	(1,226.49)	(818.62)	--.-%	14,999.96	5,522.32	(9,477.64)	-63.2%
61001000 Salaries	33,832.62	35,089.32	1,256.70	3.7%	391,704.08	417,586.06	25,881.98	6.6%
61005000 Overtime/Holiday/Comp Pay	1,275.28	1,234.57	(40.71)	-3.2%	17,961.87	20,977.32	3,015.45	16.8%
62000000 Accrued Leave - Fringe Ben	(31.20)	(93.82)	(62.62)	--.-%	1,147.50	422.46	(725.04)	-63.2%
62001000 FICA	2,518.74	2,647.96	129.22	5.1%	31,022.59	31,621.03	598.44	1.9%
62002000 VSRS	3,853.52	3,996.70	143.18	3.7%	44,090.54	47,563.26	3,472.72	7.9%
62005000 Hospital/Medical Plans	6,806.40	6,725.88	(80.52)	-1.2%	66,455.16	81,616.08	15,160.92	22.8%
62006000 Group Life Insurance	402.62	417.58	14.96	3.7%	4,606.64	4,969.48	362.84	7.9%
62011000 Worker's Compensation	1,140.79	1,299.75	158.96	13.9%	13,277.15	15,617.95	2,340.80	17.6%
63002000 Professional Svcs - Other	272.00	3,837.61	3,565.61	1310.9%	16,106.50	23,236.61	7,130.11	44.3%
63004001 Outside Repairs & Maint Ver	7,844.00	4,137.67	(3,706.33)	-47.3%	16,001.51	5,497.32	(10,504.19)	-65.6%
63004002 State Reimbursable Outside	0.00	0.00	0.00	--.-%	2,898.42	0.00	(2,898.42)	-100.0%
63004003 Repair - Bldgs & Grounds Out	2,800.54	2,727.71	(72.83)	-2.6%	3,004.04	4,108.21	1,104.17	36.8%
63005000 Maintenance Contracts	1,070.00	0.00	(1,070.00)	-100.0%	8,181.82	7,638.40	(543.42)	-6.6%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
 For the Current-Year Period: 7/01/2013 Through: 6/30/2014
 Selected Departments Consolidated

	Current Month Totals		Gain (Loss) vs Last Year		Year-To-Date Totals		Gain (Loss) vs Last Year	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
63007000 Advertising	0.00	85.80	85.80	--.-%	0.00	214.50	214.50	--.-%
63010000 Contractual Services	2,261.13	2,278.55	17.42	0.8%	29,091.12	27,561.62	(1,529.50)	-5.3%
65101000 Electrical Services	3,676.11	0.00	(3,676.11)	-100.0%	54,531.23	53,412.87	(1,118.36)	-2.1%
65102000 Heating Service	88.05	134.26	46.21	52.5%	6,801.62	9,774.99	2,973.37	43.7%
65103000 Water & Sewer Services	110.65	246.50	135.85	122.8%	2,505.65	3,229.53	723.88	28.9%
65204001 Postage Meter Expense	19.74	19.36	(0.38)	-1.9%	467.14	583.32	116.18	24.9%
65204002 Telephones/Internet/TV Cab	418.84	594.48	175.64	41.9%	4,974.89	6,397.13	1,422.24	28.6%
65302000 Fire/Property Insurance	933.48	754.00	(179.48)	-19.2%	13,159.19	9,227.48	(3,931.71)	-29.9%
65305000 Motor Vehicle Insurance	618.62	486.82	(131.80)	-21.3%	8,177.05	5,973.62	(2,203.43)	-26.9%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	516.00	516.00	0.00	0.0%
65308000 General Liability Insurance	1,495.42	1,583.33	87.91	5.9%	18,023.75	18,912.09	888.34	4.9%
65401000 Office Supplies	489.87	533.47	43.60	8.9%	3,437.50	3,339.39	(98.11)	-2.9%
65405000 Janitorial Supplies	0.00	503.92	503.92	--.-%	1,435.24	1,903.54	468.30	32.6%
65407000 Repair/Maint Supplies	1,317.14	671.72	(645.42)	-49.0%	8,868.89	6,377.38	(2,491.51)	-28.1%
65407001 State Reimb - Repairs/Maint	0.00	0.00	0.00	--.-%	4,200.78	6,402.96	2,202.18	52.4%
65408000 Vehicle/Equip - Parts/Supplie	1,497.76	2,109.30	611.54	40.8%	12,397.53	11,302.87	(1,094.66)	-8.8%
65408001 Airport Vehicle Fuel	1,823.07	1,895.21	72.14	4.0%	14,879.66	18,966.62	4,086.96	27.5%
65410000 Employee Uniforms	0.00	0.00	0.00	--.-%	1,033.25	1,016.33	(16.92)	-1.6%
65413000 Operational Expense	1,512.73	387.86	(1,124.87)	-74.4%	5,531.61	1,446.77	(4,084.84)	-73.8%
65413001 Line Service Equipment	0.00	714.00	714.00	--.-%	1,797.53	1,858.57	61.04	3.4%
65413002 Security Materials & Supplies	0.00	154.12	154.12	--.-%	3,864.46	894.26	(2,970.20)	-76.9%
65506000 Travel Expenses	0.00	0.00	0.00	--.-%	1,845.47	2,081.44	235.97	12.8%
65715000 Promotional Fund Expenses	0.00	0.00	0.00	--.-%	11,924.26	9,444.24	(2,480.02)	-20.8%
65801000 Dues & Membership	0.00	0.00	0.00	--.-%	983.50	831.30	(152.20)	-15.5%
65804000 Va Sales Tax Paid	11.05	15.82	4.77	43.2%	57.80	71.07	13.27	23.0%
65806000 Snow Removal Contingency	0.00	0.00	0.00	--.-%	13,210.73	21,219.83	8,009.10	60.6%
65807001 Merit Reserve	0.00	0.00	0.00	--.-%	11,771.56	0.00	(11,771.56)	-100.0%
68001000 Capital - Machinery/Equipme	(5,600.00)	0.00	5,600.00	--.-%	0.00	0.00	0.00	--.-%
69001000 Lease/Rent Of Equipment	4,723.23	3,717.63	(1,005.60)	-21.3%	54,344.16	50,662.56	(3,681.60)	-6.8%
69101000 Loan - VRA Bond	(80,711.48)	2,402.87	83,114.35	--.-%	35,155.03	30,861.13	(4,293.90)	-12.2%
Total Expense:	72,436.37	154,194.77	81,758.40	112.9%	1,815,371.32	1,678,810.63	(136,560.69)	-7.5%
Net Income:	94,356.21	(5,204.16)	(99,560.37)	--.-%	(76,211.60)	19,327.69	95,539.29	--.-%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2013 Through: 6/30/2014
Selected Departments Consolidated

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

Notes: Report Period: 7/01/2013 - 6/30/2014
Selected Departments Consolidated:
Operational Fund

LARGE PURCHASES

63002000 - Professional Services - \$1380.00 - Attorney Fees			
63004001 - Outside Repairs Vehicles - \$4121.87	\$2082.38 - Delta General Services		
	2 - Tires Jet Truck #4		
	4 - Tires Jet Truck #1		
	2 - Tires Kubota Tractor		
63004003 - Outside Repairs Buildings - \$2727.71			
	Repair Air Terminal Building		
	Repair Air FBO Building 2nd Floor		

DOES NOT INCLUDE:

65101000 - Electric Services - @ \$4000.00

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	05/30/2014	6/24/2014		4017-081090-3010-000-000-	.00	581.58	5222	OTHER CONTRACTUAL SERVICES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5204-000-001-	.00	27.81	5222	POSTAGE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5204-000-002-	.00	472.10	5222	TELEPHONE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5204-000-002-	.00	68.89	5222	TELEPHONE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5204-000-002-	.00	19.45	5222	TELEPHONE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5401-000-000-	.00	80.92	5222	OFFICE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5401-000-000-	.00	91.70	5222	OFFICE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5405-000-000-	.00	94.33	5222	JANITORIAL SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	130.61	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	48.46	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	5.88	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	4.98	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	64.50	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	114.16	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	66.18	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	97.00	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	216.00	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-000-	.00	16.07	5222	REPAIR AND MAINTENANCE SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5407-000-001-	.00	1,136.74	5222	STATE - PARTS AND SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5408-000-000-	.00	5.82	5222	VEHICLE AND POWERED EQUIP SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5408-000-000-	.00	7.44	5222	VEHICLE AND POWERED EQUIP SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5408-000-000-	.00	119.00	5222	VEHICLE AND POWERED EQUIP SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5408-000-000-	.00	129.56	5222	VEHICLE AND POWERED EQUIP SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5408-000-000-	.00	24.88	5222	VEHICLE AND POWERED EQUIP SUPPLIES	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5413-000-001-	.00	164.00	5222	LINE SERVICE EQUIPMENT	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5414-000-000-	.00	14.01	5222	MERCHANDISE FOR RESALE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5414-000-000-	.00	24.94	5222	MERCHANDISE FOR RESALE	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-5715-000-000-	.00	462.00	5222	PROMOTIONAL FUND	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-9001-000-000-	.00	270.63	5222	LEASE/RENT OF EQUIPMENT	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-9001-000-000-	.00	168.00	5222	LEASE/RENT OF EQUIPMENT	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4017-081090-9001-000-000-	.00	1,038.00	5222	LEASE/RENT OF EQUIPMENT	21120
						CHECK TOTAL		5,715.76			
						CLASS TOTAL		5,715.76			

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	253320	6/16/2014		4017-081090-5408-000-001-	.00	981.62	5187	VEHICLE GAS-AIRPORT USE	21117
00000	000117	EMMART W H & SON INC	253484	6/16/2014		4017-081090-5408-000-001-	.00	851.38	5187	VEHICLE GAS-AIRPORT USE	21117
						CHECK TOTAL		1,833.00			
00000	004447	J & J JANITORIAL &	4759-2014	6/16/2014		4017-081090-3010-000-000-	.00	1,698.33	5192	OTHER CONTRACTUAL SERVICES	21117
						CHECK TOTAL		1,698.33			
00000	005874	ASCENT AVIATION GROUP INC	ML26786	6/16/2014		4017-081090-9001-000-000-	.00	3,165.00	5193	LEASE/RENT OF EQUIPMENT	21117
						CHECK TOTAL		3,165.00			
00000	000134	FRED CO SANITATION	1014-A	6/16/2014		4017-081090-5103-000-000-	.00	96.58	670851	WATER & SEWAGE SERVICES	21117
00000	000134	FRED CO SANITATION	2847-A	6/16/2014		4017-081090-5103-000-000-	.00	76.82	670851	WATER & SEWAGE SERVICES	21117
00000	000134	FRED CO SANITATION	5-A	6/16/2014		4017-081090-5103-000-000-	.00	30.32	670851	WATER & SEWAGE SERVICES	21117
00000	000134	FRED CO SANITATION	657-A-1	6/16/2014		4017-081090-5103-000-000-	.00	34.27	670851	WATER & SEWAGE SERVICES	21117
						CHECK TOTAL		237.99			
00000	003682	WINCHESTER REGIONAL	5-2014 CLERK	6/16/2014		4017-081090-5413-000-000-	.00	44.00	670858	OTHER OPERATING SUPPLIES	21117
						CHECK TOTAL		44.00			
						CLASS TOTAL		6,978.32			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	005693	REZIN INC	3344	6/30/2014		4017-081090-3002-000-000-	.00	200.00	5237	PROFESSIONAL SERVICES	21122
						CHECK TOTAL		200.00			
00000	005874	ASCENT AVIATION GROUP INC	ML27734	6/30/2014		4017-081090-5414-000-000-	.00	16.68	5241	MERCHANDISE FOR RESALE	21122
00000	005874	ASCENT AVIATION GROUP INC	244149	6/30/2014		4017-081090-5414-000-000-	.00	26,513.11	5241	MERCHANDISE FOR RESALE	21122
00000	005874	ASCENT AVIATION GROUP INC	244693	6/30/2014		4017-081090-5414-000-000-	.00	38,082.76	5241	MERCHANDISE FOR RESALE	21122
00000	005874	ASCENT AVIATION GROUP INC	246125	6/30/2014		4017-081090-5414-000-000-	.00	26,119.51	5241	MERCHANDISE FOR RESALE	21122
						CHECK TOTAL		90,732.06			
00000	007066	RAPPAHANNOCK ELECTRIC	10412-A	6/30/2014		4017-081090-5101-000-000-	.00	1,457.05	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	13754-A	6/30/2014		4017-081090-5101-000-000-	.00	228.72	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	13849-A	6/30/2014		4017-081090-5101-000-000-	.00	54.98	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	1416-A	6/30/2014		4017-081090-5101-000-000-	.00	323.87	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	19601-A	6/30/2014		4017-081090-5101-000-000-	.00	57.51	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	2804-A	6/30/2014		4017-081090-5101-000-000-	.00	85.35	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	4747-A	6/30/2014		4017-081090-5101-000-000-	.00	525.49	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	50118-A	6/30/2014		4017-081090-5101-000-000-	.00	130.49	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	52947-A	6/30/2014		4017-081090-5101-000-000-	.00	213.16	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	55584-A	6/30/2014		4017-081090-5101-000-000-	.00	423.26	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	7855-A	6/30/2014		4017-081090-5101-000-000-	.00	27.96	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	85109-A	6/30/2014		4017-081090-5101-000-000-	.00	180.52	5259	ELECTRICAL SERVICES	21122
00000	007066	RAPPAHANNOCK ELECTRIC	97-A	6/30/2014		4017-081090-5101-000-000-	.00	189.31	5259	ELECTRICAL SERVICES	21122
						CHECK TOTAL		3,897.67			
00000	001474	WASHINGTON GAS -	193-A	6/30/2014		4017-081090-5102-000-000-	.00	38.14	671228	HEATING SERVICES	21122
00000	001474	WASHINGTON GAS -	2144-A	6/30/2014		4017-081090-5102-000-000-	.00	31.35	671228	HEATING SERVICES	21122
00000	001474	WASHINGTON GAS -	36288-A	6/30/2014		4017-081090-5102-000-000-	.00	37.83	671228	HEATING SERVICES	21122
00000	001474	WASHINGTON GAS -	4131-A	6/30/2014		4017-081090-5102-000-000-	.00	26.94	671228	HEATING SERVICES	21122
						CHECK TOTAL		134.26			
						CLASS TOTAL		94,963.99			

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	13-11138	6/16/2014		4085-081030-8801-000-073-	.00	6,957.47	670860	REHAB & RELOCATE SOUTH APRON	21117
21551	003802	DELTA AIRPORT CONSULTANTS	16-12033	6/16/2014		4085-081030-8801-000-074-	.00	4,232.21	670860	MAINTENANCE FACILITY DESIGN	21117
CHECK TOTAL								11,189.68			
00000	006740	CAKARNIS IKARS A	407	6/16/2014		4085-081030-8801-000-073-	.00	1,400.00	670877	REHAB & RELOCATE SOUTH APRON	21117
CHECK TOTAL								1,400.00			
CLASS TOTAL								12,589.68			

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	05/30/2014	6/24/2014		4085-081030-8801-000-073-	.00	88.99	5222	REHAB & RELOCATE SOUTH APRON	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4085-081030-8801-000-074-	.00	2,057.54	5222	MAINTENANCE FACILITY DESIGN	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4085-081030-8801-000-074-	.00	320.00-	5222	MAINTENANCE FACILITY DESIGN	21120
00000	007822	BANK OF AMERICA N A	05/30/2014	6/24/2014		4085-081030-8801-000-074-	.00	279.40	5222	MAINTENANCE FACILITY DESIGN	21120
CHECK TOTAL								2,105.93			
CLASS TOTAL								2,105.93			

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	14-11138	6/30/2014		4085-081030-8801-000-073-	.00	15,461.75	671233	REHAB & RELOCATE SOUTH APRON	21122
						CHECK TOTAL		15,461.75			
						CLASS TOTAL		15,461.75			

**Winchester Regional
Airport
Fuel Gallons Sold**

GALLONS OF TOTAL PRODUCT SOLD													Increase/ (Decrease) Over Prior Year			
Fiscal Year	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Over/ (Short)
July	22,131	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	1,105
August	24,807	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	(1,856)
September	22,804	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	959
October	24,327	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	2,439
November	22,480	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	(12,166)
December	19,261	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	(5,661)
January	12,601	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	(10,765)
February	14,724	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	(2,329)
March	21,563	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	(951)
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	13,910	(304)
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	13,669	(7,614)
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	18,127	(1,088)
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	180,388	(38,230)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY													Increase/(Decrease)							
Fiscal Year	FY 2007		FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		AVGAS			
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	TRUCK	SARA
July	34,543	9,863	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	984	121	2,358	3,209
August	32,075	12,223	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	(747)	(1,109)	1,920	2,808
September	31,692	8,723	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	(1,004)	1,963	3,849	3,762
October	37,923	10,549	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	2,003	436	3,449	3,031
November	30,433	10,473	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	(9,793)	(2,373)	2,689	1,671
December	27,491	7,325	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	(5,522)	(139)	1,579	1,375
January	30,017	6,352	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	(9,528)	(1,237)	1,119	976
February	26,333	4,231	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	(3,278)	949	1,566	1,359
March	21,496	8,573	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	230	(1,181)	1,368	1,396
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	8,757	5,153	(1,064)	760	2,358	2,795
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	8,749	4,920	(7,478)	(136)	3,060	1,860
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	11,976	6,151	(1,269)	181	3,211	2,939
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	124,682	55,706	(36,466)	(1,764)	28,525	27,181

RETAIL FUEL PRICE COMPARISONS	7/9/2014		
	Truck		Self Pump
	Jet-A	AVGAS	
Landmark Aviation Charlottesville, VA 434-978-1474 - CHO	7.16	7.12	XXXXX
Dominion Aviation Chesterfield Co, VA 804-271-7793 - FCI	5.78	6.49	XXXXX
Potomac Highlands Airport Auth Cumberland, MD 304-738-0002 - CBE	5.20	5.80	XXXXX
Landmark Aviation Frederick, MD 301-662-8156 - FDK	6.09	6.62	5.87
Rider Jet Center Hagerstown, MD 1-866-326-4447 - HGR	5.95	6.55	5.70
Landmark Aviation Leesburg, VA 800-336-0219 - JYO	N/A	N/A	N/A
ProJet Aviation Leesburg, VA 703-889-8558 - JYO	5.99	6.50	XXXXX
APP Jet Center Manassas, VA 866-459-5387 - HEF	5.95	6.40	XXXXX
Dulles Aviation Manassas, VA 888-835-9324 - HEF	5.90	6.40	XXXXX
Aerosmith Aviation Martinsburg, WV 304-262-2507 - MRB	5.99	6.45	XXXXX
Shen Valley Airport Commission Weyers Cave, VA 540-234-8304 - SHD	5.99	6.39	XXXXX
Winchester Aviation Winchester, VA OKV	6.00	6.35	5.95 Phillips Card 5.55
AVERAGE PER GAL	6.00	6.47	XXXXX