



WINCHESTER REGIONAL AIRPORT

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

Monthly Business Meeting AGENDA

A lease signing ceremony with On Wing will be conducted at 4:30 P.M. in the Terminal Building.

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, December 13, 2018 at 5:00 P.M.

Gene Fisher, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes
 - November 8, 2018, WRAA Business Meeting
4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith
 - November 2018 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

NOVEMBER 2018 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in regular session in the conference room of the terminal building at 5:00 P.M. on November 8, 2018.

Present: Paul Anderson, Bill Pifer, J.J. Smith, John Crawford, Joey Bailey

Absent: Gene Fisher, Frank Haun, Dave Reichert, Archie Fox

OPEN MEETING

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

APPROVE MEETING AGENDA

Motion: Approve agenda as distributed – by Bill Pifer, second by J.J. Smith. Motion passed unanimously.

APPROVE MEETING MINUTES –October 11, 2018 Regular Business Meeting

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

AUDIENCE COMMENTS

None

CHAIRMAN – OPENING REMARKS

Vice-Chairman Anderson mentioned that he attended the Planning Commission meeting the previous night, at which the Carpers Valley rezoning was discussed. He provided testimony at the meeting that the airport supports the effort since the new zoning does not permit residential uses, and will result in the extension of Coverstone Road, which fronts airport property on the north side. The Authority will remain engaged on the proposal as it moves to the Board of Supervisors for approval.

(a) Finance Report – J.J. Smith, Secretary/Treasurer – J.J. provided a comprehensive review of the pre-audit October financial reports. There was discussion about the cost of fuel as compared to last year. Data was provided that showed inventory costs have been trending higher in FY19 which in turn has led to higher retail prices.

Motion: Approve finance report - by Bill Pifer, second by John Crawford. Motion passed unanimously.

(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

EXECUTIVE DIRECTOR COMMENTS

The airport issued notice to proceed for the Taxiway A Relocation Phase I – Residential Demolition project to the contractor, National Abatement & Wrecking, effective November 13, 2018. It is a 50 calendar day project.

Shenandoah University submitted multiple airspace cases to the Federal Aviation Administration (FAA) to evaluate a proposal to construct baseball fields on a parcel that underlies the approach path to Runway 14. All airspace cases received a “Determination of No Hazard”. However, the evaluation does not assess impacts to future flight procedures. Recently, the airport received authorization to publish lower approach minimums for the Runway 14 RNAV/GPS approach. The airport has requested further analysis to verify whether these new approach minimums will be affected by the project.

The airport is co-hosting a Rusty Pilots Seminar on November 10th with over 30 pilots registered. The Executive Director thanked the Authority for their support of the Airport Stakeholder Expo on October 22nd. It was well attended by community officials from the member jurisdictions.

The airport received a grant offer from the Virginia Department of Aviation in the amount of \$7,500 for a 50/50 cost share of eligible promotion expenses. The airport intends to use the funds for development of a website and logo/rebranding effort. All expenses and revenues associated with the grant have been accounted in the airport’s operating budget.

Motion: Authorize the Executive Director to execute all documents and actions related to the FY19 Virginia Department of Aviation grant PR0059-01 and related projects, including website development and logo/rebranding – by Bill Pifer, second by J.J. Smith. Motion passed unanimously.

The On Wing lease of the airport corporate hangar has been reviewed by all parties and the goal is to execute the lease in December. The airport will issue a 30-day notice to all current hangar tenants and provide contact information for On Wing to continue their tenancy if they so choose.

Motion: Authorize the Executive Director to make final negotiations with On Wing LLC for the airport’s corporate hangar, as necessary, and to execute the lease prior to occupancy by the tenant – by J.J. Smith, second by Bill Pifer. Motion passed unanimously.

COMMENTS – BOARD MEMBERS

Joey Bailey – Joey asked about how the 3% escalator in the tie down and hangar leases was derived. Paul Anderson responded that it was an arbitrary number adopted by the Authority based on the airport’s operating and maintenance costs and other budgetary needs.

COMMENTS – AUDIENCE

ADJOURNMENT

There being no further business, Paul Anderson made closed the meeting at 5:30 P.M.

Respectfully submitted,

J.J. Smith, Secretary/Treasurer

WRAA Adopted:

Winchester Regional Airport Authority
General Ledger Balance Sheet Report
As Of: 11/30/2018
All Departments Consolidated

Assets

10171010.0010	County Operating Cash	79,508.74
10171011.0000	Petty Cash	500.00
10171080.0050	Inventory - Jet-A	63,662.81
10171080.0060	Inventory - Avgas	32,400.52
10171082.0000	Inventory - Merchandise	1,197.97
10171083.0000	Inventory - Oil	779.10
10171084.0000	Inventory - Automobile Gas/Airport Use	355.92
10171085.0000	Inventory - Diesel Airport Use	(59.69)
10171090.0020	Pre-Paid Fire Insurance	7,161.00
10171090.0050	Pre-Paid Motor Vehicle Insurance	3,556.00
10171090.0070	Pre-Paid Public Officials Risk Ins	301.00
10171090.0080	Pre-Paid General Libility Insurance	3,084.00
10171094.0000	Prepaid Postage	243.54
10171153.0001	Oper Accounts Receivable	34,484.24
10171153.0020	ACH CC Payment	3,302.45
10171153.4901	Oper Revenue Due From Frederick County	(70,129.00)
10171153.4902	Oper Revenue Due From City Of Winchester	6,567.00
10172002.0000	VRS - Deferred Outflow	97,044.00
10851010.0010	County Capital Cash	(390,984.32)
10851100.0000	Construction In Progress	1,363,794.67
10851153.0010	Capital A/R Due From Frederick Co	171.88
10851153.0020	Capital A/R Due From City Of Winchester	57.29
10851153.0030	Capital A/R Due From Clarke County	2,500.00
10851200.0010	Fixed Assets	38,079,748.97
10851200.0020	Less Accumulated Depreciation	(13,310,767.88)
Total Assets:		26,008,480.21

Liabilities

20172010.2008	Amt Held Emps - Short/Long Disability	332.09
20172010.2011	Held For Employees - Workers Comp	2,506.99
20172020.0000	Accounts Payable - Operating Fund	44,223.45
20172020.0010	Accts Payable Credit Card Charges	13,552.50
20172021.0001	Wachovia Loan - VRA	267,098.76
20172094.6100	Accrued Leave - PTO & IDA	51,369.34
20172094.6200	Accrued Leave - Fringes	3,972.78
20172201.0000	VRS - Deferred Inflow	9,159.00
20172202.0000	VRS - Pension Liability	254,815.00
20172804.0000	Virginia State Sales Tax	10.09
20852090.0000	Retainage Payable	10,307.50
30000000.0000	Current Earnings	21,209.42
30000001.0000	Retained Earnings	25,329,923.29
Total Liabilities And Equity:		26,008,480.21

Notes:

All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2018 Through: 11/30/2018
All Departments Consolidated

Income

	11/30/2018 MTD	Year-To-Date
40172404 State Operating Reimbursement	0.00	329.99
40174500 Sale - Fuel	74,840.35	419,728.37
40174502 Sale - Merchandise	10.45	173.40
40174503 Sale - Oil	66.90	503.81
40174600 Rental Income	36,565.50	184,687.50
40174601 Income - Land Leases	2,404.00	23,607.00
40174617 Special Fees	2,162.70	2,162.70
40174618 Facility & Line Service Fees	3,685.00	19,920.00
40174899 Miscellaneous Revenue	101.19	869.52
40174900 Operating Appropriations	13,300.50	66,503.50
40852404 State Capital Funds	0.00	1,527.31
40853301 Federal Capital Funds	0.00	10,312.59
40854900 Capital Approp - Clarke Warren Shenadoah	0.00	7,500.00
40854901 Capital Approp - Frederick County	0.00	171.88
40854902 Capital Approp - City Of Winchester	0.00	57.29
Total Income:	133,136.59	738,054.86

Expense

	11/30/2018 MTD	Year-To-Date
54140000 Cost - Fuel	41,357.66	238,785.97
54140002 Cost - Merchandise	9.99	143.31
54140003 Cost - Oil	52.72	389.41
61000000 Accrued Salaries	(581.90)	(19,422.00)
61001000 Salaries	40,924.62	232,464.46
61005001 Overtime Pay	1,410.90	8,060.76
62000000 Accrued Leave - Fringe Benefit Expense	(44.52)	(1,442.77)
62001000 FICA	3,055.50	17,560.49
62002000 VSRS	4,006.50	19,418.50
62005000 Hospital/Medical Plans	8,969.48	42,540.24
62005001 Retiree Health Ins	(816.28)	2,856.98
62006000 Group Life Insurance	536.12	2,706.34
62008000 Short/Long Disab - 041 FLT - Carlson	105.57	466.81
62011000 Worker's Compensation	1,201.26	6,824.44
63002000 Professional Svcs - Other	0.00	9,549.00
63004001 Outside Repairs & Maint Vehicle/Equip	0.00	1,693.33
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	5,484.62
63005000 Maintenance Contracts	0.00	3,915.00
63005001 State Funded Maintenance Contracts	0.00	1,100.00
63007000 Advertising	0.00	35.00
63010000 Contractual Services	1,952.20	9,761.00
65101000 Electrical Services	0.00	17,787.02
65102000 Heating Service	946.74	1,324.50
65103000 Water & Sewer Services	0.00	1,865.03
65204001 Postage Meter Expense	0.00	58.60
65204002 Telephones/Internet/TV Cable Expense	644.51	3,154.98
65302000 Fire/Property Insurance	1,023.00	5,114.00
65305000 Motor Vehicle Insurance	508.00	2,542.00
65307000 Public Officials Liability Ins	43.00	215.00
65308000 General Liability Insurance	1,541.00	7,707.67
65401000 Office Supplies & Computers	282.76	1,795.21

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2018 Through: 11/30/2018
All Departments Consolidated

	<u>11/30/2018 MTD</u>	<u>Year-To-Date</u>
65405000 Janitorial Supplies	0.00	574.44
65407000 Repair/Maint Parts & Supplies	234.62	2,841.60
65407001 State Reimb - Repairs/Maint/Supplies	0.00	347.39
65408000 Vehicle/Equip - Parts/Supplies	637.61	4,880.20
65408001 Airport Vehicle Fuel	2,585.40	7,436.49
65413000 Operational Expense	267.76	857.56
65413001 Line Service Equipment	678.66	1,208.41
65506000 Travel Expenses	0.00	2,110.15
65715000 Promotional Fund Expenses	14.00	1,818.83
65801000 Dues & Membership	119.00	348.20
65804000 Va Sales Tax Paid	0.00	25.56
65806000 Snow Removal Contingency Fund	924.75	924.75
79001000 Lease/Rent Of Equipment	2,954.41	14,586.05
79101000 Loan - VRA Bond	632.09	3,248.63
83002000 Legal Services - Capital Projects	0.00	1,802.50
87160037 Grant 37 - TW 14 - Residential Demo	1,026.00	14,487.29
87204036 Grant 36 - RW 14 Obstruct Removal	0.00	34,892.49
Total Expense:	117,203.13	716,845.44
Net Income:	15,933.46	21,209.42

Notes: Report Period: 7/01/2018 - 11/30/2018
All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2018 Through: 11/30/2018
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	329.99	329.99	--.-%
40174500 Sale - Fuel	69,125.47	74,840.35	5,714.88	8.3%	362,941.28	419,728.37	56,787.09	15.6%
40174502 Sale - Merchandise	74.09	10.45	(63.64)	-85.9%	195.02	173.40	(21.62)	-11.1%
40174503 Sale - Oil	175.48	66.90	(108.58)	-61.9%	683.49	503.81	(179.68)	-26.3%
40174600 Rental Income	33,111.00	36,565.50	3,454.50	10.4%	163,097.00	184,687.50	21,590.50	13.2%
40174601 Income - Land Leases	2,235.00	2,404.00	169.00	7.6%	22,915.00	23,607.00	692.00	3.0%
40174617 Special Fees	2,111.94	2,162.70	50.76	2.4%	8,309.25	2,162.70	(6,146.55)	-74.0%
40174618 Facility & Line Service Fees	3,160.00	3,685.00	525.00	16.6%	9,800.00	19,920.00	10,120.00	103.3%
40174899 Miscellaneous Revenue	233.78	101.19	(132.59)	-56.7%	1,086.17	869.52	(216.65)	-19.9%
40174900 Operating Appropriations	14,428.75	13,300.50	(1,128.25)	-7.8%	72,153.75	66,503.50	(5,650.25)	-7.8%
Total Income:	124,655.51	133,136.59	8,481.08	6.8%	641,180.96	718,485.79	77,304.83	12.1%
Expense								
54140000 Cost - Fuel	38,540.53	41,357.66	2,817.13	7.3%	189,321.45	238,785.97	49,464.52	26.1%
54140002 Cost - Merchandise	58.65	9.99	(48.66)	-83.0%	149.56	143.31	(6.25)	-4.2%
54140003 Cost - Oil	132.98	52.72	(80.26)	-60.4%	519.81	389.41	(130.40)	-25.1%
61000000 Accrued Salaries	317.52	(581.90)	(899.42)	--.-%	1,644.24	(19,422.00)	(21,066.24)	--.-%
61001000 Salaries	42,224.62	40,924.62	(1,300.00)	-3.1%	211,123.10	232,464.46	21,341.36	10.1%
61005001 Overtime Pay	1,336.80	1,410.90	74.10	5.5%	8,017.44	8,060.76	43.32	0.5%
62000000 Accrued Leave - Fringe Ben	24.29	(44.52)	(68.81)	--.-%	125.79	(1,442.77)	(1,568.56)	--.-%
62001000 FICA	3,203.44	3,055.50	(147.94)	-4.6%	16,165.36	17,560.49	1,395.13	8.6%
62002000 VSRS	3,884.66	4,006.50	121.84	3.1%	19,423.30	19,418.50	(4.80)	0.0%
62005000 Hospital/Medical Plans	9,213.48	8,969.48	(244.00)	-2.6%	46,067.40	42,540.24	(3,527.16)	-7.7%
62005001 Retiree Health Ins	0.00	(816.28)	(816.28)	--.-%	0.00	2,856.98	2,856.98	--.-%
62006000 Group Life Insurance	553.18	536.12	(17.06)	-3.1%	2,765.90	2,706.34	(59.56)	-2.2%
62008000 Short/Long Disab - 041 FLT	34.56	105.57	71.01	205.5%	172.80	466.81	294.01	170.1%
62011000 Worker's Compensation	1,237.23	1,201.26	(35.97)	-2.9%	6,211.36	6,824.44	613.08	9.9%
63002000 Professional Svcs - Other	2,991.50	0.00	(2,991.50)	-100.0%	7,342.00	9,549.00	2,207.00	30.1%
63004001 Outside Repairs & Maint Veh	350.32	0.00	(350.32)	-100.0%	1,566.99	1,693.33	126.34	8.1%
63004003 Repair - Blgs & Grounds Out	0.00	0.00	0.00	--.-%	261.95	5,484.62	5,222.67	1993.8%
63005000 Maintenance Contracts	0.00	0.00	0.00	--.-%	4,939.00	3,915.00	(1,024.00)	-20.7%
63005001 State Funded Maintenance C	0.00	0.00	0.00	--.-%	1,100.00	1,100.00	0.00	0.0%
63007000 Advertising	0.00	0.00	0.00	--.-%	0.00	35.00	35.00	--.-%
63010000 Contractual Services	1,936.71	1,952.20	15.49	0.8%	9,953.55	9,761.00	(192.55)	-1.9%

Winchester Regional Airport Authority
General Ledger Two-Year Income Report
For the Current-Year Period: 7/01/2018 Through: 11/30/2018
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	4,909.70	0.00	(4,909.70)	-100.0%	20,921.87	17,787.02	(3,134.85)	-15.0%
65102000 Heating Service	266.90	946.74	679.84	254.7%	1,045.04	1,324.50	279.46	26.7%
65103000 Water & Sewer Services	251.26	0.00	(251.26)	-100.0%	1,321.13	1,865.03	543.90	41.2%
65204001 Postage Meter Expense	38.18	0.00	(38.18)	-100.0%	170.41	58.60	(111.81)	-65.6%
65204002 Telephones/Internet/TV Cabl	622.50	644.51	22.01	3.5%	3,123.50	3,154.98	31.48	1.0%
65302000 Fire/Property Insurance	981.08	1,023.00	41.92	4.3%	4,905.44	5,114.00	208.56	4.3%
65305000 Motor Vehicle Insurance	452.00	508.00	56.00	12.4%	2,260.00	2,542.00	282.00	12.5%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	215.00	215.00	0.00	0.0%
65308000 General Liability Insurance	1,541.66	1,541.00	(0.66)	0.0%	7,708.33	7,707.67	(0.66)	0.0%
65401000 Office Supplies & Computers	101.05	282.76	181.71	179.8%	1,114.43	1,795.21	680.78	61.1%
65405000 Janitorial Supplies	126.05	0.00	(126.05)	-100.0%	605.71	574.44	(31.27)	-5.2%
65407000 Repair/Maint Parts & Supplie	7,507.90	234.62	(7,273.28)	-96.9%	9,119.15	2,841.60	(6,277.55)	-68.8%
65407001 State Reimb - Repairs/Maint	0.00	0.00	0.00	--.-%	0.00	347.39	347.39	--.-%
65408000 Vehicle/Equip - Parts/Supplie	790.10	637.61	(152.49)	-19.3%	4,452.55	4,880.20	427.65	9.6%
65408001 Airport Vehicle Fuel	662.94	2,585.40	1,922.46	290.0%	4,578.37	7,436.49	2,858.12	62.4%
65410000 Employee Uniforms	123.54	0.00	(123.54)	-100.0%	1,279.11	0.00	(1,279.11)	-100.0%
65413000 Operational Expense	23.59	267.76	244.17	1035.1%	412.31	857.56	445.25	108.0%
65413001 Line Service Equipment	0.00	678.66	678.66	--.-%	0.00	1,208.41	1,208.41	--.-%
65413002 Security Materials & Supplies	198.57	0.00	(198.57)	-100.0%	713.74	0.00	(713.74)	-100.0%
65506000 Travel Expenses	0.00	0.00	0.00	--.-%	1,445.16	2,110.15	664.99	46.0%
65715000 Promotional Fund Expenses	0.00	14.00	14.00	--.-%	35.00	1,818.83	1,783.83	5096.7%
65801000 Dues & Membership	99.00	119.00	20.00	20.2%	1,247.70	348.20	(899.50)	-72.1%
65804000 Va Sales Tax Paid	0.00	0.00	0.00	--.-%	25.33	25.56	0.23	0.9%
65806000 Snow Removal Contingency	0.00	924.75	924.75	--.-%	0.00	924.75	924.75	--.-%
79001000 Lease/Rent Of Equipment	2,349.41	2,954.41	605.00	25.8%	12,961.05	14,586.05	1,625.00	12.5%
79101000 Loan - VRA Bond	736.80	632.09	(104.71)	-14.2%	3,769.14	3,248.63	(520.51)	-13.8%
Total Expense:	127,865.70	116,177.13	(11,688.57)	-9.1%	610,300.47	665,663.16	55,362.69	9.1%
Net Income:	(3,210.19)	16,959.46	20,169.65	--.-%	30,880.49	52,822.63	21,942.14	71.1%

Notes: Report Period: 7/01/2018 - 11/30/2018
Selected Departments Consolidated:
WINCHESTER AVIATION

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
22236	003802	DELTA AIRPORT CONSULTANTS	5-18025	11/16/2018		4085-081030-8801-000-160-	.00	4,819.98	12091	RELOCATE TAXIWAY A PHASE 1 DEMO	21698
22165	003802	DELTA AIRPORT CONSULTANTS	12-17026	11/16/2018		4085-081030-8801-000-204-	.00	1,115.78	12091	RUNWAY 14 OBSTRUCTION REMOVAL-PH 1	21698
						CHECK TOTAL		5,935.76			
00000	004484	BRYAN MICHAEL L	7987-AIRPORT	11/16/2018		4085-081030-3002-000-000-	.00	748.50	12095	PROFESSIONAL SERVICES-OTHER	21698
00000	004484	BRYAN MICHAEL L	7988-AIRPORT	11/16/2018		4085-081030-3002-000-000-	.00	256.50	12095	PROFESSIONAL SERVICES-OTHER	21698
						CHECK TOTAL		1,005.00			
22166	010502	GRAHAM COUNTY LAND	3-GCLC	11/16/2018		4085-081030-8801-000-204-	.00	17,667.00	12157	RUNWAY 14 OBSTRUCTION REMOVAL-PH 1	21698
						CHECK TOTAL		17,667.00			
						CLASS TOTAL		24,607.76			

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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22236	003802	DELTA AIRPORT CONSULTANTS	6-18025	11/30/2018		4085-081030-8801-000-160-	.00	1,716.86	12190	RELOCATE TAXIWAY A PHASE 1 DEMO	21702
22165	003802	DELTA AIRPORT CONSULTANTS	13-17026	11/30/2018		4085-081030-8801-000-204-	.00	1,656.45	12190	RUNWAY 14 OBSTRUCTION REMOVAL-PH 1	21702
						CHECK TOTAL		3,373.31			
						CLASS TOTAL		3,373.31			

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
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00000	003596	EASTERN AVIATION FUELS	3031137	11/16/2018		4017-081090-5414-000-000-	.00	22,767.25	12090	MERCHANDISE FOR RESALE	21698
00000	003596	EASTERN AVIATION FUELS	3036493	11/16/2018		4017-081090-5414-000-000-	.00	22,371.21	12090	MERCHANDISE FOR RESALE	21698
						CHECK TOTAL		45,138.46			
00000	004447	J & J JANITORIAL &	171516	11/16/2018		4017-081090-3010-000-000-	.00	1,698.33	12093	OTHER CONTRACTUAL SERVICES	21698
						CHECK TOTAL		1,698.33			
00000	004484	BRYAN MICHAEL L	7986-AIRPORT	11/16/2018		4017-081090-3002-000-000-	.00	2,508.00	12095	PROFESSIONAL SERVICES	21698
						CHECK TOTAL		2,508.00			
						CLASS TOTAL		49,344.79			

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	10/31/2018	11/21/2018		4017-081090-3004-000-001-	.00	313.45	12166	REPAIR & MAINTENANCE EQUIP.	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-3005-000-001-	.00	1,100.00	12166	STATE FUNDED MAINTENANCE CONTRACTS	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-3010-000-000-	.00	253.87	12166	OTHER CONTRACTUAL SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5101-000-000-	.00	3,925.00	12166	ELECTRICAL SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5102-000-000-	.00	23.63	12166	HEATING SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5102-000-000-	.00	20.45	12166	HEATING SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5102-000-000-	.00	21.23	12166	HEATING SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5102-000-000-	.00	23.63	12166	HEATING SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5103-000-000-	.00	244.72	12166	WATER & SEWAGE SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5103-000-000-	.00	52.23	12166	WATER & SEWAGE SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5103-000-000-	.00	76.20	12166	WATER & SEWAGE SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5103-000-000-	.00	104.67	12166	WATER & SEWAGE SERVICES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-001-	.00	16.37	12166	POSTAGE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-001-	.00	10.65	12166	POSTAGE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-001-	.00	10.65	12166	POSTAGE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	129.90	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	83.20	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	29.25	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	284.50	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	79.45	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5204-000-002-	.00	36.90	12166	TELEPHONE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5401-000-000-	.00	50.50	12166	OFFICE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5401-000-000-	.00	32.31	12166	OFFICE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5401-000-000-	.00	1.13	12166	OFFICE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5401-000-000-	.00	223.99	12166	OFFICE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5405-000-000-	.00	152.88	12166	JANITORIAL SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5405-000-000-	.00	38.04	12166	JANITORIAL SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	11.90	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	14.98	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	79.18	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	29.15	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	59.97	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	113.50	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	134.14	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	12.54	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5407-000-000-	.00	64.69	12166	REPAIR AND MAINTENANCE SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	111.76	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	280.31	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	23.13	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	210.36	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	20.60	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	282.75	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	39.75	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	43.95	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	1,093.85	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	7.90	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-000-	.00	14.99	12166	VEHICLE AND POWERED EQUIP SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5408-000-001-	.00	1,363.18	12166	VEHICLE GAS-AIRPORT USE	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-000-	.00	17.99	12166	OTHER OPERATING SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-000-	.00	138.38	12166	OTHER OPERATING SUPPLIES	21701
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-000-	.00	28.85	12166	OTHER OPERATING SUPPLIES	21701

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	10/31/2018	11/21/2018		4017-081090-5413-000-000-	.00	17.82	12166	OTHER OPERATING SUPPLIES	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-000-	.00	236.00	12166	OTHER OPERATING SUPPLIES	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-001-	.00	293.75	12166	LINE SERVICE EQUIPMENT	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5413-000-001-	.00	40.34	12166	LINE SERVICE EQUIPMENT	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5715-000-000-	.00	51.69	12166	PROMOTIONAL FUND	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5715-000-000-	.00	162.35	12166	PROMOTIONAL FUND	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-5715-000-000-	.00	197.59	12166	PROMOTIONAL FUND	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-9001-000-000-	.00	165.41	12166	LEASE/RENT OF EQUIPMENT	21701	
00000	007822	BANK OF AMERICA N A	10/31/2018	11/21/2018		4017-081090-9001-000-000-	.00	89.00	12166	LEASE/RENT OF EQUIPMENT	21701	
CHECK TOTAL								12,734.25				
CLASS TOTAL								12,734.25				

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	R3039435	11/30/2018		4017-081090-9001-000-000-	.00	2,100.00	12189	LEASE/RENT OF EQUIPMENT	21702
						CHECK TOTAL		2,100.00			
00000	004225	MANUEL SERENA R	OCT SERVICES	11/30/2018		4017-081090-3002-000-000-	.00	2,400.00	12191	PROFESSIONAL SERVICES	21702
						CHECK TOTAL		2,400.00			
00000	004484	ERVAN MICHAEL L	8028-AIRPORT	11/30/2018		4017-081090-3002-000-000-	.00	570.00	12192	PROFESSIONAL SERVICES	21702
00000	004484	ERVAN MICHAEL L	8029-AIRPORT	11/30/2018		4017-081090-3002-000-000-	.00	712.50	12192	PROFESSIONAL SERVICES	21702
						CHECK TOTAL		1,282.50			
00000	005693	REZIN INC	3825	11/30/2018		4017-081090-3002-000-000-	.00	1,947.50	12202	PROFESSIONAL SERVICES	21702
						CHECK TOTAL		1,947.50			
						CLASS TOTAL		7,730.00			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD																	Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Over/ (Short)
July	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	22,444	16,418	17,148	730
August	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	15,699	14,004	19,439	5,435
September	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	15,028	15,144	14,945	(199)
October	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	20,578	18,087	15,493	(2,594)
November	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	14,097	14,811	13,661	(1,150)
December	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	8,887	12,882		
January	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	8,787	12,195		
February	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535		
March	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095		
April	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175		
May	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	14,980	17,472		
June	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	19,781	20,428		
Total	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,106	176,468	180,246	80,686	2,222

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																				
Fiscal Year	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		Increase/(Decrease)	
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas
July	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	10,055	5,376	11,415	5,664	16,445	5,999	11,582	4,836	12,272	4,876	690	40
August	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	9,768	5,784	11,580	6,687	9,409	6,290	8,899	5,105	14,622	4,817	5,723	(288)
September	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	14,310	6,370	8,504	6,981	8,887	6,141	10,140	5,004	11,723	3,222	1,583	(1,782)
October	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	16,647	4,888	13,265	5,807	13,788	6,790	13,242	4,845	12,090	3,403	(1,152)	(1,442)
November	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	8,970	3,504	8,532	3,861	9,389	4,708	10,929	3,882	10,780	2,881	(149)	(1,001)
December	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	6,174	3,198	10,515	3,631	5,854	3,033	9,143	3,739				
January	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	5,436	1,915	5,191	2,185	6,334	2,453	9,686	2,509				
February	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	5,543	2,044	5,604	2,273	9,983	3,750	9,232	2,303				
March	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	4,555	2,367	6,604	2,780	7,050	3,431	9,071	4,024				
April	18,591	4,708	12,039	4,175	9,821	4,393	8,757	5,153	8,498	5,194	7,476	4,259	8,157	3,819	10,462	3,713				
May	24,154	5,353	22,495	6,014	16,227	5,055	8,749	4,920	6,813	6,264	9,216	3,727	11,397	3,583	12,977	4,495				
June	23,656	7,127	15,558	6,047	13,245	5,969	11,976	6,151	7,088	4,654	15,519	5,832	14,852	4,929	12,771	7,657				
Total	244,479	76,899	169,841	47,301	161,148	57,470	124,682	55,706	103,857	51,557	113,421	53,685	121,545	54,923	128,134	52,112	61,487	19,199	6,695	(4,473)