



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 21, 2016 at 5:00 p.m.

Gene Fisher, Chairman, Presiding

1. Open Meeting
2. Nomination and Election of Officers FY 2017
 - a. Nomination and Election of Chairman
 - b. Nomination and Election of Vice-Chairman
 - c. Nomination and Election of Secretary/Treasurer
3. Approve Meeting Agenda
4. Chairman – Opening Remarks
5. Comments – Audience
6. Approve Minutes –
 - a. May 19, 2016 – Regular Business Meeting
 - b. June 16, 2016 – Regular Business Meeting
7. Committee Reports
 - a. Financial Report – Secretary/Treasurer – J.J. Smith
 - May 2016 Financial Report
 - June 2016 Financial Report
 - 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

APPROVE MEETING MINUTES

February 18, 2016 Regular Business Meeting Minutes
March 17, 2016 Regular Business Meeting Minutes
April 21, 2016 Regular Business Meeting was Canceled – Lack of Quorum

Motion: Approve meeting minutes of the February and March 2016 Regular Business Meetings – J. J. Smith, second Dave Reichert. Motion passed.

COMMENTS – AUDIENCE - None

CHAIRMAN – OPENING REMARKS

The chairman commented that communications with localities regarding airport operations and development should become more frequently shared. He added that he would like to see the County and City economic development groups become more involved in promoting the airport to potential businesses that show interest in locating in the community.

COMMITTEE REPORTS

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

Treasurer Smith presented the March and April 2016 financial reports stating fuel sales were down compared to prior year gallons sold however the profit margin had increased due to lower fuel costs. He said last year we were negative down \$94,000 while this year shows a positive of \$66,000 some of which could be from the supplemental increase from the City and County. AVGAS fuel sales were slightly up but Jet-A fuel sales were still down. Following further discussion a motion to approve the financial reports was made as follows:

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

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

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

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

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel briefed the board that an informal promo committee or group had been formed under the direction of Ms. Freeman, City Manager and Ms. Garton, County Administrator. Participants are the directors from the tourism, economic development, visitor's center divisions for each locality along with the City and County public information officers. The goal is incorporating airport data in each agency's websites, promotions, etc.

COMMENTS – BOARD MEMBERS

Paul Anderson commented how short staffed the airport was due to two vacancies and stressing the need to approval to fill both positions.

ADJOURNMENT

There being no further business motion to adjourn at 6:35 p.m. by Paul Anderson, second by Bill Pifer passed.

Respectfully submitted,

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

**May 2016 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., May 19, 2016.

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

Absent: Archie Fox, Frank Haun

CALL TO ORDER

Chairman Gene Fisher called the meeting to order at 5:05 p.m.

APPROVE MEETING AGENDA

Chairman Fisher requested an amendment to the agenda – Presentation by students of the Frederick County Schools Government Service Learning Program to agenda item 3; adding agenda item 3 (a) Presentation by Courtney Beamon, President of Delta Airport Consultants and making Approve Minutes as item 4.

Motion: Approve agenda with the amendment – Paul Anderson, second John Crawford. Motion passed.

FREDERICK COUNTY SCHOOLS GOVERNMENT SERVICE LEARNING PROGRAM

Chairman Fisher explained that the three County high schools have a government service learning program for seniors as part of their curriculum and each year students choose a variety departments throughout the County government system that they would like to learn more about. At the end of the school year each individual group gives a presentation to the Board of Supervisors about their project. He stated that after seeing all the presentations given this year that each year the kids continue to amaze with the amount of work, talent and knowledge that the students put into their project. The Chairman turned the meeting over to Ms. Manuel for introductions. Ms. Manuel explained that she had the honor and privilege to work with three very talented and smart young ladies from Millbrook High School and touched on the subject matter they had chosen as their project for the airport.

A presentation was given by three seniors from Millbrook High School Amber Monk, Jamie Washington and Ansleigh White that had been doing intern work at the airport with the Ms. Manuel from January of 2016 through May 2016. Those students had chosen the airport to learn more about the operations and impact to the community for their government service learning class. The students created a slide presentation and report regarding the economic impact of the Winchester Regional Airport on this region. In addition they developed a website for airport staff to expand and use for future marketing purposes. Following their presentation to the board Ms. Manuel presented each young lady with a token of her appreciation for a job well done and were given a large round of applause from the board members. Board members thanked the students on completing such a successful product for the airport.

DELTA AIRPORT CONSULTANTS – COURTNEY BEAMON, PRESIDENT – STRATEGIC PLAN

Courtney Beamon, President of Delta Airport Consultants had been asked by Ms. Manuel to present to the board a proposal to develop a strategic plan. Ms. Beamon provided a brief background of her and her staff's experiences in developing marketing, financial and business plans for airports. Her presentation outlined the five components of a strategic plan. A strategic plan establishes a mission, vision and goals. The five components are Infrastructure, Operations & Maintenance, Safety & Security, Business & Financial, and Marketing & Communications. She then explained how data would be compiled for each section which would include input from the airport staff, local government boards, local businesses and industries, airport users and based customers and FBOs. It was her recommendation that the WRAA develop a strategic plan first and then upon completion expand on any one component that they feel would be their first priority. Following questions and discussions Treasurer J. J. Smith made the following motion:

Motion: Move forward with development of a strategic plan with Delta Airport Consultants after securing a grant from the DOAV – J. J. Smith, second Paul Anderson. Motion passed.

**May 2016 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., Thursday, June 16, 2016.

Present: David Reichert, Gerald (J. J.) Smith, Frank Haun, Paul Anderson, Bob Bearer

Absent: Gene Fisher, John Crawford, Archie Fox, Bill Pifer

CALL TO ORDER

CHAIRMAN – OPENING REMARKS

Vice-Chairman Paul Anderson chaired the meeting in the absence of Gene Fisher due to a death in the family.

Chair Anderson commented that due to a lack of a quorum to take any board action while waiting the arrival of a board member running late that he would proceed with having Adam Switzer, PE with Delta Airport Consultants begin his presentation listed on the agenda as item 7.

PRESENTAION – ADAM SWITZER, DELTA AIRPORT CONSULTANTS – POTENTIAL LOCATIONS FOR NEW TERMINAL BUILDING

The airport's engineer Adam Switzer with Delta Airport Consultants had provided three conceptual layouts for a new terminal building to be located. Mr. Switzer briefed members on the background of why a new terminal building was being considered. He explained some of the many problems with the existing terminal that would need to be corrected or improved a brief study done several years ago revealed that the cost difference between renovation vs. a new building justifies demolition of the existing terminal and building a new structure. A grant was issued in 2015 by the Virginia Department of Aviation to do a terminal building study to determine the space, needs, design, etc. and establishes what the VDOA will pay for in the design and construction phases. Adam touched on the problems existing with the current airport layout plan (ALP) on a new ramp once the existing taxiway is relocated and with meeting current FAA design

After inspections and reviews of the existing terminal building by representatives from the Virginia Department of Aviation and Virginia Department of General Services (DGS) to address problems or issue and as a result DGS concluded that it would be more economical per square foot to build a new structure that would be more energy efficient with a smaller footprint. The repairs or improvements needed on the existing structure basically would involve gutting the terminal back to the internal steel and rebuild to address and correct numerous problems but which would also involve meeting current ADA requirements which include renovations of all outside doors, restrooms, stairwell, etc.

Mr. Switzer then explained the pros and cons on all three conceptual locations for a new terminal building. After further discussion and questions by board members it was the consensus of board members to choose the option showing the terminal location on the south edge closer to Airport Road.

CALL TO ORDER

Chair Anderson called the meeting to order at 5:30 pm.

APPROVE MEETING AGENDA

During the presentation by Delta Airport Consultants the board member that was running late arrived making a quorum. Chair Anderson asked for motion to approve the amended agenda moving item 7 to item 1 and making item 1 read as 1 (a).

Motion: Approve amended agenda as proposed – Dave Reichert, second J. J. Smith. Motion passed.

APPROVE MEETING MINUTES

May 19, 2016 minutes were not ready at the time of the meeting and will be presented for approval at the next regular business meeting of the WRAA.

COMMENTS – AUDIENCE

Krist Tierney, Deputy Administrator for Frederick County introduced himself to the board. Mr. Tierney was recently appointed as the liaison to the WRAA by the County Administrator.

COMMITTEE REPORTS

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

Treasurer Smith presented the May 2016 financial report. He stated that operations were doing fairly well financially and fuel sales have shown an increase. Following further discussion a motion to approve the financial reports was made as follows:

Motion: Approve financial reports as presented – Dave Reichert, second Bob Bearer. Motion passed.

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

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

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

On behalf of Mr. Pifer she informed the board that Mr. Pifer had attended a recent meeting at the airport of the

EXECUTIVE DIRECTOR COMMENTS

Ms. Manuel stated that she would like to pass the WRAA's condolences to Gene Fisher for his recent family loss.

She briefed members that the prior week Billy Haynes, Flight Tech submitted his two week notice for retirement effective June 30, 2016. Ms. Manuel provided a brief history of Billy's dedicated devotion to the airport over his thirty-three year career that began in 1983 with the Winchester Municipal Airport that was owned and operated by the City of Winchester. She added that she had the privilege of working with Billy for 31 of those years and remarked how dedicated, reliable and extremely dependable was throughout his career regardless of weather or health. Ms. Manuel informed the board that airport staff would be hosting an open house to honor Billy's faithful service so that co-workers, airport customers and friends could stop by for a retirement celebration.

Ms. Manuel reported that on June 22nd would be a bid opening for construction services for the North Side Connector project. She added that a grant would be submitted to the FAA in July for funding.

COMMENTS – BOARD MEMBERS

None

ADJOURNMENT

There being no further business motion to adjourn at 5:50 p.m. by J. J. Smith, second Dave Reichert. Motion passed.

Respectfully submitted,

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

Winchester Regional Airport Authority
General Ledger Balance Sheet Report
As Of: 6/30/2016
All Departments Consolidated

Assets

10171010.0010	County Operating Cash	(49,340.86)
10171011.0000	Petty Cash	500.00
10171080.0050	Inventory - Jet-A	18,652.88
10171080.0060	Inventory - Avgas	25,561.22
10171082.0000	Inventory - Merchandise	648.79
10171083.0000	Inventory - Oil	585.57
10171084.0000	Inventory - Automobile Gas/Airport Use	296.17
10171085.0000	Inventory - Diesel Airport Use	1,435.51
10171090.0080	Pre-Paid General Liability Insurance	1,541.67
10171094.0000	Prepaid Postage	349.07
10171153.0010	Oper Accounts Receivable	86,565.38
10172002.0000	VRS - Deferred Outflow	48,139.00
10851010.0010	County Capital Cash	(41,413.89)
10851100.0000	Construction In Progress	3,314,274.17
10851153.0060	Capital A/R Due From Federal Government	28,873.67
10851153.0070	Capital A/R Due From State Government	4,576.92
10851200.0010	Fixed Assets	32,865,693.78
10851200.0020	Less Accumulated Depreciation	(11,586,975.64)
Total Assets:		24,719,963.41

Liabilities

20172020.0000	Accounts Payable - Operating Fund	7,788.94
20172020.0010	Accts Payable Credit Card Charges	10,987.66
20172021.0010	Wachovia Loan - VRA	381,823.87
20172094.6100	Accrued Leave - PTO & IDA	66,602.83
20172094.6200	Accrued Leave - Fringes	5,095.13
20172201.0000	VRS - Deferred Inflow	64,014.00
20172202.0000	VRS - Pension Liability	161,047.00
20852020.0000	Accounts Payable - Capital Fund	3,462.50
20852090.0000	Retainage Payable	160,125.56
30000000.0000	Current Earnings	67,083.29
30000001.0000	Retained Earnings	23,791,932.63
Total Liabilities And Equity:		24,719,963.41

Notes:
All Departments Consolidated.

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2015 Through: 6/30/2016
Selected Departments Consolidated

Income

	6/30/2016 MTD	Year-To-Date
40172404 State Operating Reimbursement	0.00	6,492.65
40174500 Sale - Fuel	91,407.67	772,669.72
40174502 Sale - Merchandise	35.27	286.92
40174503 Sale - Oil	43.72	719.42
40174600 Rental Income	35,968.00	430,839.00
40174601 Income - Land Leases	1,668.00	51,275.00
40174617 Special & Misc Fees	0.00	9,554.35
40174618 Facility & Service Fees	1,860.00	24,770.00
40174899 Miscellaneous Revenue	746.59	6,774.24
40174900 Operating Appropriations	31,890.60	183,882.00
Total Income:	163,619.85	1,487,263.30

Expense

	6/30/2016 MTD	Year-To-Date
54140000 Cost - Fuel	42,487.15	389,157.19
54140002 Cost - Merchandise	27.28	239.94
54140003 Cost - Oil	32.87	538.17
61000000 Accrued Salaries	(12,963.05)	(14,426.36)
61001000 Salaries	38,211.22	463,886.42
61005001 Overtime Pay	1,428.05	15,912.26
61005002 Holiday Worked Pay	416.00	5,696.73
62000000 Accrued Leave - Fringe Benefit Expense	(991.67)	(1,103.61)
62001000 FICA	2,964.20	35,834.72
62002000 VSRS	4,054.20	48,499.88
62005000 Hospital/Medical Plans	6,435.05	77,952.77
62006000 Group Life Insurance	454.72	5,473.91
62008000 Short/Long Disab - 041 FLT - Carlson	15.98	47.94
62011000 Worker's Compensation	1,336.66	16,209.62
63002000 Professional Svcs - Other	3,967.00	33,284.00
63004001 Outside Repairs & Maint Vehicle/Equip	652.44	3,985.23
63004003 Repair - Blgs & Grounds Outside Repairs	2,125.37	3,211.42
63005000 Maintenance Contracts	0.00	6,966.40
63005001 State Funded Maintenance Contracts	0.00	3,007.60
63010000 Contractual Services	2,467.86	34,929.81
65101000 Electrical Services	4,138.69	61,583.79
65102000 Heating Service	96.82	4,592.06
65103000 Water & Sewer Services	179.20	2,632.75
65204001 Postage Meter Expense	13.30	203.09
65204002 Telephones/Internet/TV Cable Expense	612.23	7,317.90
65302000 Fire/Property Insurance	981.08	11,773.00
65305000 Motor Vehicle Insurance	507.00	6,084.00
65307000 Public Officials Liability Ins	43.00	516.00
65308000 General Liability Insurance	1,541.67	18,500.00
65401000 Office Supplies & Computers	1,400.57	8,433.33
65405000 Janitorial Supplies	190.09	1,101.78
65407000 Repair/Maint Parts & Supplies	465.99	5,903.95
65408000 Vehicle/Equip - Parts/Supplies	1,588.23	9,191.90
65408001 Airport Vehicle Fuel	1,146.15	9,705.82
65410000 Employee Uniforms	0.00	228.40
65413000 Operational Expense	100.42	1,328.93

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2:31PM

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2015 Through: 6/30/2016
Selected Departments Consolidated

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	6/30/2016 MTD	Year-To-Date
65413001 Line Service Equipment	622.96	1,689.67
65413002 Security Materials & Supplies	187.99	1,055.85
65506000 Travel Expenses	0.00	1,864.72
65715000 Promotional Fund Expenses	0.00	7,304.90
65801000 Dues & Membership	0.00	1,379.00
65804000 Va Sales Tax Paid	13.62	48.18
65806000 Snow Removal Contingency Fund	0.00	5,400.38
69001000 Lease/Rent Of Equipment	2,349.41	30,282.90
69101000 Loan - VRA Bond	1,619.35	21,654.99
Total Expense:	110,919.10	1,349,081.33
Net Income:	52,700.75	138,181.97

Notes: Report Period: 7/01/2015 - 6/30/2016
Selected Departments Consolidated:
Operational Fund

Winchester Regional Airport Authority
General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2015 Through: 6/30/2016

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	
Income								
40172404 State Operating Reimburse	955.94	0.00	(955.94)	-100.0%	4,900.66	6,492.65	1,591.99	32.5%
40174500 Sale - Fuel	56,634.45	91,407.67	34,773.22	61.4%	810,686.01	772,669.72	(38,016.29)	-4.7%
40174502 Sale - Merchandise	32.83	35.27	2.44	7.4%	528.93	286.92	(242.01)	-45.8%
40174503 Sale - Oil	61.92	43.72	(18.20)	-29.4%	543.60	719.42	175.82	32.3%
40174600 Rental Income	35,356.00	35,968.00	612.00	1.7%	425,212.00	430,839.00	5,627.00	1.3%
40174601 Income - Land Leases	1,603.00	1,668.00	65.00	4.1%	50,153.00	51,275.00	1,122.00	2.2%
40174617 Special & Misc Fees	0.00	0.00	0.00	--.-%	13,949.24	9,554.35	(4,394.89)	-31.5%
40174618 Facility & Service Fees	1,000.00	1,860.00	860.00	86.0%	19,565.00	24,770.00	5,205.00	26.6%
40174899 Miscellaneous Revenue	432.02	746.59	314.57	72.8%	10,100.37	6,774.24	(3,326.13)	-32.9%
40174900 Operating Appropriations	55,900.75	31,890.60	(24,010.15)	-43.0%	120,810.00	183,882.00	63,072.00	52.2%
Total Income:	151,976.91	163,619.85	11,642.94	7.7%	1,456,448.81	1,487,263.30	30,814.49	2.1%
Expense								
54140000 Cost - Fuel	31,872.18	42,487.15	10,614.97	33.3%	530,389.39	389,157.19	(141,232.20)	-26.6%
54140002 Cost - Merchandise	26.56	27.28	0.72	2.7%	241.41	239.94	(1.47)	-0.6%
54140003 Cost - Oil	44.79	32.87	(11.92)	-26.6%	401.62	538.17	136.55	34.0%
54140004 Cost - Catering	0.00	0.00	0.00	--.-%	505.00	0.00	(505.00)	-100.0%
61000000 Accrued Salaries	1,838.16	(12,963.05)	(14,801.21)	--.-%	10,043.69	(14,426.36)	(24,470.05)	--.-%
61001000 Salaries	40,244.66	38,211.22	(2,033.44)	-5.1%	453,807.76	463,886.42	10,078.66	2.2%
61005001 Overtime Pay	1,033.57	1,428.05	394.48	38.2%	13,102.31	15,912.26	2,809.95	21.4%
61005002 Holiday Worked Pay	413.43	416.00	2.57	0.6%	5,868.01	5,696.73	(171.28)	-2.9%
62000000 Accrued Leave - Fringe Ben	140.62	(991.67)	(1,132.29)	--.-%	768.35	(1,103.61)	(1,871.96)	--.-%
62001000 FICA	3,052.36	2,964.20	(88.16)	-2.9%	34,478.17	35,834.72	1,356.55	3.9%
62002000 VSRS	(13,262.06)	4,054.20	17,316.26	--.-%	30,607.44	48,499.88	17,892.44	58.5%
62005000 Hospital/Medical Plans	7,160.66	6,435.05	(725.61)	-10.1%	85,926.74	77,952.77	(7,973.97)	-9.3%
62006000 Group Life Insurance	478.92	454.72	(24.20)	-5.1%	5,399.14	5,473.91	74.77	1.4%
62008000 Short/Long Disab - 041 FLT	0.00	15.98	15.98	--.-%	0.00	47.94	47.94	--.-%
62011000 Worker's Compensation	1,561.48	1,336.66	(224.82)	-14.4%	17,672.73	16,209.62	(1,463.11)	-8.3%
63002000 Professional Svcs - Other	1,859.50	3,967.00	2,107.50	113.3%	22,917.50	33,284.00	10,366.50	45.2%
63004001 Outside Repairs & Maint Ver	0.00	652.44	652.44	--.-%	2,693.61	3,985.23	1,291.62	48.0%
63004003 Repair - Bldgs & Grounds Out	0.00	2,125.37	2,125.37	--.-%	12,521.90	3,211.42	(9,310.48)	-74.4%
63005000 Maintenance Contracts	0.00	0.00	0.00	--.-%	6,431.15	6,966.40	535.25	8.3%
63005001 State Funded Maintenance C	1,006.25	0.00	(1,006.25)	-100.0%	3,076.25	3,007.60	(68.65)	-2.2%
63010000 Contractual Services	2,359.57	2,467.86	108.29	4.6%	29,012.41	34,929.81	5,917.40	20.4%

Winchester Regional Airport Authority

General Ledger Two-Year Income Report

For the Current-Year Period: 7/01/2015 Through: 6/30/2016

Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	Last Year	vs Last Year	Last Year	This Year	Last Year	vs Last Year
65101000 Electrical Services	4,307.88	4,138.69	(169.19)	-3.9%	65,685.90	61,583.79	(4,102.11)	-6.2%
65102000 Heating Service	97.08	96.82	(0.26)	-0.3%	8,974.21	4,592.06	(4,382.15)	-48.8%
65103000 Water & Sewer Services	231.82	179.20	(52.62)	-22.7%	3,023.30	2,632.75	(390.55)	-12.9%
65204001 Postage Meter Expense	18.06	13.30	(4.76)	-26.4%	335.72	203.09	(132.63)	-39.5%
65204002 Telephones/Internet/TV Cab	607.43	612.23	4.80	0.8%	7,248.16	7,317.90	69.74	1.0%
65302000 Fire/Property Insurance	1,002.92	981.08	(21.84)	-2.2%	12,035.00	11,773.00	(262.00)	-2.2%
65305000 Motor Vehicle Insurance	507.00	507.00	0.00	0.0%	6,084.00	6,084.00	0.00	0.0%
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	1,541.67	1,541.67	0.00	0.0%	18,541.66	18,500.00	(41.66)	-0.2%
65401000 Office Supplies & Computers	83.00	1,400.57	1,317.57	1587.4%	2,099.80	8,433.33	6,333.53	301.6%
65405000 Janitorial Supplies	157.62	190.09	32.47	20.6%	1,103.88	1,101.78	(2.10)	-0.2%
65407000 Repair/Maint Parts & Supplie	150.37	465.99	315.62	209.9%	6,178.01	5,903.95	(274.06)	-4.4%
65407001 State Reimb - Repairs/Maint	0.00	0.00	0.00	---%	1,942.78	0.00	(1,942.78)	-100.0%
65408000 Vehicle/Equip - Parts/Supplie	12.49	1,588.23	1,575.74	####.##%	6,272.44	9,191.90	2,919.46	46.5%
65408001 Airport Vehicle Fuel	1,389.43	1,146.15	(243.28)	-17.5%	13,620.04	9,705.82	(3,914.22)	-28.7%
65410000 Employee Uniforms	0.00	0.00	0.00	---%	0.00	228.40	228.40	---%
65413000 Operational Expense	73.84	100.42	26.58	36.0%	1,629.27	1,328.93	(300.34)	-18.4%
65413001 Line Service Equipment	164.00	622.96	458.96	279.9%	478.60	1,689.67	1,211.07	253.0%
65413002 Security Materials & Supplie	0.00	187.99	187.99	---%	948.93	1,055.85	106.92	11.3%
65506000 Travel Expenses	0.00	0.00	0.00	---%	2,192.64	1,864.72	(327.92)	-15.0%
65715000 Promotional Fund Expenses	0.00	0.00	0.00	---%	848.00	7,304.90	6,456.90	761.4%
65801000 Dues & Membership	0.00	0.00	0.00	---%	924.00	1,379.00	455.00	49.2%
65804000 Va Sales Tax Paid	13.07	13.62	0.55	4.2%	55.32	48.18	(7.14)	-12.9%
65806000 Snow Removal Contingency	0.00	0.00	0.00	---%	6,861.93	5,400.38	(1,461.55)	-21.3%
69001000 Lease/Rent Of Equipment	2,568.63	2,349.41	(219.22)	-8.5%	23,364.01	30,282.90	6,918.89	29.6%
69101000 Loan - VRA Bond	2,020.16	1,619.35	(400.81)	-19.8%	26,364.36	21,654.99	(4,709.37)	-17.9%
Total Expense:	94,820.12	110,919.10	16,098.98	17.0%	1,483,192.54	1,349,081.33	(134,111.21)	-9.0%
Net Income:	57,156.79	52,700.75	(4,456.04)	-7.8%	(26,743.73)	138,181.97	164,925.70	---%

Notes: Report Period: 7/01/2015 - 6/30/2016
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
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00000	003596	EASTERN AVIATION FUELS	2536120	6/16/2016		4017-081090-5414-000-000-	.00	14,280.14	7971	MERCHANDISE FOR RESALE	21382
						CHECK TOTAL		14,280.14			
00000	004447	J & J JANITORIAL &	MAY 2016	6/16/2016		4017-081090-3010-000-000-	.00	1,698.33	7972	OTHER CONTRACTUAL SERVICES	21382
						CHECK TOTAL		1,698.33			
00000	000134	FRED CO SANITATION	1138-A	6/16/2016		4017-081090-5103-000-000-	.00	106.65	686549	WATER & SEWAGE SERVICES	21382
00000	000134	FRED CO SANITATION	2996-A	6/16/2016		4017-081090-5103-000-000-	.00	78.12	686549	WATER & SEWAGE SERVICES	21382
00000	000134	FRED CO SANITATION	6-A-20	6/16/2016		4017-081090-5103-000-000-	.00	30.32	686549	WATER & SEWAGE SERVICES	21382
00000	000134	FRED CO SANITATION	667-A	6/16/2016		4017-081090-5103-000-000-	.00	34.27	686549	WATER & SEWAGE SERVICES	21382
						CHECK TOTAL		249.36			
00000	001474	WASHINGTON GAS -	2195-A	6/16/2016		4017-081090-5102-000-000-	.00	35.54	686552	HEATING SERVICES	21382
00000	001474	WASHINGTON GAS -	41236-A	6/16/2016		4017-081090-5102-000-000-	.00	29.41	686552	HEATING SERVICES	21382
00000	001474	WASHINGTON GAS -	6778-A	6/16/2016		4017-081090-5102-000-000-	.00	33.15	686552	HEATING SERVICES	21382
00000	001474	WASHINGTON GAS -	7822-1-A	6/16/2016		4017-081090-5102-000-000-	.00	20.86	686552	HEATING SERVICES	21382
						CHECK TOTAL		118.96			
						CLASS TOTAL		16,346.79			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCR	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-3002-000-000-	.00	10,875.00	8027	PROFESSIONAL SERVICES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-3005-000-000-	.00	227.40	8027	MAINTENANCE SERVICE CONTRACTS	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5204-000-002-	.00	494.10	8027	TELEPHONE	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5204-000-002-	.00	48.22	8027	TELEPHONE	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5204-000-002-	.00	69.91	8027	TELEPHONE	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5401-000-000-	.00	36.86	8027	OFFICE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5401-000-000-	.00	139.99	8027	OFFICE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5401-000-000-	.00	58.28	8027	OFFICE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	189.80	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	44.80	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	39.94	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	.40	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	40.74-	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5407-000-000-	.00	.40	8027	REPAIR AND MAINTENANCE SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5408-000-000-	.00	19.98	8027	VEHICLE AND POWERED EQUIP SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5408-000-000-	.00	18.98	8027	VEHICLE AND POWERED EQUIP SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5408-000-000-	.00	11.25	8027	VEHICLE AND POWERED EQUIP SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5408-000-000-	.00	113.95	8027	VEHICLE AND POWERED EQUIP SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5408-000-001-	.00	1,342.15	8027	VEHICLE GAS-AIRPORT USE	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5413-000-000-	.00	364.50	8027	OTHER OPERATING SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5413-000-000-	.00	82.35	8027	OTHER OPERATING SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5413-000-000-	.00	44.22	8027	OTHER OPERATING SUPPLIES	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5414-000-000-	.00	188.52	8027	MERCHANDISE FOR RESALE	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-5715-000-000-	.00	437.00	8027	PROMOTIONAL FUND	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-9001-000-000-	.00	165.41	8027	LEASE/RENT OF EQUIPMENT	21386
00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4017-081090-9001-000-000-	.00	84.00	8027	LEASE/RENT OF EQUIPMENT	21386
CHECK TOTAL								15,056.67			
CLASS TOTAL								15,056.67			

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	E2551511	6/30/2016		4017-081090-5414-000-000-	.00	26,768.20	8039	MERCHANDISE FOR RESALE	21388
00000	003596	EASTERN AVIATION FUELS	2555021	6/30/2016		4017-081090-5414-000-000-	.00	15,632.43	8039	MERCHANDISE FOR RESALE	21388
00000	003596	EASTERN AVIATION FUELS	2542753	6/30/2016		4017-081090-9001-000-000-	.00	2,100.00	8039	LEASE/RENT OF EQUIPMENT	21388
						CHECK TOTAL		44,500.63			
00000	005693	REZIN INC	3580	6/30/2016		4017-081090-3002-000-000-	.00	1,487.50	8063	PROFESSIONAL SERVICES	21388
						CHECK TOTAL		1,487.50			
00000	007066	RAPPAHANNOCK ELECTRIC	13761-A	6/30/2016		4017-081090-5101-000-000-	.00	49.51	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	17508-A	6/30/2016		4017-081090-5101-000-000-	.00	1,813.08	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	224-A	6/30/2016		4017-081090-5101-000-000-	.00	302.92	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	23832-A	6/30/2016		4017-081090-5101-000-000-	.00	59.01	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	25380-A	6/30/2016		4017-081090-5101-000-000-	.00	122.53	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	2731-A	6/30/2016		4017-081090-5101-000-000-	.00	278.86	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	34227-A	6/30/2016		4017-081090-5101-000-000-	.00	253.57	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	35374-A	6/30/2016		4017-081090-5101-000-000-	.00	71.56	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	52029-A	6/30/2016		4017-081090-5101-000-000-	.00	261.86	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	59436-A	6/30/2016		4017-081090-5101-000-000-	.00	372.86	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	8042-A	6/30/2016		4017-081090-5101-000-000-	.00	562.93	8082	ELECTRICAL SERVICES	21388
00000	007066	RAPPAHANNOCK ELECTRIC	86181-A	6/30/2016		4017-081090-5101-000-000-	.00	115.32	8082	ELECTRICAL SERVICES	21388
						CHECK TOTAL		4,264.01			
00000	009907	WOODLEY & FLYNN PLLC	104-1	6/30/2016		4017-081090-3002-000-000-	.00	924.00	8112	PROFESSIONAL SERVICES	21388
						CHECK TOTAL		924.00			
00000	001474	WASHINGTON GAS -	2204-A	6/30/2016		4017-081090-5102-000-000-	.00	26.73	686946	HEATING SERVICES	21388
00000	001474	WASHINGTON GAS -	6/16-A	6/30/2016		4017-081090-5102-000-000-	.00	22.07	686946	HEATING SERVICES	21388
00000	001474	WASHINGTON GAS -	6788-A	6/30/2016		4017-081090-5102-000-000-	.00	27.36	686946	HEATING SERVICES	21388
00000	001474	WASHINGTON GAS -	7822-2-A	6/30/2016		4017-081090-5102-000-000-	.00	20.66	686946	HEATING SERVICES	21388
						CHECK TOTAL		96.82			
						CLASS TOTAL		51,272.96			

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCR.	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	007822	BANK OF AMERICA N A	05/31/2016	6/24/2016		4085-081030-3002-000-000-	.00	2,275.00	8027	PROFESSIONAL SERVICES-OTHER	21386
						CHECK TOTAL		2,275.00			
						CLASS TOTAL		2,275.00			

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCR	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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21854	003802	DELTA AIRPORT CONSULTANTS	DD-5-15012	6/30/2016		4085-081030-8801-000-069-	.00	25,901.20	8040	NORTH SIDE CONNECTOR DESIGN	21388
21691	003802	DELTA AIRPORT CONSULTANTS	CA-19-11138	6/30/2016		4085-081030-8801-000-073-	.00	18,944.35	8040	REHAB & RELOCATE SOUTH APRON	21388
						CHECK TOTAL		44,845.55			
00000	009907	WOODLEY & FLYNN PLLC	104-1	6/30/2016		4085-081030-3002-000-000-	.00	136.00	8112	PROFESSIONAL SERVICES-OTHER	21388
						CHECK TOTAL		136.00			
						CLASS TOTAL		44,981.55			

Winchester Regional
Airport
Fuel Gallons Sold

TOTAL GALLONS OF FUEL PRODUCTS SOLD																	Increase/ (Decrease) Over Prior Year
Fiscal Year	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Over/ (Short)
July	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	1,648
August	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	2,716
September	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	(5,196)
October	34,004	35,891	35,137	42,898	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	(2,463)
November	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	(61)
December	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	4,774
January	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	25
February	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	289
March	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	2,461
April	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	(1,957)
May	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	(134)
June	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	9,609
Total	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,105	11,691

BREAKDOWN BY FUEL TYPE - GALLONS ONLY

Fiscal Year	FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		Increase/(Decrease)		AVGAS	
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	TRUCK	SARA
July	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	10,055	5,376	11,415	5,664	1,360	288	2,924	2,740
August	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	7,174	13,919	5,836	13,172	4,728	9,768	5,784	11,580	6,687	1,812	904	3,808	2,879
September	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	14,310	6,370	8,504	6,981	(5,806)	610	4,372	2,608
October	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	16,647	4,888	13,265	5,807	(3,382)	919	3,316	2,491
November	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	8,970	3,504	8,532	3,861	(438)	358	1,563	2,299
December	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	6,174	3,198	10,515	3,631	(434)	433	1,308	2,323
January	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	5,436	1,915	5,191	2,185	(245)	270	1,387	798
February	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	5,543	2,044	5,604	2,273	61	228	1,319	953
March	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	4,555	2,367	6,604	2,780	2,049	412	1,654	1,126
April	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	8,498	5,194	7,476	4,259	(1,022)	(935)	2,484	1,775
May	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	6,813	6,264	9,216	3,727	2,403	(2,537)	2,221	1,506
June	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	7,088	4,654	15,519	5,932	8,431	1,178	2,933	2,899
Total	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	124,662	55,706	103,857	51,557	113,421	53,684	9,564	2,127	29,287	24,397