



# WINCHESTER REGIONAL AIRPORT

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

## Monthly Business Meeting

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room on Thursday, November 18, 2021 at 5:00 P.M.

### **Bill Pifer, Chairman, Presiding**

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes – October 14, 2021, WRAA Regular Business Meeting
4. Public Comments
5. Chairman Comments
6. Committee Reports
  - a. Finance Report – Leslie Melanson, Secretary/Treasurer
  - b. Building/Lease – Vacant
  - c. Minimum Standards/Personnel/Security – David Reichert
  - d. Marketing/Development – Bill Pifer
7. Operations Review – Operations Supervisor
8. New Business – Executive Director
  - a. Terminal Design Update
  - b. Terminal Site Work Phase 2 Grant Application
  - c. FY23 Draft Budget
  - d. WRAA Bylaws
9. Board Member Comments
10. Adjourn

## **OCTOBER 2021 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 October 14, 2021.

**Present:** Bill Pifer (City of Winchester), Carley Walker (Frederick County), J.J. Smith (City of Winchester), Frank Haun (Shenandoah County), Leslie Melanson (Clarke County), Councilor Phil Milstead (City of Winchester Liaison)

**Absent:** Gene Fisher (Frederick County), Thomas Leone (Frederick County), Archie Fox (Warren County)

### **OPEN MEETING**

Chairman Pifer called the meeting to order at 5:00 P.M.

### **APPROVE MEETING AGENDA**

**Motion:** Approve agenda as distributed – by J.J. Smith, second by Frank Haun. Motion passed unanimously.

### **APPROVE MINUTES – July 8, 2021 Regular Business Meeting**

**Motion:** Approve as distributed – by J.J. Smith, second by Frank Haun. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **CHAIRMAN – OPENING REMARKS**

Chairman Pifer recognized airport employee Steve Wafle for 15 years of service to the Winchester Regional Airport Authority.

### **COMMITTEE REPORTS**

**(a) Finance Report – J.J. Smith, Secretary/Treasurer** – Leslie provided a report on the pre-audit September 2021 financial statements.

**Motion:** Accept finance report – by Frank Haun, second by J.J. Smith. Motion passed unanimously.

**(b) Building/Lease Committee – Vacant** – No report.

**(c) Minimum Standards/Personnel Committee – David Reichert, Chair** – No report.

**(d) Marketing Committee – Bill Pifer, Chair** – Bill deferred to the Executive Director's comments for the latest update on marketing efforts.

### **OPERATIONS REVIEW**

Dave discussed the state of the IT upgrade with new computers and server. We are working with Frederick County to complete the equipment acquisition. Dave discussed the state of the GSAccess program, and recent acquisitions for ground support equipment. The airport is donating use of the golf court to the Sheriff's Department for a community event. There was an aircraft incident at that airport last week. A Luscombe flipped over after landing on runway 14. All occupants were OK and emergency services were declined. The runway was closed for approximately 90 minutes. Aero Services assisted with the recovery of the aircraft. We are finalizing a maintenance grant with the Virginia Department of Aviation (DOAV) for airfield lighting supplies. Winter preparations are ongoing. The triennial audit of the airport's security plan has been conducted and the report is in progress. The Virginia Department of Environmental Quality (DEQ) inspected the airport's general storm water discharge permit compliance. There were no major findings and only minor administrative items were noted.

### **NEW BUSINESS - EXECUTIVE DIRECTOR**

The Authority submitted a 90/10 funding request to the Frederick County Economic Development Authority (EDA) for professional fundraising services. The EDA responded that a cash grant was not viable; however a low interest loan could be entertained. After some discussion, the Authority reached a consensus that it was not interested in pursuing debt for these services at this time and would evaluate other options. The EDA is participating in a marketing campaign to send postcards and digital mailers to companies and users who may be interested in development on the airport's north side. Additionally, the EDA is supporting a site characteristics study that will evaluate airport property in the context of the Virginia Economic Development Partnership (VEDP) tiered site system. The EDA's support for the airport is much appreciated.

The Authority bylaws are due for review and update. Nick will send draft bylaws for potential action next month.

Nick discussed the state of the contract with AECOM for the design of the terminal building. There are elements of the design that will require additional funding to be completed thru construction documents. Nick shared a spreadsheet that identified these items.

**Motion:** Authorize Executive Director to negotiate and execute a change order in accordance with the contract with AECOM for additional services necessary to finalize the terminal design project, subject to appropriation of local funds and approval by the Virginia Department of Aviation (DOAV) - by Bill Pifer, second by J.J. Smith. Motion passed unanimously.

Nick introduced the candidacy of John Eberhardt, to replace J.J. Smith as a City of Winchester representative on the WRAA board of directors.

**Motion:** Endorse the appointment of John Eberhardt to the Winchester Regional Airport Authority Board of Directors for a four (4) year term as a representative of the City of Winchester – by J.J. Smith, second by Leslie Melanson. Motion passed unanimously.

### **COMMENTS – BOARD MEMBERS**

None

### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 6:01 P.M. – by J.J. Smith, second by Frank Haun. Motion passed unanimously.

Respectfully submitted,

Leslie Melanson, Secretary/Treasurer

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WRAA Adopted:

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**Winchester Regional Airport Authority**  
**General Ledger Balance Sheet Report**

As Of: 10/31/2021

Selected Departments Consolidated

**Assets**

10001011 Undeposited Receipts	146,484.42
10171010 Operating Cash In Bank	189,704.21
10171011 Petty Cash	500.00
10171080 Inventory - Fuel	62,851.68
10171082 Inventory - Merchandise	748.37
10171083 Inventory - Oil	962.36
10171084 Inventory - Automobile Gas/Airport Use	166.40
10171085 Inventory - Diesel Airport Use	(1,196.03)
10171090 Pre-Paid Insurance	30,605.67
10171094 Prepaid Postage	237.92
10171153 Accounts Receivable	53,858.99
10171160 Receivable Arrears Pay Deferred	8,319.64
10172002 VRS - Deferred Outflow	78,289.00
10172003 GLI Deferred Outflow	5,541.66
<b>Total Assets:</b>	<b>577,074.29</b>

**Liabilities**

20172003 Miscellaneous Balance	1,710.00
20172010 Amt Held For Employee Benefits	24,465.15
20172020 Accounts Payable - Operating Fund	182,719.49
20172021 Long-Term Notes	1,227,838.55
20172030 FUTA Liability	8,319.64
20172094 Accrued Leave & Fringes	66,392.74
20172201 VRS - Deferred Inflow	33,798.00
20172202 VRS - Pension Liability	173,967.41
20172203 GLI Deferred Inflow	3,201.15
20172204 GLI Net Pension Liability	34,699.48
20172804 Virginia State Sales Tax	50.41
<b>Total Liabilities:</b>	<b>1,757,162.02</b>

**Equity**

30000000 Current Earnings	127,635.98
<b>Total Equity:</b>	<b>127,635.98</b>
<b>Total Liabilities and Equity:</b>	<b>1,884,798.00</b>

Notes:

Selected Departments Consolidated:  
WINCHESTER AVIATION

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For Fiscal Year Starting: 7/01/2021, Reporting Through: 10/31/2021  
Selected Departments Consolidated

**Income**

	MTD 10/01-10/31/21	YTD 7/01-10/31/21
40172404 State Operating Reimbursement	1,683.79	1,683.79
40174500 Sale - Fuel	135,516.45	594,995.24
40174502 Sale - Merchandise	89.60	226.41
40174503 Sale - Oil	107.77	500.10
40174600 Rental Income	53,023.27	210,438.94
40174601 Income - Land Leases	0.00	14,774.00
40174617 Special Fees	2,485.75	4,435.75
40174618 Facility & Line Service Fees	4,905.00	25,138.00
40174899 Miscellaneous Revenue	39.46	129.30
40174900 Operating Appropriations	7,549.33	30,197.36
<b>Total Income:</b>	<b>205,400.42</b>	<b>882,518.89</b>

**Expense**

	MTD 10/01-10/31/21	YTD 7/01-10/31/21
54140000 Cost - Fuel	79,844.76	376,645.63
54140002 Cost - Merchandise	130.33	402.58
54140003 Cost - Oil	80.63	373.69
61001000 Salaries	43,072.66	181,167.42
61005001 Overtime Pay	472.36	2,358.82
62001000 FICA	3,176.98	13,356.22
62002000 VSRS	4,885.32	20,271.60
62005000 Hospital/Medical Plans	9,436.76	38,493.90
62005001 Retiree Health Ins	878.20	3,512.80
62006000 Group Life Insurance	570.78	2,368.44
62008000 Short/Long Disab	113.08	485.92
62011000 Worker's Compensation	1,451.54	6,123.97
63002000 Professional Svcs - Other	413.00	1,716.00
63004001 Outside Repairs & Maint Vehicle/Equip	20.00	1,918.37
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	2,285.35
63005000 Maintenance Contracts	683.85	3,932.40
63005001 State Funded Maintenance Contracts	0.00	1,200.00
63010000 Contractual Services	3,761.09	6,176.11
65101000 Electrical Services	3,779.71	12,849.58
65102000 Heating Service	154.03	545.19
65103000 Water & Sewer Services	624.39	1,974.00
65204001 Postage Meter Expense	0.00	79.87
65204002 Telephones/Internet/TV Cable Expense	710.58	2,846.90
65302000 Fire/Property Insurance	1,133.00	4,532.00
65305000 Motor Vehicle Insurance	568.83	2,275.36
65307000 Public Officials Liability Ins	43.00	172.00
65308000 General Liability Insurance	1,888.17	7,552.64
65401000 Office Supplies & Computers	65.30	527.88
65405000 Janitorial Supplies	79.76	380.97
65407000 Repair/Maint Parts & Supplies	119.13	1,023.94
65407001 State Reimb - Repairs/Maint/Supplies	2,104.74	2,104.74
65408000 Vehicle/Equip - Parts/Supplies	127.50	3,127.73
65408001 Airport Vehicle Fuel	616.43	3,654.77
65410000 Employee Uniforms	0.00	376.58
65413000 Operational Expense	377.93	500.43
65413001 Line Service Equipment	9.96	269.84

Run: 11/15/2021  
12:55PM

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For Fiscal Year Starting: 7/01/2021, Reporting Through: 10/31/2021  
Selected Departments Consolidated

Page: 2 of 2

	<b>MTD 10/01-10/31/21</b>	<b>YTD 7/01-10/31/21</b>
65413002 Security Materials & Supplies	36.32	231.29
65506000 Travel Expenses	901.00	3,309.82
65715000 Promotional Fund Expenses	704.00	4,098.06
65801000 Dues & Membership	60.00	1,298.00
65804000 Va Sales Tax Paid	0.00	25.06
78007000 Data Processing Equip/Software	0.00	14,508.00
79001000 Lease/Rent Of Equipment	2,379.47	10,170.87
79101000 Loan - VRA Bond	3,423.08	13,691.53
<b>Total Expense:</b>	<b>168,897.67</b>	<b>754,916.27</b>
<b>Net Income:</b>	<b>36,502.75</b>	<b>127,602.62</b>

Notes: Report Period: 7/01/2021 - 10/31/2021  
Selected Departments Consolidated:  
(Un-Departmentalized)  
WINCHESTER AVIATION

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2021 Through: 10/31/2021  
Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year	vs Last Year	Last Year	This Year	vs Last Year	vs Last Year
<b>Income</b>								
40172404 State Operating Reimbursers	0.00	1,683.79	1,683.79	--.-%	1,140.00	1,683.79	543.79	47.7%
40174500 Sale - Fuel	93,405.84	135,516.45	42,110.61	45.1%	344,624.35	594,995.24	250,370.89	72.7%
40174502 Sale - Merchandise	128.00	89.60	(38.40)	-30.0%	707.24	226.41	(480.83)	-68.0%
40174503 Sale - Oil	89.45	107.77	18.32	20.5%	451.80	500.10	48.30	10.7%
40174600 Rental Income	47,073.06	53,023.27	5,950.21	12.6%	187,093.54	210,438.94	23,345.40	12.5%
40174601 Income - Land Leases	190,100.00	0.00	(190,100.00)	-100.0%	210,457.00	14,774.00	(195,683.00)	-93.0%
40174617 Special Fees	2,152.17	2,485.75	333.58	15.5%	2,152.17	4,435.75	2,283.58	106.1%
40174618 Facility & Line Service Fees	4,685.00	4,905.00	220.00	4.7%	17,768.33	25,138.00	7,369.67	41.5%
40174899 Miscellaneous Revenue	29.46	39.46	10.00	33.9%	316.82	129.30	(187.52)	-59.2%
40174900 Operating Appropriations	10,246.08	7,549.33	(2,696.75)	-26.3%	40,984.32	30,197.36	(10,786.96)	-26.3%
<b>Total Income:</b>	<b>347,909.06</b>	<b>205,400.42</b>	<b>(142,508.64)</b>	<b>-41.0%</b>	<b>805,695.57</b>	<b>882,518.89</b>	<b>76,823.32</b>	<b>9.5%</b>
<b>Expense</b>								
54140000 Cost - Fuel	54,999.05	79,844.76	24,845.71	45.2%	210,902.35	376,645.63	165,743.28	78.6%
54140002 Cost - Merchandise	163.31	130.33	(32.98)	-20.2%	1,219.92	402.58	(817.34)	-67.0%
54140003 Cost - Oil	71.21	80.63	9.42	13.2%	363.72	373.69	9.97	2.7%
61001000 Salaries	40,918.91	43,072.66	2,153.75	5.3%	165,940.34	181,167.42	15,227.08	9.2%
61003000 Salaries Part-Time	0.00	0.00	0.00	--.-%	1,240.00	0.00	(1,240.00)	-100.0%
61005001 Overtime Pay	938.40	472.36	(466.04)	-49.7%	2,358.16	2,358.82	0.66	0.0%
62001000 FICA	3,039.90	3,176.98	137.08	4.5%	12,141.85	13,356.22	1,214.37	10.0%
62002000 VSRS	4,630.54	4,885.32	254.78	5.5%	18,932.92	20,271.60	1,338.68	7.1%
62005000 Hospital/Medical Plans	8,976.30	9,436.76	460.46	5.1%	35,653.52	38,493.90	2,840.38	8.0%
62005001 Retiree Health Ins	862.44	878.20	15.76	1.8%	3,449.76	3,512.80	63.04	1.8%
62006000 Group Life Insurance	541.00	570.78	29.78	5.5%	2,212.00	2,368.44	156.44	7.1%
62008000 Short/Long Disab	106.72	113.08	6.36	6.0%	410.38	485.92	75.54	18.4%
62011000 Worker's Compensation	1,387.39	1,451.54	64.15	4.6%	5,637.87	6,123.97	486.10	8.6%
63002000 Professional Svcs - Other	2,537.00	413.00	(2,124.00)	-83.7%	4,902.00	1,716.00	(3,186.00)	-65.0%
63004001 Outside Repairs & Maint Ver	0.00	20.00	20.00	--.-%	1,124.15	1,918.37	794.22	70.7%
63004003 Repair - Bldgs & Grounds Out	2,990.00	0.00	(2,990.00)	-100.0%	3,469.37	2,285.35	(1,184.02)	-34.1%
63005000 Maintenance Contracts	75.00	683.85	608.85	811.8%	1,272.00	3,932.40	2,660.40	209.2%
63005001 State Funded Maintenance C	0.00	0.00	0.00	--.-%	0.00	1,200.00	1,200.00	--.-%
63010000 Contractual Services	855.70	3,761.09	2,905.39	339.5%	1,432.10	6,176.11	4,744.01	331.3%
65101000 Electrical Services	3,688.69	3,779.71	91.02	2.5%	12,783.22	12,849.58	66.36	0.5%
65102000 Heating Service	242.65	154.03	(88.62)	-36.5%	519.44	545.19	25.75	5.0%



**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2021 Through: 10/31/2021  
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	
65103000 Water & Sewer Services	638.73	624.39	(14.34)	-2.2%	1,902.93	1,974.00	71.07	3.7%
65204001 Postage Meter Expense	9.00	0.00	(9.00)	-100.0%	33.85	79.87	46.02	136.0%
65204002 Telephones/Internet/TV Cabl	155.43	710.58	555.15	357.2%	2,336.16	2,846.90	510.74	21.9%
65302000 Fire/Property Insurance	1,169.42	1,133.00	(36.42)	-3.1%	4,677.64	4,532.00	(145.64)	-3.1%
65305000 Motor Vehicle Insurance	508.17	568.83	60.66	11.9%	2,032.64	2,275.36	242.72	11.9%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	172.00	172.00	0.00	0.0%
65308000 General Liability Insurance	1,573.50	1,888.17	314.67	20.0%	6,294.00	7,552.64	1,258.64	20.0%
65401000 Office Supplies & Computers	163.79	65.30	(98.49)	-60.1%	493.18	527.88	34.70	7.0%
65405000 Janitorial Supplies	76.53	79.76	3.23	4.2%	711.43	380.97	(330.46)	-46.5%
65407000 Repair/Maint Parts & Supplie	751.21	119.13	(632.08)	-84.1%	4,579.10	1,023.94	(3,555.16)	-77.6%
65407001 State Reimb - Repairs/Maint	0.00	2,104.74	2,104.74	--.-%	0.00	2,104.74	2,104.74	--.-%
65408000 Vehicle/Equip - Parts/Supplie	237.24	127.50	(109.74)	-46.3%	3,144.06	3,127.73	(16.33)	-0.5%
65408001 Airport Vehicle Fuel	564.98	616.43	51.45	9.1%	2,870.61	3,654.77	784.16	27.3%
65410000 Employee Uniforms	0.00	0.00	0.00	--.-%	504.52	376.58	(127.94)	-25.4%
65413000 Operational Expense	95.28	377.93	282.65	296.7%	545.21	500.43	(44.78)	-8.2%
65413001 Line Service Equipment	0.00	9.96	9.96	--.-%	972.67	269.84	(702.83)	-72.3%
65413002 Security Materials & Supplies	27.00	36.32	9.32	34.5%	98.97	231.29	132.32	133.7%
65506000 Travel Expenses	990.00	901.00	(89.00)	-9.0%	3,343.66	3,309.82	(33.84)	-1.0%
65715000 Promotional Fund Expenses	0.00	704.00	704.00	--.-%	89.50	4,098.06	4,008.56	4478.8%
65801000 Dues & Membership	0.00	60.00	60.00	--.-%	1,121.00	1,298.00	177.00	15.8%
65804000 Va Sales Tax Paid	0.00	0.00	0.00	--.-%	49.46	25.06	(24.40)	-49.3%
78007000 Data Processing Equip/Softw	0.00	0.00	0.00	--.-%	0.00	14,508.00	14,508.00	--.-%
79001000 Lease/Rent Of Equipment	2,345.51	2,379.47	33.96	1.4%	9,656.63	10,170.87	514.24	5.3%
79101000 Loan - VRA Bond	3,767.04	3,423.08	(343.96)	-9.1%	14,949.45	13,691.53	(1,257.92)	-8.4%
<b>Total Expense:</b>	<b>140,140.04</b>	<b>168,897.67</b>	<b>28,757.63</b>	<b>20.5%</b>	<b>546,543.74</b>	<b>754,916.27</b>	<b>208,372.53</b>	<b>38.1%</b>
<b>Net Income:</b>	<b>207,769.02</b>	<b>36,502.75</b>	<b>(171,266.27)</b>	<b>-82.4%</b>	<b>259,151.83</b>	<b>127,602.62</b>	<b>(131,549.21)</b>	<b>-50.8%</b>

Notes: Report Period: 7/01/2021 - 10/31/2021  
Selected Departments Consolidated:  
WINCHESTER AVIATION

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	003596	TITAN AVIATION FUELS	3493653	10/29/2021		4017-081090-5414-000-000-	.00	21,627.18	17283	MERCHANDISE FOR RESALE	22071
00000	003596	TITAN AVIATION FUELS	3497435	10/29/2021		4017-081090-5414-000-000-	.00	21,739.07	17283	MERCHANDISE FOR RESALE	22071
00000	003596	TITAN AVIATION FUELS	R3491782	10/29/2021		4017-081090-9001-000-000-	.00	2,091.10	17283	LEASE/RENT OF EQUIPMENT	22071
						CHECK TOTAL		45,457.35			
00000	004484	BRYAN MICHAEL L	9571-AIRPORT	10/29/2021		4017-081090-3002-000-000-	.00	413.00	17285	PROFESSIONAL SERVICES	22071
						CHECK TOTAL		413.00			
00000	001355	XERCK FINANCIAL SERVICES	2870966	10/29/2021		4017-081090-9001-000-000-	.00	199.37	714194	LEASE/RENT OF EQUIPMENT	22071
						CHECK TOTAL		199.37			
						CLASS TOTAL		46,069.72			

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	09/30/2021	10/22/2021		4017-081090-3002-000-000-	.00	300.00	17258	PROFESSIONAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3004-000-001-	.00	20.00	17258	REPAIR & MAINTENANCE EQUIP.	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3005-000-000-	.00	683.85	17258	MAINTENANCE SERVICE CONTRACTS	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3005-000-001-	.00	1,200.00	17258	STATE FUNDED MAINTENANCE CONTRACTS	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3010-000-000-	.00	87.17	17258	OTHER CONTRACTUAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3010-000-000-	.00	146.95	17258	OTHER CONTRACTUAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3010-000-000-	.00	78.72	17258	OTHER CONTRACTUAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3010-000-000-	.00	87.17	17258	OTHER CONTRACTUAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-3010-000-000-	.00	280.15	17258	OTHER CONTRACTUAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5101-000-000-	.00	4,516.56	17258	ELECTRICAL SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	35.85	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	20.45	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	50.03	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	31.50	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	31.94	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	21.97	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5102-000-000-	.00	45.27	17258	HEATING SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5103-000-000-	.00	374.87	17258	WATER & SEWAGE SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5103-000-000-	.00	159.26	17258	WATER & SEWAGE SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5103-000-000-	.00	138.79	17258	WATER & SEWAGE SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5103-000-000-	.00	61.79	17258	WATER & SEWAGE SERVICES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5204-000-002-	.00	553.97	17258	TELEPHONE	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5204-000-002-	.00	116.93	17258	TELEPHONE	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5204-000-002-	.00	41.60	17258	TELEPHONE	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5401-000-000-	.00	33.99	17258	OFFICE SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5401-000-000-	.00	59.98	17258	OFFICE SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5401-000-000-	.00	57.37	17258	OFFICE SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5405-000-000-	.00	21.99	17258	JANITORIAL SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5407-000-000-	.00	212.56	17258	REPAIR AND MAINTENANCE SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5408-000-000-	.00	144.90	17258	VEHICLE AND POWERED EQUIP SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5408-000-000-	.00	289.95	17258	VEHICLE AND POWERED EQUIP SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5408-000-000-	.00	19.99	17258	VEHICLE AND POWERED EQUIP SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5410-000-000-	.00	133.80	17258	UNIFORMS	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5413-000-000-	.00	29.76	17258	OTHER OPERATING SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5413-000-001-	.00	127.80	17258	LINE SERVICE EQUIPMENT	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5413-000-002-	.00	34.00	17258	SECURITY MATERIALS & SUPPLIES	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-5414-000-000-	.00	145.08	17258	MERCHANDISE FOR RESALE	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-9001-000-000-	.00	89.00	17258	LEASE/RENT OF EQUIPMENT	22072	
00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4017-081090-9001-000-000-	.00	102.99	17258	LEASE/RENT OF EQUIPMENT	22072	
								CHECK TOTAL		10,587.95		
								CLASS TOTAL		10,587.95		

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	TITAN AVIATION FUELS	AC3483964	10/15/2021		4017-081090-5414-000-000-	.00	77.32	17204	MERCHANDISE FOR RESALE	22067
00000	003596	TITAN AVIATION FUELS	3485406	10/15/2021		4017-081090-5414-000-000-	.00	19,389.67	17204	MERCHANDISE FOR RESALE	22067
00000	003596	TITAN AVIATION FUELS	3486814	10/15/2021		4017-081090-5414-000-000-	.00	32,884.74	17204	MERCHANDISE FOR RESALE	22067
						CHECK TOTAL		52,351.73			
00000	004068	VACORP	91044	10/15/2021		4017-081090-5305-000-000-	.00	684.00	17207	MOTOR VEHICLE INSURANCE	22067
						CHECK TOTAL		684.00			
00000	011868	BEST YOU BEST ME INC	2021-02	10/15/2021		4017-081090-5715-000-000-	.00	500.00	17256	PROMOTIONAL FUND	22067
						CHECK TOTAL		500.00			
						CLASS TOTAL		53,535.73			

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	009000	VIRGINIA DEPT OF TAXATION	1ST QTR-FY22A	10/08/2021		4017-081090-5804-000-000-	.00	25.06	17180	TAXES-FED, EXCISE & STATE	22065
						CHECK TOTAL		25.06			
						CLASS TOTAL		25.06			

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	
22670	003802	DELTA AIRPORT CONSULTANTS	CA9-17046	10/29/2021		4085-081030-8801-000-056-	.00	4,967.10	17284	RENOVATE GEN. AVIA. TERM.-CONST.	22071	
22711	003802	DELTA AIRPORT CONSULTANTS	2-20027	10/29/2021		4085-081030-8801-000-203-	.00	11,536.57	17284	NEW GA TERMINAL BLDG-SITE DESIGN	22071	
CHECK TOTAL								16,503.67				
CLASS TOTAL								16,503.67				

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	007822	BANK OF AMERICA N A	09/30/2021	10/22/2021		4085-081030-8001-000-000-	.00	2,977.00	17258	MACHINERY & EQUIPMENT	22072
						CHECK TOTAL		2,977.00			
						CLASS TOTAL		2,977.00			

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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22700	011739	ABCOM TECHNICAL SERVICES	2000539849	10/15/2021		4085-081030-8801-000-202-	.00	73,851.03	17253	NEW GA TERINAL BLDG-DESIGN	22067
						CHECK TOTAL		73,851.03			
						CLASS TOTAL		73,851.03			



**Winchester Regional  
Airport  
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD														Increase / (Decrease) Over Prior Year	
Fiscal Year	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Over/ (Short)
July	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	22,444	16,418	17,148	16,387	27,251	37,307	10,056
August	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	15,699	14,004	19,439	16,288	21,866	32,639	10,773
September	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	15,028	15,144	14,945	16,702	22,699	32,428	9,729
October	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	20,578	18,087	15,493	14,337	25,904	29,420	3,516
November	28,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	14,097	14,811	13,661	16,949	19,467	0	(19,467)
December	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	8,887	12,882	10,971	17,011	20,432	0	(20,432)
January	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	8,787	12,195	7,379	10,876	13,342	0	(13,342)
February	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535	7,446	13,093	13,696	0	(13,696)
March	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095	10,289	10,318	19,029	0	(19,029)
April	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175	14,410	7,982	24,392	0	(24,392)
May	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	14,980	17,472	15,470	11,491	27,458	0	(27,458)
June	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	19,781	20,428	13,723	21,693	38,897	0	(38,897)
Total	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,106	176,468	180,246	160,374	173,127	274,433	131,794	(142,639)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																						
Fiscal Year	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		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	14,211	5,567	10,055	5,376	11,415	5,664	16,445	5,999	11,582	4,836	12,272	4,876	10,970	5,417	17,156	10,095	27,905	9,402	10,749	(693)	5,250	4,152
August	13,172	4,728	9,768	5,784	11,580	6,687	9,409	6,290	8,899	5,105	14,622	4,817	10,336	5,952	12,549	9,317	24,978	7,661	12,429	(1,656)	4,498	3,163
September	12,525	7,611	14,310	6,370	8,504	6,981	8,887	6,141	10,140	5,004	11,723	3,222	10,719	5,983	12,181	10,518	22,491	9,937	10,310	(581)	6,634	3,303
October	13,605	6,480	16,647	4,888	13,265	5,807	13,788	6,790	13,242	4,845	12,090	3,403	8,306	6,031	15,257	10,647	22,224	7,196	6,967	(3,451)	4,420	2,776
November	9,002	4,359	8,970	3,504	8,532	3,861	9,389	4,708	10,929	3,882	10,780	2,881	11,903	5,046	10,449	9,018					0	
December	8,751	2,955	6,174	3,198	10,515	3,631	5,854	3,033	9,143	3,739	7,835	3,136	12,129	4,882	13,143	7,289					0	
January	8,348	2,095	5,436	1,915	5,191	2,185	6,334	2,453	9,686	2,509	5,413	1,966	6,699	4,177	7,454	5,888					0	
February	6,063	2,924	5,543	2,044	5,604	2,273	9,983	3,750	9,232	2,303	5,476	1,970	8,864	4,229	9,007	4,689					0	
March	9,523	2,764	4,555	2,367	6,604	2,780	7,050	3,431	9,071	4,024	7,379	2,910	4,927	5,391	11,118	7,911					0	
April	8,757	5,153	8,498	5,194	7,476	4,259	8,157	3,819	10,462	3,713	9,805	4,605	4,396	3,586	15,446	8,946					0	
May	8,749	4,920	6,813	6,264	9,216	3,727	11,397	3,583	12,977	4,495	11,461	4,009	4,590	6,901	17,423	10,035					0	
June	11,976	6,151	7,088	4,654	15,519	5,832	14,852	4,929	12,771	7,657	8,325	5,398	12,592	9,101	28,544	10,353					0	
Total	124,682	55,706	103,857	51,557	113,421	53,685	121,545	54,923	128,134	52,112	117,181	43,193	106,431	66,696	169,727	104,706	97,598	34,196	40,455	(6,381)	20,802	13,394