



# WINCHESTER REGIONAL AIRPORT

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

## Monthly Business Meeting AGENDA

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, February 11, 2021 at 5:00 P.M.

### **Gene Fisher, Chairman, Presiding**

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes - January 14, 2021 - WRAA Regular Business Meeting
4. Comments – Audience
5. Chairman – Remarks
6. Committee Reports
  - a. Financial Report – Secretary/Treasurer – J.J. Smith
  - b. Building/Lease – Vacant
  - c. Minimum Standards/Personnel/Security – David Reichert
  - d. Marketing/Development – Bill Pifer
7. Operations Review – Operations Supervisor
8. Business Items – Executive Director
  - a. WRAA Bylaws
  - b. Minimum Standards Update & T-Hangar Waiting List Policy
  - c. PPP Policy Amendment & TMG Proposal Detailed Phase Consideration
  - d. Non-profit Foundation Discussion
  - e. Terminal Design Discussion
  - f. Event Request: Valor 5K on the Runway
9. Comments – Board Members
10. Adjourn

## **JANUARY 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 January 14, 2021.

**Present:** Gene Fisher, J.J. Smith, Bill Pifer, Joey Bailey, Frank Haun, Leslie Melanson

**Absent:** Dave Reichert, Archie Fox

### **OPEN MEETING**

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

### **APPROVE MEETING AGENDA**

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

### **APPROVE MEETING MINUTES – December 18, 2020 Special Business Meeting**

**Motion:** Approve as distributed – by Dave Reichert, second by Leslie Melanson. Motion passed unanimously.

### **COMMENTS – AUDIENCE**

None

### **CHAIRMAN – OPENING REMARKS**

Chairman Fisher discussed how the Authority bylaws are in need of update. Gene requested that Nick send out the current bylaws and asked the board to come prepared to discuss proposed changes at the next meeting.

### **COMMITTEE REPORTS**

**(a) Finance Report – J.J. Smith, Secretary/Treasurer** – Nick provided a report on the pre-audit October 2020 financial statements.

**Motion:** Accept finance report – by Bill Pifer, second by Frank Haun. Motion passed unanimously.

**(b) Building/Lease Committee – Vacant** – Nothing to report.

**(c) Minimum Standards/Personnel Committee – David Reichert, Chair** – Nothing to 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 Foley delivered the monthly operations review. A new staff member has joined the maintenance team. The t-hangar inspections are progressing, and there is one row left for

inspection. A key finding is compliance with fire load requirements. Dave will produce a report once all hangar inspections are complete. Our wildlife depredation permit has been renewed for 2021 with new approved personnel, as well as sworn officers from the Frederick County Sheriff's Department to help with a few special projects related to wildlife management. The airport's airfield lighting system is operating at over 99% effectiveness.

## **EXECUTIVE DIRECTOR COMMENTS**

Nick began by discussing the airport's wildlife management program. He cited three main strategies; habitat modification, behavior changes, and effective depredation. There are a few fence issues that have been identified for repair this spring. We are implementing a new mowing plan recommended by the Suburban Whitetail Management group, a professional hunting group who are listed on our permit. Joey asked about the risks posed to this body by wildlife incidents and asked about what we are doing to take care of this. Gene responded that he was in contact with the Suburban Whitetail Management and they are increasing their efforts to take more deer. Joey responded that he's seen a huge uptick in the last 6 months. 14 deer were taken in 2020 and 11 in 2019. Bill asked if there was anything that could be done on the contiguous property. Nick responded that the abovementioned group does have access to the adjacent property north of the airport where we see the majority of deer activity. Nick further noted that we publish the wildlife hazard in the airport facility directory, and that it will continue to be at the core of our safety mission.

The Authority received a business application from a company called Fleetshares, a corporation chaired by Roland Pinto, on November 10, 2020. The nature of the business was to conduct a "small, part time maintenance operation" on aircraft to be sold or used by flight schools not based at Winchester. The work was to be performed in a private hangar; however the owner indicated that he was not supportive of the planned activity. Staff recommends disapproval.

**Motion:** Disapprove Fleetshares business application – by J.J. Smith, second by Bill Pifer. Motion passed unanimously.

We are still in the public notice period for the unsolicited proposal received by TMG. No competing proposals have been received to date, however there have been several inquiries from potential customers of the new facility.

The construction for the site work project will get underway this spring. A preconstruction meeting is scheduled for February 22<sup>nd</sup>. Nick reminded the board that we are competing for state funding for two design projects at the March Virginia Aviation Board (VAB). Nick mentioned one capability that he is investigating for the new building, which is US Customs as a landing-rights airport. There may be benefit in bringing this capability back to the community from an economic development perspective. More information will be presented to the board for further consideration.

Nick will make a FY 2022 budget presentation to the Warren County Board of Supervisors on January 26<sup>th</sup>.

The FY20 budget audit is still underway by Robinson, Farmer, Cox Associates.

Nick presented an updated hangar waiting list policy. Key changes include an application fee, refundable deposit, and publishing the list on the airport's website. Nick requested feedback and will seek to approve the updated policy at the February meeting.

We have received two event requests for 2021; Valor 5K on the Runway sponsored by the Frederick County Sheriff's Department and Next Generation Aviators sponsored by Dynamic Aviation. There will be more to follow on both requests.

Nick provided a 2020 summary of accomplishments from the previous year including the following:

- Full year with new staffing hours
- Hangar 509 is home to 8 aircraft and did not require any additional subsidy from Frederick County or City of Winchester
- Relocated Gate 3, made improvements to the Fuel Farm, accomplished 5 year inspection
- NBAA Schedulers & Dispatchers conference exhibitor
- Earned Corporate Aircraft Association (CAA) Preferred FBO designation
- Welcomed 2 new flight schools; Aero Elite and Aviation Adventures
- Established Shenandoah University internship program
- Received 2 federal grants & state grant to fund “Site Work Phase 1” project
- Adopted first-ever PPP policy & received unsolicited proposal for hangar development
- Relieved \$177K in debt

### **COMMENTS – BOARD MEMBERS**

None

### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 5:52 P.M. – by Bill Pifer, second by Dave Reichert. Motion passed unanimously.

Respectfully submitted,

J.J. Smith, Secretary/Treasurer

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WRAA Adopted:

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

As Of: 1/31/2021

**Selected Departments Consolidated**

**Assets**

10001011 Undeposited Receipts	37,959.76
10171010 Operating Cash In Bank	136,013.22
10171011 Petty Cash	500.00
10171080 Inventory - Fuel	59,437.65
10171082 Inventory - Merchandise	1,271.60
10171083 Inventory - Oil	941.68
10171084 Inventory - Automobile Gas/Airport Use	(107.30)
10171085 Inventory - Diesel Airport Use	(964.61)
10171090 Pre-Paid Insurance	18,012.12
10171094 Prepaid Postage	288.13
10171153 Accounts Receivable	(13,272.34)
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>332,230.21</b>

**Liabilities**

20172003 Miscellaneous Balance	1,710.00
20172010 Amt Held For Employee Benefits	10,455.65
20172020 Accounts Payable - Operating Fund	29,599.56
20172021 Long-Term Notes	1,265,082.79
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	8.17
<b>Total Liabilities:</b>	<b>1,627,234.59</b>

**Equity**

30000000 Current Earnings	274,639.68
<b>Total Equity:</b>	<b>274,639.68</b>
<b>Total Liabilities and Equity:</b>	<b>1,901,874.27</b>

Notes:

Selected Departments Consolidated:  
WINCHESTER AVIATION

**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For The Period: 7/01/2020 Through: 1/31/2021  
Selected Departments Consolidated

**Income**

	1/31/2021 MTD	Year-To-Date
40172404 State Operating Reimbursement	0.00	1,140.00
40174500 Sale - Fuel	50,332.66	538,151.54
40174502 Sale - Merchandise	16.00	985.86
40174503 Sale - Oil	98.96	644.72
40174600 Rental Income	50,032.91	342,539.05
40174601 Income - Land Leases	200.00	219,769.00
40174617 Special Fees	0.00	4,321.35
40174618 Facility & Line Service Fees	3,270.00	28,338.33
40174899 Miscellaneous Revenue	57.87	999.76
40174900 Operating Appropriations	10,246.08	71,722.56
<b>Total Income:</b>	<b>114,254.48</b>	<b>1,208,612.17</b>

**Expense**

	1/31/2021 MTD	Year-To-Date
54140000 Cost - Fuel	30,847.59	327,087.18
54140002 Cost - Merchandise	32.49	1,527.50
54140003 Cost - Oil	77.25	487.86
61001000 Salaries	42,207.70	287,682.88
61003000 Salaries Part-Time	0.00	1,240.00
61005001 Overtime Pay	1,022.21	5,565.07
62001000 FICA	3,796.07	21,729.71
62002000 VSRS	4,925.00	32,696.72
62005000 Hospital/Medical Plans	8,962.42	61,106.58
62005001 Retiree Health Ins	862.44	6,037.08
62006000 Group Life Insurance	575.40	3,820.06
62008000 Short/Long Disab	120.26	724.62
62011000 Worker's Compensation	723.72	9,066.24
63002000 Professional Svcs - Other	683.50	6,087.00
63004001 Outside Repairs & Maint Vehicle/Equip	0.00	7,795.59
63004003 Repair - Blgs & Grounds Outside Repairs	0.00	3,469.37
63005000 Maintenance Contracts	0.00	6,102.00
63007000 Advertising	0.00	610.40
63010000 Contractual Services	2,270.70	12,318.94
65101000 Electrical Services	6,251.68	28,328.17
65102000 Heating Service	1,513.94	2,748.15
65103000 Water & Sewer Services	677.77	3,802.09
65204001 Postage Meter Expense	7.80	54.75
65204002 Telephones/Internet/TV Cable Expense	704.63	5,017.69
65302000 Fire/Property Insurance	1,169.42	8,185.90
65305000 Motor Vehicle Insurance	508.17	3,557.15
65307000 Public Officials Liability Ins	43.00	301.00
65308000 General Liability Insurance	1,573.50	11,014.50
65401000 Office Supplies & Computers	34.11	664.45
65405000 Janitorial Supplies	0.00	1,072.97
65407000 Repair/Maint Parts & Supplies	0.00	5,080.41
65408000 Vehicle/Equip - Parts/Supplies	127.06	7,570.81
65408001 Airport Vehicle Fuel	384.73	4,423.55
65410000 Employee Uniforms	0.00	562.48
65413000 Operational Expense	294.95	2,105.49
65413001 Line Service Equipment	0.00	3,599.67

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**Winchester Regional Airport Authority**  
**General Ledger Standard Income Report**  
For The Period: 7/01/2020 Through: 1/31/2021  
Selected Departments Consolidated

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	<u>1/31/2021 MTD</u>	<u>Year-To-Date</u>
65413002 Security Materials & Supplies	0.00	98.97
65506000 Travel Expenses	0.00	3,343.66
65715000 Promotional Fund Expenses	0.00	89.50
65801000 Dues & Membership	737.00	1,858.00
65804000 Va Sales Tax Paid	0.00	79.60
65806000 Snow Removal Contingency Fund	0.00	3,386.88
79001000 Lease/Rent Of Equipment	2,345.51	16,921.16
79101000 Loan - VRA Bond	0.00	24,950.69
<b>Total Expense:</b>	<b>113,480.02</b>	<b>933,972.49</b>
<b>Net Income:</b>	<b>774.46</b>	<b>274,639.68</b>

Notes: Report Period: 7/01/2020 - 1/31/2021  
Selected Departments Consolidated:  
(Un-Departmentalized)  
WINCHESTER AVIATION

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2020 Through: 1/31/2021  
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	1,045.00	0.00	(1,045.00)	-100.0%	4,668.06	1,140.00	(3,528.06)	-75.6%
40174450 Loan Proceeds	1,554.20	0.00	(1,554.20)	-100.0%	1,554.20	0.00	(1,554.20)	-100.0%
40174500 Sale - Fuel	52,246.31	50,332.66	(1,913.65)	-3.7%	534,386.94	538,151.54	3,764.60	0.7%
40174502 Sale - Merchandise	41.92	16.00	(25.92)	-61.8%	699.14	985.86	286.72	41.0%
40174503 Sale - Oil	93.50	98.96	5.46	5.8%	835.13	644.72	(190.41)	-22.8%
40174600 Rental Income	47,313.23	50,032.91	2,719.68	5.7%	305,919.15	342,539.05	36,619.90	12.0%
40174601 Income - Land Leases	1,951.00	200.00	(1,751.00)	-89.7%	35,494.00	219,769.00	184,275.00	519.2%
40174617 Special Fees	2,182.14	0.00	(2,182.14)	-100.0%	10,776.51	4,321.35	(6,455.16)	-59.9%
40174618 Facility & Line Service Fees	6,100.00	3,270.00	(2,830.00)	-46.4%	28,833.75	28,338.33	(495.42)	-1.7%
40174899 Miscellaneous Revenue	41.16	57.87	16.71	40.6%	109.40	999.76	890.36	813.9%
40174900 Operating Appropriations	13,290.50	10,246.08	(3,044.42)	-22.9%	93,033.46	71,722.56	(21,310.90)	-22.9%
<b>Total Income:</b>	<b>125,858.96</b>	<b>114,254.48</b>	<b>(11,604.48)</b>	<b>-9.2%</b>	<b>1,016,309.74</b>	<b>1,208,612.17</b>	<b>192,302.43</b>	<b>18.9%</b>
<b>Expense</b>								
54140000 Cost - Fuel	31,088.22	30,847.59	(240.63)	-0.8%	307,879.65	327,087.18	19,207.53	6.2%
54140002 Cost - Merchandise	57.41	32.49	(24.92)	-43.4%	928.91	1,527.50	598.59	64.4%
54140003 Cost - Oil	71.93	77.25	5.32	7.4%	648.09	487.86	(160.23)	-24.7%
61000000 Accrued Salaries	3,987.37	0.00	(3,987.37)	-100.0%	2,076.04	0.00	(2,076.04)	-100.0%
61001000 Salaries	43,340.54	42,207.70	(1,132.84)	-2.6%	299,484.93	287,682.88	(11,802.05)	-3.9%
61003000 Salaries Part-Time	0.00	0.00	0.00	---%	0.00	1,240.00	1,240.00	---%
61005001 Overtime Pay	748.31	1,022.21	273.90	36.6%	6,677.68	5,565.07	(1,112.61)	-16.7%
62000000 Accrued Leave - Fringe Ben	305.04	0.00	(305.04)	-100.0%	158.82	0.00	(158.82)	-100.0%
62001000 FICA	3,173.51	3,796.07	622.56	19.6%	22,005.17	21,729.71	(275.46)	-1.3%
62002000 VSRS	4,291.96	4,925.00	633.04	14.7%	29,225.18	32,696.72	3,471.54	11.9%
62005000 Hospital/Medical Plans	10,647.88	8,962.42	(1,685.46)	-15.8%	70,437.96	61,106.58	(9,331.38)	-13.2%
62005001 Retiree Health Ins	814.28	862.44	48.16	5.9%	5,699.96	6,037.08	337.12	5.9%
62006000 Group Life Insurance	574.30	575.40	1.10	0.2%	3,910.38	3,820.06	(90.32)	-2.3%
62008000 Short/Long Disab	107.34	120.26	12.92	12.0%	742.96	724.62	(18.34)	-2.5%
62011000 Worker's Compensation	1,367.65	723.72	(643.93)	-47.1%	9,481.65	9,066.24	(415.41)	-4.4%
63002000 Professional Svcs - Other	14,420.00	683.50	(13,736.50)	-95.3%	19,049.25	6,087.00	(12,962.25)	-68.0%
63004001 Outside Repairs & Maint Ver	655.73	0.00	(655.73)	-100.0%	4,438.47	7,795.59	3,357.12	75.6%
63004002 State Reimbursable Outside	555.00	0.00	(555.00)	-100.0%	555.00	0.00	(555.00)	-100.0%
63004003 Repair - Blgs & Grounds Out	239.38	0.00	(239.38)	-100.0%	760.88	3,469.37	2,708.49	356.0%
63005000 Maintenance Contracts	0.00	0.00	0.00	---%	8,030.64	6,102.00	(1,928.64)	-24.0%



**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2020 Through: 1/31/2021  
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	
63005001 State Funded Maintenance C	1,100.00	0.00	(1,100.00)	-100.0%	2,200.00	0.00	(2,200.00)	-100.0%
63007000 Advertising	213.14	0.00	(213.14)	-100.0%	313.04	610.40	297.36	95.0%
63010000 Contractual Services	2,261.55	2,270.70	9.15	0.4%	6,190.85	12,318.94	6,128.09	99.0%
65101000 Electrical Services	6,395.70	6,251.68	(144.02)	-2.3%	28,559.68	28,328.17	(231.51)	-0.8%
65102000 Heating Service	4,218.30	1,513.94	(2,704.36)	-64.1%	5,423.86	2,748.15	(2,675.71)	-49.3%
65103000 Water & Sewer Services	668.28	677.77	9.49	1.4%	3,555.88	3,802.09	246.21	6.9%
65204001 Postage Meter Expense	9.90	7.80	(2.10)	-21.2%	271.28	54.75	(216.53)	-79.8%
65204002 Telephones/Internet/TV Cabl	1,347.85	704.63	(643.22)	-47.7%	5,700.38	5,017.69	(682.69)	-12.0%
65302000 Fire/Property Insurance	1,038.17	1,169.42	131.25	12.6%	7,267.15	8,185.90	918.75	12.6%
65305000 Motor Vehicle Insurance	508.17	508.17	0.00	0.0%	3,557.15	3,557.15	0.00	0.0%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	301.00	301.00	0.00	0.0%
65308000 General Liability Insurance	1,906.75	1,573.50	(333.25)	-17.5%	13,347.25	11,014.50	(2,332.75)	-17.5%
65401000 Office Supplies & Computers	67.87	34.11	(33.76)	-49.7%	690.51	664.45	(26.06)	-3.8%
65405000 Janitorial Supplies	410.17	0.00	(410.17)	-100.0%	2,244.30	1,072.97	(1,171.33)	-52.2%
65407000 Repair/Maint Parts & Supplie	1,110.92	0.00	(1,110.92)	-100.0%	8,630.60	5,080.41	(3,550.19)	-41.1%
65407001 State Reimb - Repairs/Maint	0.00	0.00	0.00	---%	3,222.58	0.00	(3,222.58)	-100.0%
65408000 Vehicle/Equip - Parts/Supplie	876.96	127.06	(749.90)	-85.5%	8,927.61	7,570.81	(1,356.80)	-15.2%
65408001 Airport Vehicle Fuel	562.13	384.73	(177.40)	-31.6%	7,097.51	4,423.55	(2,673.96)	-37.7%
65410000 Employee Uniforms	229.32	0.00	(229.32)	-100.0%	1,265.68	562.48	(703.20)	-55.6%
65413000 Operational Expense	223.92	294.95	71.03	31.7%	4,379.42	2,105.49	(2,273.93)	-51.9%
65413001 Line Service Equipment	2,304.56	0.00	(2,304.56)	-100.0%	4,174.64	3,599.67	(574.97)	-13.8%
65413002 Security Materials & Supplies	0.00	0.00	0.00	---%	1,072.84	98.97	(973.87)	-90.8%
65506000 Travel Expenses	105.00	0.00	(105.00)	-100.0%	3,244.65	3,343.66	99.01	3.1%
65715000 Promotional Fund Expenses	787.50	0.00	(787.50)	-100.0%	787.50	89.50	(698.00)	-88.6%
65801000 Dues & Membership	485.00	737.00	252.00	52.0%	1,796.87	1,858.00	61.13	3.4%
65804000 Va Sales Tax Paid	34.63	0.00	(34.63)	-100.0%	72.97	79.60	6.63	9.1%
65806000 Snow Removal Contingency	1,990.42	0.00	(1,990.42)	-100.0%	3,503.55	3,386.88	(116.67)	-3.3%
79001000 Lease/Rent Of Equipment	2,345.51	2,345.51	0.00	0.0%	16,605.76	16,921.16	315.40	1.9%
79002000 Principal/Interest Payments	0.00	0.00	0.00	---%	12,500.00	0.00	(12,500.00)	-100.0%
79101000 Loan - VRA Bond	3,754.52	0.00	(3,754.52)	-100.0%	20,587.30	24,950.69	4,363.39	21.2%
<b>Total Expense:</b>	<b>151,445.09</b>	<b>113,480.02</b>	<b>(37,965.07)</b>	<b>-25.1%</b>	<b>969,683.43</b>	<b>933,972.49</b>	<b>(35,710.94)</b>	<b>-3.7%</b>
<b>Net Income:</b>	<b>(25,586.13)</b>	<b>774.46</b>	<b>26,360.59</b>	<b>---%</b>	<b>46,626.31</b>	<b>274,639.68</b>	<b>228,013.37</b>	<b>489.0%</b>

Run: 2/08/2021  
11:49AM

**Winchester Regional Airport Authority**  
**General Ledger Two-Year Income Report**  
For the Current-Year Period: 7/01/2020 Through: 1/31/2021  
Selected Departments Consolidated

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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

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Notes: Report Period: 7/01/2020 - 1/31/2021  
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	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3004-000-001-	.00	513.56	15941	REPAIR & MAINTENANCE EQUIP.	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3004-000-001-	.00	51.00	15941	REPAIR & MAINTENANCE EQUIP.	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3005-000-000-	.00	4,140.00	15941	MAINTENANCE SERVICE CONTRACTS	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3005-000-000-	.00	240.00	15941	MAINTENANCE SERVICE CONTRACTS	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3010-000-000-	.00	35.00	15941	OTHER CONTRACTUAL SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-3010-000-000-	.00	270.70	15941	OTHER CONTRACTUAL SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5101-000-000-	.00	4,955.96	15941	ELECTRICAL SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	91.93	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	26.97	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	21.41	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	179.85	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	55.35	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	98.54	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5102-000-000-	.00	65.00	15941	HEATING SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5103-000-000-	.00	384.36	15941	WATER & SEWAGE SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5103-000-000-	.00	61.79	15941	WATER & SEWAGE SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5103-000-000-	.00	159.26	15941	WATER & SEWAGE SERVICES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5204-000-002-	.00	554.27	15941	TELEPHONE	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5204-000-002-	.00	116.93	15941	TELEPHONE	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5204-000-002-	.00	40.90	15941	TELEPHONE	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5401-000-000-	.00	36.69	15941	OFFICE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5405-000-000-	.00	247.62	15941	JANITORIAL SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5405-000-000-	.00	22.97	15941	JANITORIAL SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5407-000-000-	.00	139.77	15941	REPAIR AND MAINTENANCE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5407-000-000-	.00	18.62	15941	REPAIR AND MAINTENANCE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5407-000-000-	.00	18.96	15941	REPAIR AND MAINTENANCE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5407-000-000-	.00	36.77	15941	REPAIR AND MAINTENANCE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5407-000-000-	.00	38.99	15941	REPAIR AND MAINTENANCE SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	3.20	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	16.11	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	46.77	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	18.25	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	69.89	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	15.98	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	10.49	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	19.25	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	202.54	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5408-000-000-	.00	456.77	15941	VEHICLE AND POWERED EQUIP SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-000-	.00	23.97	15941	OTHER OPERATING SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-000-	.00	36.78	15941	OTHER OPERATING SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-000-	.00	367.52	15941	OTHER OPERATING SUPPLIES	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-001-	.00	151.48	15941	LINE SERVICE EQUIPMENT	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-001-	.00	89.72	15941	LINE SERVICE EQUIPMENT	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5413-000-999-	.00	35.96	15941	EMERGENCY/DISASTER EXPENSE	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-5806-000-000-	.00	3,386.88	15941	SNOW REMOVAL OPERATIONS	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-9001-000-000-	.00	165.41	15941	LEASE/RENT OF EQUIPMENT	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-9001-000-000-	.00	89.00	15941	LEASE/RENT OF EQUIPMENT	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-9001-000-000-	.00	114.00	15941	LEASE/RENT OF EQUIPMENT	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4017-081090-9001-000-000-	.00	114.00	15941	LEASE/RENT OF EQUIPMENT	21971
CHECK TOTAL								18,057.14			

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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CLASS TOTAL 18,057.14

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	002707	QUARLES ENERGY SERVICES &	12/20-1585	1/15/2021		4017-081090-5408-000-001-	.00	987.01	15895	VEHICLE GAS-AIRPORT USE	21969
						CHECK TOTAL		987.01			
00000	003596	TITAN AVIATION FUELS	P3368097	1/15/2021		4017-081090-5408-000-000-	.00	1,537.96	15897	VEHICLE AND POWERED EQUIP SUPPLIES	21969
00000	003596	TITAN AVIATION FUELS	AC3367944	1/15/2021		4017-081090-5414-000-000-	.00	32.38	15897	MERCHANDISE FOR RESALE	21969
00000	003596	TITAN AVIATION FUELS	3368720	1/15/2021		4017-081090-5414-000-000-	.00	23,852.64	15897	MERCHANDISE FOR RESALE	21969
00000	003596	TITAN AVIATION FUELS	3370926	1/15/2021		4017-081090-5414-000-000-	.00	15,334.61	15897	MERCHANDISE FOR RESALE	21969
						CHECK TOTAL		40,757.59			
00000	999999	RESERVE ACCOUNT	JAN 21-AIRPORT	1/15/2021		4017-081090-5204-000-001-	.00	200.00	711384	POSTAGE	21969
						CHECK TOTAL		200.00			
						CLASS TOTAL		41,944.60			

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	2ND QTR-FY21A	1/08/2021		4017-081090-5804-000-000-	.00	30.14	15884	TAXES-FED, EXCISE & STATE	21966
						CHECK TOTAL		30.14			
						CLASS TOTAL		30.14			

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4085-081030-8001-000-000-	.00	3,548.00	15941	MACHINERY & EQUIPMENT	21971
22642	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4085-081030-8801-000-043-	.00	7,402.21	15941	STATE ELIGIBLE MAINTENANCE REPAIRS	21971
22642	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4085-081030-8801-000-043-	.00	7,500.00	15941	STATE ELIGIBLE MAINTENANCE REPAIRS	21971
22642	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4085-081030-8801-000-043-	.00	7,500.00	15941	STATE ELIGIBLE MAINTENANCE REPAIRS	21971
00000	007822	BANK OF AMERICA N A	12/31/2020	1/25/2021		4085-081030-8801-000-164-	.00	358.67	15941	ACQUIRE LAND PARCEL 64A 64 HOTT	21971
CHECK TOTAL								26,308.88			
CLASS TOTAL								26,308.88			

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	003339	TRUCK PARTS UNLIMITED INC	12/20-9920	1/29/2021		4017-081090-5407-000-000-	.00	49.13	15955	REPAIR AND MAINTENANCE SUPPLIES	21972
00000	003339	TRUCK PARTS UNLIMITED INC	12/20-9920	1/29/2021		4017-081090-5408-000-000-	.00	695.16	15955	VEHICLE AND POWERED EQUIP SUPPLIES	21972
						CHECK TOTAL		744.29			
00000	003596	TITAN AVIATION FUELS	F3376881	1/29/2021		4017-081090-5408-000-000-	.00	127.06	15956	VEHICLE AND POWERED EQUIP SUPPLIES	21972
00000	003596	TITAN AVIATION FUELS	3375427	1/29/2021		4017-081090-5414-000-000-	.00	15,636.76	15956	MERCHANDISE FOR RESALE	21972
00000	003596	TITAN AVIATION FUELS	R3373938	1/29/2021		4017-081090-9001-000-000-	.00	2,091.10	15956	LEASE/RENT OF EQUIPMENT	21972
						CHECK TOTAL		17,854.92			
00000	004447	J & J JANITORIAL &	172181	1/29/2021		4017-081090-5413-000-999-	.00	294.95	15958	EMERGENCY/DISASTER EXPENSE	21972
						CHECK TOTAL		294.95			
00000	004484	BRYAN MICHAEL L	9268-AIRPORT	1/29/2021		4017-081090-3002-000-000-	.00	383.50	15959	PROFESSIONAL SERVICES	21972
						CHECK TOTAL		383.50			
00000	011120	FBO PARTNERS LLC	1569	1/29/2021		4017-081090-3010-000-000-	.00	2,000.00	15984	OTHER CONTRACTUAL SERVICES	21972
						CHECK TOTAL		2,000.00			
						CLASS TOTAL		21,277.66			



**Winchester Regional  
Airport  
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD															Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY2019	FY2020	FY2021	Over/ (Short)
July	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	16,387	27,251	10,864
August	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	16,288	21,866	5,578
September	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	16,702	22,699	5,997
October	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	14,337	25,904	11,567
November	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	16,949	19,467	2,518
December	34,816	30,299	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	3,421
January	36,369	25,001	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	2,466
February	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535	7,446	13,093	0	(13,093)
March	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095	10,289	10,318	0	(10,318)
April	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175	14,410	7,982	0	(7,982)
May	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	14,980	17,472	15,470	11,491	0	(11,491)
June	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	19,781	20,428	13,723	21,693	0	(21,693)
Total	468,336	467,661	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,106	176,468	180,246	160,374	173,127	150,961	(22,166)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																						
Fiscal Year	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY2021		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	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	10,970	5,417	17,156	10,095	6,186	4,678	4,531	5,564
August	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	10,336	5,952	12,549	9,317	2,213	3,365	4,152	5,165
September	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	10,719	5,983	12,181	10,518	1,462	4,535	5,413	5,105
October	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	8,306	6,031	15,257	10,647	6,951	4,616	4,382	6,265
November	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	11,903	5,046	10,449	9,018	(1,454)	3,972	5,065	3,953
December	14,273	3,094	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	1,014	2,407	3,730	3,559
January	17,876	3,332	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	755	1,711	2,970	2,918
February	9,341	1,975	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					0	
March	9,293	3,945	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					0	
April	9,821	4,393	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					0	
May	16,227	5,055	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					0	
June	13,245	5,969	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					0	
Total	161,148	57,470	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	88,189	62,772	17,127	25,284	30,243	32,529