



# WINCHESTER REGIONAL AIRPORT

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

## Regular Meeting Agenda

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room on Thursday, July 14, 2022 at 5:00 P.M.

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

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes – June 9, 2022, WRAA Regular Meeting
4. Public Comments
5. Chairman Comments
6. Committee Reports
  - a. Finance
  - b. Building/Lease
  - c. Minimum Standards/Personnel/Security
  - d. Marketing/Development
7. Airport Operations – Operations Supervisor
8. Open Issues – Executive Director
  - a. Terminal Project Update
  - b. USDA Rural Development Loan
  - c. Authority Bylaws Update
9. New Business – Executive Director
  - a. Committee Appointments
  - b. Nominations for Officers for FY2023
10. Announcements
11. Adjournment

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	3609087	6/30/2022		4017-081090-5414-000-000-	.00	35,952.79	18493	MERCHANDISE FOR RESALE	22148
00000	003596	TITAN AVIATION FUELS	R3605094	6/30/2022		4017-081090-9001-000-000-	.00	2,091.10	18493	LEASE/RENT OF EQUIPMENT	22148
						CHECK TOTAL		38,043.89			
00000	004484	BRYAN MICHAEL L	9854-AIRPORT	6/30/2022		4017-081090-3002-000-000-	.00	1,711.00	18495	PROFESSIONAL SERVICES	22148
						CHECK TOTAL		1,711.00			
00000	001355	XERCK FINANCIAL SERVICES	3311875	6/30/2022		4017-081090-9001-000-000-	.00	199.37	716371	LEASE/RENT OF EQUIPMENT	22148
						CHECK TOTAL		199.37			
00000	999999	ERIC TREWORY	21-155003	6/30/2022		3017-018990-0004- - -	.00	150.00	716388	HANGER APPLICATION DEPOSITS	22148
						CHECK TOTAL		150.00			
						CLASS TOTAL		40,104.26			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3005-000-000-	.00	758.75	18476	MAINTENANCE SERVICE CONTRACTS	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3005-000-001-	.00	1,200.00	18476	STATE FUNDED MAINTENANCE CONTRACTS	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3010-000-000-	.00	286.00	18476	OTHER CONTRACTUAL SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3010-000-000-	.00	633.23	18476	OTHER CONTRACTUAL SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3010-000-000-	.00	280.15	18476	OTHER CONTRACTUAL SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-3010-000-000-	.00	1,495.00	18476	OTHER CONTRACTUAL SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5101-000-000-	.00	4,729.65	18476	ELECTRICAL SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	171.67	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	150.90	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	130.14	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	52.17	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	365.19	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	344.83	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5102-000-000-	.00	164.84	18476	HEATING SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5103-000-000-	.00	374.87	18476	WATER & SEWAGE SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5103-000-000-	.00	81.85	18476	WATER & SEWAGE SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5103-000-000-	.00	302.71	18476	WATER & SEWAGE SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5103-000-000-	.00	61.79	18476	WATER & SEWAGE SERVICES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5204-000-002-	.00	426.19	18476	TELEPHONE	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5204-000-002-	.00	118.84	18476	TELEPHONE	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5204-000-002-	.00	33.09	18476	TELEPHONE	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5204-000-002-	.00	60.04	18476	TELEPHONE	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5401-000-000-	.00	76.74	18476	OFFICE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5405-000-000-	.00	33.80	18476	JANITORIAL SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5405-000-000-	.00	16.14	18476	JANITORIAL SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	47.56	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	64.96	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	65.92	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	85.14	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	182.15	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	11.36	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	9.97	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5407-000-000-	.00	9.79	18476	REPAIR AND MAINTENANCE SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5408-000-000-	.00	20.44	18476	VEHICLE AND POWERED EQUIP SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5408-000-000-	.00	189.65	18476	VEHICLE AND POWERED EQUIP SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5408-000-000-	.00	311.90	18476	VEHICLE AND POWERED EQUIP SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5408-000-000-	.00	40.00	18476	VEHICLE AND POWERED EQUIP SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5413-000-000-	.00	105.00	18476	OTHER OPERATING SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5413-000-001-	.00	199.95	18476	LINE SERVICE EQUIPMENT	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5413-000-002-	.00	66.55	18476	SECURITY MATERIALS & SUPPLIES	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5506-000-000-	.00	60.00	18476	TRAVEL	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5506-000-000-	.00	80.00	18476	TRAVEL	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5506-000-000-	.00	160.00	18476	TRAVEL	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5715-000-000-	.00	809.48	18476	PROMOTIONAL FUND	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5715-000-000-	.00	267.17	18476	PROMOTIONAL FUND	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-5715-000-000-	.00	604.00	18476	PROMOTIONAL FUND	22147
00000	007822	BANK OF AMERICA N A	05/31/2022	6/24/2022		4017-081090-9001-000-000-	.00	93.45	18476	LEASE/RENT OF EQUIPMENT	22147
CHECK TOTAL								15,833.02			
CLASS TOTAL								15,833.02			

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	002707	QUARLES PETROLEUM INC	5/22-1585	6/16/2022		4017-081090-5408-000-001-	.00	2,426.52	18408	VEHICLE GAS-AIRPORT USE	22144
						CHECK TOTAL		2,426.52			
00000	003596	TITAN AVIATION FUELS	3605688	6/16/2022		4017-081090-5414-000-000-	.00	33,451.14	18411	MERCHANDISE FOR RESALE	22144
						CHECK TOTAL		33,451.14			
22775	009070	DISYS SOLUTIONS INC	IN23139	6/16/2022		4017-081090-8007-000-000-	.00	305.04	18442	INTEGRATED TECHNOLOGY EQUIPMENT	22144
						CHECK TOTAL		305.04			
						CLASS TOTAL		36,182.70			

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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22820	003868	PERRY ENGINEERING CO	INC 28480	6/30/2022		4085-081030-8801-000-203-	.00	242,967.53	18494	NEW GA TERMINAL BLDG-SITE DESIGN	22148
						CHECK TOTAL		242,967.53			
						CLASS TOTAL		242,967.53			

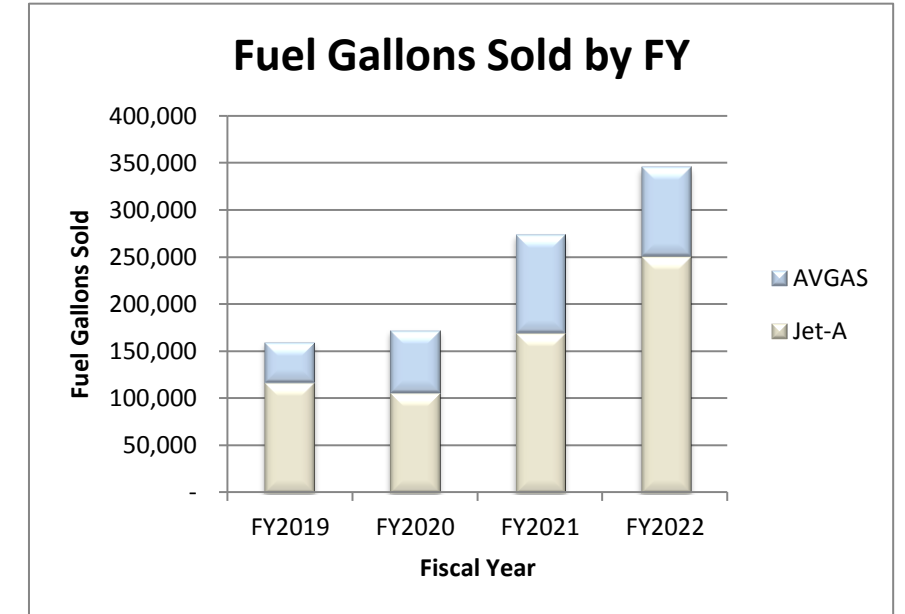
AIRPORT AUTHORITY CAPITAL PROJECTS

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	05/31/2022	6/24/2022		4085-081030-8001-000-000-	.00	2,002.94	18476	MACHINERY & EQUIPMENT	22147
						CHECK TOTAL		2,002.94			
						CLASS TOTAL		2,002.94			

**Winchester Regional  
Airport  
Fuel Gallons Sold**

**TOTAL GALLONS OF FUEL PRODUCTS SOLD**

Fiscal Year	TOTAL GALLONS OF FUEL PRODUCTS SOLD													Increase / (Decrease) Over Prior 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	28,045	8,578
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	22,478	2,046
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	19,869	6,527
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	23,081	9,385
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	25,030	6,001
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	25,388	996
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	37,503	10,045
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	32,632	(6,265)
<b>Total</b>	<b>368,366</b>	<b>329,063</b>	<b>321,378</b>	<b>217,142</b>	<b>218,618</b>	<b>180,388</b>	<b>155,414</b>	<b>167,106</b>	<b>176,468</b>	<b>180,246</b>	<b>160,374</b>	<b>173,127</b>	<b>274,433</b>	<b>345,820</b>	<b>71,387</b>



**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	19,926	8,119	9,477	(899)	5,312	2,807
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	15,760	6,718	2,617	(571)	3,697	3,021
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	14,738	5,131	7,284	(757)	3,766	1,365
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	14,622	8,459	5,615	3,770	6,916	1,543
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	17,153	7,877	6,035	(34)	5,992	1,885
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	17,888	7,500	2,442	(1,446)	5,127	2,373
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	29,174	8,329	11,751	(1,706)	5,718	2,611
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	23,964	8,668	(4,580)	(1,685)	6,342	2,326
<b>Total</b>	<b>124,682</b>	<b>55,706</b>	<b>103,857</b>	<b>51,557</b>	<b>113,421</b>	<b>53,685</b>	<b>121,545</b>	<b>54,923</b>	<b>128,134</b>	<b>52,112</b>	<b>117,181</b>	<b>43,193</b>	<b>106,431</b>	<b>66,696</b>	<b>169,727</b>	<b>104,706</b>	<b>250,823</b>	<b>94,997</b>	<b>81,096</b>	<b>(9,709)</b>	<b>63,672</b>	<b>31,325</b>

	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>Gallons</b>	370,892	542,940	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	271,224	345,820
<b>Total Cost</b>	\$764,785	\$1,381,756	\$1,215,079	\$1,501,820	\$1,192,944	\$906,730	\$1,031,838	\$851,238	\$854,751	\$705,776	\$530,389	\$389,157	\$411,032	\$456,714	\$472,922	\$475,668	\$650,552	\$1,210,995
<b>Total Sales</b>	\$1,065,926	\$1,895,566	\$1,775,429	\$2,064,248	\$1,724,197	\$1,415,228	\$1,495,778	\$1,186,782	\$1,204,261	\$987,093	\$810,686	\$772,669	\$764,292	\$843,557	\$842,250	\$791,703	\$1,038,971	\$1,814,026
<b>Profit</b>	\$301,141	\$513,810	\$560,350	\$562,428	\$531,253	\$508,498	\$463,940	\$335,544	\$349,510	\$281,317	\$280,297	\$383,512	\$353,260	\$386,843	\$369,328	\$316,035	\$388,419	\$603,031
<b>Margin</b>	28.3	27.1	31.6	27.2	30.8	35.9	31.0	28.3	29.0	28.5	34.6	49.6	46.2	45.9	43.9	39.9	37.4	33.2