



# 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, December 8, 2022 at 5:00 P.M.

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

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes – November 10, 2022, WRAA Regular Meeting
4. Public Comments
5. Chairman Comments
6. Committee Reports
  - a. Executive
  - b. Finance & Budget
  - c. Marketing & Business Development
  - d. Foundation & Community Outreach
7. Operations Update – Operations Supervisor
8. Open Items – Executive Director
  - a. FY2024 Operating & Capital Budget
9. New Business – Executive Director
  - a. Committee Appointments
  - b. Disadvantaged Business Enterprise (DBE) Policy & FY 2023-2025 Goal
10. Announcements
11. Adjournment

## **NOVEMBER 2022 Meeting Minutes Winchester Regional Airport Authority**

The Winchester Regional Airport Authority Board of Directors met in regular session in the conference room of the terminal building at 5:00 P.M. on November 10, 2022.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Rhett Champagne (Frederick County), Carley Walker (Frederick County), Frank Haun (Shenandoah County), Leslie Melanson (Clarke County), Councilor Phil Milstead (City of Winchester Liaison)

**Absent:** John Eberhardt (City of Winchester), Thomas Leone (Frederick County), Jerome Butler (Warren County), Vicky Cooke (Warren County), Paul Anderson (Historian)

### **OPEN MEETING**

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

### **APPROVAL OF AGENDA**

**Motion:** Approve meeting agenda as distributed – by Rhett Champagne, second by Leslie Melanson. Motion passed unanimously.

### **APPROVAL OF MINUTES – October 12, 2022, Regular Business Meeting**

**Motion:** Approve minutes as distributed – by Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **CHAIRMAN – OPENING REMARKS**

None

### **COMMITTEE REPORTS**

(a) **Executive** – No report

(b) **Finance & Budget**

Leslie delivered the pre-audit finance report as of October 2022. She also provided an overview of the state of planning for the FY 2024 budget.

**Motion:** Accept finance report as presented – by Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

(c) **Marketing & Business Development** – No report

(d) **Foundation & Community Outreach**

Carley introduced Julie Shaffer as a prospective candidate for a committee member.

**Motion:** Appoint Julie Shaffer as a member of the Foundation and Community Outreach committee – by Leslie Melanson, second by Gene Fisher. Motion passed unanimously.

## **OPERATIONS REVIEW**

Dave discussed the state of the KOKV Hangar development. Issuance of a certificate of occupancy is anticipated in the next 30 days. Dave provided an overview of ongoing capital projects. The airport received a fire marshal inspection of all facilities. There were minor findings, including two t-hangar tenants notified about the need for housekeeping. Two airport staff attended the Virginia Airport Operators Council (VAOC) Maintenance Workshop in Culpeper, VA.

## **NEW BUSINESS - EXECUTIVE DIRECTOR**

Now that the Airport Terminal of the Future contract has been awarded, the project will be removed from Old Business until the contractor is issued NTP in Spring 2023. Nick discussed how the terminal and apron projects may force us to consider temporary facilities for airport operations for several months; these costs may not be eligible for grant reimbursement. Staff is developing cost estimates for this possibility.

Nick provided an overview of a proposal to apply for a grant under the Airport Improvement Grant (AIG) program included in the Bipartisan Infrastructure Legislation (BIL). The grant would cover 90% of eligible costs for an environmental assessment for the “north side” development area. The environmental approval is a required condition under NEPA before the site can be developed by the Authority or an outside party. A corresponding DOAV grant would cover an additional 8%, leaving a 2% local match. Nick proposed for the local share to be borne entirely by the operating revenues of the airport instead of requesting general funds from Frederick County or the City of Winchester. Nick said that environmental approvals expire after 3 years if no work is performed on the site.

**Motion:** Authorize the Executive Director to execute all necessary documents to apply for and accept grants under the AIG and DOAV, and for the local match to be paid out of Authority operating revenues – by Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

Nick reviewed the latest drafts of the operating and capital budgets for FY 2024. The initial submission is due to Frederick County on November 30<sup>th</sup>.

The annual Airport Capital Improvement Program (ACIP) meeting with the FAA and DOAV is scheduled for December 2, 2022, at 10:00AM.

## **COMMENTS – BOARD MEMBERS**

1. Leslie Melanson asked about the status of the PSI Testing Center. Nick responded that LRCC has put this request on hold for now. They appear to still be interested; however, timing is now TBD.

## **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 6:23 P.M. – by Carley Walker, second by Gene Fisher. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	AIRPORT AUTHORITY CAPITAL PROJECTS				
100-1010	CASH	97,200.31	5,133,097.99	243,805.66-	4,986,492.64
100-1151	ACCOUNTS RECEIVABLE COMMONWEALTH				
100-1152	ACCOUNTS RECEIV. - FEDERAL				
100-1153	ACCOUNTS RECEIVABLE -OTHER				
100-1310	DUE FROM OTHER FUNDS				
100-1910	ESTIMATED REVENUE	11,730,055.00			11,730,055.00
100-1911	APPROPRIATIONS	16,080,997.69-			16,080,997.69-
100-1912	ESTIMATED TRANSFERS TO OTHER FUNDS				
100-1913	ESTIMATED TRANSFERS FROM OTHER FDS				
100-1914	ENCUMBRANCES	2,024,208.33	543,835.27		2,568,043.60
100-1920	REALIZED REVENUE				
100-1950	EXPENDITURES				
100-1970	TRANSFERS TO OTHER FUNDS				
	CASH	2,229,534.05-	5,676,933.26	243,805.66-	3,203,593.55
	TOTAL ASSETS	2,229,534.05-	5,676,933.26	243,805.66-	3,203,593.55
200-2020	ACCOUNTS PAYABLE		243,805.66	243,805.66-	
200-2021	payroll clearing account				
200-2024	RETAINAGE PAYABLE				
200-2040	A/P ACCRUAL				
200-2070	DUE TO OTHER FUNDS				
200-2071	DUE TO OTHER FUNDS				
	ACCOUNTS PAYABLE		243,805.66	243,805.66-	
240-2440	FUND BALANCE RES. FOR ENCUMBRANCES	2,024,208.33-		543,835.27-	2,568,043.60-
240-2530	UNRESERVED FUND BALANCE	3,888,501.43			3,888,501.43
	FUND BALANCE RES. FOR ENCUMBRANCE	1,864,293.10		543,835.27-	1,320,457.83
	TOTAL LIABILITIES	1,864,293.10	243,805.66	787,640.93-	1,320,457.83

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
AIRPORT AUTHORITY OPERATING FUND					
100-1010	CASH	623,213.26	287,479.43	242,512.93-	668,179.76
100-1150	RECEIVABLE ARREARS PAY DEFERRED	4,052.32			4,052.32
100-1151	ACCOUNTS RECEIVABLE-STATE				
100-1153	ACCOUNTS RECEIVABLE - OTHER				
100-1310	DUE FROM OTHER FUNDS				
100-1910	ESTIMATED REVENUE	2,372,608.00			2,372,608.00
100-1911	APPROPRIATIONS	2,428,858.00-			2,428,858.00-
100-1913	ESTIMATED TRANSFERS FR OTHER FUNDS	56,250.00			56,250.00
100-1914	ENCUMBRANCES				
	CASH	627,265.58	287,479.43	242,512.93-	672,232.08
	TOTAL ASSETS	627,265.58	287,479.43	242,512.93-	672,232.08
200-2020	ACCOUNTS PAYABLE		162,226.50	162,226.50-	
200-2021	PAYROLL CLEARING ACCOUNT		35,818.88	35,818.88-	
200-2040	A/P ACCRUAL				
200-2070	DUE TO OTHER FUNDS				
200-2160	ACCRUED WAGES PAYABLE	24,497.57-			24,497.57-
	ACCOUNTS PAYABLE	24,497.57-	198,045.38	198,045.38-	24,497.57-
240-2440	FUND BAL.RESERVE FOR ENCUMBRANCES				
240-2530	FUND BALANCE	501,984.92-			501,984.92-
	FUND BAL.RESERVE FOR ENCUMBRANCES	501,984.92-			501,984.92-
	TOTAL LIABILITIES	526,482.49-	198,045.38	198,045.38-	526,482.49-

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
22776	003802	DELTA AIRPORT CONSULTANTS	CA12-18120	11/16/2022		4085-081030-8801-000-172-	.00	38,186.35	19343	TAXIWAY A RELOCATION-PHASE 1 DEMO	22204
22774	003802	DELTA AIRPORT CONSULTANTS	5-21013	11/16/2022		4085-081030-8801-000-174-	.00	9,791.64	19343	TAXIWAY A RELOCATION PH 2 DESIGN	22204
22821	003802	DELTA AIRPORT CONSULTANTS	CA4-20027	11/16/2022		4085-081030-8801-000-203-	.00	40,078.30	19343	NEW GA TERMINAL BLDG-SITE DESIGN	22204
22821	003802	DELTA AIRPORT CONSULTANTS	CA5-20027	11/16/2022		4085-081030-8801-000-203-	.00	3,728.63	19343	NEW GA TERMINAL BLDG-SITE DESIGN	22204
22760	003802	DELTA AIRPORT CONSULTANTS	10-21036	11/16/2022		4085-081030-8801-000-206-	.00	1,438.04	19343	RUNWAY 14 OBSTRUCTION REMOVAL PH 2	22204
CHECK TOTAL								93,222.96			
CLASS TOTAL								93,222.96			

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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22884	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4085-081030-8001-000-000-	.00	11,600.00	19406	MACHINERY & EQUIPMENT	22211
22884	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4085-081030-8001-000-000-	.00	200.00	19406	MACHINERY & EQUIPMENT	22211
CHECK TOTAL								11,800.00			
CLASS TOTAL								11,800.00			

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	3679785	11/16/2022		4017-081090-5414-000-000-	.00	32,156.55	19342	MERCHANDISE FOR RESALE	22204
00000	003596	TITAN AVIATION FUELS	R3668461	11/16/2022		4017-081090-9001-000-000-	.00	2,091.10	19342	LEASE/RENT OF EQUIPMENT	22204
						CHECK TOTAL		34,247.65			
00000	004447	J & J JANITORIAL &	172673	11/16/2022		4017-081090-3004-000-003-	.00	1,803.97	19345	REPAIR & MAINTENANCE BLDG.&GROUNDS	22207
						CHECK TOTAL		1,803.97			
00000	011505	PIPER WILLIAM W	6-2022	11/16/2022		4017-081090-5506-000-000-	.00	70.01	19392	TRAVEL	22204
						CHECK TOTAL		70.01			
						CLASS TOTAL		36,121.63			

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-3004-000-003-	.00	615.98	19406	REPAIR & MAINTENANCE BLDG.&GROUNDS	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-3005-000-000-	.00	758.75	19406	MAINTENANCE SERVICE CONTRACTS	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-3010-000-000-	.00	608.87	19406	OTHER CONTRACTUAL SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-3010-000-000-	.00	292.20	19406	OTHER CONTRACTUAL SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-3010-000-000-	.00	4,235.52	19406	OTHER CONTRACTUAL SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5101-000-000-	.00	4,955.11	19406	ELECTRICAL SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	20.45	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	20.45	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	29.64	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	20.45	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	26.96	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	20.45	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5102-000-000-	.00	20.45	19406	HEATING SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5103-000-000-	.00	218.76	19406	WATER & SEWAGE SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5103-000-000-	.00	413.03	19406	WATER & SEWAGE SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5103-000-000-	.00	69.75	19406	WATER & SEWAGE SERVICES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-001-	.00	22.17	19406	POSTAGE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-001-	.00	19.93	19406	POSTAGE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	449.50	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	118.81	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	298.80	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	305.58	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	33.35	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5204-000-002-	.00	60.04	19406	TELEPHONE	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5401-000-000-	.00	31.74	19406	OFFICE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5401-000-000-	.00	58.99	19406	OFFICE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5401-000-000-	.00	12.70	19406	OFFICE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5401-000-000-	.00	861.27	19406	OFFICE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5401-000-000-	.00	67.23	19406	OFFICE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5405-000-000-	.00	45.98	19406	JANITORIAL SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5405-000-000-	.00	31.19	19406	JANITORIAL SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5405-000-000-	.00	35.00	19406	JANITORIAL SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	253.45	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	29.97	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	67.99	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	33.00	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	19.88	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5407-000-000-	.00	1,595.53	19406	REPAIR AND MAINTENANCE SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5408-000-000-	.00	29.59	19406	VEHICLE AND POWERED EQUIP SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5408-000-000-	.00	12.58	19406	VEHICLE AND POWERED EQUIP SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5408-000-000-	.00	7.87	19406	VEHICLE AND POWERED EQUIP SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5413-000-000-	.00	110.28	19406	OTHER OPERATING SUPPLIES	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5413-000-001-	.00	129.00	19406	LINE SERVICE EQUIPMENT	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5506-000-000-	.00	160.00	19406	TRAVEL	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5715-000-000-	.00	725.00	19406	PROMOTIONAL FUND	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-5801-000-000-	.00	60.00	19406	DUES & MEMBERSHIP	22211
00000	007822	BANK OF AMERICA N A	10/31/2022	11/23/2022		4017-081090-9001-000-000-	.00	98.00	19406	LEASE/RENT OF EQUIPMENT	22211
CHECK TOTAL								18,111.24			
CLASS TOTAL								18,111.24			

	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Gallons	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	148,529
Total Cost	\$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	\$644,487
Total Sales	\$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	\$919,602
Profit	\$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	\$275,115
Margin %	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	29.9

	AVMAN		
Jul-Nov '22			
	COST	SALES	NET
AVGAS	\$220,155.38	\$290,656.57	\$70,501.19
JET	\$424,331.66	\$628,945.12	\$204,613.46
			<b>\$275,114.65</b>

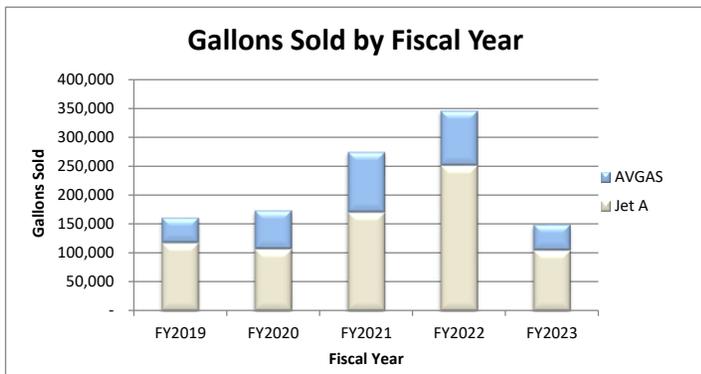
	TFBO		
Jul-Nov '21			
	COST	SALES	NET
AVGAS	\$165,495.52	\$219,381.01	\$53,885.49
JET	\$301,085.97	\$525,367.27	\$224,281.30
			<b>\$278,166.79</b>
			FY22
	Total cost		\$536,036.12
	Total sales		\$854,700.90
	Net		<b>\$318,664.78</b>
	Margin %		37.3

	AVMAN		
Dec '21			
	COST	SALES	NET
AVGAS	\$26,051.11	\$35,610.57	\$9,559.46
JET	\$43,403.52	\$74,342.05	\$30,938.53
			<b>\$40,497.99</b>

**Winchester Regional  
Airport  
Fuel Gallons Sold**

**FUEL PRODUCTS SOLD TOTAL GALLONS**

Fiscal Year	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Increase / (Decrease) Over Prior FY	
													FY 2023	Over/ (Short)
July	31,814	36,654	18,673	19,778	15,431	17,079	22,444	16,418	17,148	16,387	27,251	37,307	30,480	(6,827)
August	24,324	34,261	19,755	17,900	15,552	18,267	15,699	14,004	19,439	16,288	21,866	32,639	30,304	(2,335)
September	27,575	6,733	19,177	20,136	20,680	15,485	15,028	15,144	14,945	16,702	22,699	32,428	24,821	(7,607)
October	32,623	5,658	17,645	20,085	21,535	19,072	20,578	18,087	15,493	14,337	25,904	29,420	37,491	8,071
November	26,193	4,599	25,527	13,361	12,474	12,393	14,097	14,811	13,661	16,949	19,467	28,045	25,433	(2,612)
December	19,468	9,701	17,367	11,706	9,372	14,146	8,887	12,882	10,971	17,011	20,432	22,478	0	
January	23,108	16,610	21,208	10,443	7,351	7,376	8,787	12,195	7,379	10,876	13,342	19,869	0	
February	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535	7,446	13,093	13,696	23,081	0	
March	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095	10,289	10,318	19,029	25,030	0	
April	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175	14,410	7,982	24,392	25,388	0	
May	29,507	28,509	21,282	13,669	13,077	12,943	14,980	17,472	15,470	11,491	27,458	37,503	0	
June	30,783	21,605	19,214	18,127	11,742	21,351	19,781	20,428	13,723	21,693	38,897	32,632	0	
<b>Total</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>148,529</b>	<b>(11,310)</b>



**BREAKDOWN BY FUEL TYPE**

Fiscal Year	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		Increase / (Decrease)		AVGAS	
	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	TRUCK	SARA												
July	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	21,667	8,813	(6,238)	(589)	5,932	2,881
August	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	20,821	9,483	(4,157)	1,822	6,832	2,651
September	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	16,754	8,067	(5,737)	(1,870)	5,315	2,752
October	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	27,743	9,748	5,519	2,552	4,970	4,778
November	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	17,325	8,108	(2,601)	(11)	5,003	3,105
December	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					0	
January	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					0	
February	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					0	
March	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					0	
April	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					0	
May	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					0	
June	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					0	
<b>Total</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>104,310</b>	<b>44,219</b>	<b>(13,214)</b>	<b>1,904</b>	<b>28,052</b>	<b>16,167</b>

**UNITED STATES DEPARTMENT OF TRANSPORTATION**  
**DBE PROGRAM – 49 CFR PART 26**  
WINCHESTER REGIONAL AIRPORT AUTHORITY  
for the **Winchester Regional Airport**  
WINCHESTER VA

**POLICY STATEMENT**

**Section 26.1, 26.23            Objectives/Policy Statement**

The Winchester Regional Airport Authority (hereafter ‘the Airport Authority’) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 26. The Airport Authority has received Federal financial assistance from USDOT, and as a condition of receiving this assistance, the Airport Authority has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Airport Authority to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in USDOT–assisted contracts. It is also the policy:

1. To ensure nondiscrimination in the award and administration of USDOT-assisted contracts.
2. To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law.
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs.
5. To help remove barriers to the participation of DBEs in USDOT-assisted contracts.
6. To promote the use of DBEs in all types of federally assisted contracts and procurement activities conducted by recipients.
7. To assist the development of firms that can compete successfully in the marketplace outside the DBE program.
8. To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

**Nick Sabo, Executive Director, Winchester Regional Airport, 491 Airport Road, Winchester, VA 22602; Phone: 540-662-5786; Email: [okvsabo@comcast.net](mailto:okvsabo@comcast.net)** has been designated as the DBE Liaison Officer (DBELO). In that capacity, the Airport Executive Directory is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the airport in their financial assistance agreements with the US Department of Transportation.

The Airport Authority has disseminated this policy statement to its board members and will distribute this statement to DBE and non-DBE business communities that perform work for the Airport on USDOT-assisted contracts in the following manner:

1. This policy statement will be prepared as a handout, and made available at pre-bid conferences, and/or outreach meetings conducted by the Airport Authority.
2. This policy statement will be posted to the Airport’s website.

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William Pifer, Chairman, Winchester Regional Airport Authority

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Date