



**TROUP COUNTY, GEORGIA**  
**LAGRANGE-CALLAWAY AIRPORT ADVISORY BOARD**  
**AGENDA • JANUARY 23, 2017**

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**Regular**

**LaGrange-Callaway Airport**

**12:00 PM**

200 Airport Parkway, LaGrange, GA 30240

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**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Board Member Charles Milligan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joe Fagundes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chris Tucker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eugene Schaufler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glenn Morrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meg Kelsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ross Hoffman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. APPROVAL OF MINUTES**

1. LaGrange-Callaway Airport Advisory Board - Regular - Oct 17, 2016 12:00 PM

**III. FINANCIAL REPORT**

1. Financial Report

**IV. MANAGERS REPORT**

1. Managers Report

**V. CONSULTANTS REPORT**

**VI. ADJOURN**



TROUP COUNTY, GEORGIA
LAGRANGE-CALLAWAY AIRPORT ADVISORY BOARD
MINUTES • OCTOBER 17, 2016

Regular LaGrange-Callaway Airport 12:00 PM
200 Airport Parkway, LaGrange, GA 30240

I. CALL TO ORDER

Table with 4 columns: Attendee Name, Title, Status, Arrived. Rows include Charles Milligan, Joe Fagundes, Chris Tucker, Eugene Schaufler, Glenn Morrow, Meg Kelsey, and Ross Hoffman.

II. APPROVAL OF MINUTES

- 1. LaGrange-Callaway Airport Advisory Board - Regular - Jul 18, 2016 12:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Glenn Morrow
SECONDER: Eugene Schaufler
AYES: Milligan, Fagundes, Tucker, Schaufler, Morrow, Kelsey, Hoffman

III. FINANCIAL REPORT

- 1. Financial Report

Division Director Dexter Wells reviewed the Financial Report with the board.

RESULT: DISCUSSED

IV. MANAGERS REPORT

- 1. Managers Report

Airport Director Chad Traylor discussed the maintenance that was done around the airport since last meeting we have cleaned and pressure washed all of the concrete around the F.B.O. Also, we cleaned the fuel farm, self serve tank and the pad where the fuel trucks park.

As of September 14, 2016, the staff at the airport worked over 15 after hour call-outs. There were a few nights they worked two or more in the same night. There was an increase in fuel sales and the staff received multiple compliments from the pilots.

All T-Hangars have remained occupied even though several tenants left due to relocation of jobs.

New:

The LaGrange Fire Department Station 2 has acquired an A.R.F.F. Truck. This being a great asset to the airport.

Minutes Acceptance: Minutes of Oct 17, 2016 12:00 PM (Approval of Minutes)

**V. CONSULTANTS REPORT**

## 1. Consultant Report

We are currently in negotiation with the selection of a new Airport Engineering Consultant Firm.

**VI. ADJOURN**

## 1. Motion to adjourn

Meeting adjourned at 1:05 pm

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ross Hoffman
<b>SECONDER:</b>	Meg Kelsey
<b>AYES:</b>	Milligan, Fagundes, Tucker, Schaufler, Morrow, Kelsey, Hoffman

Minutes Acceptance: Minutes of Oct 17, 2016 12:00 PM (Approval of Minutes)

**LaGrange-Callaway Airport Authority  
Advisory Board**



LaGrange-Callaway Airport  
LaGrange,, GA 30240

Meeting: 01/23/17 12:00 PM  
Department: LaGrange-Callaway Airport Advisory Board  
Category: Presentation  
Prepared By: Chad Traylor  
Initiator: Chad Traylor  
Sponsors:  
DOC ID: 1718

**SCHEDULED**

**AGENDA ITEM (ID # 1718)**

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## Financial Report

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year T
<b>Fund 550 - AIRPORT</b>										
<b>REVENUE</b>										
Department <b>7563 - LaGrange Callaway Airport</b>										
<b>34</b>	<b>Fuel Flowage Fees</b>									
34-5309	Fuel Flowage Fees	1,200.00	.00	1,200.00	418.50	.00	1,152.70	47.30	96	87
34-5311	AV Fuel Self-Serve	91,700.00	.00	91,700.00	5,797.08	.00	46,348.49	45,351.51	51	125,450
34-5312	AV Fuel	95,120.00	.00	95,120.00	7,107.66	.00	59,377.26	35,742.74	62	99,390
34-5313	Jet Fuel	230,269.00	.00	230,269.00	21,867.44	.00	147,128.11	83,140.89	64	258,710
34-5319	Oil	433.00	.00	433.00	8.25	.00	308.61	124.39	71	1,020
34-5322	Catering	1,544.00	.00	1,544.00	4.56	.00	30.08	1,513.92	2	830
34-5331	After Hours Charges	3,000.00	.00	3,000.00	630.00	.00	2,735.00	265.00	91	3,560
34-5333	Forklift Use	1,700.00	.00	1,700.00	600.00	.00	5,050.00	(3,350.00)	297	2,900
34-5334	Ramp Fee	2,350.00	.00	2,350.00	595.00	.00	1,882.00	468.00	80	2,670
<b>34 - Fuel Flowage Fees Totals</b>		<b>\$427,316.00</b>	<b>\$0.00</b>	<b>\$427,316.00</b>	<b>\$37,028.49</b>	<b>\$0.00</b>	<b>\$264,012.25</b>	<b>\$163,303.75</b>	<b>62%</b>	<b>\$495,430</b>
<b>38</b>	<b>Commissions on Sales</b>									
38-1010	Commissions on Sales	.00	.00	.00	.00	.00	81.72	(81.72)	+++	140
38-1100	Rent - Long-term	200,000.00	.00	200,000.00	16,612.90	.00	99,410.90	100,589.10	50	195,030
38-1110	Rent - Periodic	400.00	.00	400.00	.00	.00	245.00	155.00	61	270
38-9600	Miscellaneous Revenue	.00	.00	.00	.00	.00	.70	(.70)	+++	13,830
38-9800	Funds Forward - Use of Fund Balance	132,882.00	.00	132,882.00	.00	.00	.00	132,882.00	0	
<b>38 - Commissions on Sales Totals</b>		<b>\$333,282.00</b>	<b>\$0.00</b>	<b>\$333,282.00</b>	<b>\$16,612.90</b>	<b>\$0.00</b>	<b>\$99,738.32</b>	<b>\$233,543.68</b>	<b>30%</b>	<b>\$209,280</b>
Department <b>7563 - LaGrange Callaway Airport Totals</b>		<b>\$760,598.00</b>	<b>\$0.00</b>	<b>\$760,598.00</b>	<b>\$53,641.39</b>	<b>\$0.00</b>	<b>\$363,750.57</b>	<b>\$396,847.43</b>	<b>48%</b>	<b>\$704,710</b>
<b>REVENUE TOTALS</b>		<b>\$760,598.00</b>	<b>\$0.00</b>	<b>\$760,598.00</b>	<b>\$53,641.39</b>	<b>\$0.00</b>	<b>\$363,750.57</b>	<b>\$396,847.43</b>	<b>48%</b>	<b>\$704,710</b>
<b>EXPENSE</b>										
Department <b>7563 - LaGrange Callaway Airport</b>										
<b>51</b>	<b>Regular Employees</b>									
51-1100	Regular Employees	89,400.62	.00	89,400.62	7,025.03	.00	42,683.08	46,717.54	48	78,420
51-1200	Part-time Employees	27,898.00	.00	27,898.00	1,393.27	.00	7,345.11	20,552.89	26	11,400
51-1300	Overtime	6,500.00	.00	6,500.00	176.25	.00	1,089.52	5,410.48	17	4,310
51-2101	Dental Insurance	.00	.00	.00	.00	.00	.00	.00	+++	190
51-2102	Medical Insurance	22,181.43	.00	22,181.43	853.10	.00	5,545.15	16,636.28	25	28,310
51-2103	Life Insurance	243.91	.00	243.91	8.00	.00	48.00	195.91	20	80
51-2200	Social Security (FICA) Contributions	7,551.82	.00	7,551.82	523.12	.00	3,284.35	4,267.47	43	5,390
51-2300	Medicare	1,767.06	.00	1,767.06	122.35	.00	768.13	998.93	43	1,260
51-2400	Retirement Contribution	12,097.15	.00	12,097.15	389.88	.00	2,459.98	9,637.17	20	100
51-2401	OPEB EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	16,350
51-2700	Workers Compensation	2,099.27	.00	2,099.27	156.13	.00	980.86	1,118.41	47	1,670
<b>51 - Regular Employees Totals</b>		<b>\$169,739.26</b>	<b>\$0.00</b>	<b>\$169,739.26</b>	<b>\$10,647.13</b>	<b>\$0.00</b>	<b>\$64,204.18</b>	<b>\$105,535.08</b>	<b>38%</b>	<b>\$147,520</b>
<b>52</b>	<b>Professional</b>									
52-1200	Professional	.00	.00	.00	.00	.00	.00	.00	+++	800
52-1206	Employee Medical Exam	100.00	.00	100.00	.00	.00	.00	100.00	0	300

Attachment: rptBudgetPerformance Mid-Year 2016 (1718 : Financial Report)

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year T
Fund 550 - AIRPORT										
EXPENSE										
Department 7563 - LaGrange Callaway Airport										
<b>52</b>	<b>Professional</b>									
52-2141	Grounds Maintenance	7,500.00	.00	7,500.00	1,217.00	.00	1,334.85	6,165.15	18	3,180
52-2201	Computer Maintenance	700.00	.00	700.00	.00	.00	.00	700.00	0	
52-2202	Equipment Repairs and Maintenance	17,000.00	.00	17,000.00	130.84	.00	15,953.36	1,046.64	94	11,700
52-2203	Vehicle Repairs and Maintenance	5,000.00	.00	5,000.00	66.64	.00	4,007.00	993.00	80	2,040
52-2204	Building Repairs and Maintenance	5,000.00	.00	5,000.00	263.45	1,727.78	580.38	2,691.84	46	4,160
52-2320	Rental of Equipment and Vehicles	2,000.00	.00	2,000.00	500.00	.00	2,400.00	(400.00)	120	1,540
52-3101	General Liability Insurance	6,500.00	.00	6,500.00	.00	.00	6,938.60	(438.60)	107	6,400
52-3103	Auto Insurance	2,703.00	.00	2,703.00	.00	.00	2,727.31	(24.31)	101	2,480
52-3105	Building and Property Insurance	4,597.00	.00	4,597.00	.00	.00	5,020.34	(423.34)	109	4,280
52-3106	Bonds Fidelity	.00	.00	.00	.00	.00	100.00	(100.00)	+++	
52-3201	Communications	1,500.00	.00	1,500.00	107.42	.00	672.16	827.84	45	1,360
52-3203	Postage and Shipping	400.00	.00	400.00	.00	.00	.00	400.00	0	
52-3300	Advertising	500.00	.00	500.00	.00	.00	163.80	336.20	33	420
52-3500	Travel	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	300
52-3601	Dues, Certification Fees, Subscriptions	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	590
52-3700	Education and Training	1,000.00	.00	1,000.00	.00	.00	597.00	403.00	60	360
52-3800	Licenses and Certifications	500.00	.00	500.00	.00	.00	.00	500.00	0	
52-3851	Contract Cost Allocation	1,659.00	.00	1,659.00	138.22	.00	691.10	967.90	42	1,630
52-3852	Contract Services	20,000.00	.00	20,000.00	887.51	.00	4,418.06	15,581.94	22	13,730
52-3940	Bank Charges	16,000.00	.00	16,000.00	829.44	.00	6,275.15	9,724.85	39	14,300
<b>52 - Professional Totals</b>		<b>\$94,659.00</b>	<b>\$0.00</b>	<b>\$94,659.00</b>	<b>\$4,140.52</b>	<b>\$1,727.78</b>	<b>\$51,879.11</b>	<b>\$41,052.11</b>	<b>57%</b>	<b>\$69,380</b>
<b>53</b>	<b>General Supplies and Materials</b>									
53-1100	General Supplies and Materials	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	640
53-1101	Office Supplies	1,500.00	.00	1,500.00	313.22	249.14	456.46	794.40	47	880
53-1102	Uniforms	500.00	.00	500.00	.00	.00	.00	500.00	0	
53-1107	Janitorial Supplies	1,000.00	.00	1,000.00	49.48	.00	339.94	660.06	34	960
53-1123	Tires and Tubes	1,000.00	.00	1,000.00	.00	.00	108.36	891.64	11	760
53-1127	Materials and Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
53-1129	Promotional Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
53-1230	Utilities	35,000.00	.00	35,000.00	2,644.11	.00	14,425.47	20,574.53	41	34,200
53-1270	Auto Fuel	6,000.00	.00	6,000.00	5.05	.00	1,275.76	4,724.24	21	5,130
53-1300	Food and Catering	1,000.00	.00	1,000.00	168.00	.00	168.00	832.00	17	920
53-1500	Supplies / Inventory Purchased for Resale	310,000.00	.00	310,000.00	39,748.78	.00	199,072.92	110,927.08	64	353,430
53-1805	Computer Hardware / Software	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	1,700
53-1830	Other Equipment	1,500.00	.00	1,500.00	.00	.00	329.00	1,171.00	22	1,280
<b>53 - General Supplies and Materials Totals</b>		<b>\$361,200.00</b>	<b>\$0.00</b>	<b>\$361,200.00</b>	<b>\$42,928.64</b>	<b>\$249.14</b>	<b>\$216,175.91</b>	<b>\$144,774.95</b>	<b>60%</b>	<b>\$399,950</b>

Attachment: rptBudgetPerformance Mid-Year 2016 (1718 : Financial Report)

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>550 - AIRPORT</b>										
EXPENSE										
Department <b>7563 - LaGrange Callaway Airport</b>										
<b>56</b>	<b>Depreciation</b>									
56-1000	Depreciation	135,000.00	.00	135,000.00	11,250.00	.00	67,500.00	67,500.00	50	133,850.00
<b>56 - Depreciation Totals</b>		<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$11,250.00</b>	<b>\$0.00</b>	<b>\$67,500.00</b>	<b>\$67,500.00</b>	<b>50%</b>	<b>\$133,850.00</b>
<b>57</b>	<b>Claims</b>									
57-3100	Claims	.00	.00	.00	.00	.00	.00	.00	+++	2,500.00
<b>57 - Claims Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$2,500.00</b>
Department <b>7563 - LaGrange Callaway Airport Totals</b>		<b>\$760,598.26</b>	<b>\$0.00</b>	<b>\$760,598.26</b>	<b>\$68,966.29</b>	<b>\$1,976.92</b>	<b>\$399,759.20</b>	<b>\$358,862.14</b>	<b>53%</b>	<b>\$753,210.00</b>
<b>EXPENSE TOTALS</b>		<b>\$760,598.26</b>	<b>\$0.00</b>	<b>\$760,598.26</b>	<b>\$68,966.29</b>	<b>\$1,976.92</b>	<b>\$399,759.20</b>	<b>\$358,862.14</b>	<b>53%</b>	<b>\$753,210.00</b>
Fund <b>550 - AIRPORT Totals</b>										
<b>REVENUE TOTALS</b>		<b>760,598.00</b>	<b>.00</b>	<b>760,598.00</b>	<b>53,641.39</b>	<b>.00</b>	<b>363,750.57</b>	<b>396,847.43</b>	<b>48%</b>	<b>704,710.00</b>
<b>EXPENSE TOTALS</b>		<b>760,598.26</b>	<b>.00</b>	<b>760,598.26</b>	<b>68,966.29</b>	<b>1,976.92</b>	<b>399,759.20</b>	<b>358,862.14</b>	<b>53%</b>	<b>753,210.00</b>
Fund <b>550 - AIRPORT Totals</b>		<b>(\$0.26)</b>	<b>\$0.00</b>	<b>(\$0.26)</b>	<b>(\$15,324.90)</b>	<b>(\$1,976.92)</b>	<b>(\$36,008.63)</b>	<b>\$37,985.29</b>		<b>(\$48,500.00)</b>
Grand Totals										
<b>REVENUE TOTALS</b>		<b>760,598.00</b>	<b>.00</b>	<b>760,598.00</b>	<b>53,641.39</b>	<b>.00</b>	<b>363,750.57</b>	<b>396,847.43</b>	<b>48%</b>	<b>704,710.00</b>
<b>EXPENSE TOTALS</b>		<b>760,598.26</b>	<b>.00</b>	<b>760,598.26</b>	<b>68,966.29</b>	<b>1,976.92</b>	<b>399,759.20</b>	<b>358,862.14</b>	<b>53%</b>	<b>753,210.00</b>
Grand Totals		<b>(\$0.26)</b>	<b>\$0.00</b>	<b>(\$0.26)</b>	<b>(\$15,324.90)</b>	<b>(\$1,976.92)</b>	<b>(\$36,008.63)</b>	<b>\$37,985.29</b>		<b>(\$48,500.00)</b>

Attachment: rptBudgetPerformance Mid-Year 2016 (1718 : Financial Report)

**LaGrange-Callaway Airport Authority  
Advisory Board**



LaGrange-Callaway Airport  
LaGrange,, GA 30240

Meeting: 01/23/17 12:00 PM  
Department: LaGrange-Callaway Airport Advisory Board  
Category: Presentation  
Prepared By: Chad Traylor  
Initiator: Chad Traylor  
Sponsors:  
DOC ID: 1719

**SCHEDULED**

**AGENDA ITEM (ID # 1719)**

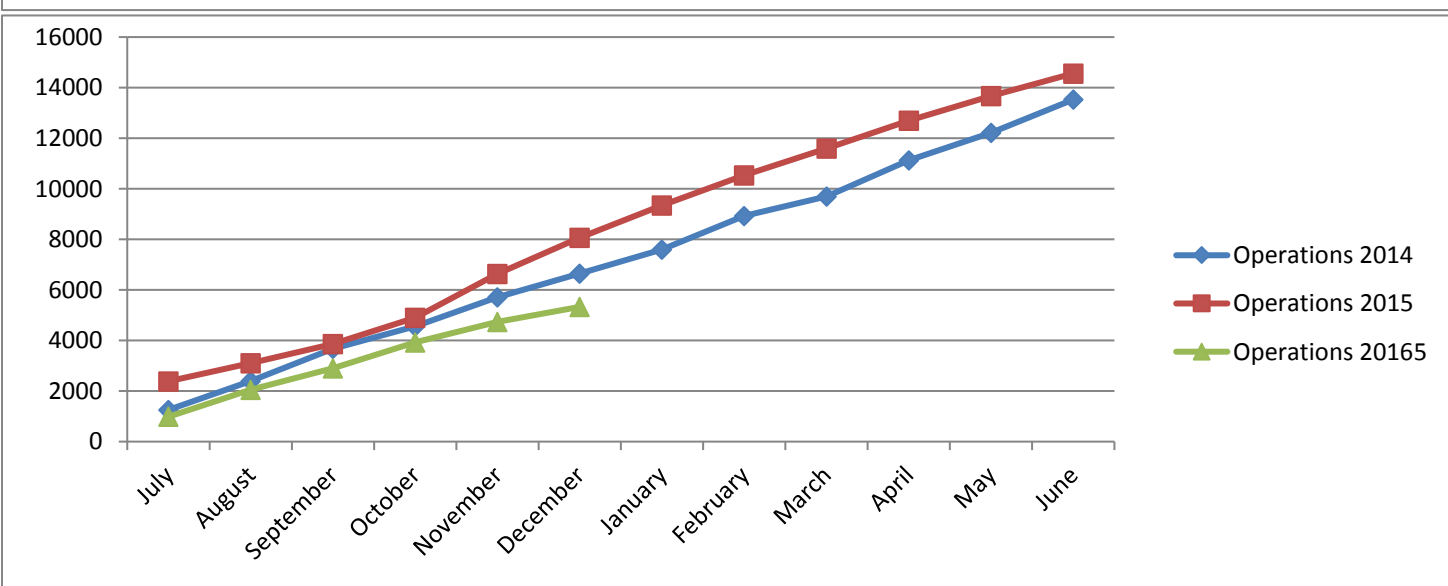
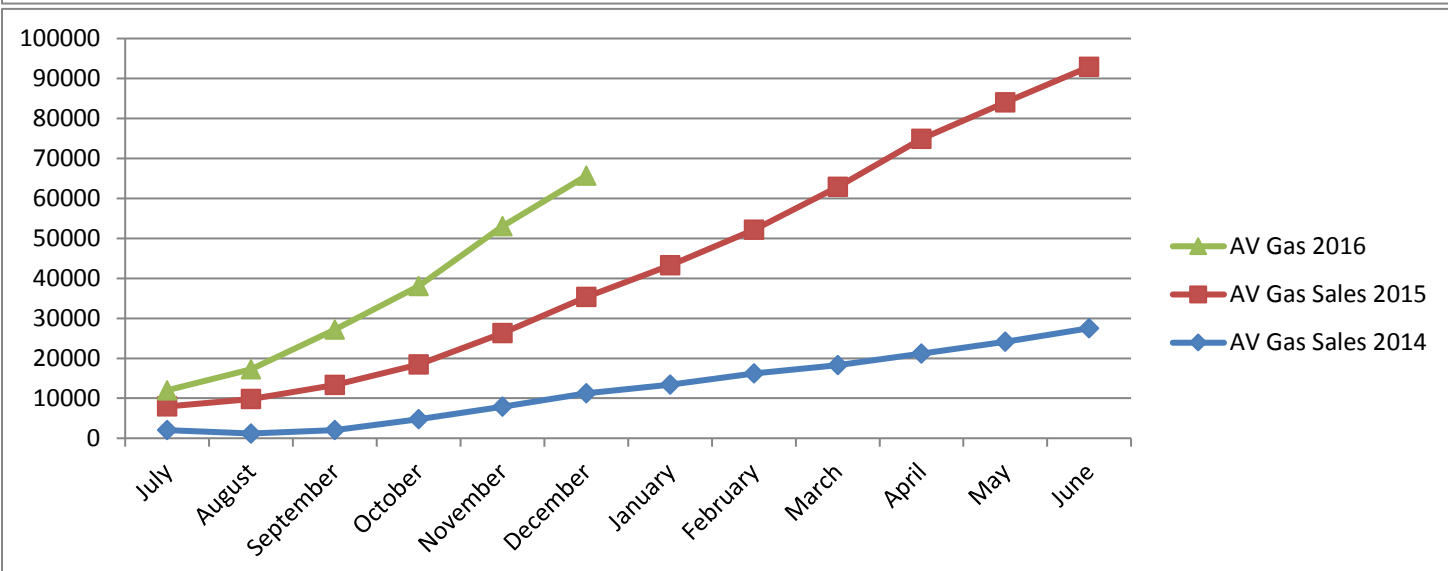
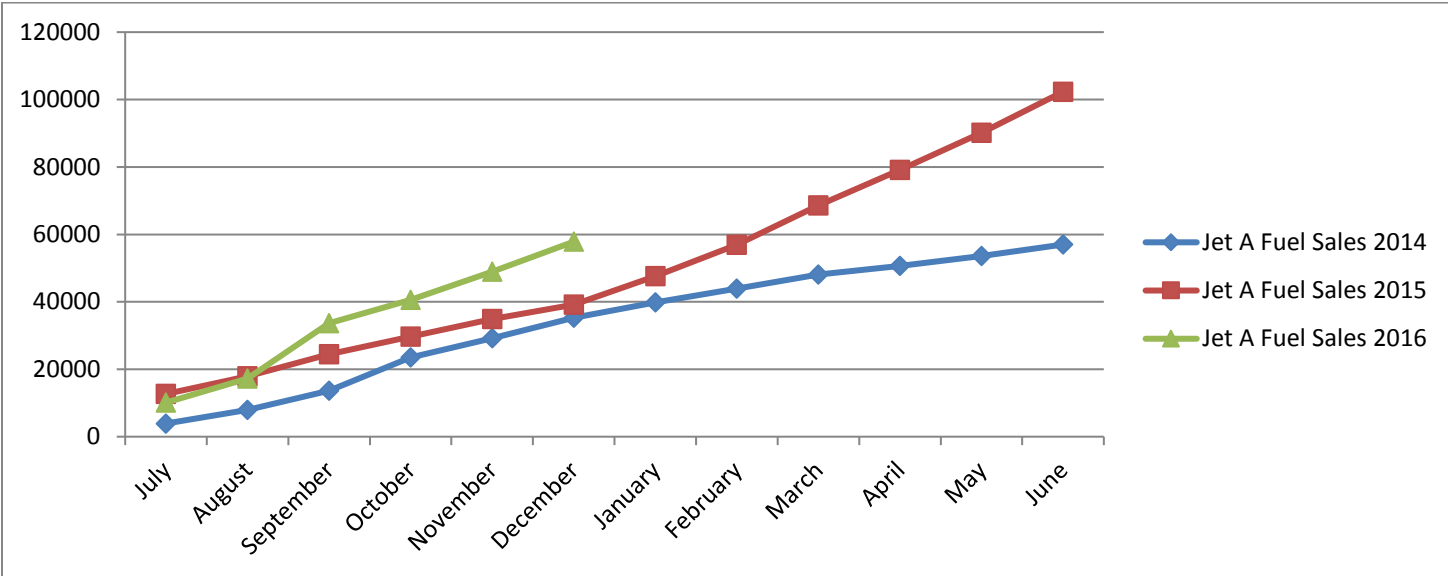
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## **Managers Report**



# Mid-Year Review



Attachment: Mid-Year Review 2016 (1719 : Managers Report)