

**Spanish Fork/Springville Airport Board Meeting Minutes**  
Held Springville City Council Work Room  
July 3, 2014 4:00 pm

**Board Members in Attendance:**

Doug Ford - Spanish Fork  
Dean Olsen - Springville Councilman  
Brian Park - Springville  
Clair Anderson – Springville

**Staff:**

Cris Child – Airport Manager  
Bruce Riddle – Springville City Finance  
Jason Sant - SF City Assistant Attorney  
Cory Pierce – SF City Engineering Dept.  
Dave Bradford - Airport Facilities Manager  
Dave Anderson – SF City Planner

**Absent/Excused:**

Matt Taylor – Chairman - Spanish Fork  
Keir Scoubes – Spanish Fork Councilman

**Public Attendees:**

Ed Helmick - Diamond Flight Center                      Steve Wilson - Utah Aviation Services

**Item 1. Minutes from the June meeting.** A motion to approve the minutes was made by Clair Anderson and seconded by Brian Park. The vote was unanimous in favor..

**Item 2. Facilities Report.** Dave Bradford reported on recent upgrades to the Security System cameras.

**Item 3. Financial Report.** The attached Financial Report was presented by Bruce Riddle. A motion to approve the financial report was made by Dean Olsen and seconded by Brian Park. The vote was unanimous in favor.

**Item 4. Progress Report Phase 2 of Runway Project.** Cory Pierce reported that work on the Runway and Taxiway Sub-base is progressing smoothly and the project appears to be on schedule for completion of this phase in mid-July.

**Item 5. Airport Development Requests for Proposals.** A motion was made by Clair Anderson and seconded by Dean Olsen to have staff finalize the proposal in preparation for a Board Vote at the August Airport Board meeting in anticipation of sending this item to the two City Councils in mid August. The vote was unanimous in favor.

**Item 6. Aeroplanes, Trains and Automobiles Event.** Cris Child reported on the Airports entry in the Fiesta Days Parade on July 24th promoting the Airport's September Open House. The Parade entry will consist of a rotorcraft on Clair Anderson's Refurbished Diesel Flat Bed Truck. Free Admission passes will be given out to the Public along the Parade route.

**Other Items:**

The addition to the Northstar Printing Building being constructed just South of the Approach end of Runway 30 was discussed. This structure will penetrate the Runway Object Free Area until the future phases of the Runway Shift Project are completed. Northstar will be provided with a disclosure from Spanish Fork City informing them of the hazard.

Meeting was adjourned at 5:00 pm. Next meeting will be held at 4pm August 3, 2014.

**Spanish Fork / Springville Airport  
Financial Report  
Period Ended May 31, 2014**

**Revenues**

General Fund revenues in May were \$367 coming primarily from interest earnings and tie down fees. Year-to-date revenues are \$99,994, which is just over 100% of budgeted revenue with 92% of the budget year transpired.

In the CIP Fund, there were no revenues in May from state and federal grant reimbursements. The year-to-date capital fund revenue total is \$1,102,602.

**Expenditures**

General Fund expenditures for May were \$2,894. Expenditures included management contract fees and day-to-day operating expenses. Year-to-date expenditures are \$71,263, which is approximately 73% of budgeted expenditures with 92% of the budget year transpired. As of the end of the reporting period, there was a \$28,731 operating surplus for the year.

There were no capital expenditures recorded in the CIP Fund in May. Total capital expenditures to date are \$915,175.

SPRINGVILLE CITY CORPORATION

BALANCE SHEET

MAY 31, 2014

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	274,449.18	
83-1162000	PTIF FUND - AIRPORT	123,807.02	
83-1190000	CASH ALLOCATION FROM GENERAL F	( 311,588.25)	
83-1311000	ACCOUNTS RECEIVABLE	1,030.62	
	TOTAL ASSETS		<u>87,698.57</u>

LIABILITIES AND EQUITY

LIABILITIES

83-2110000	ACCOUNTS PAYABLE	1,327.53	
	TOTAL LIABILITIES		1,327.53

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	57,640.01	
	REVENUE OVER EXPENDITURES - YTD	28,731.03	
	BALANCE - CURRENT DATE	<u>86,371.04</u>	
	TOTAL FUND EQUITY		<u>86,371.04</u>
	TOTAL LIABILITIES AND EQUITY		<u>87,698.57</u>

SPRINGVILLE CITY CORPORATION  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	51.28	626.80	500.00	( 126.80)	125.4
83-3600-631 AIRPORT RENTALS	.00	76,652.01	75,911.00	( 741.01)	101.0
83-3600-632 AVIATION FUEL TAX	.00	2,336.67	3,000.00	663.33	77.9
83-3600-633 AIRPORT TIE DOWN FEES	326.00	9,955.00	10,000.00	45.00	99.6
83-3600-640 FUEL FLOWAGE FEES	.00	4,759.76	6,000.00	1,240.24	79.3
83-3600-690 AIRPORT MISC REVENUE	.00	1,360.00	.00	( 1,360.00)	.0
83-3600-691 PENALTIES	( 10.32)	276.95	250.00	( 26.95)	110.8
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>366.96</b>	<b>95,967.19</b>	<b>95,661.00</b>	<b>( 306.19)</b>	<b>100.3</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	4,026.36	4,000.00	( 26.36)	100.7
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>4,026.36</b>	<b>4,000.00</b>	<b>( 26.36)</b>	<b>100.7</b>
<b>TOTAL FUND REVENUE</b>	<b>366.96</b>	<b>99,993.55</b>	<b>99,661.00</b>	<b>( 332.55)</b>	<b>100.3</b>

SPRINGVILLE CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	.00	.00	1,000.00	1,000.00	.0
83-4000-230 TRAVEL, DUES & CONVENTIONS	.00	2,785.29	3,400.00	634.71	81.3
83-4000-240 OFFICE EXPENSE	.00	95.44	1,200.00	1,104.56	8.0
83-4000-250 AIRPORT SUPPLIES	.00	.00	1,000.00	1,000.00	.0
83-4000-251 VEHICLE FUEL	.00	480.61	1,200.00	719.39	40.1
83-4000-260 BUILDINGS & GROUNDS	893.68	12,933.21	17,500.00	4,566.79	73.9
83-4000-310 PROFESSIONAL FEES	.00	4,552.03	4,000.00	( 552.03)	113.8
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	22,000.00	24,000.00	2,000.00	91.7
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	24,939.94	34,000.00	9,060.06	73.4
83-4000-510 INSURANCE & BONDS	.00	3,496.00	8,100.00	4,604.00	43.2
TOTAL EXPENDITURES	2,893.68	71,262.52	95,400.00	24,137.48	74.7
TOTAL FUND EXPENDITURES	2,893.68	71,262.52	95,400.00	24,137.48	74.7
NET REVENUE OVER EXPENDITURES	( 2,526.72)	28,731.03	4,261.00	( 24,470.03)	674.3

SPRINGVILLE CITY CORPORATION  
BALANCE SHEET  
MAY 31, 2014

AIRPORT CIP FUND

ASSETS

85-1190000	CASH ALLOCATION FROM GENERAL F	238,260.10	
	TOTAL ASSETS		<u>238,260.10</u>

LIABILITIES AND EQUITY

LIABILITIES

85-2110000	ACCOUNTS PAYABLE	50,198.00	
	TOTAL LIABILITIES		50,198.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
85-2951000	BEGINNING OF YEAR	635.79	
	REVENUE OVER EXPENDITURES - YTD	187,426.31	
	BALANCE - CURRENT DATE	188,062.10	
	TOTAL FUND EQUITY		<u>188,062.10</u>
	TOTAL LIABILITIES AND EQUITY		<u>238,260.10</u>

SPRINGVILLE CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2014

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	.00	902,601.79	3,888,333.00	2,985,731.21	23.2
85-3800-611 TRANSFER FROM CITIES	.00	200,000.00	200,000.00	.00	100.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	1,102,601.79	4,088,333.00	2,985,731.21	27.0
TOTAL FUND REVENUE	.00	1,102,601.79	4,088,333.00	2,985,731.21	27.0

SPRINGVILLE CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2014

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-804 RUNWAY EXTENSION 12/30 (GRADIN	.00	799,519.99	2,388,889.00	1,589,369.01	33.5
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	.00	115,655.49	1,277,776.00	1,162,120.51	9.1
85-5000-806 APRON RECONSTRUCTION PHASE II)	.00	.00	450,000.00	450,000.00	.0
TOTAL CAPITAL EXPENSE	.00	915,175.48	4,116,665.00	3,201,489.52	22.2
TOTAL FUND EXPENDITURES	.00	915,175.48	4,116,665.00	3,201,489.52	22.2
NET REVENUE OVER EXPENDITURES	.00	187,426.31	( 28,332.00)	( 215,758.31)	661.5