

Spanish Fork/Springville Airport Board Meeting Minutes
Held Springville City Council Work Room
November 6, 2014 4:00 pm

Board Members in Attendance:

Dean Olsen - Springville Councilman
Doug Ford - Spanish Fork
Keir Scoubes – Spanish Fork Councilman
Matt Taylor – Chairman - Spanish Fork

Staff:

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

Absent/Excused:

Clair Anderson – Springville
Brian Park - Springville
Dave Anderson – SF City Planner

Public Attendees:

Brad Mellor
Gordon Jacobs - Imsar
Ed Helmick - Daimond Flight Center
Jim Mellor
Jim Robinson

Item 1. Minutes from the October meeting. A motion to approve the minutes was made by Doug Ford and seconded by Keir Scoubes. The vote was unanimous in favor.

Item 2. Facilities Report. Dave Bradford demonstrated the amount of foreign objects and hazardous debris that is collected from the runway surface in a typical month as well as reporting on progress of repairs to the main automatic gate and to the license detection camera.

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 Doug Ford. The vote was unanimous in favor.

Item 4. 2015 Meeting Schedule. A motion was made by Keir Scoubes and seconded by Dean Olsen to continue to hold our Airport Board meetings at 4:00 pm on the first Thursday of each month at Springville City with the exception of the January meeting which will be held on January 8th. The vote was unanimous in favor.

Item 5. 2015 Lease Rates and Tie Down Policy. A motion was made by Doug Ford and seconded by Dean Olsen to leave the 2015 Hangar Ground Lease Rates at the 2014 rate. The vote was unanimous in favor. Members of the Airport Board who own Hangars emphasized that the decision to leave rate the same was based on comparable lease rates at other Airports and not based on any personal benefit. A motion was made by Matt Taylor and seconded by Doug Ford to adopt the attached Tie Down Policy requiring that in order to receive the contract rate on tie down spaces the aircraft must appear to be in Airworthy condition. The vote was unanimous.

Item 6. Jim Mellor Construction Extension. A motion was made by Matt Taylor and seconded by Dean Olsen to grant a six month extension to Jim Mellor on the construction of his Hangar Project. The vote was unanimous in favor.

Item 7. Hangar Ground Lease Agreement Revision Committee. Brad Mellor informed the board of his Commercial Real Estate Background and discussed preliminary ideas for preparing the January 1, 2016 Hangar Ground Lease Agreement. So far the committee will consist of Jason Sant - Assistant Spanish Fork City Attorney, Cris Child - Airport Manager and Brad Mellor. Over the next few weeks, preliminary discussions will be held and additional members may be added to the committee.

Other Items: Jason Sant informed the board of the need to make an audio recording of the Airport Board Meetings. Steps will be taken to begin making recording with the December meeting.

The meeting was adjourned at 5:15 pm. The next meeting will be held at 4pm on December 4, 2014.

Effective 12/1/2014

Tie Down Fee Schedule

The daily tie down rate shall be \$3.00 per day.

Advance Payment Contract Rates: *

Monthly - \$50.00 per month.

Yearly - \$360.00 per year.

* In order to be eligible for the Advance Payment Contract Rates:

- 1) Aircraft must be registered with the Airport Manager.
- 2) Fees must be paid in advance.
- 3) Aircraft must appear to be in Airworthy Condition.

Otherwise the daily rate will apply.

The first 3 days of tie down fees may be waived with a fuel purchase.

The above rates are for Aircraft under 4000 lb empty weight. Please contact the Airport Manager for rates on heavier Aircraft.

**Spanish Fork / Springville Airport
Financial Report
Period Ended September 30, 2014**

Revenues

General Fund revenues in September were \$8,176 coming primarily from fuel flowage fees, tie down fees fuel tax and revenues from the Aero planes, Trains and Automobiles event. Year-to-date revenues are \$12,245, which is 12% of budgeted revenue with 25% of the budget year transpired.

In the CIP Fund, there were revenues of \$401,817 from state and federal grant reimbursements. The year-to-date capital fund revenue total is \$1,030,489.

Expenditures

General Fund expenditures for September were \$6,961. Expenditures included management contract fees, day-to-day operating expenses and costs related to the Aero planes, Trains and Automobiles event. Year-to-date expenditures are \$12,008, which is approximately 14% of budgeted expenditures with 25% of the budget year transpired. There is an operating surplus of \$237 through the end of the reporting period.

There were capital expenditures of \$21,717 recorded in the CIP Fund in September. Total capital expenditures for the year are \$21,717.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
SEPTEMBER 30, 2014

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	1,923,624.83	
83-1162000	PTIF FUND - AIRPORT	124,003.24	
83-1190000	CASH ALLOCATION FROM GENERAL F	(1,313,879.04)	
83-1311000	ACCOUNTS RECEIVABLE	437.55	
	TOTAL ASSETS		<u>734,186.58</u>

LIABILITIES AND EQUITY

LIABILITIES

83-2110000	ACCOUNTS PAYABLE	658,542.50	
	TOTAL LIABILITIES		658,542.50

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	75,406.74	
	REVENUE OVER EXPENDITURES - YTD	237.34	
	BALANCE - CURRENT DATE	75,644.08	
	TOTAL FUND EQUITY		<u>75,644.08</u>
	TOTAL LIABILITIES AND EQUITY		<u>734,186.58</u>

SPRINGVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	48.56	147.38	600.00	452.62	24.6
83-3600-631 AIRPORT RENTALS	.00	.00	79,000.00	79,000.00	.0
83-3600-632 AVIATION FUEL TAX	1,932.16	1,932.16	3,000.00	1,067.84	64.4
83-3600-633 AIRPORT TIE DOWN FEES	455.00	1,000.00	11,000.00	10,000.00	9.1
83-3600-640 FUEL FLOWAGE FEES	850.05	3,025.10	6,000.00	2,974.90	50.4
83-3600-690 AIRPORT MISC REVENUE	.00	50.00	.00	(50.00)	.0
83-3600-691 PENALTIES	(111.00)	(111.00)	300.00	411.00	(37.0)
83-3600-883 DONATIONS	5,001.40	5,001.40	.00	(5,001.40)	.0
TOTAL MISCELLANEOUS REVENUE	8,176.17	11,045.04	99,900.00	88,854.96	11.1
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	1,200.00	4,000.00	2,800.00	30.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	1,200.00	4,000.00	2,800.00	30.0
TOTAL FUND REVENUE	8,176.17	12,245.04	103,900.00	91,654.96	11.8

SPRINGVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	389.00	389.00	500.00	111.00	77.8
83-4000-230 TRAVEL, DUES & CONVENTIONS	.00	115.00	2,300.00	2,185.00	5.0
83-4000-240 OFFICE EXPENSE	375.86	482.01	300.00	(182.01)	160.7
83-4000-250 AIRPORT SUPPLIES	.00	.00	300.00	300.00	.0
83-4000-251 VEHICLE FUEL	.00	.00	1,000.00	1,000.00	.0
83-4000-260 BUILDINGS & GROUNDS	530.06	1,195.29	15,000.00	13,804.71	8.0
83-4000-310 PROFESSIONAL FEES	500.00	500.00	4,500.00	4,000.00	11.1
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	6,000.00	24,000.00	18,000.00	25.0
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	.00	34,000.00	34,000.00	.0
83-4000-510 INSURANCE & BONDS	.00	.00	6,000.00	6,000.00	.0
83-4000-894 EVENTS EXPENSES	3,166.40	3,326.40	.00	(3,326.40)	.0
TOTAL EXPENDITURES	6,961.32	12,007.70	87,900.00	75,892.30	13.7
TOTAL FUND EXPENDITURES	6,961.32	12,007.70	87,900.00	75,892.30	13.7
NET REVENUE OVER EXPENDITURES	1,214.85	237.34	16,000.00	15,762.66	1.5

SPRINGVILLE CITY CORPORATION

BALANCE SHEET

SEPTEMBER 30, 2014

AIRPORT CIP FUND

ASSETS

85-1190000	CASH ALLOCATION FROM GENERAL F	1,280,593.70	
85-1311000	GRANTS RECEIVABLE	562,279.89	
	TOTAL ASSETS		<u>1,842,873.59</u>

LIABILITIES AND EQUITY

LIABILITIES

85-2110000	ACCOUNTS PAYABLE	705,907.50	
	TOTAL LIABILITIES		705,907.50

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
85-2951000	BEGINNING OF YEAR	128,193.75	
	REVENUE OVER EXPENDITURES - YTD	1,008,772.34	
	BALANCE - CURRENT DATE	1,136,966.09	
	TOTAL FUND EQUITY		<u>1,136,966.09</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,842,873.59</u>

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

AIRPORT CIP FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>CONTRIBUTIONS & TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	401,817.09	1,030,488.98	1,312,266.00	281,777.02	78.5
TOTAL CONTRIBUTIONS & TRANSFERS	401,817.09	1,030,488.98	1,312,266.00	281,777.02	78.5
TOTAL FUND REVENUE	401,817.09	1,030,488.98	1,312,266.00	281,777.02	78.5

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2014

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-804 RUNWAY EXTENSION 12/30 (GRADIN	21,716.64	21,716.64	.00	(21,716.64)	.0
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	.00	.00	1,374,532.00	1,374,532.00	.0
TOTAL CAPITAL EXPENSE	21,716.64	21,716.64	1,374,532.00	1,352,815.36	1.6
TOTAL FUND EXPENDITURES	21,716.64	21,716.64	1,374,532.00	1,352,815.36	1.6
NET REVENUE OVER EXPENDITURES	380,100.45	1,008,772.34	(62,266.00)	(1,071,038.34)	1620.1