

Spanish Fork/Springville Airport Board Meeting Minutes
Held Springville City Council Work Room
May 7, 2015 4:00 pm

Board Members in Attendance:

Doug Ford - Spanish Fork
Brian Park - Springville
Matt Taylor – Chairman - Spanish Fork

Staff:

Cris Child – Airport Manager
Dave Anderson – SF City Planner
Dave Bradford - Airport Facilities Manager
Jered Johnson – SF City Engineering Dept.
Bruce Riddle – Springville City Finance

Absent/Excused:

Clair Anderson – Springville
Dean Olsen - Springville Councilman
Keir Scoubes – Spanish Fork Councilman

Jason Sant - SF City Assistant Attorney

Public Attendees:

Ed Helmick - Diamond Flight Center
Eric Trinklein - Armstrong Consultants
Bradley Sullivan - Armstrong Consultants

Jim Robinson
Paul Jensen - CAP
Craig Cheney

Brad Mellor
Ed Hunt - CAP
Gordon Jacobs - Imsar

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

Item 2. Facilities Report. Dave Bradford reported on the repairs to the Pilots Lounge Lift Station, progress on the storm drainage box repairs and weed control efforts.

Item 3. Financial Report. The attached Financial Report was presented by Bruce Riddle. A motion to approve the report was made by Brian Park and seconded by Doug Ford. The vote was unanimous in favor. The attached operations budget for the next fiscal year which begins July 1, 2015 and runs through June 30, 2016 along with a proposal to include \$105,000.00 for Capital Improvements and maintenance of asphalt at the Airport was presented by Cris Child. A motion to recommend approval of this budget proposal to the two City Councils was made by Brian Park and seconded by Doug Ford. The vote was unanimous in favor.

Item 4. Review of Joint Work Session with Spanish For City Council. The meeting provided an excellent opportunity for the Airport Board to discuss plans to improve the Airport facilities with the council and also for council members to become more familiar with the Airport and the benefits it brings to the local communities. The high level of support for the Airport communicated by the the Spanish Fork City Council and Staff was greatly appreciated.

Item 5. Airport Board Appointments. The re-appointments of Doug Ford and Brian Park by their respective Mayors are still pending. As per City Ordinance they are currently members of the board in good standing pending their official re-appointment.

Item 6. Platinum Aviation Flight School Ordinance Change Request. This request was withdrawn prior to the meeting.

Item 7. Civil Air Patrol Tie Down Fee Waiver Request. This item is continued until at least the December meeting at which time the Civil Air Patrol may request a waiver for 2016.

Item 8. Diamond Flight Center Report on Operations. Ed Helmick reported to the board on the pilot training programs at Diamond Flight Center as well as the many activities here at the Airport and in the Community that are sponsored and/or conducted by Diamond, all of which benefit the community, the Airport and the Diamond Flight Center students.

Item 9. 2016 Hangar Ground Lease Agreement Changes.

a) Non-Aeronautical Use Rate.

b) Galvanized metal Hangars.

Some of the proposed content for the new Hangar Ground Lease Agreement was discussed. A letter outlining the

changes being considered will be sent out to the Hangar Owners and a public meeting scheduled to invite input from the Airport community.

Item 10. Update on Request for Proposals on South 10 Acre Parcel. No proposals were submitted. This item will be reconsidered in a few years.

Item 11. City Council approval of existing Airport Businesses. The need for approval by the City Councils of all businesses operating at the Airport was recognized. Also, the need for Commercial Lease Agreements at the Airport was discussed. These items will be reviewed by Staff with Jason Sant in the next few weeks and his recommendations will be discussed at next months Airport Board meeting.

Other Items: Eric Trinklein from Armstrong Consultants presented documents needed by the FAA to close out two of our Capital Improvement Grants with the FAA (Project #3-49-0034-20 and Project #3-49-0034-21). A motion was made by Doug Ford and seconded by Brian Park to recommend that the City Mayors execute this close out paperwork. The vote was unanimous in favor.

The meeting was adjourned at 5:45 pm. The next meeting will be held at 4pm on June 4, 2015.

**Spanish Fork / Springville Airport
Financial Report
Period Ended March 31, 2015**

Revenues

General Fund revenues in March were \$2,657 coming primarily from fuel flowage fees and fuel tax. Year-to-date revenues are \$118,156 which is 114% of budgeted revenue with 75% of the budget year transpired.

In the CIP Fund, there were no revenues recognized in March. Year-to-date capital fund revenue is \$1,212,899.

Expenditures

General Fund transfers and expenditures for March were \$4,513. Expenditures included management fees and day-to-day operating expenses. Year-to-date expenditures and transfers are \$133,659 which is approximately 84% of budgeted expenditures with 75% of the budget year transpired. There is an operating deficit of \$15,502 through the end of the reporting period. The deficit is primarily a result of transferring \$70,000 from the Airport general fund to the capital fund earlier in the year.

Capital expenditures recorded in the CIP Fund in March were \$405. Total capital expenditures for the year are \$558,493.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
MARCH 31, 2015

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	1,469,204.93	
83-1162000	PTIF FUND - AIRPORT	124,318.31	
83-1190000	CASH ALLOCATION FROM GENERAL F	(1,536,893.66)	
83-1311000	ACCOUNTS RECEIVABLE	4,164.89	
	TOTAL ASSETS		<u>60,794.47</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	76,296.72	
	REVENUE OVER EXPENDITURES - YTD	(15,502.25)	
	BALANCE - CURRENT DATE		<u>60,794.47</u>
	TOTAL FUND EQUITY		<u>60,794.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>60,794.47</u>

SPRINGVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	55.88	462.45	600.00	137.55	77.1
83-3600-631 AIRPORT RENTALS	.00	80,580.02	79,000.00	(1,580.02)	102.0
83-3600-632 AVIATION FUEL TAX	1,933.58	6,621.54	3,000.00	(3,621.54)	220.7
83-3600-633 AIRPORT TIE DOWN FEES	(290.00)	12,380.00	11,000.00	(1,380.00)	112.6
83-3600-640 FUEL FLOWAGE FEES	649.95	6,640.58	6,000.00	(640.58)	110.7
83-3600-690 AIRPORT MISC REVENUE	270.00	320.00	.00	(320.00)	.0
83-3600-691 PENALTIES	7.26	131.14	300.00	168.86	43.7
83-3600-692 SUNDRY REVENUE	(270.00)	(270.00)	.00	270.00	.0
83-3600-883 DONATIONS	.00	6,701.40	.00	(6,701.40)	.0
TOTAL MISCELLANEOUS REVENUE	2,356.67	113,567.13	99,900.00	(13,667.13)	113.7
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	4,589.16	4,000.00	(589.16)	114.7
TOTAL CONTRIBUTIONS & TRANSFERS	.00	4,589.16	4,000.00	(589.16)	114.7
TOTAL FUND REVENUE	2,356.67	118,156.29	103,900.00	(14,256.29)	113.7

SPRINGVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2015

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	.00	1,851.15	500.00	(1,351.15)	370.2
83-4000-230 TRAVEL, DUES & CONVENTIONS	1,664.92	1,939.92	2,300.00	360.08	84.3
83-4000-240 OFFICE EXPENSE	31.26	971.07	300.00	(671.07)	323.7
83-4000-250 AIRPORT SUPPLIES	.00	.00	300.00	300.00	.0
83-4000-251 VEHICLE FUEL	.00	222.30	1,000.00	777.70	22.2
83-4000-260 BUILDINGS & GROUNDS	817.17	12,655.28	15,000.00	2,344.72	84.4
83-4000-310 PROFESSIONAL FEES	.00	4,000.00	4,500.00	500.00	88.9
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	18,000.00	24,000.00	6,000.00	75.0
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	17,064.17	34,000.00	16,935.83	50.2
83-4000-510 INSURANCE & BONDS	.00	.00	6,000.00	6,000.00	.0
83-4000-894 EVENTS EXPENSES	.00	6,954.65	.00	(6,954.65)	.0
TOTAL EXPENDITURES	4,513.35	63,658.54	87,900.00	24,241.46	72.4
<u>TRANSFERS, OTHER</u>					
83-9000-874 TRANSFER TO CIP FUND	.00	70,000.00	70,000.00	.00	100.0
TOTAL TRANSFERS, OTHER	.00	70,000.00	70,000.00	.00	100.0
TOTAL FUND EXPENDITURES	4,513.35	133,658.54	157,900.00	24,241.46	84.7
NET REVENUE OVER EXPENDITURES	(2,156.68)	(15,502.25)	(54,000.00)	(38,497.75)	(28.7)

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
MARCH 31, 2015

AIRPORT CIP FUND

ASSETS

85-1190000	CASH ALLOCATION FROM GENERAL F	876,030.05	
85-1311000	GRANTS RECEIVABLE	562,279.89	
	TOTAL ASSETS		<u>1,438,309.94</u>

LIABILITIES AND EQUITY

LIABILITIES

85-2110000	ACCOUNTS PAYABLE	655,709.50	
	TOTAL LIABILITIES		655,709.50

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
85-2951000	BEGINNING OF YEAR	128,193.75	
	REVENUE OVER EXPENDITURES - YTD	654,406.69	
	BALANCE - CURRENT DATE	782,600.44	
	TOTAL FUND EQUITY		<u>782,600.44</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,438,309.94</u>

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	.00	1,142,899.47	1,312,266.00	169,366.53	87.1
85-3800-810 TRANSFER FROM GENERAL FUND	.00	70,000.00	70,000.00	.00	100.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	1,212,899.47	1,382,266.00	169,366.53	87.8
TOTAL FUND REVENUE	.00	1,212,899.47	1,382,266.00	169,366.53	87.8

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-804 RUNWAY EXTENSION 12/30 (GRADIN	.00	44,253.53	.00	(44,253.53)	.0
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	405.00	514,239.25	1,374,532.00	860,292.75	37.4
TOTAL CAPITAL EXPENSE	405.00	558,492.78	1,374,532.00	816,039.22	40.6
TOTAL FUND EXPENDITURES	405.00	558,492.78	1,374,532.00	816,039.22	40.6
NET REVENUE OVER EXPENDITURES	(405.00)	654,406.69	7,734.00	(646,672.69)	8461.4



SPRINGVILLE CITY
FISCAL YEAR 2016
FINAL BUDGET

Airport

ESTIMATED BEGINNING FUND BALANCE¹ 23,309

<u>GL Acct</u>	<u>Line Description</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2016</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>MIDYEAR</u>	<u>TENTATIVE</u>	<u>VS FY2015</u>
				<u>ACTUAL</u>	<u>BUDGET</u>	<u>INC/(DEC)</u>
<u>REVENUES</u>						
83-3300-331	GRANTS FROM STATE & FEDERAL	-	-	-	-	-
83-3600-610	AIRPORT INTEREST EARNINGS	676	600	357	700	100
83-3600-631	AIRPORT RENTALS	76,652	79,000	80,580	79,500	500
83-3600-632	AVIATION FUEL TAX	3,641	3,000	4,688	4,500	1,500
83-3600-633	AIRPORT TIE DOWN FEES	9,955	11,000	12,620	12,000	1,000
83-3600-640	FUEL FLOWAGE FEES	6,498	6,000	4,841	6,500	500
83-3600-690	AIRPORT MISC REVENUE	1,360	-	50	-	-
83-3600-691	PENALTIES	282	300	64	200	(100)
83-3800-650	LEASE REVENUE	4,026	4,000	4,589	4,000	-
83-3600-883	DONATIONS	500	-	6,701	-	-
	TOTAL REVENUES	103,590	103,900	114,491	107,400	3,500
<u>EXPENDITURES</u>						
83-4000-150	BAD DEBT EXPENSE	-	500	819	1,000	500
83-4000-230	TRAVEL, DUES & CONVENTIONS	2,765	2,300	275	3,000	700
83-4000-240	OFFICE EXPENSE	95	300	940	1,000	700
83-4000-250	AIRPORT SUPPLIES	-	300	-	-	(300)
83-4000-251	VEHICLE FUEL	946	1,000	222	1,200	200
83-4000-260	BUILDINGS, EQUIPMENT & GROUNDS	14,446	15,000	11,658	17,500	2,500
83-4000-310	PROFESSIONAL FEES	4,552	4,500	4,000	4,500	-
83-4000-330	PROFESSL FEES-MANAGEMENT CONTR	24,000	24,000	14,000	24,000	-
83-4000-340	PROFESS FEES -MAINTENANCE CONT	32,816	34,000	17,064	39,000	5,000
83-4000-510	INSURANCE & BONDS	6,203	6,000	-	7,000	1,000
83-9000-874	TRANSFER TO CIP FUND	-	70,000	70,000	-	(70,000)
83-4000-894	EVENTS EXPENSES	-	-	6,955	-	-
	INCREASE FUND BALANCE				9,200	9,200
	TOTAL EXPENDITURES	85,823	157,900	125,933	107,400	-50,500
	SURPLUS / (DEFICIT)	17,767	-54,000	-11,443	0	

ESTIMATED ENDING FUND BALANCE

32,509

Reserved for:

Joint Venture

-

Debt Service

-

Capital Projects

-

Endowments

-

Unrestricted

32,509



SPRINGVILLE CITY
FISCAL YEAR 2016
FINAL BUDGET

Airport

<u>GL Acct</u>	<u>Line Description</u>	<u>FY2014 ACTUAL</u>	<u>FY2015 APPROVED BUDGET</u>	<u>FY2015 MIDYEAR ACTUAL</u>	<u>FY2016 TENTATIVE BUDGET</u>	<u>FY2016 VS FY2015 INC/(DEC)</u>
CAPITAL IMPROVEMENT FUND						
	ESTIMATED BEGINNING FUND BALANCE ¹				75,000	
<u>REVENUES</u>						
85-3800-331	GRANTS FROM STATE & FEDERAL	1,505,360	1,312,266	1,141,587	1,500,000	187,734
85-3800-610	INTEREST EARNINGS					-
85-3800-611	TRANSFER FROM CITIES	200,000	-	-	105,000	105,000
85-3800-810	TRANSFER FROM GENERAL FUND	-	70,000	70,000	-	(70,000)
	UTILIZE FUND BALANCE				75,000	75,000
	TOTAL REVENUES	<u>1,705,360</u>	<u>1,382,266</u>	<u>1,211,587</u>	<u>1,680,000</u>	<u>297,734</u>
<u>EXPENDITURES</u>						
85-5000-804	RUNWAY EXTENSION 12/30 (GRADING & PA	961,181	-	44,254		-
85-5000-805	RUNWAY EXTENSION 12/30 (PAHSE II GRAD	1,178,900	1,374,532	502,231	1,575,000	200,468
85-5000-806	APRON RECONSTRUCTION (PHASE II)					-
85-5000-NEW	ASPHALT MAINTENANCE				105,000	105,000
	TOTAL EXPENDITURES	<u>2,140,082</u>	<u>1,374,532</u>	<u>546,484</u>	<u>1,680,000</u>	<u>305,468</u>
	SURPLUS / (DEFICIT)	<u>(434,722)</u>	<u>7,734</u>	<u>665,103</u>	<u>-</u>	
	ESTIMATED ENDING FUND BALANCE					-
	Reserved for:					
	Impact Fees					-
	Class C Roads					-
	Joint Venture					-
	Debt Service					-
	Capital Projects					-
	Endowments					-
	Unrestricted					-

Notes:

1. Estimated Beginning Fund Balance subject FY 2015 Actual results and audit entries.

<u>GL Acct</u>	<u>Line Description</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2016</u>
		<u>ACTUAL</u>	<u>APPROVED</u>	<u>MIDYEAR</u>	<u>TENTATIVE</u>	<u>VS FY2015</u>
			<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>INC/(DEC)</u>
<u>REVENUES</u>						
33-3300-33	GRANTS FROM STATE & FEDERAL	-	-	-		-
33-3600-61	AIRPORT INTEREST EARNINGS	676	600	357	700.00	100
33-3600-63	AIRPORT RENTALS	76,652	79,000	80,580	79,500.00	500
33-3600-63	AVIATION FUEL TAX	3,641	3,000	4,688	4,500.00	1,500
33-3600-63	AIRPORT TIE DOWN FEES	9,955	11,000	12,620	12,000.00	1,000
33-3600-64	FUEL FLOWAGE FEES	6,498	6,000	4,841	6,500.00	500
33-3600-69	AIRPORT MISC REVENUE	1,360	-	50		-
33-3600-69	PENALTIES	282	300	64	200.00	(100)
33-3800-65	LEASE REVENUE	4,026	4,000	4,589	4,000.00	-
33-3600-88	DONATIONS	500	-	6,701		-
TOTAL REVENUES		103,590	103,900	114,491	107,400	3,500

<u>EXPENDITURES</u>						
33-4000-15	BAD DEBT EXPENSE	-	500	819	1,000.00	500
33-4000-23	TRAVEL, DUES & CONVENTIONS	2,765	2,300	275	3,000.00	700
33-4000-24	OFFICE EXPENSE	95	300	940	1,000.00	700
33-4000-25	AIRPORT SUPPLIES	-	300	-		(300)
33-4000-25	VEHICLE FUEL	946	1,000	222	1,200.00	200
33-4000-26	BUILDINGS, EQUIPMENT & GROUNDS	14,446	15,000	11,658	17,500.00	2,500
33-4000-31	PROFESSIONAL FEES	4,552	4,500	4,000	4,500.00	-
33-4000-33	PROFESSL FEES-MANAGEMENT CONTR	24,000	24,000	14,000	24,000.00	-
33-4000-34	PROFESS FEES -MAINTENANCE CONT	32,816	34,000	17,064	39,000.00	5,000
33-4000-51	INSURANCE & BONDS	6,203	6,000	-	7,000.00	1,000
33-9000-87	TRANSFER TO CIP FUND	-	70,000	70,000		(70,000)
33-4000-89	EVENTS EXPENSES	-	-	6,955		-
Capital Improvement and Maintenance					105,000.00	105,000
INCREASE FUND BALANCE						
TOTAL EXPENDITURES		85,823	157,900	125,933	203,200	45,300
SURPLUS / (DEFICIT)		17,767	-54,000	-11,443	-95,800	

CAPITAL IMPROVEMENT FUND

<u>REVENUES</u>						
85-3800-331	GRANTS FROM STATE & FEDERAL	1,505,360	1,312,266	1,141,587		(1,312,266)
85-3800-61	INTEREST EARNINGS					-
85-3800-611	TRANSFER FROM CITIES	200,000	-	-		-
85-3800-81	TRANSFER FROM GENERAL FUND	-	70,000	70,000		(70,000)
UTILIZE FUND BALANCE						
TOTAL REVENUES		1,705,360	1,382,266	1,211,587	0	-1,382,266

<u>EXPENDITURES</u>						
85-5000-80	RUNWAY EXTENSION 12/30 (GRADING & PAVING)	961,181	-	44,254		-
85-5000-80	RUNWAY EXTENSION 12/30 (PAHSE II GRADING & PAVING)	1,178,900	1,374,532	502,231		(1,374,532)
85-5000-80	APRON RECONSTRUCTION (PHASE II)					-
TOTAL EXPENDITURES		2,140,082	1,374,532	546,484	0	-1,374,532
SURPLUS / (DEFICIT)		(434,722)	7,734	665,103	-	