

Spanish Fork/Springville Airport Board Meeting Minutes
Held Springville City Council Work Room
February 4, 2016 4:00 pm

Board Members in Attendance:

Cris Child – Airport Manager
Brian Park - Springville
Matt Taylor – Chairman - Spanish Fork
Doug Ford - Spanish Fork
Brandon Gordon – Spanish Fork Councilman

Staff:

Jered Johnson – SF City Engineering Dept.
Jason Sant - SF City Assistant Attorney
Dave Bradford - Airport Facilities Manager

Absent/Excused:

Jason Miller - Springville Councilman
Clair Anderson – Springville

Dave Anderson – SF City Planner
Bruce Riddle – Springville City Finance

Public Attendees:

Gordon Jacobs - Imsar

Jim Robinson

Item 1. Minutes from the December 10th and December 30th meetings. A motion to approve the minutes was made by Brian Park and seconded by Matt Taylor. The vote was unanimous in favor. The January meeting was cancelled due to lack of a Quorum.

Item 2. Facilities Report. Dave Bradford reported on the significant snowfall this winter and the challenge of keeping his hours below the maximums outlined by Spanish Fork City policy.

Item 3. Financial Report. The attached Financial Report was presented by Cris Child in Bruce Riddle's absence. A motion to approve the report was made by Doug Ford and seconded by Brian Park. The vote was unanimous in favor.

Item 4. Airport Engineering Consultant Request for Proposals. Jered Johnson agreed to arrange for publication of the request.

Item 5. Airport Board Appointments. Matt Taylor, Doug Ford, Brandon Gordon and Jason Miller have been appointed to the Airport Board by their respective City Mayors to terms that expire December 31, 2018.

Item 6. Airport Design Standards. Continued to the March Airport Board meeting.

Item 7. Hangar Minimum Standards Modification. Continued to the March Airport Board meeting.

Item 8. Trailer Storage. After some preliminary discussion, the Board asked Cris Child to prepare a draft policy proposal to permit the parking of trailers inside the secure area of the Airport which will be reviewed by the Board at a future meeting.

Item 9. Powerline Markers. A motion to proceed with the purchase and installation of Powerline Marker Balls and a Flashing Beacon on the centerline power pole was made by Brandon Gordon and seconded by Brian Park. The vote was unanimous in favor. The bulk of the cost of this purchase and installation will be reimbursed with matching funds from the State and the FAA prior to closeout of the current runway extension grant at the same ratio as other expenses related to the Runway Shift Project.

Item 10. Pavement Maintenance Project Update. Jered Johnson reported that the project has been awarded and the pre-construction meeting has been held. Work will begin as weather permits.

Item 11. Employee Compensation. In discussing David Bradford's employment at the Airport and the significant growth which the Airport has experienced in recent years, several Board Members expressed support for changing David Bradford's employment status from Part Time to Full Time at some point in the near future. A motion was made by Doug Ford and seconded by Brian Park recommending that Dave Bradford's current compensation be increased by 6 percent effective immediately.

Other Items: None.

The meeting was adjourned at 5:08 pm. The next meeting will be held at 4pm on March 3, 2016.

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

Revenues

General Fund revenues in December were \$96,484 coming primarily from hangar and tie down leases, fuel flowage fees, tie down fees and fuel tax and lease revenues. Year-to-date revenues are \$104,710 which is 98% of budgeted revenue with 50% of the budget year transpired.

In the CIP Fund, there were State and Federal grant revenues of \$777,163. Year to date grant revenues are \$1,751,709.

Expenditures

General Fund expenditures for December were \$11,235, which included management contract fees, professional services and day-to-day operating expenses. Year-to-date expenditures are \$35,910, which is approximately 37% of budgeted expenditures with 50% of the budget year transpired. There is an operating surplus of \$68,800 through the end of the reporting period.

There were capital expenditures of \$853,188 recorded in the CIP Fund in December. Total capital expenditures for the year are \$1,909,964.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2015

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	2,498,325.73	
83-1162000	PTIF FUND - AIRPORT	124,897.37	
83-1190000	CASH ALLOCATION FROM GENERAL F	(1,935,810.89)	
83-1311000	ACCOUNTS RECEIVABLE	78,556.98	
	TOTAL ASSETS		<u>765,969.69</u>

LIABILITIES AND EQUITY

LIABILITIES

83-2110000	ACCOUNTS PAYABLE	667,206.94	
	TOTAL LIABILITIES		667,206.94

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	29,962.45	
	REVENUE OVER EXPENDITURES - YTD	68,800.30	
	BALANCE - CURRENT DATE	98,762.75	
	TOTAL FUND EQUITY		<u>98,762.75</u>
	TOTAL LIABILITIES AND EQUITY		<u>765,969.69</u>

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2015

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	76.79	407.54	700.00	292.46	58.2
83-3600-631 AIRPORT RENTALS	80,695.45	80,695.45	79,500.00	(1,195.45)	101.5
83-3600-632 AVIATION FUEL TAX	1,302.35	2,952.61	4,500.00	1,547.39	65.6
83-3600-633 AIRPORT TIE DOWN FEES	9,345.00	10,987.80	12,000.00	1,012.20	91.6
83-3600-640 FUEL FLOWAGE FEES	1,032.90	5,158.05	6,500.00	1,341.95	79.4
83-3600-690 AIRPORT MISC REVENUE	252.93	602.93	.00	(602.93)	.0
83-3600-691 PENALTIES	(167.31)	(40.66)	200.00	240.66	(20.3)
TOTAL MISCELLANEOUS REVENUE	92,538.11	100,763.72	103,400.00	2,636.28	97.5
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	3,946.20	3,946.20	4,000.00	53.80	98.7
TOTAL CONTRIBUTIONS & TRANSFERS	3,946.20	3,946.20	4,000.00	53.80	98.7
TOTAL FUND REVENUE	96,484.31	104,709.92	107,400.00	2,690.08	97.5

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2015

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	2,016.23	2,016.23	1,000.00	(1,016.23)	201.6
83-4000-230 TRAVEL, DUES & CONVENTIONS	538.91	1,101.07	3,000.00	1,898.93	36.7
83-4000-240 OFFICE EXPENSE	368.63	368.63	1,000.00	631.37	36.9
83-4000-250 AIRPORT SUPPLIES	9.22	9.22	.00	(9.22)	.0
83-4000-251 VEHICLE FUEL	485.11	485.11	1,200.00	714.89	40.4
83-4000-260 BUILDINGS & GROUNDS	2,516.97	6,940.96	17,500.00	10,559.04	39.7
83-4000-310 PROFESSIONAL FEES	3,300.00	3,800.00	4,500.00	700.00	84.4
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	12,000.00	24,000.00	12,000.00	50.0
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	9,188.40	39,000.00	29,811.60	23.6
83-4000-510 INSURANCE & BONDS	.00	.00	7,000.00	7,000.00	.0
TOTAL EXPENDITURES	11,235.07	35,909.62	98,200.00	62,290.38	36.6
TOTAL FUND EXPENDITURES	11,235.07	35,909.62	98,200.00	62,290.38	36.6
NET REVENUE OVER EXPENDITURES	85,249.24	68,800.30	9,200.00	(59,600.30)	747.8

SPRINGVILLE CITY CORPORATION
 BALANCE SHEET
 DECEMBER 31 2015
 AIRPORT CIP FUND

ASSETS

85-1190000	CASH ALLOCATION FROM GENERAL F	63,352.59	
85-1311000	GRANTS RECEIVABLE	16,605.00	
	TOTAL ASSETS		79,957.59

LIABILITIES AND EQUITY

LIABILITIES

85-2110000	ACCOUNTS PAYABLE	28,250.00	
	TOTAL LIABILITIES		28,250.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
85-2951000	BEGINNING OF YEAR	209,962.13	
	REVENUE OVER EXPENDITURES - YTD	(158,254.54)	
	BALANCE - CURRENT DATE		51,707.59
	TOTAL FUND EQUITY		51,707.59
	TOTAL LIABILITIES AND EQUITY		79,957.59

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2015

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	777,162.82	1,751,709.21	1,500,000.00	(251,709.21)	116.8
85-3800-611 TRANSFER FROM CITIES	.00	.00	105,000.00	105,000.00	.0
TOTAL CONTRIBUTIONS & TRANSFERS	<u>777,162.82</u>	<u>1,751,709.21</u>	<u>1,605,000.00</u>	<u>(146,709.21)</u>	<u>109.1</u>
TOTAL FUND REVENUE	<u>777,162.82</u>	<u>1,751,709.21</u>	<u>1,605,000.00</u>	<u>(146,709.21)</u>	<u>109.1</u>

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2015

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	853,187.77	1,575,907.15	1,575,000.00	(907.15)	100.1
85-5000-806 APRON RECONSTRUCTION PHASE II)	.00	334,056.60	.00	(334,056.60)	.0
85-5000-807 ASPHALT MAINTENANCE	.00	.00	105,000.00	105,000.00	0
TOTAL CAPITAL EXPENSE	<u>853,187.77</u>	<u>1,909,963.75</u>	<u>1,680,000.00</u>	<u>(229,963.75)</u>	<u>113.7</u>
TOTAL FUND EXPENDITURES	<u>853,187.77</u>	<u>1,909,963.75</u>	<u>1,680,000.00</u>	<u>(229,963.75)</u>	<u>113.7</u>
NET REVENUE OVER EXPENDITURES	<u>(76,024.95)</u>	<u>(158,254.54)</u>	<u>(75,000.00)</u>	<u>83,254.54</u>	<u>(211.0)</u>