

Spanish Fork/Springville Airport Board Meeting Minutes
Held Springville City Council Work Room
April 4th, 2013 4:00 pm

Board Members in Attendance:

Matt Taylor – Chairman - Spanish Fork
Clair Anderson – Springville
Richard Davis – Spanish Fork Councilman
Dean Olsen - Springville Councilman
Doug Ford - Spanish Fork
Dean Olsen - Springville Councilman

Staff:

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

Absent/Excused:

Brian Park – Springville

Public Attendees:

Jim Robinson
Ezra Roper

Ed Helmick - Diamond Flight Center

Item 1. Minutes from the March Meeting. A motion to approve the minutes was made by Clair Anderson and seconded by Doug Ford. The vote was unanimous.

Item 2. Facilities Report. Dave Bradford reported that upon completion of the snow removal season all equipment is in good repair and overall the required effort this season was slightly below normal.

Item 3. Financial Report. The attached financial report was presented by Bruce Riddle. A motion to accept the report was made by Richard Davis and seconded by Dean Olsen. The vote was unanimous.

Item 4. Capital Improvement Budget Review. Cris Child presented the attached schedule which outlines the current amounts programmed by the FAA and the State for Capital Improvement projects at the Airport for the next few years.

Item 5. Relocation of the Rotating Beacon.. Dave Bradford outlined plans to move the existing rotating beacon about 100 feet Southeast of it's current location which will enable Spanish Fork City crews to place existing power lines underground and provide for safer access of Helicopters to the Ramp area. This change will also enable us to build additional tie down spaces.

Item 6. Williams and Hanson Airport Land Acquisition Update. The Spanish Fork Engineering department reported that the boundary line agreements have been prepared and we are still waiting for appraisals which are necessary before we can move forward with the process.

Item 7. Progress Report Runway Shift. Change Order 1 has been written and is being presented to the City Councils in the near future. This Change Order provides as follows:

- a) The work on the 3 intersections being improved along the 800 West closure alternate route has been significantly expanded as requested by Utah County including the replacement of irrigation piping and additional paving.
- b) The location of the storm drain which was originally planned to go in 800 West Street has been moved out of the paved area so that 800 West Street could remain open throughout the bulk of the construction project.
- c) A Manhole in a Storm Drain has been added to a section where the length of the drain exceeded the Spanish Fork City standard.
- d) Reductions in budget line items such as fill and compaction have been made so that the Costs vs. Credits on this Change Order are equal or reduced and as a result a small reduction in the budget for this project will be made..

Item 8. Woodhouse Field Inauguration Breakfast. Diamond Flight Center has finalized arrangements with Magleby's to cater the event which will be open to Airport Users and friends of the Airport. A plaque being donated by Creative Signs and Graphics commemorating Ralph Woodhouse's contributions to local aviation will be unveiled. The event will be April 20th from 10:30 am until 1pm.

Item 9. Report on Airport Board Member Appointments. Dean Olsen reported that Clair Anderson's re-appointment to the board is imminent but has been delayed by Mayor Clyde's recent health problems.

Item 10. Rick Hansen Land Acquisition Agreement Update (Closed Session). Jason Sant updated the Board on recent developments in the Hansen Home/Land Acquisition.

Other Items. Ezra Roper presented some preliminary ideas to the board and expressed interest in building a row of 4 to 6 hangars at the Airport. A meeting was scheduled for Mr. Roper to meet with Staff to further discuss requirements and potential sites.

Meeting was adjourned at 5:00 pm. The next meeting is to be held on May 2nd 2013 at 4pm. Please note the location of the meetings is now the Springville City Council Work Room.

**Spanish Fork / Springville Airport
Financial Report
Period Ended February 28, 2013**

Revenues

General Fund revenues in February were 2,785 coming from tie down fees and fuel flowage fees. Year-to-date revenues are \$101,706, which is approximately 106% of budgeted revenue with 67% of the budget year transpired.

In the CIP Fund, grant revenues of \$714,367 were received for airport improvement projects in February. The year-to-date grant revenue total is \$1,112,993.

Expenditures

General Fund expenditures for February were \$5,315. Expenditures included management contract fees, travel for training and day-to-day operating expenses. Year-to-date expenditures are \$56,776, which is approximately 62% of budgeted expenditures with 67% of the budget year transpired. As of the end of the reporting period, there was a \$44,930 operating surplus.

Capital expenditures of \$746,340 were made in the CIP Fund toward airport improvements. Total capital expenditures to date are \$1,145,651.

Fund balance in the CIP fund was \$79,665 at the end of February. Armstrong Consulting is advising that we should anticipate match requirements of approximately \$60,000 through the end of June 2013.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
FEBRUARY 28, 2013

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	864,701.27	
83-1162000	PTIF FUND - AIRPORT	123,017.89	
83-1190000	CASH ALLOCATION FROM GENERAL F	(905,201.58)	
83-1311000	ACCOUNTS RECEIVABLE	7,028.87	
	TOTAL ASSETS		<u>89,546.45</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	44,616.44	
	REVENUE OVER EXPENDITURES - YTD	44,930.01	
	BALANCE - CURRENT DATE		<u>89,546.45</u>
	TOTAL FUND EQUITY		<u>89,546.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>89,546.45</u>

SPRINGVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2013

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	57.73	589.98	250.00	(339.98)	236.0
83-3600-631 AIRPORT RENTALS	.00	73,690.19	75,000.00	1,309.81	98.3
83-3600-632 AVIATION FUEL TAX	.00	2,981.33	2,000.00	(981.33)	149.1
83-3600-633 AIRPORT TIE DOWN FEES	513.25	10,642.25	8,000.00	(2,642.25)	133.0
83-3600-640 FUEL FLOWAGE FEES	2,137.53	3,909.03	4,500.00	590.97	86.9
83-3600-690 AIRPORT MISC REVENUE	.00	25.21	.00	(25.21)	.0
83-3600-691 PENALTIES	76.23	161.37	600.00	438.63	26.9
83-3600-883 DONATIONS	.00	5,198.80	.00	(5,198.80)	.0
TOTAL MISCELLANEOUS REVENUE	2,784.74	97,198.16	90,350.00	(6,848.16)	107.6
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	4,507.36	5,300.00	792.64	85.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	4,507.36	5,300.00	792.64	85.0
TOTAL FUND REVENUE	2,784.74	101,705.52	95,650.00	(6,055.52)	106.3

SPRINGVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2013

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	.00	550.00	.00 (550.00)	.0
83-4000-230 TRAVEL, DUES & CONVENTIONS	375.00	1,919.48	2,500.00	580.52	76.8
83-4000-240 OFFICE EXPENSE	.00	1,004.12	1,200.00	195.88	83.7
83-4000-250 AIRPORT SUPPLIES	.00	679.15	1,200.00	520.85	56.6
83-4000-251 VEHICLE FUEL	296.90	693.91	1,500.00	806.09	46.3
83-4000-260 BUILDINGS & GROUNDS	2,642.75	10,169.09	16,000.00	5,830.91	63.6
83-4000-310 PROFESSIONAL FEES	.00	3,750.00	3,200.00 (550.00)	117.2
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	16,000.00	24,000.00	8,000.00	66.7
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	16,903.10	34,000.00	17,096.90	49.7
83-4000-510 INSURANCE & BONDS	.00	237.20	8,100.00	7,862.80	2.9
83-4000-894 EVENTS EXPENSES	.00	4,869.46	.00 (4,869.46)	.0
TOTAL EXPENDITURES	5,314.65	56,775.51	91,700.00	34,924.49	61.9
TOTAL FUND EXPENDITURES	5,314.65	56,775.51	91,700.00	34,924.49	61.9
NET REVENUE OVER EXPENDITURES	(2,529.91)	44,930.01	3,950.00 (40,980.01)	1137.5

SPRINGVILLE CITY CORPORATION
 BALANCE SHEET
 FEBRUARY 28, 2013
 AIRPORT CIP FUND

ASSETS

85-1190000	CASH ALLOCATION FROM GENERAL F	114,833.70	
	TOTAL ASSETS		114,833.70

LIABILITIES AND EQUITY

LIABILITIES

85-2110000	ACCOUNTS PAYABLE	100,573.01	
	TOTAL LIABILITIES		100,573.01

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
85-2951000	BEGINNING OF YEAR	46,918.77	
	REVENUE OVER EXPENDITURES - YTD	(32,658.08)	
	BALANCE - CURRENT DATE	14,260.69	
	TOTAL FUND EQUITY		14,260.69
	TOTAL LIABILITIES AND EQUITY		114,833.70

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2013

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	714,367.02	1,112,992.61	1,513,333.00	400,340.39	73.6
85-3800-610 INTEREST EARNINGS	.00	.00	600.00	600.00	.0
TOTAL CONTRIBUTIONS & TRANSFERS	<u>714,367.02</u>	<u>1,112,992.61</u>	<u>1,513,933.00</u>	<u>400,940.39</u>	<u>73.5</u>
TOTAL FUND REVENUE	<u>714,367.02</u>	<u>1,112,992.61</u>	<u>1,513,933.00</u>	<u>400,940.39</u>	<u>73.5</u>

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2013

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-801 AIRPORT IMPROVEMENTS	.00	7,238.20	1,029,144.40	1,021,906.20	.7
85-5000-802 REHAB RUNWAY 12/30	746,340.03	814,311.78	1,166,666.00	352,354.22	69.8
85-5000-803 APRON RECONSTRUCTION	.00	324,100.71	450,000.00	125,899.29	72.0
TOTAL CAPITAL EXPENSE	746,340.03	1,145,650.69	2,645,810.40	1,500,159.71	43.3
TOTAL FUND EXPENDITURES	746,340.03	1,145,650.69	2,645,810.40	1,500,159.71	43.3
NET REVENUE OVER EXPENDITURES	(31,973.01)	(32,658.08)	(1,131,877.40)	(1,099,219.32)	(2.9)

Year	Airport	Description	Funding Source	Federal			State	Sponsor	Total
				Discretionary	Apportionment	Entitlements			
2012	Spanish Fork-Springville	Rehab Runway 12/30 (Acquire land & Grading)	Federal AIP		\$900,000	\$150,000	\$58,333	\$1,166,667	
2013	Spanish Fork-Springville	Runway Extension 12/30 (Grading & Paving)	Federal AIP		\$2,000,000	\$150,000	\$119,444	\$2,388,889	
2013	Spanish Fork-Springville	Apron Reconstruction (Phase I)	State Grant				\$45,000	\$450,000	
2014	Spanish Fork-Springville	Runway Extension 12/30 (Paving Phase II)	Federal AIP		\$1,000,000	\$150,000	\$63,889	\$1,277,778	
2014	Spanish Fork-Springville	Apron Reconstruction (Phase II)	State Grant				\$45,000	\$450,000	
2015	Spanish Fork-Springville								
2016	Spanish Fork-Springville	Pavement Maintenance	Federal AIP			\$300,000	\$16,667	\$333,333	
2017	Spanish Fork-Springville								
2018	Spanish Fork-Springville	Fencing	Federal AIP			\$300,000	\$16,667	\$333,333	