

**Spanish Fork/Springville Airport Board Meeting Minutes**  
Held Springville City Council Work Room  
January 2, 2014 4:00 pm

**Board Members in Attendance:**

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

**Staff:**

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

**Absent/Excused:**

**Public Attendees:**

Ed Helmick - Diamond Flight Center      Jim Robinson      Paul and Leslie Haderlie

**Item 1. Minutes from the November Meeting.** A motion to approve the minutes was made by Richard Davis and seconded by Clair Anderson. The vote was unanimous.

**Item 2. Facilities Report.** Dave Bradford reported that so far the snow removal requirements for the Winter have been a little less than normal. A change has been made in the management of the FBO with Steve Wilson now operating the service. Doug Ford recommended that we look into dressing up the wetlands area near the entrance to the Airport.

**Item 3. Financial Report.** The attached Financial Report along with a review audit was presented by Bruce Riddle. A motion to approve the financial report was made by Clair Anderson and seconded by Dean Olsen. The vote was unanimous in favor.

**Item 4. Progress Report Land Acquisition and Runway Shift.** Cory Pierce reported that the Hanson and the Rick Hansen land acquisitions have closed. It is expected that the Williams parcels will close shortly. Work on the Runway Shift will begin again when the weather warms up in the Spring.

**Item 5. Haderlie Land Acquisition/Airport Capital Improvement Plan Review.** After discussion on this topic which included comments from Dr. Haderlie a motion was made by Richard Davis to continue this item to the next regularly scheduled Airport Board Meeting. Seconded by Doug Ford. The vote was unanimous.

**Item 6. General Atomics Lease Rate.** After some discussion, a motion was made by Clair Anderson to recommend that the 2 City Councils implement a 5% per year increase in the General Atomics Ground Lease Rate until such time as the General Atomics Lease Rate reaches parity with other Commercial Ground Lease Rates in similar zones on the Airport. Seconded by Dean Olsen. The vote was unanimous.

**Item 7. Addendum 1, Armstrong Consultants Service Agreement.** This item was continued pending more detailed information from Armstrong Consultants.

**Item 8. Airport Fence Signs.** Ed Helmick of Diamond Flight Center will get together with Bret Woodhouse and Steve Wilson to investigate the possibility of installing a permanent Airport Sign on the corner of 2050 North and Main Street in Spanish Fork.

**Other Items:**

- 1) Clair Anderson requested a 120 day extension on his Hangar Construction Applications. A motion was made to grant the extension by Doug Ford and Seconded by Brian Park. The vote was unanimous.
- 2) Doug Ford made a motion to re-install Matt Taylor as the Airport Board Chairman. Seconded by Brian Park. The vote was unanimous. Doug Ford also agreed to continue serving as the Vice Chairman.

Meeting was adjourned at 5:52 pm. Next meeting will be held at 4pm February 6th.

Presented 1-2-2014

**Spanish Fork / Springville Airport  
Financial Report  
Period Ended November 30, 2013**

**Revenues**

General Fund revenues in November were \$10,813 coming from tie down fees and interest earnings. Year-to-date revenues are \$12,357, which is approximately 12% of budgeted revenue with 42% of the budget year transpired.

In the CIP Fund, there were revenues of \$22,426 in November coming from state and federal grant reimbursements. The year-to-date grant revenue total is \$126,211.

**Expenditures**

General Fund expenditures for November were \$5,567. Expenditures included management contract fees, professional services (audit preparation) and day-to-day operating expenses. Year-to-date expenditures are \$30,653, which is approximately 32% of budgeted expenditures with 42% of the budget year transpired. As of the end of the reporting period, there was a \$18,296 operating deficit.

There were no capital expenditures recorded in the CIP Fund in November. Total capital expenditures to date are \$110,415.

SPRINGVILLE CITY CORPORATION

BALANCE SHEET

NOVEMBER 30, 2013

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	90,973.27	
83-1162000	PTIF FUND - AIRPORT	123,497.38	
83-1190000	CASH ALLOCATION FROM GENERAL F	( 185,386.51)	
83-1311000	ACCOUNTS RECEIVABLE	11,587.32	
	TOTAL ASSETS		<u>40,671.46</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	( 18,296.08)	
	BALANCE - CURRENT DATE	39,343.93	
	TOTAL FUND EQUITY		<u>39,343.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>40,671.46</u>

SPRINGVILLE CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2013

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	1,299.63	3,400.00	2,100.37	38.2
83-4000-240 OFFICE EXPENSE	.00	46.68	1,200.00	1,153.32	3.9
83-4000-250 AIRPORT SUPPLIES	.00	.00	1,000.00	1,000.00	.0
83-4000-251 VEHICLE FUEL	.00	.00	1,200.00	1,200.00	.0
83-4000-260 BUILDINGS & GROUNDS	1,767.29	7,717.98	17,500.00	9,782.02	44.1
83-4000-310 PROFESSIONAL FEES	1,800.00	2,400.00	4,000.00	1,600.00	60.0
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	10,000.00	24,000.00	14,000.00	41.7
83-4000-340 PROFESS FEES -MAINTENANCE CONT	.00	9,188.40	34,000.00	24,811.60	27.0
83-4000-510 INSURANCE & BONDS	.00	.00	8,100.00	8,100.00	.0
<b>TOTAL EXPENDITURES</b>	<b>5,567.29</b>	<b>30,652.69</b>	<b>95,400.00</b>	<b>64,747.31</b>	<b>32.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>5,567.29</b>	<b>30,652.69</b>	<b>95,400.00</b>	<b>64,747.31</b>	<b>32.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>5,245.35</b>	<b>( 18,296.08)</b>	<b>4,261.00</b>	<b>22,557.08</b>	<b>(429.4)</b>

SPRINGVILLE CITY CORPORATION

BALANCE SHEET

NOVEMBER 30, 2013

AIRPORT CIP FUND

ASSETS

85-1190000 CASH ALLOCATION FROM GENERAL F

66,630.08

TOTAL ASSETS

66,630.08

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

15,796.29

BALANCE - CURRENT DATE

16,432.08

TOTAL FUND EQUITY

16,432.08

TOTAL LIABILITIES AND EQUITY

66,630.08

SPRINGVILLE CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2013

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	22,426.13	126,211.13	3,888,333.00	3,762,121.87	3.3
85-3800-611 TRANSFER FROM CITIES	.00	.00	200,000.00	200,000.00	.0
TOTAL CONTRIBUTIONS & TRANSFERS	22,426.13	126,211.13	4,088,333.00	3,962,121.87	3.1
TOTAL FUND REVENUE	22,426.13	126,211.13	4,088,333.00	3,962,121.87	3.1

SPRINGVILLE CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2013

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-804 RUNWAY EXTENSION 12/30 (GRADIN	.00	18,250.00	2,388,889.00	2,370,639.00	.8
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	.00	92,164.84	1,277,776.00	1,185,611.16	7.2
85-5000-806 APRON RECONSTRUCTION PHASE II)	.00	.00	450,000.00	450,000.00	.0
TOTAL CAPITAL EXPENSE	.00	110,414.84	4,116,665.00	4,006,250.16	2.7
TOTAL FUND EXPENDITURES	.00	110,414.84	4,116,665.00	4,006,250.16	2.7
NET REVENUE OVER EXPENDITURES	22,426.13	15,796.29	( 28,332.00)	( 44,128.29)	55.8

SPRINGVILLE CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2013

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	52.26	317.16	500.00	182.84	63.4
83-3600-631 AIRPORT RENTALS	.00	.00	75,911.00	75,911.00	.0
83-3600-632 AVIATION FUEL TAX	.00	.00	3,000.00	3,000.00	.0
83-3600-633 AIRPORT TIE DOWN FEES	10,729.00	10,752.00	10,000.00	( 752.00)	107.5
83-3600-640 FUEL FLOWAGE FEES	.00	.00	6,000.00	6,000.00	.0
83-3600-690 AIRPORT MISC REVENUE	.00	1,200.00	.00	( 1,200.00)	.0
83-3600-691 PENALTIES	31.38	87.45	250.00	162.55	35.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>10,812.64</b>	<b>12,356.61</b>	<b>95,661.00</b>	<b>83,304.39</b>	<b>12.9</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	.00	4,000.00	4,000.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>10,812.64</b>	<b>12,356.61</b>	<b>99,661.00</b>	<b>87,304.39</b>	<b>12.4</b>