

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

Board Members in Attendance:

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

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:

Clair Anderson – Springville
Keir Scoubes – Spanish Fork Councilman

Public Attendees:

Ed Helmick - Diamond Flight Center	Jim Robinson	Steve Wilson - Utah Aviation Services
Ezra Roper	John Gardner	Mike ? (Ezra Roper Associate)

Item 1. Minutes from the February Meeting. A motion to approve the minutes was made by Doug Ford and seconded by Dean Olsen. The vote was unanimous.

Item 2. Facilities Report. Dave Bradford reported that work is progressing on underground power lines to the Pilots Lounge and the FBO. A meeting was held with Century Link to discuss re-routing phone lines in conjunction with moving the power underground. Spraying of weeds around the Airport will commence shortly.

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

Item 4. Progress Report Land Acquisition and Runway Shift. Cory Pierce reported that the Williams closing is completed. Work will start on Phase 2 in Early April. This phase will include the closure of 800 West Street and the construction of the Cul-de-sacs.

Item 5. Jim Mellor Hangar Construction Extension. A motion to extend the window to get a Building Permit by 6 months for Mr. Mellors Hangar project was made by Brian Park, seconded by Doug Ford. The vote was unanimous in favor.

Item 6. Ezra Roper Hangar Construction Update. Mr. Roper and his associates reviewed two possible layouts for development of the South 10 Acre parcel adjacent to the Airport with the Board and Staff. The possibility of preparing a “Request for Proposals” to enhance the feasibility of developing this area and to effectively maximum the use of the land was discussed briefly with Dave Anderson (Spanish Fork City Planner). Staff agreed to continue to pursue these types of options and get back with Mr. Roper in the near future.

Item 7. Goran Final Change Order. A motion to recommend to the City Councils that this change order be approved was made by Brian Park and seconded by Doug Ford. The vote was unanimously in favor.

Item 8. 2014 Aeroplanes, Trains and Automobiles Preliminary Plans for September 13th. Cris Child reported that plans are moving forward to repeat the 2012 event with a few recommended changes. Both Cities have expressed their willingness to provide support and resources to again produce a successful event which will increase public awareness of the benefit of the Airport to the two communities and also provide a fun and memorable day for all participants.

Other Items: None

Meeting was adjourned at 5:05 pm. Next meeting will be held at 4pm April 3, 2014.

**Spanish Fork / Springville Airport
Financial Report
Period Ended January 31, 2013**

Revenues

General Fund revenues in January were \$17,246 coming primarily from hangar lease revenue and fuel flowage fees. Year-to-date revenues are \$98,460, which is approximately 99% of budgeted revenue with 58% of the budget year transpired.

In the CIP Fund, there were revenues of \$25,312 in January coming from state and federal grant reimbursements. The year-to-date capital revenue total is \$1,102,332.

Expenditures

General Fund expenditures for January were \$10,687. Expenditures included management and maintenance contract fees, and day-to-day operating expenses. Year-to-date expenditures are \$45,821, which is approximately 48% of budgeted expenditures with 58% of the budget year transpired. As of the end of the reporting period, there was a \$52,639 operating surplus.

There were capital expenditures of \$291 recorded in the CIP Fund in January. Total capital expenditures to date are \$540,998.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
JANUARY 31, 2014

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	588,353.31	
83-1162000	PTIF FUND - AIRPORT	123,604.16	
83-1190000	CASH ALLOCATION FROM GENERAL F	(629,933.62)	
83-1311000	ACCOUNTS RECEIVABLE	29,582.67	
	TOTAL ASSETS		<u>111,606.52</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	52,638.98	
	BALANCE - CURRENT DATE	110,278.99	
	TOTAL FUND EQUITY		<u>110,278.99</u>
	TOTAL LIABILITIES AND EQUITY		<u>111,606.52</u>

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-810 AIRPORT INTEREST EARNINGS	53.25	423.94	500.00	76.06	84.8
83-3600-631 AIRPORT RENTALS	13,282.81	76,645.98	75,911.00	(734.98)	101.0
83-3600-632 AVIATION FUEL TAX	.00	1,407.69	3,000.00	1,592.31	46.9
83-3600-633 AIRPORT TIE DOWN FEES	(1,157.00)	9,595.00	10,000.00	405.00	96.0
83-3600-640 FUEL FLOWAGE FEES	4,759.76	4,759.76	6,000.00	1,240.24	79.3
83-3600-690 AIRPORT MISC REVENUE	160.00	1,360.00	.00	(1,360.00)	.0
83-3600-691 PENALTIES	146.82	241.16	250.00	8.84	96.5
TOTAL MISCELLANEOUS REVENUE	17,245.64	94,433.53	95,661.00	1,227.47	98.7
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	4,026.36	4,000.00	(26.36)	100.7
TOTAL CONTRIBUTIONS & TRANSFERS	.00	4,026.36	4,000.00	(26.36)	100.7
TOTAL FUND REVENUE	17,245.64	98,459.89	99,661.00	1,201.11	98.8

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

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	23.92	95.44	1,200.00	1,104.56	8.0
83-4000-250 AIRPORT SUPPLIES	.00	.00	1,000.00	1,000.00	.0
83-4000-251 VEHICLE FUEL	.00	480.61	1,200.00	719.39	40.1
83-4000-260 BUILDINGS & GROUNDS	787.23	9,081.06	17,500.00	8,418.94	51.9
83-4000-310 PROFESSIONAL FEES	.00	3,800.00	4,000.00	200.00	95.0
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	14,000.00	24,000.00	10,000.00	58.3
83-4000-340 PROFESS FEES -MAINTENANCE CONT	7,875.77	17,064.17	34,000.00	16,935.83	50.2
83-4000-510 INSURANCE & BONDS	.00	.00	8,100.00	8,100.00	.0
TOTAL EXPENDITURES	10,686.92	45,820.91	95,400.00	49,579.09	48.0
TOTAL FUND EXPENDITURES	10,686.92	45,820.91	95,400.00	49,579.09	48.0
NET REVENUE OVER EXPENDITURES	6,558.72	52,638.98	4,261.00	(48,377.98)	1235.4

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
JANUARY 31, 2014

AIRPORT CIP FUND

ASSETS

85-1190000 CASH ALLOCATION FROM GENERAL F

612,167.13

TOTAL ASSETS

612,167.13

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

561,333.34

BALANCE - CURRENT DATE

561,969.13

TOTAL FUND EQUITY

561,969.13

TOTAL LIABILITIES AND EQUITY

612,167.13

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
85-3800-331 GRANTS FROM STATE AND FEDERAL	25,312.06	902,331.79	3,888,333.00	2,986,001.21	23.2
85-3800-611 TRANSFER FROM CITIES	.00	200,000.00	200,000.00	.00	100.0
TOTAL CONTRIBUTIONS & TRANSFERS	25,312.06	1,102,331.79	4,088,333.00	2,986,001.21	27.0
TOTAL FUND REVENUE	25,312.06	1,102,331.79	4,088,333.00	2,986,001.21	27.0

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

AIRPORT CIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENSE</u>					
85-5000-804 RUNWAY EXTENSION 12/30 (GRADIN	.00	425,342.96	2,388,889.00	1,963,546.04	17.8
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	290.65	115,655.49	1,277,776.00	1,162,120.51	9.1
85-5000-806 APRON RECONSTRUCTION PHASE II)	.00	.00	450,000.00	450,000.00	.0
TOTAL CAPITAL EXPENSE	290.65	540,998.45	4,116,665.00	3,575,666.55	13.1
TOTAL FUND EXPENDITURES	290.65	540,998.45	4,116,665.00	3,575,666.55	13.1
NET REVENUE OVER EXPENDITURES	25,021.41	561,333.34	(28,332.00)	(589,665.34)	1981.3