

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

Board Members in Attendance:

Dean Olsen - Springville Councilman
Brian Park - Springville
Keir Scoubes – Spanish Fork Councilman
Matt Taylor – Chairman - Spanish Fork
Clair Anderson – Springville

Staff:

Cris Child – Airport Manager
Bruce Riddle – Springville City Finance
Jered Johnson – SF City Engineering Dept.
Jason Sant - SF City Assistant Attorney
Dave Bradford - Airport Facilities Manager

Absent/Excused:

Doug Ford - Spanish Fork
Dave Anderson – SF City Planner

Public Attendees:

Ed Helmick - Daimond Flight Center
Gordon Jacobs - Imsar
Jim Robinson

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

Item 2. Facilities Report. Dave Bradford reported on the completion of repairs to the main automatic gate, the readiness of the snow removal equipment and he also reviewed the recently completed Airport Emergency Plan for the Airport with the Board.

Item 3. Financial Report. The attached Financial Report was presented by Bruce Riddle. A motion to approve the financial report was made by Keir Scoubes and seconded by Clair Anderson. The vote was unanimous in favor. A motion was made to approve the annual audit by Clair Anderson and seconded by Dean Olsen. The vote was unanimous in favor. A motion was made by Clair Anderson and seconded by Brian Park to transfer some of the funds from the Airport Operating Fund to the Capital Improvement Fund. A move which will put us into compliance with auditor recommended balances for these funds. The vote was unanimous in favor.

Item 4. Terracon Services Agreement Phase 3 Runway Shift. A motion was made by Clair Anderson and seconded by Brian Park recommending that the City Councils execute the agreement with Terracon Services for testing on Phase 3 of the runway shift project. The vote was unanimous in favor.

Item 5. Armstrong Consultants Attachment J Apron Rehab Project. This item was continued to the January Meeting.

Item 6. Report on meeting with Spanish Fork and Springville City Staff. Cris Child summarized the meeting for the Board. It was decided to schedule a work session with the Airport Board and the Springville City Council for February 10th and a session with the Spanish Fork City Council for March 10th. These meetings will be held in Hangar 60 at the Spanish Fork Springville Airport. The meetings will begin at around 5 or 6pm. The exact meeting times are yet to be determined.

Item 7. Asphalt Maintenance Plan. Cris Child discussed with the board the need for a comprehensive Asphalt Maintenance Plan which covers the areas of the Airport that are not eligible for Federal or State assistance. Jered Johnson indicated that the Spanish Fork Roads Department could be of assistance in this undertaking.

Item 8. Blue Diamond Capital Lease Termination Agreement. A motion was made by Dean Olsen and seconded by Keir Scoubes to recommend that the councils approve a Lease Termination Agreement with Blue Diamond Capital. The vote was unanimous.

Other Items:

The meeting was adjourned at 5:12 pm. The next meeting will be held at 4pm on January 8, 2015.

**Spanish Fork / Springville Airport
Financial Report
Period Ended October 30, 2014**

Revenues

General Fund revenues in October were \$1,671 coming primarily from fuel flowage fees, tie down fees fuel tax and revenues from the Aeroplanes, Trains and Automobiles event. Year-to-date revenues are \$12,679, which is 12% of budgeted revenue with 33% of the budget year transpired.

In the CIP Fund, there were revenues of \$19,908 from state and federal grant reimbursements. The year-to-date capital fund revenue total is \$1,050,397.

Expenditures

General Fund expenditures for October were \$16,031. Expenditures included management and maintenance contract fees, day-to-day operating expenses and costs related to the Aeroplanes, Trains and Automobiles event. Year-to-date expenditures are \$28,039, which is approximately 32% of budgeted expenditures with 33% of the budget year transpired. There is an operating deficit of \$15,360 through the end of the reporting period.

There were capital expenditures of \$440,881 recorded in the CIP Fund in October. Total capital expenditures for the year are \$587,800.

SPRINGVILLE CITY CORPORATION
BALANCE SHEET
OCTOBER 31, 2014

AIRPORT TRUST FUND

ASSETS

83-1111000	CASH - AIRPORT TRUST	1,288,016.53	
83-1162000	PTIF FUND - AIRPORT	124,054.32	
83-1190000	CASH ALLOCATION FROM GENERAL F	(692,682.05)	
83-1311000	ACCOUNTS RECEIVABLE	(1,237.55)	
	TOTAL ASSETS		<u>718,151.25</u>

LIABILITIES AND EQUITY

LIABILITIES

83-2110000	ACCOUNTS PAYABLE	78.05	
83-2112000	DUE TO GENERAL FUND	657,136.92	
	TOTAL LIABILITIES		657,214.97

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
83-2951000	BEGINNING OF YEAR	76,296.72	
	REVENUE OVER EXPENDITURES - YTD	(15,360.44)	
	BALANCE - CURRENT DATE	60,936.28	
	TOTAL FUND EQUITY		<u>60,936.28</u>
	TOTAL LIABILITIES AND EQUITY		<u>718,151.25</u>

SPRINGVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
83-3600-610 AIRPORT INTEREST EARNINGS	51.08	198.46	600.00	401.54	33.1
83-3600-631 AIRPORT RENTALS	.00	.00	79,000.00	79,000.00	.0
83-3600-632 AVIATION FUEL TAX	.00	1,932.16	3,000.00	1,067.84	64.4
83-3600-633 AIRPORT TIE DOWN FEES	120.00	1,120.00	11,000.00	9,880.00	10.2
83-3600-640 FUEL FLOWAGE FEES	800.15	2,587.70	6,000.00	3,412.30	43.1
83-3600-690 AIRPORT MISC REVENUE	.00	50.00	.00	(50.00)	.0
83-3600-691 PENALTIES	.00	(111.00)	300.00	411.00	(37.0)
83-3600-883 DONATIONS	700.00	5,701.40	.00	(5,701.40)	.0
TOTAL MISCELLANEOUS REVENUE	1,671.23	11,478.72	99,900.00	88,421.28	11.5
<u>CONTRIBUTIONS & TRANSFERS</u>					
83-3800-650 LEASE REVENUE	.00	1,200.00	4,000.00	2,800.00	30.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	1,200.00	4,000.00	2,800.00	30.0
TOTAL FUND REVENUE	1,671.23	12,678.72	103,900.00	91,221.28	12.2

SPRINGVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

AIRPORT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
83-4000-150 BAD DEBT EXPENSE	.00	389.00	500.00	111.00	77.8
83-4000-230 TRAVEL, DUES & CONVENTIONS	160.00	275.00	2,300.00	2,025.00	12.0
83-4000-240 OFFICE EXPENSE	.00	482.01	300.00	(182.01)	160.7
83-4000-250 AIRPORT SUPPLIES	.00	.00	300.00	300.00	.0
83-4000-251 VEHICLE FUEL	.00	.00	1,000.00	1,000.00	.0
83-4000-260 BUILDINGS & GROUNDS	1,976.87	3,172.16	15,000.00	11,827.84	21.2
83-4000-310 PROFESSIONAL FEES	.00	500.00	4,500.00	4,000.00	11.1
83-4000-330 PROFESSL FEES-MANAGEMENT CONTR	2,000.00	8,000.00	24,000.00	16,000.00	33.3
83-4000-340 PROFESS FEES -MAINTENANCE CONT	9,188.40	9,188.40	34,000.00	24,811.60	27.0
83-4000-510 INSURANCE & BONDS	.00	.00	6,000.00	6,000.00	.0
83-4000-894 EVENTS EXPENSES	2,706.19	6,032.59	.00	(6,032.59)	.0
TOTAL EXPENDITURES	16,031.46	28,039.16	87,900.00	59,860.84	31.9
TOTAL FUND EXPENDITURES	16,031.46	28,039.16	87,900.00	59,860.84	31.9
NET REVENUE OVER EXPENDITURES	(14,360.23)	(15,360.44)	16,000.00	31,360.44	(96.0)

SPRINGVILLE CITY CORPORATION

BALANCE SHEET

OCTOBER 31, 2014

AIRPORT CIP FUND

ASSETS

85-1190000 CASH ALLOCATION FROM GENERAL F
85-1311000 GRANTS RECEIVABLE

859,621.50
562,279.89

TOTAL ASSETS

1,421,901.39

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
REVENUE OVER EXPENDITURES - YTD

128,193.75
587,800.14

BALANCE - CURRENT DATE

715,993.89

TOTAL FUND EQUITY

715,993.89

TOTAL LIABILITIES AND EQUITY

1,371,703.39

SPRINGVILLE CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

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	19,908.47	1,050,397.45	1,312,266.00	261,868.55	80.0
TOTAL CONTRIBUTIONS & TRANSFERS	19,908.47	1,050,397.45	1,312,266.00	261,868.55	80.0
TOTAL FUND REVENUE	19,908.47	1,050,397.45	1,312,266.00	261,868.55	80.0

SPRINGVILLE CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 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	21,716.64	.00	(21,716.64)	.0
85-5000-805 RUNWAY EXTENSION 12/30 (PHASE	440,880.67	440,880.67	1,374,532.00	933,651.33	32.1
TOTAL CAPITAL EXPENSE	440,880.67	462,597.31	1,374,532.00	911,934.69	33.7
TOTAL FUND EXPENDITURES	440,880.67	462,597.31	1,374,532.00	911,934.69	33.7
NET REVENUE OVER EXPENDITURES	(420,972.20)	587,800.14	(62,266.00)	(650,066.14)	944.0