

Spanish Fork/Springville Airport Board Meeting Minutes

Held Springville City Council Work Room

June 1, 2017 4:00 pm

Board Members in Attendance:

Jason Miller - Springville Councilman (phone)
Brandon Gordon – Sp.Fk. Councilman
Doug Ford - Spanish Fork
Brian Park - Springville
Clair Anderson – Springville

Staff:

Cris Child – Airport Manager
Jason Sant - SF City Assistant Attorney
Jared Johnson – SF City Engineering Dept.
Dave Bradford - Airport Facilities Manager
Bruce Riddle – Springville City Finance
Seth Perrins - Spanish Fork City Mgr.
Dave Anderson – SF City Planner

Absent/Excused:

Matt Taylor – Chairman - Spanish Fork

Public Attendees:

Jeremy McAlister - GDA Bruce Holt

Item 1. Minutes from the May 4th meeting. A motion to approve the minutes was made by Brandon Gordon and seconded by Jason Miller. The vote was unanimous in favor.

Item 2. Facilities Report. Dave Bradford reported on ongoing maintenance work around the airport including efforts to control weeds and sprinkler system repairs. Dave also reported on a couple of incidents where flat tires resulted in Aircraft being immobilized on the runway and also a Gyrocopter crash which did not incur any injuries but totalled the aircraft.

Item 3. Financial Report. The monthly Financial Report was presented by Bruce Riddle. A motion to accept the report was made by Brandon Gordon and seconded by Doug Ford. The vote was unanimous in favor.

Item 4. Airport Zoning Overlay. A motion was made by Brandon Gordon and seconded by Clair Anderson to recommend that the City Councils enact the new Airport Overlay Zone as presented by Dave Anderson. The vote was unanimous in favor.

Item 5. Minimum Standards modification regarding Automobiles in the secure area. A motion was made by Brandon Gordon and seconded by Doug Ford to adopt the revised minimum Standards. A copy of which is attached to these minutes. The vote was unanimous in favor..

Item 6. Apron Project Sump Modifications. A motion was made by Brandon Gordon and seconded by Clair Anderson to proceed with bidding of the design presented by the Spanish Fork Engineering staff which would include an appropriate adjustment to the upcoming budget. The vote was unanimous in favor.

Item 7. Overview of Interlocal Agreement modifications. A Transfer Agreement is being prepared and will be presented to the Board at a future date.

Item 8. July Airport Board meeting location. The Airport Board meeting for July 6, 2017 will be held in the Spanish Fork City Council Chambers at 4pm.

The meeting was adjourned at 5:10 pm.

Spanish Fork Springville Airport Minimum Standards

The minimum standards for all operations at the Spanish Fork Springville Airport shall consist of all requirements outlined in Chapter 12 Title 7 of the Spanish Fork Municipal Code and Chapter 8 Title 4 of the Springville Municipal Code. In addition, the following Rules and Regulations are hereby enacted in accordance with Section 7.12.020 of the Spanish Fork Municipal Code by Airport Management and the Spanish Fork Springville Airport Board to promulgate the equitable and safe use of the Airport.

Insurance.

All liability Insurance certificates shall include a transfer of risk provision listing Spanish Fork City and Springville City, their elected and appointed officials, employees, volunteers, and agents” as additional insured. Insurance Policies must include the following limits: \$1 million per occurrence, \$2 million aggregate.

Vehicles Operating on the Ramp

The operator of any vehicle inside of the Secure Area on the Airport must hold a current Pilots Certificate or be escorted by someone who has a current Pilots Certificate.

Other persons who need to drive on the field may do so after having been briefed by Airport Management.

A fine of up to \$1,000.00 may be levied against anyone driving on the Runway or on Taxiway Alpha Northwest of A2 without prior authorization.

Parking

All vehicles and trailers parked inside the Airport Secure Area for over 60 minutes must display a Parking Decal that is hung on the rearview mirror, or affixed to the windshield. In the case of a trailer the decal shall be attached to the front of the trailer near the hitch.

Each Hangar Owner and Annual Tie Down Patron shall receive Decals for personal vehicles, and shall parallel park adjacent to the Airport Patrons Hangar or in the Airport Patron’s Tie Down Space so long as the parking location does not restrict centerline movement along any Taxiway/Taxi Lane of any Aircraft. Commercial Patrons or individuals needing additional parking may obtain additional decals upon establishment of a Parking Plan with the Airport Manager identifying parking locations, signage and striping of the Parking Area. Signage and Striping shall be the responsibility of the Commercial Patron. A fee shall also be charged for trailer decals. During Snow Removal Season, unattended or overnight parking inside the secure area is not allowed unless the vehicle is completely within the Patrons Tie Down space or inside of the Patrons Hangar. Parking decals will be individually numbered and registered to a specific Patron. Each Patron shall be personally responsible for improper parking and any related fines for vehicles parked inside the Secure Area of the Airport displaying a decal which was issued to that Patron.

After a warning, a 50.00 fee will be levied against improperly parked vehicles. If the fee is not paid within 15 days of the violation then the Airport may deny future access for parking. If the fee is not paid within 90 days then the Airport may seek a civil action in court. Repeat offenders and those parking in the secure area without a parking decal may have their vehicle towed or booted at the owner's expense.

Parking inside the secure area for less than 60 minutes in designated parking spaces shall not require a Parking Decal.

Trailer Parking

Airport tenants (Hangar or Tie Down) may rent an assigned trailer parking space for 20.00 per month so long as space is available in the designated long term trailer parking area. Other than here and in the public parking lot, no parking will be allowed for longer than 10 days. No RV's or Camp Trailers may be parked inside the secure area of the Airport unless they are located in a Hangar.

Shared Utilities Any hangars sharing utilities shall have an agreement in place which provides for maintenance of utility lines, payment of utility bills and in the case of Water, the designation of responsibility for lost water and related damage. A copy of said agreement shall be filed with the Airport Manager. Failure to provide an agreement will be grounds for shutting off said utility to the group until this requirement has been met.

Transient Mechanics. It is desirable that the majority of Aircraft Maintenance and Repair on the Airport be done by permanently based Mechanics with a place of business on the field. However occasionally there is a need to have outside transient mechanics perform work on the Airport. Said transient mechanics shall be occasionally allowed to work on the Airport Property so long as they:

1. Have a valid license with the FAA to perform the type of work being done.
2. Have a business license with another municipality for the type of work being done.
3. Are performing said work at a location on the Airport being leased by the Owner of the Aircraft being worked on. In special cases, the Airport Manager may issue written permission for a transient mechanic to perform work at another location on the field other than that being leased by an Aircraft Owner.

Violation of the above conditions will result in a Mechanics right to work on the Spanish Fork/Springville Airport being revoked by the Airport Manager. Reinstatement shall be by petition to the Airport Board.

This section is being moved to the City Ordinance

Hangar Minimum Standards. To meet the minimum standards for Hangars at the Airport, Hangars shall:

- 1) Have an exterior wall skin of pre-painted metal or painted Concrete Masonry Units. In the case of Concrete Masonry Units the owner shall re-coat as needed to maintain an even colored appearance with no faded or damaged areas. Trim may be of Stucco or Masonry materials.
- 2) Have a pre-painted metal door which provides a clear opening of 11 feet in height.
- 3) Pre-painted metal in a range of tan colors (see samples) with Brown or Tan Trim.

Hangars which do not meet this standard may be granted a Provisional Lease which can be renewed regularly so long as the terms in the Provisional Lease are met.