

Spanish Fork/Springville Airport Board Meeting Minutes

Held Spanish Fork City Council Chambers

November 20th, 2017 7:00 pm

Board Members in Attendance:

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

Staff:

Cris Child – Airport Manager
Dave Bradford - Airport Facilities Manager
Chris Thompson - SF Public Works Director
Kent Clark - Spanish Fork City Finance
Dave Anderson – SF City Planner
Jason Sant - SF City Assistant Attorney
Jered Johnson - SF Public Works Admin.

Absent/Excused: None

Public Attendees:

Steve Wilson Mike Mendenhall

Item 1. Minutes from the October 5th meeting. A motion to approve the minutes was made by Clair Anderson and seconded by Brandon Gordon. The vote was unanimous in favor.

Item 2. Facilities report. Dave Bradford reported on the progress on the installation of the Automated Weather Observation System and informed the board that aircraft take offs and landings for October exceeded 2800 operations.

Item 3. Financial report. The monthly Financial Report was presented by Kent Clark. A motion to accept the report was made by Doug Ford and seconded by Clair Anderson. The vote was unanimous in favor. A motion to accept the annual audit as presented was made by Brian Park and seconded by Brandon Gordon. The vote was unanimous. Kent Clark informed the board that this will be the last year that the airport audit will be separated from the City's annual audit.

Item 4. Airport name and identifier modification. Cris Child reported that the change to the new SPK 3 letter identifier is underway and will be fully implemented by the end of the year. A motion was made by Brian Park and seconded by Brandon Gordon to recommend that the Airport name be changed to "Spanish Fork Municipal Airport-Woodhouse Field. The vote was unanimous.

Item 5. Ground Lease Rates. A motion was made by Clair Anderson and seconded by Doug Ford to keep the Hangar Ground Lease rates at the 2017 level. The vote was unanimous in favor.

Item 6. Hangar 86 lease agreement. This item was continued to the January board meeting pending additional information on how other airports stipulate acceptable uses of land adjacent to hangars.

Item 7. Trailer Storage Policy. A motion was made by Brandon Gordon and seconded by Brian Park to implement the attached trailer storage policy. Clair Anderson abstained from voting. The balance of the Board voted in favor.

Item 8. Airport entry monument design proposal. Continued to the January meeting.

Item 9. New FAA guidelines on non-aeronautical use of hangars. A motion was made by Matt Taylor and seconded by Doug Ford to: 1) Explore the possibility of providing housing on the airport for a security guard. 2) Inform Hangar Owners of a 90 day deadline for termination of any residential uses on the airport. 3) Distribute the attached letter from the board and a copy of the new rules to all hangar owners with the annual billing. 4) Have staff provide a progress report on the implementation of the new rules in 6 months.

Other Business: None

The meeting was adjourned at 9:12 pm.

Spanish Fork Municipal Airport Trailer Storage Policy

Name _____	
Street _____	
City, State, Zip _____	_____
Email Address _____	Space #
Phone _____	
Trailer Lic.# & Desc. _____	_____
Beginning Date _____ Ending Date _____	Date
(For automatic annual renewal please leave ending date blank.)	
Total Payment received _____	
Received by: _____	

The daily storage rate for trailers under 28' is \$3.00 per day. Eligibility for storage of a trailer on the Airport is contingent upon the trailer owner maintaining a current hangar ground lease or long term tie down. No Campers or RV's may be stored out of doors on the airport.

Long Term Contract Storage:

In order to be eligible for "Contract Storage Rates" the undersigned must: 1) Execute this form with Airport Management for the trailer being stored. 2) Pay all fees prior to the 1st day of the storage period otherwise the daily rate will apply. And 3) Maintain the trailer such that it appears to be in roadworthy condition. Otherwise the daily rate will apply.

Annual Contract Rate - \$450.00.

Intermittent Use Rate - \$250.00 (up to 6 months in one calendar year)

Monthly Contract Rate \$60.00 per month.

Annual Rate for New Leases: Prior to July 1st of the year the the undersigned may pay a prorated amount to the end of the year and then be billed for the following year with the regular annual billing. After July 1st of each year, in order to receive the prorated Annual Contract Rate it will be necessary to pay the prorated balance for the current year along with the full Annual Contract Rate amount for the following year.

Automatic Annual Renewal: Unless Airport Management is notified in writing of termination, the renewal of the storage space will be billed by Spanish Fork City prior to the start of each year at the annual rate established by the airport board. Management reserves the right to change the assigned space number

I have read and agree to the terms outlined above:

Airport Facilities Manager:
Dave Bradford (801) 368-9437

Airport General Manager:
Cris Child (801) 420-8888

*Contact Airport Manager to arrange for a waiver.

Dear Airport Patron,

As you are likely aware, last year the FAA spent a great deal of effort in establishing guidelines as to what constitutes acceptable uses for airport hangars. This process included considerable debate on the use of a hangar at a federally funded airport for the early stages of construction of a home built aircraft as well as discussion of using a hangar for the storage of non-aviation items like boats and motorhomes etc.

The final guidelines which became effective the first of July were good news for Hangar Owners in these areas. Construction of an amateur built aircraft in all stages constitutes an aeronautical use and the city may permit non-aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar and the hangar is used primarily for aeronautical purposes. The new guidelines allow for "maintenance, repair, or refurbishment of aircraft, but not the "indefinite storage of non-operational aircraft".

Also clarified in the recent guidelines, hangars may not be used as a residence. The FAA differentiates between a typical pilot resting facility or aircrew quarters versus a hangar residence or hangar home. The former are designed to be used for overnight and/or resting periods for aircrew, and not as a permanent or even temporary residence.

As a federally funded airport each time we receive a federal or state grant the city is required to assure the FAA that all Federal Guidelines will be followed. Failure to do so not only jeopardizes future funding but could also obligate the city to repay all grants received over the past 20 years.

In the coming months we will be addressing any situations on the airport which conflict with these new guidelines. Please understand that your cooperation in correcting any deficiencies is essential to the long-term success of our Airport.

Thank you,

The Spanish Fork Municipal Airport Board

Matt Taylor
Clair Anderson

Brian Park
Doug Ford

Jason Miller
Brandon Gordon

II. Standards for Aeronautical Use of Hangars

- a.** Hangars located on airport property must be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by the FAA Office of Airports as described in Section III.
- b.** Aeronautical uses for hangars include:
1. Storage of active aircraft.
 2. Final assembly of aircraft under construction.
 3. Non-commercial construction of amateur-built or kit-built aircraft.
 4. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
 5. Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.
- c.** Provided the hangar is used primarily for aeronautical purposes, an airport sponsor may permit nonaeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.
- d.** While sponsors may adopt more restrictive rules for use of hangars, the FAA will generally not consider items to interfere with the aeronautical use of the hangar unless the items:
1. Impede the movement of the aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
 2. Displace the aeronautical contents of the hangar. A vehicle parked at the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft.
 3. Impede access to aircraft or other aeronautical contents of the hangar.
 4. Are used for the conduct of a nonaeronautical business or municipal agency function from the hangar (including storage of inventory).
 5. Are stored in violation of airport rules and regulations, lease provisions, building codes or local ordinances.
- e.** Hangars may not be used as a residence, with a limited exception for sponsors providing an on-airport residence for a full-time airport manager, watchman, or airport operations staff for remotely located airports. The FAA differentiates between a typical pilot resting facility or aircrew quarters versus a hangar residence or hangar home. The former are designed to be used for overnight and/or resting periods for aircrew, and not as a permanent or even temporary residence. See FAA Order 5190.6B paragraph 20.5(b)
- f.** This policy applies regardless of whether the hangar occupant leases the hangar from the airport sponsor or developer, or the hangar occupant constructed the hangar at the occupant's own expense while holding a ground lease. When land designated for aeronautical use is made available for construction of hangars, the hangars built on the land are subject to the sponsor's obligations to use aeronautical facilities for aeronautical use.

Additional details may be found at:

<https://www.federalregister.gov/documents/2016/06/15/2016-14133/policy-on-the-non-aeronautical-use-of-airport-hangars>