

AIRPORT BOARD MINUTES

April 10, 2018

Sandy's Place Restaurant

Members Present: Jeff Brune, Robert Cork, Ryan Dewrock, Brian Ozark, Joe Hobbs, Mark Seesing, Mark Welker

Others Present: Bruce Loy, Airport Manager; Derrick Irwin, Flight Line Supervisor; Hannah Seesing, Administrative Clerk

I. Minutes of Previous Meeting:

The meeting was called to order at 11:31am. Mr. Dewrock moved and Mr. Brune seconded the motion to approve the minutes from the March 13th meeting. The motion was approved with a unanimous vote.

II. Appearances:

None

III. Old Business:

A. Airport Activity Report – Mr. Loy presented the Airport Usage Report. He noted that the airline enplanements were up 12% compared to the previous year. Mr. Loy pointed out that the load factor had been slowly rising with January at 17%, February 20%, and March at 23%. He noted that the morning flight, with the stop in Quincy, was not running as full as the afternoon flight. Mr. Hobbs asked if this load factor included passengers that board in Quincy on the morning flight. Mr. Loy said that this was not the case; the count was taken from passengers that load in Cape Girardeau only. The board asked how Quincy's load factor was and Mr. Loy shared that Quincy had "pretty good load factors" and attributed that to the fact that all flights are "non-stop" and it is a shorter flight from Quincy to Chicago making the ticket price cheaper. Mr. Loy also shared a conversation he had with Greg Atkin with Skywest. Greg said that 70% of passengers out of CGI are just traveling as far as Chicago and that he would like to work on marketing the Chicago onward connecting services. Mr. Loy shared that they are working diligently on getting the word out about the service to Chicago and continuing with connecting flights.

Mr. Loy then discussed the air traffic count, pointing out that traffic was down 16% from the same month last year. He contributed this to the poor weather conditions and that last year this time the weather was much more conducive to flight operations.

B. Cape Aviation Report – Mr. Irwin presented the Cape Aviation Report. He reported that 100LL fuel sales were slightly down for the month and he attributed this to the bad weather, but noted that Jet A fuel sales were up.

Mr. Irwin shared with the Board that the signage Eastern Aviation Fuels agreed to provide had been paid for and was being made by Coast to Coast signs. Eastern Aviation also agreed to take a look at the proposed agreement for the requested second Jet A fuel truck. The airport would like to negotiate the lease agreement with Eastern to lower the price of the truck lease agreement and would like to adjust the price to reflect the higher fuel flow.

C. Project Update –

- **10/28 Lighting Project Update** – Mr. Loy informed the Board that Reinhold Electric was on site under the supervision of our consultant, Crawford, Murphy & Tilly, and was starting work on separating the circuits for each of the runway designation signs. There might be a few runway closures needed to complete the project but the electricians committed to working on the runways mostly at night to reduce the effect on flight operations as much as possible. More information would be shared after the pre-construction meeting with Reinhold, CMT, and staff.
- **Runway 02 Overlay Project** – The project has been completed with the exception of a few areas of chipped paint that need to be removed and repainted. This part of the project was scheduled for the coming week.
- **ARFF Truck** – Mr. Loy informed the Board that the ARFF truck should be delivered the next week!

D. Air Service Discussion –

- **Airline Marketing Budget** – Mr. Loy updated the Board on the marketing efforts being made to promote the airline including Destination Weather with KFVS-12 News as well as digital efforts like geo-fencing and targeted advertising through Merge Digital.
- **MoDOT Air Service Promotion Grant Application** – Mr. Loy noted that he had submitted the Airport's application for Air Service Marketing funds to the MoDOT Aviation Division. He stated that any funding would most likely not be available until July 1, 2018. The Board discussed a subsection of the Air Service Grant that is specifically for air cargo operations. The funds would help Cape Aviation promote their new cargo loading and unloading services. Mr. Albright suggested commissioning a very large vinyl sign that we could hang from the side of the Commander Hangar that would be visible from the interstate much like Cape Copters has done. The Board liked this idea and discussion continued on the subject.

E. 2019 Boy Scout Camporee – Mr. Loy shared that the Boy Scouts had contacted him regarding their interest in having a camporee at the airport the weekend of April 27, 2019. This being three weeks prior to the planned May 18-19, 2019 Air Festival, featuring the U.S. Navy Blue Angels, Mr. Loy asked that they reschedule for a date, preferably, after the Air Festival.

F. CAF Arizona Wing Visit Update – Mr. Loy informed the Board that the CAF were able to make all the necessary arrangements and would be here June 18-25, 2018. The airport will be providing a van for the crew as well as fuel at a discounted rate. The group will be providing tours and rides for a fee.

G. Borui Mao Update – Mr. Loy updated the Board on continued correspondence with Borui Mao and the Commander Company. She shared that they had finished looking at potential facilities and were now in the process of making a decision.

H. Overview of Airport Budget – Mr. Loy shared that City Management had asked all City departments to take \$30,000 out of their proposed budgets to help with upgrades to LAGRS and a 1% Cost of living increase. Discussion continued on the subject.

- I. **Air Festival Update** – Mr. Brune asked that a PDF of the 2019 sponsorship packet be shared with the board so they might start using it to procure sponsorship pledges. The board suggested creating a target list of past sponsors that might already be interested in sponsoring the event. Mr. Brune suggested using a Google Doc to track progress and assign members to specific sponsors. Mr. Albright suggested using PDQ to print the needed hard copies of the sponsorship packet.

IV. **New Business –**

- A. **Review of Meeting with SEMO & CTC Regarding UAV Program** – Mr. Loy discussed a meeting he attended held by SEMO President, Dr. Carlos Vargas, with attendance from representatives of SEMO, the Cape Girardeau Career and Technology Center, and the City of Cape Girardeau regarding the direction of the University's UAV program and how they wish to integrate the city into their curriculum. This could include members of the community and/or the University helping the fire department with search and rescue as well as the police department. He shared that the Fire department is looking into options where someone other than City Firefighters would be available to specifically pilot the UAV while the firefighters are performing their normal duties. They discussed creating an emergency crisis response team as well as organizing drone racing events. Mr. Welker asked if there were classes currently available to the public and if so how much they cost and what do they consist of? Mr. Loy informed him that there is a class offered through the CTC but he was unsure of the cost and that it is basically Part 107 UAV pilot ground school with focuses on topics that specifically relate to commercial drone pilotage. The class was offered this last semester but did not make the minimum twelve student enrollment to have the class.

V. **Non-Agenda**

- A. Mr. Cork announced to the Board that he would be resigning as Chairman of the Board and would like the board to make nominations to fill the seat. Mr. Welker made a motion and Mr. Seesing seconded to nominate Mr. Albright to be Chairman. All were in favor and the motion carried. Mr. Brune then made a motion to nominate Mr. Welker as Vice Chairman, which was seconded by Mr. Cork. All were in favor and the motion carried.

Adjournment:

There being no other business, Mr. Cork moved to adjourn the meeting and Mr. Welker seconded the motion. All were in favor. The meeting was adjourned at 12:33pm.

Minutes prepared by

Hannah Seesing

Administrative Clerk