

AIRPORT BOARD MINUTES
December 16, 2019
Mary Jane Bourbon + Smokehouse
Special Meeting

Members Present: Jeff Brune, Justin Davidson, Ryan Dewrock, Richard Knote, Mark Seesing, Joe Uzoaru, Mark Welker

Others Present: Bruce Loy, Airport Manager; Katrina Amos, Deputy Airport Manager; Audrey Lorch, Airport Support Specialist

I. Minutes of Previous Meeting:

The meeting was called to order at 6:21pm. Mr. Dewrock moved and Mr. Welker seconded the motion to approve the minutes from the October 8, 2019 meeting. The motion was approved with a unanimous vote.

II. Appearances: This meeting also served as the annual Board Christmas dinner. Each member was accompanied by their spouse.

III. Old Business:

A. Airport Activity Report – Mr. Loy presented the October & November 2019 Airport Usage Reports. Year-to-date enplanement numbers were up 5% for October but down slightly for November when compared to the previous year. SkyWest completed 100% of scheduled landings for October. November was affected by inclement weather in Chicago that resulted in 10 cancelations during the Thanksgiving holiday week. Mr. Loy also reported on November 5, 2019 the airline reached the 10,000 enplanement milestone.

Mr. Loy reported the airline schedule changed in December 2019 to two direct flights. The schedule for December 2019 includes a 7:20am and 5:09pm departing flight from CGI to ORD. Mr. Dan Belmont, network planning manager for SkyWest, was able to move the January 2020 evening flight to 5:09pm and is hopeful to have a 2:45pm flight in February or March. Discussion continued on the flight schedule.

B. Cape Aviation Report – Mr. Loy presented the Cape Aviation Report to the Board. General aviation traffic was down slightly. Mr. Loy remarked that there appears to be a 10,000-gallon drop in jet fuel sales for the month. This appears to be an error in the report. Ms. Amos will review and make corrections if necessary.

C. FAA Part 139 Inspection (October 15-17) – Mr. Loy and Ms. Amos reported on the FAA Part 139 inspection recently conducted. Ms. Amos remarked there were only minor discrepancies, mostly with painted surface markings. She noted these items were scheduled to be corrected by painting contractor Zone Group prior to the inspection as a part of the annual maintenance program, however, they canceled last minute. All items have since been corrected and cleared by the FAA.

D. Projects –

- **Terminal Area Master Plan (TAMP)** – Mr. Loy informed the Board of the TAMP kick-off meeting held with airport staff and city management, along with CMT, MODOT, and FAA representatives on December 6, 2019. It is expected to take 6-8 months to complete the study. Mr. Loy noted a Master Drainage Study will be conducted concurrently with the TAMP. Further discussion continued.
- **Snow Removal Equipment Update** – Mr. Loy informed the Board the snow removal equipment has been ordered and will be ready by September 2020.
- **Hangar Update** – Ms. Amos reported maintenance staff has completed minor repairs to the corporate hangar so it could become useable storage space. The airline has stored ground support equipment in the Commander hangar for quite some time. In an effort to free up space for additional aircraft storage, staff added a garage door and cleaned out corporate hangar #3 to be utilized for the airline equipment.

IV. New Business:

- A. **2020-2025 Capital Improvements Program-** Mr. Loy reported the City is in the process of preparing the 2020-2025 Capital Improvements Program. Ms. Amos noted there weren't many changes, except updating costs as needed and combining the ARFF facility with the Snow Removal Equipment/Maintenance facility. Mr. Loy noted the perimeter fencing was approved by the FAA and is in the design phase. A perimeter fence roadway to access the fencing has been added to the project as an alternate, however, funding and justification is still being discussed with MoDOT and the FAA.
- B. **Sikeston Area Chamber of Commerce Event** – The Sikeston Chamber hosted a mixer on November 5, 2019 to promote the Cape Girardeau Regional Airport and airline service to Chicago to their business leaders and stakeholders. It was a successful evening altogether and Mr. Loy noted we should consider doing similar events in other communities like Poplar Bluff, MO.
- C. **Ochs Rental Car-** Mr. Ochs approached Mr. Loy and Ms. Amos about after hours car rental operations at the airport. Mr. Ochs provided information on options available with Ochs Rent a Car, including a kiosk for client's convenience which would fulfill the weekend and evening needs. Mr. Welker motioned to recommend the airport manager and staff move forward with pursuing this rental car option. Mr. Seesing seconded the motion, all were in favor.
- D. **Year-end Review** – Mr. Loy and Ms. Amos gave a summary of all of the things accomplished during 2019. Some of the items mentioned include: airline schedule changes and selection by U.S. DOT, successful bid of snow removal equipment, successful 2019 air festival featuring the Blue Angels, voter approval of the Capital Improvement Sales Tax, and the pending retirement of Mr. Loy after 23 years. Discussion continued on this topic.

V. Non-Agenda – None

Adjournment:

There being no other business, Mr. Welker moved to adjourn the meeting and Mr. Brune seconded the motion. All were in favor. The meeting was adjourned at 7:38 pm.

Minutes prepared by:

Katrina Amos
Deputy Airport Manager