

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
December 8, 2020**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on December 8, 2020, 11:30am Via-Zoom.

Board Members Present:

Ryan Dewrock, Chairman
Mark Welker, Vice Chairman
Mark Seesing, Board Member
Joe Uzoaru, Board Member
Justin Davidson, Board Member
Beverly Clear, Board Member
Mike Marshall, Board Member
Jeff Brune, Board Member

Staff Present:

Katrina Amos, Airport Manager
Stacy Kinder, Council Liaison
Derrick Irwin, Flight Line Manager
Audrey Lorch, Airport Support Spec.

Absent: Richard Knotte

I. Call to Order/Approval of Minutes

The meeting was called to order at 11:36am. Mr. Seesing moved and Ms. Clear seconded the motion to approve the minutes from the October 8, 2020 minutes. The motion was approved by unanimous vote.

II. Appearances – Jeff Long, Southeast Missourian news Reporter

III. Old Business

A. Airport Activity Report –Due to the November 2020 meeting being canceled, Ms. Amos presented the October and November Airport Usage Reports. Enplanements continue to trend low and are in line with industry trends due to COVID. While this trend is expected to continue for the next few months, she discussed that once the vaccine becomes available we hope to see an upward trend in travel.

Ms. Amos noted the Essential Air Service contract will be eligible for re-bid mid-2021. As of now, she doesn't anticipate any change to this process but plans to reach out to US DOT to confirm. Discussion continued on this topic.

B. Cape Aviation Report – Mr. Irwin reported fuel sales are down 26% for the month, but on trend with other airports in the region. Ms. Amos and Mr. Irwin plan to revisit the marketing campaign that was developed prior to COVID to promote the FBO and its services. More discussions continued on this topic.

C. Projects-

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported at this time there is not a lot of movement since our last meeting in October. Our planning consultants with Crawford, Murphy, & Tilly are finalizing the remaining chapters to be presented to the FAA. It is hoped to have this information submitted for review by the end of the year.
- **SEMO Pilot Program** - Ms. Amos reported the press conference announcing SEMO's new pilot program was very successful and well attended. She thanked Board Members for their attendance and support. She discussed how working with the SEMO University and US Aviation has been a wonderful experience and she looks forward to a great partnership. US Aviation out of Denton Texas was very impressed with our community.

Ms. Amos has been working with US Aviation on a lease agreement for hangar and office space located in Hangar 71, which she hopes to present to Council around the first of the year. More discussion continued on this topic.

- **Restaurant Lease Update** – Ms. Amos noted that the new restaurant is still under construction due to weather and contractor delays. Sandy's Place hopes to be in the new restaurant by the first of the year. Ms. Amos is working with city management and pursuing other options before making a new lease decision; there are many repairs and updates needed prior to accepting a new tenant at this time.

IV. New Business -

A. Managers' Report - Trip to SHD Airport and JYO Remote Control Tower - Ms. Amos recently visited Shenandoah Valley Regional Airport and Leesburg Executive Airport

in Virginia, along with CMT, to tour these airports and their support facilities. This was an exploratory trip to gather ideas and information to help with completing the Terminal Area Master Plan. Ms. Amos reported she gained a lot of insight not just from the overall layout of their passenger terminal facilities, but also with regards to their FBO and maintenance facilities. From the efficiency of their personnel, uniformity of facilities, to overall management of the operation, Ms. Amos was very impressed and hopeful that she can incorporate some of what she learned at CGI.

- B. ATCT update** - Ms. Amos announced we now have a fourth Air Traffic Controller. Mr. Justin Huffman of Sikeston Missouri has been hired full time. He was previously employed by Midwest ATC, a contract tower in Carbondale, IL.
- C. Part 139 – Live Exercise Update** - Ms. Amos explained now that CGI is an FAA Part 139 Class 1 airport, we are now required to have a live exercise every three (3) years. On October 28, 2020, CGI conducted this exercise along with participating organizations listed in the Airport Emergency Plan. This exercise is to give airport staff and emergency responders live experience of how to handle an aircraft event if it were to happen at CGI. While the exercise scenario was very simple, there was a lot of positive feedback on how well the event was executed. There were few things mentioned to correct and build upon for next time but overall it was a successful exercise. More discussions on this topic.

V. Non-Agenda –

- A. Airport Rebranding** - Ms. Amos has informed the Board that we have selected Rust Media to assist with the airport's rebranding and new website. Ms. Amos feels this is the perfect opportunity to begin this process in light of all of the projects, including new airport terminal, scheduled to begin in the next couple years. Ms. Amos would like to form a small committee to be involved in the rebranding project. She asked members of the Board if they are interested in joining the committee to send her email stating that.
- B. Advisory Board Presentation** - Ms. Amos reported City Council would like for advisory boards to give presentations to better inform citizens of each board's role and the projects they assist City staff with. Advisory Board spotlights will begin January 2021, with the Airport Advisory Board is scheduled to present in April. Ms. Amos asked Board Chair Ryan Dewrock if he would be willing to give the presentation, to which he agreed.

VI. Adjournment -

There being no other business Mr. Seesing moved to adjourn the meeting. Mr. Uzoaru seconded the motion. All were in favor. The meeting was adjourned at 12:15pm.

Minutes prepared by:

Audrey Lorch

Airport Support Specialist