

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
Tuesday, February 11, 2020**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on February 11, 2020, at 11:30am at the Cape Aviation Conference Room.

Board Members Present:

Ryan Dewrock, Chairman
Mark Welker, Vice Chairman
Jeff Brune, Board Member
Justin Davidson, Board Member
Richard Knotte, Board Member
Mike Marshall, Board Member
Brian Ozark, Board Member
Joe Uzoaru, Board Member
Stacy Kinder, Council Liaison

Staff Present:

Katrina Amos, Airport Manager
Derrick Irwin, Flight Line Supervisor
Audrey Lorch, Airport Support Specialist

Special Appearance(s):

Prescott Dean, MDC Property

Absent:

Mark Seesing

I. Call to Order/Approval of Minutes

The meeting was called to order at 11:31am. Mr. Dewrock moved and Mr. Knotte seconded the motion to approve the minutes from the January 14, 2020 meeting. The motion was approved with unanimous vote.

II. Appearances

Prescott Dean, a representative with MDC Property of Lenexa, KS – attending to gain insight on upcoming airport development.

III. Old Business

A. Airport Activity Report – Ms. Amos presented the January 2020 Airport Usage Report. Year-to-date enplanement numbers were respectable. The load factor was up compared to last; 19% vs 26%. Overall traffic count was down 31%; most likely due to weather and low ceiling days.

Ms. Amos and Chris Johnson, SkyWest general manager, met with the International Village at Southeast Missouri State University to promote the direct flights to ORD. Ms. Amos reported the meeting was a success with the Village director stating he will add information about CGI flights to the recruitment package for international students.

- B. Cape Aviation Report** – Mr. Irwin reported the new airline schedule is advantageous with regards to fuel sales as well as being at optimal times that work with normal operating hours.

Mr. Irwin noted the FBO is currently short staffed with a full-time lineman and several part-time positions vacant. He discussed the difficulty with finding qualified candidates. He also reported he has tracked the trend of the FBO fuel sales and activity during evening hours, stating it has decreased substantially in recent years. Based on this information, Mr. Irwin recommends airport and city management consider reducing the hours of operation. Ms. Amos noted she is aware of the issues currently being experienced and has asked Crawford, Murphy, and Tilly, Inc. to expedite the Cape Aviation hours of operation study to assist in making this decision. Discussion continued on the topic.

C. Projects –

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported the process is still ongoing for the Passenger intercept survey, as well as other data collection. Representatives from CMT were on site February 3-4, taking inventory of the facilities as well as surveying departing and arriving passenger characteristics on several subjects pertaining to the airport. They met with TSA, United/SkyWest personnel, and Cape Aviation staff. CMT intends to meet with all stakeholders within the FBO. CMT plans to present their findings to us during their next visit.
- **Wildlife Perimeter Fence** – Ms. Amos informed the Board the Archaeological Research Center of St. Louis, Inc. was onsite to conduct a search and study in the areas the perimeter fence will be installed. During their exploration several artifacts were found including arrowheads and working tools. Due to this discovery, the State Historic Preservation Office will mostly likely require additional exploration of the sites found; this will add an additional \$15-16K to the cost of the project. At this time, this process has not slowed down the

project, which is scheduled to be bid out by late April.

- **Airport Lease Update** – Ms. Amos reported the Ozark Aircraft Maintenance lease has been completed. More leases will be updated in the next few months.
- **Drury Hangar Construction Update** – Mr. Davidson reported DSW is still waiting for final permits from the City to begin construction. He noted it took several weeks to receive comments from Development services on the plans submitted. Ms. Amos noted she was informed the digital plan review was down due to the January 18, 2020 cyberattack, which slowed down City's services. Mr. Davidson was hopeful to receive permits within the next week.

IV. New Business

- A. Airport Restaurant Lease** –Ms. Amos reported Sandy's Place Restaurant is officially moving to a new location; an official termination letter was received stating June 30, 2020 would be their last day in the terminal. Ms. Amos is exploring all options and has spoken with several interested parties. She intends to have a tenant soon after Sandy's Place exit.
- B. 2020-2023 FAA CIP** – Ms. Amos informed the Board that with CGI's recent benchmark of becoming a primary airport, the FAA has asked staff to submit projects for the 2020-2023 Airport Capital Improvement Program funded by the FAA. Ms. Amos is working with CMT, Inc. and will have the projects submitting prior to the February 15th deadline.

V. Non-Agenda –

- A. Bruce Loy Retirement Party** - Ms. Amos thanked the Board for their support and assistance with planning Bruce's retirement party. Mr. Loy was extremely happy with the party, therefore making it a success!
- B. T-Hangar Development** – Ms. Amos noted Prescott Dean's company MDC Property, was one of the interested parties when the City advertised a Request for Expression of Interest to build t-hangars using a public/private partnership model. While Mr. Dean's company did not submit a proposal prior to the deadline, he noted his

company is still interested in CGI and future development opportunities. Several ideas were presented by Board members to help with hangar development. Mr. Brune suggested securing funding via the airport foundation an option. Ms. Amos agreed to explore that further with the city attorney. Mr. Uzoaru noted possibly utilizing other capital funds for various projects and expenses at the airport to free up operational dollars that could be t-hangar development. Discussion continued on the topic.

VI. Adjournment:

There being no other business Mr. Knotte moved to adjourn the meeting. Mr. Dewrock seconded the motion. All were in favor. The meeting was adjourned at 12:38pm.

Minutes prepared by:

Audrey Lorch
Airport Support Specialist