

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
February 9, 2021**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on February 9, 2021, 11:32 am Via-Zoom.

Board Members Present:

Ryan Dewrock, Chairman
Justin Davison, Board Member
Richard Knote, Board Member
Beverly Clear, Board Member
Mike Marshall, Board Member
Jeff Brune, Board Member
Mark Seesing, Board Member

Staff Present:

Katrina Amos, Airport Manager
Stacy Kinder, Council Liaison
Audrey Lorch, Airport Support Spec.
Derrick Iwrin, Flight Line Supervisor
Jeff Long, SEMissourian Reporter

Absent: Mark Welker, Vice Chairman; Joe Uzoaru, Board Member

- I. **Call to Order/Approval of Minutes** - The meeting was called to order at 11:32am. Mr. Brune moved and Ms. Clear seconded the motion to approve the minutes from the January 12, 2021 minutes. The motion was approved by unanimous vote.
- II. **Appearances** – None
- III. **Old Business** -
 - A. **Airport Activity Report** –Ms. Amos presented the January 2021 Airport Usage Report. The airline was down 58% for the month. January tends to be a slower month on average; however the airline is still being affected by COVID-19. Ms. Amos noted the projected enplanement data for 2021 was calculated by Volaire Aviation Consulting in May 2020. It’s too early to know if this projection is accurate but 2020’s projections were fairly close.

General aviation was down slightly but seems to be picking up. Ms. Amos reported the hours of operation have officially been changed and hopes it will help improve

overall customer service. She noted only positive feedback had been received so far. Ms. Amos asked Board members who frequent the airport to offer any information or advice pertaining to the new hours and customer service needs within the FBO. It was also noted a partition has now been installed in the Cape Aviation lobby area to allow customers the use of the pilots lounge, mapping room, and restrooms during off hours. There will also be a door code installed to enable pilots to get into the FBO after hours.

B. **Cape Aviation Report** – Mr. Irwin reported fuel sales are trending up compared to last year, he reported that 100LL had a 98% increase at 4,972 gallons sold compared to last year's 2,500 gallons. Mr. Irwin commented that inclement weather has decreased operations slightly but believes it's only a temporary decrease.

C. **Projects -**

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported the FAA currently have the final chapters for review and are very close to approving. They have the full document in hands to review. At this time since we have conditional approval of site location, we will now move forward on the hangar development portion.
- **Hangar Development**- Ms. Amos reported in her weekly discussions with the FAA, it was determined the airport would need to advertise for an Owner's Representative to assist with preparing bridging documents for any projects being considered for the design-build delivery method. Hangar development is one of those projects so it will be included in the Owner's Representative solicitation. Ms. Amos hopes to have the notice advertised within the next couple of weeks. Discussion continued on this topic.
- **Restaurant Lease Update** – Ms. Amos reported as of February 5, 2021, Sandy's Place has now relocated to their new restaurant. Airport staff is now working to clean the restaurant facilities and equipment in preparation for a new tenant. At this time, airport staff is exploring several options but no official decisions have been made.

IV. **New Business -**

A. **Agricultural Lease Agreement** – Ms. Amos informed the Board she would be amending the current Agricultural Land Lease with MJB Farms to include the additional 61 acres purchased in the NW quadrant of the airport. This acreage will

add an additional \$10,000 in revenue to the current agreement for 2021. The agricultural lease will be advertised this summer for a new 5-year agreement to begin January 2022.

B. Personnel Changes – Personnel items were discussed in closed session.

VI. Non-Agenda: None

VII. Adjournment -

There being no other business Mr. Dewrock moved to adjourn the meeting. Mr. Seesing seconded the motion. All were in favor. The meeting was adjourned at 12:40pm.

Minutes prepared by:

Audrey Lorch

Airport Support Specialist