

**AIRPORT BOARD MINUTES**  
**January 14, 2020**  
**11:30am**  
*Cape Aviation Conference Room*

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**Members Present:** Jeff Brune, Justin Davidson, Ryan Dewrock, Mark Seesing,  
Mark Welker, Brian Ozark

**Others Present:** Bruce Loy, Airport Manager; Katrina Amos, Deputy Airport Manager;  
Derrick Irwin, Flight Line Supervisor; Audrey Lorch, Airport Support  
Specialist

**I. Minutes of Previous Meeting:**

The meeting was called to order at 11:48am. Mr. Dewrock moved and Mr. Ozark seconded the motion to approve the minutes from the December 16, 2019 meeting. The motion was approved with a unanimous vote.

**II. Appearances:** None

**III. Old Business:**

**A. Airport Activity Report** – Mr. Loy presented the December 2019 Airport Usage Report. Year-to-date enplanement numbers were up 19%. SkyWest completed 100% of their scheduled landings for the month with an average load factor of 37%. Total enplanements for 2019 11,944, however, these figures do not include the 150 passengers from the NCAA flight, which bring total enplanements to over 12,000 for the year.

**B. Cape Aviation Report**– Mr. Irwin informed the Board that fuel sales increased 14% for the month. This can be attributed to now having direct flights to Chicago. This trend should continue since Paducah has been removed from our flight schedule. Mr. Irwin also reported the later morning flight schedule is more convenient due to the tower being open for clearance.

Overall traffic was down for the month slightly, most likely due to weather.

**C. Projects –**

- **Terminal Area Master Plan (TAMP)** – Mr. Loy reported the process is still ongoing. Representatives from Crawford, Murphy, & Tilly, Inc. (CMT) will be onsite February 3-4 to conduct passenger intercept surveys concerning the airline service and amenities we currently offer. CMT will also begin taking an inventory of the airport's facilities. Discussion continued on the topic.

- **Wildlife Perimeter fencing** – Mr. Loy informed the Board he submitted a grant request application to MoDOT for the wildlife perimeter fence. After review of the application and associated cost of the fence and proposed roadway, MoDOT and the FAA asked the roadway be excluded due to the expense of the project. In staff discussions with CMT, it was noted the contractor selected to install the fence will have to create temporary access roads in order to complete the project. These access roads can be used by staff after the project is completed until permanent access roads are installed.
- **Airport Lease Update** – Mr. Loy informed the Board he is working on updating various leases that need to be completed prior to his retirement. He noted one lease is Ozark Aircraft Maintenance, which is near completion.
- **Hangar Update** – Mr. Loy reported the Drury Hanger lease is complete and some of the construction materials are here; a start date is still to be determined, due to city permits needing to be obtained. More discussion continued.

#### IV. **New Business:**

- A. **2020-Budget Review** – Ms. Amos reported she submitted the airport's 2020-2021 budget requests to the City finance director. Ms. Amos submitted the budget with the intent to keep operational costs as low as possible, while focusing on the TAMP to move the process of building a new terminal and control tower along. She noted a request was made for a fourth controller, which has been requested in the past. With staffing issues currently being experienced and support at city management and Council level, Ms. Amos is optimistic a fourth controller could be approved. Discussion continued on the topic.

#### V. **Non-Agenda:**

- A. **Sponsored SEMO Basketball Game** - Mr. Loy informed the Board that the airport and SkyWest are sponsoring the SEMO vs Murray State basketball game. Mr. Loy offered tickets to members interested in attending.
- B. **Transportation Trust Fund (TTF) - 6 Tax Initiative** – Ms. Amos reported that Advisory Board Liaisons, City staff and Council are offering customized presentations to advisory boards and commissions to inform citizens of the upcoming TTF-6 tax initiative and the various projects it includes. March is the proposed month to complete the presentations. While no vote was taken, the Board was in favor of having the presentation at the March meeting.
- C. **Airline Outreach** – Ms. Amos reported she is working with airline general manager, Chris Johnson, to reach out to area universities in hopes to promote airline service. They will meet with Southeast Missouri State University's International Village and

plan to schedule a meeting with Southern Illinois University. This is to primarily target the international students that are flying into St. Louis instead of Cape Girardeau.

**Adjournment:**

There being no other business, Mr. Dewrock moved to adjourn the meeting and Mr. Ozark seconded the motion. All were in favor. The meeting was adjourned at 12:21 pm.

Minutes prepared by:

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Katrina Amos  
Deputy Airport Manager