

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
January 12, 2021**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on January 12, 2021, 11:35am Via-Zoom.

Board Members Present:

Ryan Dewrock, Chairman
Justin Davison, Board Member
Richard Knotte, Board Member
Joe Uzoaru, Board Member
Beverly Clear, Board Member

Staff Present:

Katrina Amos, Airport Manager
Stacy Kinder, Council Liaison
Scott Meyer, City Manager
Audrey Lorch, Airport Support Spec.
Jeff Long, SEMissourian Reporter

Absent: Mark Welker, Vice Chairman; Mike Marshall, Board Member; Mark Seesing, Board Member; Jeff Brune, Board Member; Derrick Irwin, Flight Line Supervisor.

- I. **Call to Order/Approval of Minutes** - The meeting was called to order at 11:35am. Mr. Uzoaru moved and Mr. Davidson seconded the motion to approve the minutes from the December 8, 2020 minutes. The motion was approved by unanimous vote.

- II. **Appearances – Scott Meyer, City Manager** - Mr. Meyer addressed the Board and thanked them for their service. He also did an overview of their roles as members, such as the Missouri Sunshine Law and attendance rules. In addition, Mr. Meyer asked all members to review a video message from the City Attorney, Mr. Cunningham to further explain these roles.

- III. **Old Business** -
 - A. **Airport Activity Report** –Ms. Amos presented the December 2020 Airport Usage Report. The airline ended the year down 60% with 4,571 enplanements. This was 329 enplanements down from Volaire Aviation’s projection of 4,900 due to the COVID-19 pandemic. With the vaccine currently being distributed, Ms. Amos is hopeful traffic will begin to increase mid-2021.

Ms. Amos contacted Michael Martin with US Department of Transportation regarding the status of the 2021 Essential Air Service bid. Mr. Martin anticipates the bid will go on as scheduled, possibly June 2021.

- B. **Cape Aviation Report** – Ms. Amos reported fuel sales are down 13% compared to last year. This is largely due to the months FBO hours were decreased because of COVID-19. Traffic was relatively normal during the latter months of 2020.

Ms. Amos has noted that starting February 1, 2021 the FBO hours will be 6am to 7pm Monday-Friday and 6am to 6pm on the weekends; employees will be scheduled to stay until 7:30pm to complete shutdown and closure of the office. Ms. Amos believes this will help with overall customer service and reduce the amount of call outs.

C. **Projects -**

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported the Facilities Requirements and Alternatives chapters of the TAMP have been submitted to the FAA for review. Since they've had the chapter for a couple of weeks, Ms. Amos and CMT, Inc. plan to reach out to the FAA to see if they have any questions or concerns regarding the chapters in hope to move things along.

Mr. Dewrock asked if there were any foreseeable delay issues ahead. Ms. Amos commented she does not anticipate any delays due to the proposed location of the new terminal. She noted the NW quadrant would have posed more of a challenge environmentally. Since the terminal will remain in the NE quadrant that should minimize the number of issues. She noted it is important to move forward with National Environmental Policy Act (NEPA) clearances but cannot begin until we receive approval from the FAA.

- **SEMO Pilot Program**--Ms. Amos reported the lease for office and hangar space has been reviewed and approved by US Aviation Academy. They plan to move in to the offices beginning April 1, 2021, with aircraft scheduled to arrive July 1, 2021. In the next couple of weeks maintenance will complete minor repairs to ready the space for their arrival. More discussions on this topic.
- **Restaurant Lease Update** –Ms. Amos reported Sandy's Place has a move in date of February 1, 2021 for their new restaurant. Ms. Amos is working with city management and is still considering options before making a new lease decision;

there are many repairs and updates needed prior to accepting a new tenant. Some of these items include a new walk in cooler, carpet removal, and grease trap replacement.

IV. New Business -

A. Year-End Review - Ms. Amos presented a PowerPoint of the year- end review to the board. The presentation covered a 2020 timeline of many major events over the year, including projections, enplanements, fuel sales, and funding.

VI. Non-Agenda:

A. Sponsored SEMO Basketball Game – Ms. Amos informed the Board the Airport and SkyWest once again will be sponsoring the January 14,2021 SEMO vs Murray State game. Ms. Amos offered tickets to members interested in attending.

VII. Adjournment -

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

Minutes prepared by:

Audrey Lorch

Airport Support Specialist