

Cape Girardeau Regional Airport Advisory Board Meeting - Minutes January 10, 2023

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on January 10 at 11:30 am at The Pilot House Restaurant.

Board Members Present:

Richard Knote, Chair (via phone)
Justin Davidson, Board Member (via phone)
Shawn Wasson, Board Member
Mark Mehner, Board Member
Jeff Brune, Board Member
Dr. Quantella Noto, Board Member

Staff Present:

Katrina Amos, Airport Manager
Audrey Lorch, Airport Support
Mark Bliss, City Council Liaison

Others Present:

Absent: Joe Uzoaru, Beverly Clear, Mike Marshall

- I. **Call to Order/Approval of Minutes** - Mr. Knote called the meeting to order at 11:30 am. Mr. Brune motioned and Ms. Noto seconded a motion to approve the December 2022 minutes. All were in favor and the motion passed with a unanimous vote.
- II. **Appearances** – Pat Schlosser, Citizen
- III. **Old Business** -
 - A. **Airport Activity Report** – Ms. Amos presented the December 2022 Airport Usage Reports. CGI is pleased to announce the outbound enplanements are over 8,000 for the year, reaching the projection Amos made earlier in the year.
 - B. **Airline Update** – Ms. Amos reported to the Board CGI has been working closely with Matt Chaifetz, Contour CEO, on obtaining more aircraft to offset some of the operational challenges CGI has been experiencing, Mr. Chaifetz will be expanding Contours fleet to seven additional aircraft. Ms. Amos provided a detailed overview of the changes Contour has made to alleviate the issues. Some of those include contracting with an MRO facility to perform preventative maintenance on aircraft at CGI, expanding customer service hours, repositioning aircraft from underperforming markets, etc. More discussion on this topic.

Ms. Schlosser was present to share her family's experience with the Board during the holidays. There were lengthy delays and a couple of cancelations that affected her travel

plans. These issues in conjunction with the system-wide issues experienced by Southwest, lead to a host of issues. The Board thanked Ms. Schlosser for her feedback.

- C. **Cape Aviation Report** – Ms. Amos presented the December 2022 Cape Aviation Reports. 100 low lead is down 23% for the month, mainly due to the cold weather stretch, both general aviation and the flight school were not flying, however fuel sales are up 29% for the year to date. Jet A fuel sales is down for the month 61%, year to date 18%, due to Contour not purchasing fuel from CGI. Contour does pay a fuel on demand fee charged every month to offset the lack of fuel sales. If they purchase fuel during the month, the fee is then pro-rated.

A. **Airport Projects Update** –

- **New Terminal Building** – Ms. Amos informed the Board there was a kick off meeting held last week with the Contractor KCI and the City team to discuss and negotiate the final pieces of the contract and is near completion. The team participated in the City's Development Review Group meeting to introduce key staff members, and define how the permitting process will work. The team worked on streamlining all of the permitting process due to the tight deadline the project is up against. Once the contract is approved by City Council, the design charrette Process will begin. The groundbreaking will be in the spring.

Taxiway Bravo – Ms. Amos reports Taxiway B is completed; however, there are some punch-list items that need to be addressed before it can be opened; those being taxiway safety areas that are not compliant with FAA regulations, such as gaps, and markings. It will remain closed until Emery Sapp and Sons are able to complete the remaining tasks. Many of the items require warmer weather to complete.

IV. **New Business- N/A**

Non-Agenda: -

Miscellaneous Updates:

- Ms. Amos presented the new Web-Site to the Board Members. She noted once Rust Media works with the Public Information Office, it should be ready to go live.
- New keypads will be installed at the FBO by the end of the month.
- Due to the lack of attendance, the year-end report will be discussed in the February meeting.

VI. **Adjournment** – There being no other business, Mr. Wasson moved to adjourn the meeting, Mr. Brune second the motion. All were in favor. The meeting adjourned at 12:12pm.

Minutes prepared by:

Audrey Lorch, Airport Support Specialist