

## AIRPORT BOARD MINUTES

July 9, 2019

*Sandy's Place Restaurant*

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**Members Present:** Jeff Brune, Ryan Dewrock, Joe Hobbs, Richard Knote, Brian Ozark, Joe Uzoaru, Mark Welker

**Others Present:** Bruce Loy, Airport Manager; Katrina Amos, Deputy Airport Manager; Derrick Irwin, Flight Line Supervisor; Stacy Kinder, City Council Liaison; Molly Mehner, Deputy City Manager

### I. Minutes of Previous Meeting:

The meeting was called to order at 11:35am. Mr. Knote moved and Mr. Brune seconded the motion to approve the minutes from the June 11, 2019 meeting. The motion was approved with a unanimous vote.

### II. Appearances:

There were no appearances.

### III. Old Business:

**A. Airport Activity Report** – Mr. Loy presented the June 2019 Airport Usage Report. The airline continues to do well, up 24% over the previous year. June enplanement numbers would be higher, if not for a major storm causing power outages to the airport and the weather reporting equipment. This resulted in three (3) canceled flights and loss of 75-100 passengers.

Mr. Loy noted itinerant traffic was down slightly for the month but up 5% for the year. Inclement weather has been a major factor in decreased traffic.

**B. Cape Aviation Report** – Mr. Loy presented the Cape Aviation Report to the Board. Mr. Irwin stated weather affected fuel sales as well, with corporate and business traffic being down for the month. It was reported that SkyWest fuel sales are only down 3,000 gallons for the year. Mr. Loy was pleased as he had anticipated a more significant decrease in fuel gallons pumped with the stops in Paducah, KY.

### C. Project Update –

- **Snow Removal Equipment Update** – Mr. Loy informed the Board of the results from the snow removal bid. The low bidder appears to be M-B Equipment. Mr. Loy and staff are currently reviewing the bids with MoDOT and discussing the potential for purchasing additional equipment in an effort to utilize the equipment year-round and not just during the winter months. Ms. Kinder asked the benefits for having an extra plow in terms of efficiency. Mr. Loy replied it would be extremely helpful in clearing the airport faster to prevent disruption of airline service as well as general aviation traffic.
- **Fuel Distributor Request for Proposals** – Mr. Loy reported that Requests for Proposals have been sent out for fuel distributors. Interest has been expressed

from three (3) companies, including the current distributor, Titan Fuels formerly known as Eastern Aviation, AvFuel, and Phillips 66. There are several factors airport staff will consider when choosing a distributor, fuel pricing being one of them. Other key factors are maintaining the ability to have a self-service unit, fuel truck leasing options, and a FAA Part 139 training program for the flight line staff. Discussion continued on the topic.

- D. Air Service Grant Application Update** – Mr. Loy reported he is still waiting for a response from MoDOT concerning the application submitted for the Air Service Grant to promote air service. Mr. Loy discussed what some of the funds could be used for but didn't want to make any firm commitments until the grant has been awarded. Mr. Loy noted he was able to show success from the previous grant with increased enplanement numbers for 2018 as justification for this year's request. Discussion continued on the topic.

#### IV. New Business

- A. Capital Improvement Sales Tax Discussion** – Ms. Mehner informed the Board of the Capital Improvement Sales Tax extension placed on the August 6<sup>th</sup> voting ballot that would continue a ¼ cent sales tax to be used for various city improvements. For the first time, Ms. Mehner reported, the airport is being included in a tax initiative because the City Council and staff believe the airport has a lot of momentum they would like to capitalize on. Ms. Mehner continued the airport terminal and control tower have a lot of maintenance issues that have become costly. If approved, the tax funds combined with state and federal funding will be used to construct the new facilities. The proposed locations will be studied to determine the optimal location for both facilities. Ms. Mehner noted the City has decided to bond airport and city hall improvements to begin work on these critical needs sooner. Discussion continued on the topic.
- B. Planning/Engineering Consultant Selection** – Mr. Loy provided an update on the planning and engineering consultant selection. Two companies submitted proposal; Coffman and Associates submitted a planning only proposal, while Crawford, Murphy, and Tilly, Inc. submitted a proposal for both. Mr. Loy stated he plans to interview both consulting firms and make a decision soon after.
- C. Essential Air Service Update** – Mr. Loy asked the Board its opinion regarding the Essential Air Service proposals submitted to U.S. Department of Transportation to provide air service to CGI. Proposals were received from SkyWest, Boutique Air, and Air Choice One. The Board consensus was SkyWest is the only way to 10,000 annual enplanements. Mr. Loy noted he still interested in exploring alternate destination options, such as Nashville, TN or Destin, FL using charter services outside of EAS. Discussion continued on the topic.

Mr. Uzoaru presented a motion for the Airport Manager to recommend the Cape Girardeau City Council request the U.S. Department of Transportation award the Essential Air Service bid to SkyWest Airlines for scheduled air service at Cape Girardeau, MO for a two year period beginning December 2019. Mr. Knote seconded the motion. All were in favor. The motion passed with a unanimous vote.

- D. Airport Foundation Discussion** – Mr. Hobbs reported the Board is interested in becoming more active with the airport foundation. Mr. Knote asked if by-laws or rules had been established for the foundation. Mr. Loy stated by-laws have not been

established and then went into the history of the foundation, and previous Board members interest in building a patio adjacent to the restaurant. Discussion continued on the topic.

**E. V. Non-Agenda**

None.

**Adjournment:**

There being no other business, Mr. Welker moved to adjourn the meeting and Mr. Knote seconded the motion. All were in favor. The meeting was adjourned at 12:37pm.

Minutes prepared by:

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Katrina Amos  
Deputy Airport Manager