

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
Tuesday June 9, 2020**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on June 9, 2020, at 11:30am at Sandy's Restaurant.

Board Members Present:

Ryan Dewrock, Chairman
Mark Welker, Vice Chairman
Joe Uzoaru, Board Member
Justin Davidson, Board Member
Richard Knote, Board Member
Mike Marshall, Board Member

Staff Present:

Katrina Amos, Airport Manager
Audrey, Airport Support Specialist
Stacy Kinder, Council Liaison

Special Appearance(s):

None

Absent:

Jeff Brune
Mark Seesing

I. Call to Order/Approval of Minutes

The meeting was called to order at 11:35am. Mr. Welker moved and Mr. Knote seconded the motion to approve the minutes from the March 10, 2020 meeting. The motion was approved with unanimous vote.

II. Appearances - None

III. Old Business

A. Airport Activity Report – Ms. Amos presented the March, April & May 2020 Airport Usage Reports. Year-to-date enplanement numbers and monthly numbers are down considerably, following the nationwide trend due to COVID-19. There has been an uptick in enplanements over the last two weeks; however, we will not be able to begin a recovery until we resume two flights per day. Presently, we are sharing a morning flight with Paducah, KY as a part of SkyWest's paired city flight schedule. The schedule is expected to go back to the normal two (2) flight schedule July 2020.

To ensure public safety while using airport facilities, we continue to deep clean and sanitize the airport terminal and holding area. We will also add permanent social distancing messages, signage and give away individual hand sanitizer. Additionally, United Airlines is requiring passengers to wear masks once past the security check, inside the holding area, and on the plane. To assist with this effort, the FAA sent 2,500 masks to be distributed to passengers as needed.

Ms. Amos noted she met with Volaire Aviation, our consultant, to gain insight on what they are currently projecting for 2020 enplanements. They estimated CGI will finish with about 4800 enplanements for the year, a 60% decrease from 2019. This decrease is in line with nationwide trends. More discussion continued on this topic.

- B. Cape Aviation Report** – Ms. Amos reported there has been a decrease in our fuel sales due to Covid-19. This can be attributed to the “Stay at Home” order enacted Missouri and across the country. Additionally, to protect staff while providing continuity of services, FBO hours were reduced even further. This most likely also affected fuel sales. Hours have since been returned to 6am-6pm daily and it was noted that corporate traffic has picked up in the last couple of weeks.

Ms. Amos stated with the reduction of hours due to COVID, we have been unable to study the hour change that went into effect March 16th. Ms. Amos acknowledged she believes the hours will have to be changed again as 6pm seems too early to close. She is currently monitoring call-outs that happen between 6pm-7pm to see if it supports adjusting the hours. Mr. Uzoaru asked about the possibility of using Civil Twilight, Ms. Amos would like to research that possibility.

Ms. Amos informed the Board in addition to the FBO schedule changing to shorter hours, she and staff are planning to make some modifications to the FBO I to close in the office area, giving pilots flying in after-hours the opportunity to use restrooms and other facilities. Mr. Uzoaru suggested Kennett’s airport as a model for this as they allow after-hour access to their FBO as well.

C. Projects –

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported she had a conference call June 8, 2020 with Crawford, Murphy & Tilly, (CMT) and the FAA to discuss the TAMP progress. CMT and Volaire are progressing with the

Forecast of Demand and the Base Aircraft projections. Adjustments have to be made because of the pandemic. The FAA seemed to be in favor of the projections presented so far. Ms. Amos and CMT will present an update to Council on June 15th. She requested members of the Board to attend as well if available.

- **Wildlife Perimeter Fence** – Ms. Amos reported to the Board the fence project has been postponed until 2021. The archaeological findings as well as some planning issues made the FAA uncomfortable with moving forward with the project until all could be resolved.
- **Hangar Update** – Mr. Davidson reported the contractor has the pad completed and Steele will start to be erected this week and under roof in the next few weeks.

IV. New Business

- A. Passenger Facility Charge (PFC)** – Ms. Amos informed the Board she is working with CMT to submit a PFC application to the FAA for CGI. PFC's are fees that almost all airline travelers in the United States pay in their ticket price. The fee goes toward the upkeep and maintenance of airports, and is setup and capped according to US federal law. This is a 6-month process to work with FAA; the \$4.50 fee will help offset revenue/operational costs to hire a fourth controller.
- B. Airport Operations/Facilities Maintenance** – Ms. Amos presented a list of projects to the Board she would like to complete in the next few months with the new airport budget and additional federal funding. Ms. Amos asked for feedback and stressed the list was not finalized and subject to modifications. Discussion continued on the topic.
- C. New Airport Board Member Appointment** – After a review of all applicants on file, Mr. Uzoaru made a motion for the Board to recommend Beverly Clear to the City Council for appointment to the Airport Advisory Board. Mr. Welker seconded the motion. All were in favor.

V. Non-Agenda –

- **Southeast Missouri University Pilot Program** - Ms. Amos reported Southeast Missouri State University Board of Regents approved a new Professional Pilot Bachelor of Science. The program now goes to the Missouri Department of Higher Education and Workforce Development for review. Southeast hopes to begin implementing the program and admitting students in August with the program expected to launch in fall 2021. They have issued a Request for Proposal for qualified flight schools. Ms. Amos will work with the University to ensure they have adequate classroom/office space along with aircraft hangar space. This will be a good addition to CGI.
- **Military Activity** – Airport staff assisted two (2) C-130's and one (1) C-17 aircraft last week in support of a mission to Washington, D.C.

VI. Adjournment -

There being no other business Mr. Uzoaru moved to adjourn the meeting. Mr. Welker seconded the motion. All were in favor. The meeting was adjourned at 12:32pm.

Minutes prepared by:

Audrey Lorch
Airport Support Specialist