

## ***AIRPORT BOARD MINUTES***

***March 13, 2019***

***Sandy's Place Restaurant***

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**Members Present:** Justin Albright, Jeff Brune, Robert Cork, Ryan Dewrock, Brian Ozark

**Others Present:** Katrina Amos, Deputy Airport Manager; Derrick Irwin, Flight Line Supervisor; Molly Mehner, Deputy City Manager; Hannah Seesing, Administrative Clerk

### **I. Minutes of Previous Meeting:**

The meeting was called to order at 11:33am. Mr. Brune moved and Mr. Dewrock seconded the motion to approve the minutes from the February 13<sup>th</sup> meeting. The motion was approved with a unanimous vote.

### **II. Appearances:**

None

### **III. Old Business:**

**A. Airport Activity Report** – Ms. Amos presented the Airport Usage Report to the Board. She noted that the airline enplanements were down 9% compared to the previous year. It was noted that March seems to be trending higher, with several of the flights with 20 or more passengers. The previous Friday, the flight was near capacity with 49 passengers, of which 28 of the passengers were SEMO students. Ms. Amos also noted that the Airport Usage Report had been revised to separate Revenue passengers from Non-Revenue passengers. Mr. Loy shared that he contacted U.S. Department of Transportation to determine whether non-revenue passengers factor in to total enplanements. It was determined that they do not count; however, separating the passenger types help to identify non-revenue activity.

**B. Cape Aviation Report** – Mr. Irwin presented the Cape Aviation Report. He reported that fuel sales were slightly down for the month of February. He attributed this to a shorter month as well as bad weather that caused numerous airline cancellations and restricted flight operations. He noted that low lead sales were doing well.

Mr. Irwin updated the Board concerning the new tug. He shared that the tug is on schedule to be delivered by the end of the week and due to an order cancellation, Global GSE, offered a tug with fewer hours for the same price.

He also shared that through negotiations with Eastern Aviation Fuels; they agreed to pay for new signage for the self-serve station. Plans have been sent to Coast-to-Coast signs and were approved by Eastern.

### **C. Project Update –**

- **10/28 Lighting Project Update** – Ms. Amos informed the Board that the 10/28 lighting project is still in progress, however, has encountered numerous delays, mostly due to equipment lead time issues. This continues to be the case as the contractor waits for the Programmable Logic Controller (PLC) to

be delivered. This project has been going on since June 2016 and staff would like to see this project come to a close soon. Ms. Amos stated there has been difficulty trying to establish a timeline for completion. Ms. Mehner asked what the original proposed completion days were and expressed her desire to figure this out as soon as possible. It was determined more conversations are needed with Crawford, Murphy, and Tilly, Inc. as well as Reinhold Electric to resolve this as soon as possible. Discussion continued on the topic.

#### **D. Air Service Discussion –**

- **Airline Marketing Budget** – Ms. Amos shared that City Management had approved the funds for the marketing plan from Volaire Aviation, Inc. (\$29,000.00). There have already been talks with KFVS and Fox News to begin the marketing campaign as soon as possible. Ms. Mehner confirmed that the money has been allocated and is available for use.

**E. Air Festival Update** – Ms. Amos showed the Board a draft of the sponsorship packet for the 2019 Air Festival as well as a timeline of planning deadlines for show preparation. She asked that they review and share any of their suggestions. Mr. Brune asked for a list of past sponsors to know who to reach out to when gathering sponsorships.

**F. Facilities Presentation Update** – Ms. Mehner and Ms. Amos commented on the facilities presentation given to the Board at the last meeting and City Council at the February 19<sup>th</sup> meeting. Ms. Mehner said the presentation was great and that she felt it had really gotten the attention of the council noting that multiple council members have since approached her regarding the airport issues. She said that the council will soon be getting multiple new members and that she hopes they too will be informed of the pressing needs at the airport. She shared that it is the desire of city management to advertise a Request for Proposal (RFP) to private entities to purchase and maintain the old Air Evac and Corporate hangar structures. She expects this process to begin in the next couple of months.

**G. Eastern Aviation Update** – Mr. Irwin informed the board that he was still in negotiations with Eastern Aviation regarding the acquisition of another Jet A fuel truck. Discussion continued on the topic.

#### **IV. New Business –**

**A. Discussion Regarding Potential Visit from CAF Arizona Wing June 18-25** –Ms. Amos informed the board that the Commemorative Air Force Arizona Wing had reached out to make a stop here from June 18-25 with the B-25 Maid in the Shade. They would provide tours and rides for a fee. They only ask for fuel and would like four hotel rooms to be sponsored if possible.

**B. Discussion Regarding visit from Borui Mao** – Ms. Amos shared with the board an overview of a meeting Mr. Loy had with Borui Mao from Commander Aircraft Corp. She shared a bit of the history of the relationship between the Commander Corp and Ms. Mao in that Ms. Mao's company purchased the Commander assets after they filed bankruptcy. Ms. Mao says that they are now ready to begin manufacturing the aircraft again. They are currently based in Norman, OK but Ms. Mao stated that the facility is too small and they are looking for a new building. She was aware that the City had been trying to sell the

former Commander facility so she brought her CFO with her to tour the facility and meet with Bruce. Ms. Mao stated that this was just an exploratory visit but that she would follow up if and when they are ready to make an offer. This has been shared with City Management and is under consideration.

Mr. Loy shared that he had spoken with Carl Gull, a former employee and member of the Commander Owner's Group, to see if he was able to provide additional information on the company's status. Mr. Gull expressed that he was surprised to hear they were beginning to manufacture aircraft, however, he understood that they have resolved some of the obstacles previously faced, including digitizing the aircraft blue prints. Mr. Cork asked if there was a possibility to contact the airport in Norman, Oklahoma to see if they could share information on the company. Discussion continued on the topic.

**C. Upcoming Boy Scout Event – March 16-18** – Mr. Cork shared with the Board the plan for a Boy Scout troop event. This will include classes, plane rides, and other general aviation education that will earn the scouts their aviation merit badge. He also shared that the Boy Scout area council would like to plan a “camporee” event for spring of 2019. Ms. Amos recounted that the last camporee held at the airport in 2008 was a pretty big event and undertaking for the airport but that she looks forward to working with the Scouts again.

**D. Overview of Budget Discussion with City Management** – Ms. Amos and Ms. Mehner shared details of a recent budget meeting held between Airport staff and City Management. This proposed budget includes the 2019 Airshow, Tower repairs, as well as hangar repair, maintenance and new construction. The City Councils Budget retreat will be held on Monday, March 19<sup>th</sup>. Mr. Loy will update the Board of any new developments.

## **V. Non-Agenda**

### **Adjournment:**

There being no other business, Mr. Brune moved to adjourn the meeting and Mr. Dewrock seconded the motion. All were in favor. The meeting was adjourned at 12:01pm.

Minutes prepared by

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Hannah Seesing Administrative Clerk