

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
Tuesday, March 10, 2020**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on March 10, 2020, at 11:30am at Sandy's Restaurant.

Board Members Present:

Ryan Dewrock, Chairman
Mark Welker, Vice Chairman
Jeff Brune, Board Member
Justin Davidson, Board Member
Richard Knotte, Board Member
Mike Marshall, Board Member
Brian Ozark, Board Member

Staff Present:

Katrina Amos, Airport Manager
Derrick Irwin, Flight Line Supervisor
Audrey Lorch, Airport Support Specialist

Special Appearance(s):

Molly Mehner, Deputy City Manager
TTF-6 Presentation

Absent:

Joe Uzoaru

I. Call to Order/Approval of Minutes

The meeting was called to order at 11:31am. Mr. Knotte moved and Mr. Ozark seconded the motion to approve the minutes from the February 11, 2020 meeting. The motion was approved with unanimous vote.

II. Appearances

Molly Mehner, Deputy City Manager presented the TTF-6 project scheduled to be on the April 7, 2020 ballot.

III. Old Business

A. Airport Activity Report – Ms. Amos presented the February 2020 Airport Usage Report. Year-to-date enplanement numbers are in line with 2019. Due to the Coronavirus pandemic, United Airlines will reduce domestic flights down by 10% and

international schedules by 20% in the next month. As of now, there is no direct effect to CGI. United/SkyWest will be waiving any change of flight schedule fees for more flexibility. Ms. Amos also discussed that fares have increased and is researching with our airline consultant team, Volaire Aviation, to help understand the increases. Discussion continued on this topic.

Ms. Mehner inquired on any indication the impact of the virus would have on the 10,000 enplanements CGI needs to continue growth. Ms. Amos commented at this time CGI passenger counts have been unaffected but she will continue to monitor and keep the Board informed. Ms. Amos also commented enplanements numbers are trending the same as last year at this time and we are on par to meet the same numbers as 2019.

Ms. Amos added that Chris Johnson, SkyWest general manager, will meet with the Board quarterly to discuss updates on customer satisfaction and other market factors. At this time, CGI is in the 93 percentile.

- B. Cape Aviation Report** – Mr. Irwin reported a good month and slightly higher than last month in fuel sales. After researching other FBO fuel prices and marketing, Cape Aviation's prices are trending lower on Avgas and Jet Fuel. Ms. Amos commented lower price on self-service fuel has been a good incentive for the pilots and many of them like to be self-sufficient. There has been a lot of positive feedback on this.
- C.** Ms. Amos informed the Board of a FBO Staffing Analysis conducted by CMT, Inc. to review Cape Aviation's current hours of operation and whether they are in line with industry trends. CMT, Inc. compared 20 airports of similar size and/or activity. While three of the studied FBO's are open 24 hours, the remainder closed between 6 and 8pm. Mr. Irwin has been studying traffic and timing for some time; in terms of traffic after 7:00pm and noted the trends have changed. Cape Aviation averages 7 gallons of fuel purchased after 7:00pm.

Additionally, the difficulty with finding qualified candidates is also a factor in the decision to reduce hours. Ms. Amos informed the Board the FBO hours will be changed to 6:00am – 6:00pm daily beginning March 16th. Ms. Amos will monitor the new hours of operation for six months to determine if it is a success. Discussion continued on the topic.

D. Projects –

- I. **Terminal Area Master Plan (TAMP)** – Ms. Amos reported we received the first set of results on the passenger intercept survey, findings were overwhelmingly 80% of the passengers stated they want a restaurant in the airport. The second comments were more options for taxi and ride share services. We do have a new taxi service in the area, Porter Taxi Services. Ochs rental service was discussed and a possible kiosk in the airport for passenger convenience.

- II. **Wildlife Perimeter Fence** – Ms. Amos reported the Archaeological Research Center of St. Louis, Inc. will be back to conduct a wider search and study in the areas of the perimeter fence. Several artifacts were found in the first discovery. The State Historic Preservation Office is still reviewing the analysis but has required additional exploration of the sites found. This will add an additional \$30,000 to the cost of the project; 95% of this fee will be reimbursed. At this time this process has not slowed down the project as CMT is finalizing design options to make sure the fencing project continues to move forward. CMT is also working on alternate designs due to the additional acreage still not being acquired. Perimeter fence is scheduled to be bid out by May 1, 2020; bids in hand by June 1, 2020.

- III. **Hangar Update** – Ms. Amos reported DSW has all permits in place and are moving forward with hangar construction. The contractor reached out to Ms. Amos to discuss access into the area, they will be using the milling road to the northeast of Cape Copters. The only issue holding things up at this time is an electrical line running under where the pad will be poured; they are currently working on moving it.

IV. New Business

- A. **Airport Rebranding** – Ms. Amos discussed rebranding the CGI Web-Site and Airport Logo for a fresh look prior to the new Terminal. She will be reaching out to our public information office as well as Rust Media for feedback.

Mr. Marshall asked about the Billboards on the airport property and possible advertisement on those. Discussion continued on this topic.

B. 2020 Part 139 Live Exercise Preparation - Ms. Amos will be meeting with Mark Winkler of Cape County EMA and Larry Davis, ATCT Chief, to discuss scenarios for the live exercise. This should take place in August/September 2020.

V. Non-Agenda –

Ms. Amos reported the airport will be taking part in several outreach and sponsored events of the next month. Those events are highlighted below:

- Sikeston Career Fair
- SEMO Steam Event
- Girl Scout Tours
- Between Initiative
- Sponsoring SEMO baseball March 27-29,2020

VI. Adjournment:

There being no other business Mr. Knote moved to adjourn the meeting. Mr. Welker seconded the motion. All were in favor. The meeting was adjourned at 12:21pm.

Minutes prepared by:

Audrey Lorch
Airport Support Specialist