

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
March 9, 2021**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on March 9, 2021, at 11:34 am at the Cape Girardeau Pilot's Club.

Board Members Present:

Ryan Dewrock, Chairman
Justin Davison, Board Member
Richard Knote, Board Member
Beverly Clear, Board Member
Mike Marshall, Board Member
Jeff Brune, Board Member
Mark Seesing, Board Member

Staff Present:

Katrina Amos, Airport Manager
Stacy Kinder, Council Liaison
Audrey Lorch, Airport Support Spec.
Jeff Long, SEMissourian Reporter

Absent: Mark Welker, Vice Chairman

- I. **Call to Order/Approval of Minutes** - The meeting was called to order at 11:34 am. Mr. Knote moved and Mr. Brune seconded the motion to approve the minutes from the February 9, 2021 minutes. The motion was approved by unanimous vote.

- II. **Appearances** – None

- III. **Old Business** -
 - A. **Airport Activity Report** –Ms. Amos presented the February 2021 Airport Usage Report. Enplanements were down 59%, both for the month and year-to-date, when compared to 2020. Ms. Amos noted Mike Mooney, a consultant with Volaire Aviation Consulting, will present a report on the state of the airline industry and what to expect for 2021 at the April meeting. Discussion continued on the topic.

 - B. **Cape Aviation Report** – Ms. Amos announced that Francisco Tartabini has been promoted to Flight Line Supervisor. Mr. Tartabini has previous flight line supervisor experience from Spirit of St. Louis Airport. Additionally, he has served as Flight Line Lead Technician for Cape Aviation since 2018.

Ms. Amos reported the numbers for fuel sales were down slightly, mainly as a direct impact from the February snow and ice storms. There were several days with no airport traffic due to airport conditions. March has already seen an increase in both general aviation and military fuel sales. Discussion continued on the topic.

C. Projects -

- **Terminal Area Master Plan (TAMP)** – Ms. Amos reported she recently submitted Chapter 5 to the FAA for review. They responded with mostly minor changes. Those changes have been made and Ms. Amos expects comments back from the FAA by next week.
- **Hangar Development**- Ms. Amos noted she has advertised a Request for Qualifications (RFQ) for an Owner’s Representative which includes hangar development. The FAA requires the airport have an Owner’s Representative for any project that utilizes the design-build delivery method. Projects identified to use this method include the new terminal, t-hangars, fuel farm and eventually the air traffic control tower. The RFQ is due March 25th. A selection committee will interview selected firms and make a recommendation to Council at its May 3rd meeting.

IV. New Business –

- A. **Military Fuel Contract** – Ms. Amos informed the Board she has completed negotiations with the Defense Logistics Agency Energy for the military fuel contract. This contract, once executed, sets a fixed Jet A fuel rate for military aircraft for a period of five (5) years. The contract has been submitted and Ms. Amos expects a response back in the next couple of weeks.
- B. **Master Drainage Study Kickoff** – Ms. Amos informed the Board in 2019 the City agreed to complete a Master Drainage Study in conjunction with the Terminal Area Master Plan. There are several trouble areas on the airfield that need to be addressed. This study will help address those issues and develop a plan to be utilized with future airfield projects. Discussion continued on this topic.
- C. **Airport Advisory Board Member Appointments** – Ms. Amos reported the Board has three (3) members up for re-appointment; Mark Welker, Mike Marshall, and Mark Seesing all have terms that expire April 30, 2021. Ms. Amos asked the members to consider whether they are interested in serving another term. Ms. Amos announced that Mr. Welker has elected to resign due to his heavy workload.

The City has several applications on file to fill the appointments; they will be emailed to the board for their recommendations. Mr. Dewrock expressed his interest in

keeping Mr. Marshall and Mr. Seesing on as members. Mr. Marshall verbally stated to the board, he would be happy to stay on.

V. Non-Agenda: None

VI. Adjournment-

There being no other business Mr. Knote moved to adjourn the meeting. Mr. Seesing seconded the motion. All were in favor. The meeting was adjourned at 12:08pm.

Minutes prepared by:

Audrey Lorch

Airport Support Specialist