

## Cape Girardeau Regional Airport Advisory Board Meeting - Minutes November 9, 2021

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on October 12, 2021, at 11:30 am at the Cape Pilot's Club.

### **Board Members Present:**

Ryan Dewrock, Chairman  
Richard Knote, Vice Chair  
Beverly Clear, Board Member  
Mike Marshall, Board Member  
Shawn Wasson, Board Member  
Tameka Randle, Board Member  
Jeff Brune, Board Member

### **Staff Present:**

Katrina Amos, Airport Manager  
Audrey Lorch, Airport Support Spec.  
Jeff Long, Southeast Missourian  
Stacy Kinder, City Council  
Molly Mehner, Deputy City Manager

**Absent:** Justin Davidson  
Joe Uzoaru

- I. **Call to Order/Approval of Minutes** - The meeting was called to order at 11:32 am. Mr. Knote moved and Ms. Randle seconded the motion to approve the minutes from the September 14, 2021 minutes, the motion was approved by unanimous vote.
- II. **Appearances** – None
- III. **Old Business** -
  - A. **Airport Activity Report** –Ms. Amos presented the September 2021 Airport Usage Reports. Airline enplanements remain stable at 798 for the month, with a 31% load factor compared to 14% for 2020. Ms. Amos noted the current trend supports projections from the previous meeting that CGI could reach 8,000 for the year. Discussion continued on the topic.

Ms. Amos noted the tower has experienced a significant increase in airport operations since the beginning of the flight school. The tower is currently short staffed due to a recent retirement and other staff out on leave. Ms. Amos will interview candidates in the coming weeks to fill the open position. Discussion continued on the topic.
  - B. **Cape Aviation Report** – Ms. Amos presented the September 2021 Cape Aviation Report. Fuel Sales have increased with the rise in airport operations; 100LL in particular, due to the university pilot program. The airport has also experienced an uptick in freight and military traffic. Discussion continued on the topic.

C. **Projects –**

- **Taxiway Bravo Update –** Ms. Amos informed the Board after considering their feedback and exploring several designs options for the taxiway re-construction project, CGI will move forward with the “S” shaped taxiway design. This is in an effort to maintain compliance with an FAA requirement (Advisory Circular 150/5300-13A) to prevent direct access to an active runway from the apron. Ms. Amos noted the taxiway will be designed to support aircraft in the C-III category, which includes an Airbus A320. CGI will be able to continue supporting military operations utilizing large aircraft such as the C-17 Globemaster with this design. More discussion on this topic.
- **Owner’s Rep “Kick-Off” Meeting Update –** Ms. Amos met with Burns and McDonnell to discuss the various projects included in their consultant agreement. While the environmental study is being completed, they have started the data collection process for these projects. There will be another meeting next week to talk about the Disadvantaged Business Enterprise Program, (DBE). This program is required by the FAA to ensure disadvantaged businesses have an opportunity to participate in airport projects. Burns and McDonnell will meet with to Board to discuss timeline on projects moving forward in the near future. Discussion continued on this topic.
- **Airport Restaurant Update-** Ms. Amos reported the City has entered into a new lease with the Pilot House Restaurant, Inc. They will utilize the space for catering during the first few months and open to the public in January 2022.
- **Veterans Honor Tour Recap –** Ms. Amos reported the Veterans sendoff was successful, with a very supportive crowd present including a bagpiper, the University Spirit Squad with Rowdy the mascot, and Lynwood Christian School. The flight was delayed due to weather but overall, everything went well.

IV. **New Business –**

- A. **Use Tax Presentation-** Ms. Mehner informed the Board on November 2, 2021 Cape Girardeau will hold an election to determine whether to impose a use tax equal to the local sales tax rate. The use tax would apply to goods purchased online.

V. **Non-Agenda –** None

- VI. **Adjournment –** There being no other business, Mr. Knote moved to adjourn the meeting. Mr. Brune seconded the motion. All were in favor. The meeting adjourned at 12:12pm.

**Minutes prepared by:**

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**Audrey Lorch, Airport Support Specialist**