

AIRPORT BOARD MINUTES
October 8, 2019
Sandy's Place Restaurant

Members Present: Jeff Brune, Justin Davidson, Ryan Dewrock, Brian Ozark, Mark Seesing, Joe Uzoaru, Mark Welker

Others Present: Bruce Loy, Airport Manager; Katrina Amos, Deputy Airport Manager; Derrick Irwin, Flight Line Supervisor; Stacy Kinder, City Council Liaison; Audrey Lorch, Airport Support Specialist; Molly Mehner, Deputy City Manager

I. Minutes of Previous Meeting:

The meeting was called to order at 11:36am. Mr. Welker moved and Mr. Ozark seconded the motion to approve the minutes from the September 10, 2019 meeting. The motion was approved with a unanimous vote.

II. Appearances:

III. Old Business:

A. Airport Activity Report – Mr. Loy presented the September 2019 Airport Usage Report. Year-to-date enplanement numbers were up 28% for a total of 8,828. SkyWest completed 78 of 81 landings for the month with an average load factor of 26%. Mr. Loy reported general aviation traffic was down 27% for the month but only 3% for the year.

Mr. Loy reported the airline schedule will change in December 2019 to two direct flights. There were changes to the originally proposed schedule due to the Boeing 737 Max aircraft issues. Smaller airplanes are filling in the gap from 737 Max not being in service. This has resulted in increased traffic at O'Hare and limited gate availability. The schedule for December 2019 includes a 7:20am and 6:10pm departing flight from CGI to ORD. Mr. Loy spoke with SkyWest scheduling director, Daniel Belmont, about opportunities to move the 6:10pm flight to earlier in the afternoon as this is not an optimal flight time. Mr. Belmont was able to move the January 2020 evening flight to 5:09pm and is hopeful to have a 2:45pm flight in February or March. Discussion continued on the flight schedule.

Mr. Loy noted that while we will no longer be paired with Barkley Regional Airport, our later flight times could potentially lead to Paducah passengers using our airport when their flights are delayed or canceled.

B. Cape Aviation Report – Mr. Irwin presented the Cape Aviation Report to the Board. Mr. Irwin remarked that there appears to be a 10,000 gallon drop in jet fuel sales for the month, however, October 2018 jet fuel sales were higher due to President Trump visiting Cape Girardeau. All other sales were consistent with the previous year.

C. Projects –

- **Terminal Area Master Plan (TAMP)** – Mr. Loy informed the Board that CMT made minor updates to the scope of the TAMP. It has to be approved by MoDOT and FAA before it can be finalized. Mr. Loy noted that while CMT included a Master Drainage Study in the plan, the FAA has stated it is ineligible for grant funds unless a complete Master Plan update is done. Master plans cost an estimated \$1million, while the TAMP cost is \$423,000. MoDOT is looking at other funding options for the drainage study.

It was noted while the terminal and control tower is the primary focus because of the Capital Improvement Sales Tax funding, the TAMP will take inventory of all airport facilities and make recommendations for short-term and long-term planning. MoDOT has agreed to utilize “turn-back” funds from other projects to fund this plan. Discussion continued on the topic.

- **Review of New Board Members** – At the last meeting, it was requested that Board refrain from voting until more applications were received. One new application was submitted by Hannah Seesing. It was discussed there may be concerns with having two (2) family members on the same board, however, Mr. Uzoaru noted Ms. Seesing has familiarity and passion for the airport. It was stated the Board should make the recommendation and allow City Council to make the final decision. After further discussion, Mr. Uzoaru moved and Mr. Ozark seconded a motion to recommend the appointment of Hannah Seesing to the Board. Mark Seesing abstained from voting. All others were in favor.
- **Snow Removal Equipment Update** – Mr. Loy informed the Board of the upcoming pre-construction meeting for the snow removal equipment scheduled for October 16th. He stated things are moving forward and equipment should be delivered prior to the 2020 winter season. Mr. Loy added Amy Ludwig, director of MoDOT-Aviation, is exploring other grant funding options to purchase the plow.
- **Drury Hangar Lease Update** – Mr. Loy reported the Drury lease amendment and ground lease for new hangar construction have been signed and executed. The new ground lease includes 19,900 square feet of space at \$3,600.00 per year. Drury plans to complete construction by February 2020.

- **D. Report on Upcoming Sponsored Events** – Mr. Loy provided an overview of the recent events the airport has sponsored.

- **Shipyard Music Festival (September 27-28)** – It was a good turnout and the airport tent had lots of traffic. Staff gave away lots of promotional items as well as an opportunity to win airline tickets.
- **Jackson Music Event (October 6)** – Mr. Loy noted the event location had to be changed last minute from its original outdoor location at the Jackson band shell due to heavy rains. Because of this, attendance is estimated at 100. Mr. Loy stated the band, Heartless – a Heart cover band, was very well received.

IV. New Business:

- A. **FAA Part 139 Inspection (October 15-17)** – Mr. Loy and Ms. Amos informed the Board of the upcoming FAA inspection. Ms. Amos remarked on what maintenance staff is doing to prepare for the inspection including mowing, light repairs, surface patching, etc. It was noted last year’s inspection discovered issues with farmer’s use of airfield for harvesting purposes. To resolve this, the airport worked with MJB Farms to install a gravel road to reduce their need to use the airfield.
- B. **Overview of Leakage Study** - Mr. Loy and Ms. Amos reported the findings of the Traffic Retention and Leakage Study prepared by Volaire Aviation. Ms. Amos reported the top seven (7) markets for CGI include: Cape Girardeau, Poplar Bluff, Jackson, Sikeston, Carbondale, Murphysboro, and Dexter. She noted the top three destinations are Las Vegas, Denver, and Los Angeles. The most prevalent leakage is westbound passengers who are using St. Louis Lambert Airport and Southwest Airlines. It was indicated an education process is necessary to help passengers understand they can go west using Chicago O’Hare. Discussion continued on the topic.

- V. **Non-Agenda** – Mr. Loy announced his retirement on January 24, 2020. Mrs. Mehner thanked Mr. Loy for many years of service. She credited him for the airport being included in the Capital Improvement Sales tax initiative and stated his legacy has positioned the airport well for the future.

Adjournment:

There being no other business, Mr. Welker moved to adjourn the meeting and Mr. Brune seconded the motion. All were in favor. The meeting was adjourned at 12:38 pm.

Minutes prepared by:

Katrina Amos
Deputy Airport Manager