

**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes
September 14, 2021**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on September 14, 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
Justin Davidson, Board Member
Tameka Randle, Board Member
Joe Uzoaru, Board Member
Jeff Brune, Board Member (via phone)

Staff Present:

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

Absent: N/A

- I. **Call to Order/Approval of Minutes** - The meeting was called to order at 11:30 am. Mr. Knote moved and Ms. Clear seconded the motion to approve the minutes from the August 10, 2021 minutes, the motion was approved by unanimous vote.

- II. **Appearances** – None

- III. **Old Business** -
 - A. **Airport Activity Report** –Ms. Amos presented the August 2021 Airport Usage Report. Airline enplanements continued to do very well, considering vacation travel has slowed down in comparison to the previous month. Ms. Amos stated she is encouraged by the report, noting if SkyWest continues to average 800 passengers per month, they will exceed the original projection of 7,400 enplanements for the year. She reiterated if enplanements reach 8,000, the airport will be eligible for \$600,000 in grant funds. Discussion continued on this topic.

 - B. **Cape Aviation Report** – Ms. Amos presented the August 2021 Cape Aviation Report. Fuel sales were steady for the month. The student pilot traffic has been a very positive addition for 100LL fuel sales.

Ms. Amos will be meeting with US Aviation and ATC staff to discuss their flight instruction procedures to ensure safe operations. She also reported local air traffic operations have increased by 49% since the start of the program.

Projects -

- **Owner’s Representative Projects** – Ms. Amos informed the Board that she has an Owner’s Representative “kick off” meeting scheduled with Burns and McDonnell to officially begin work on the various projects including the terminal, and t-hangars. After the timelines are finalized, Burns and McDonnell and airport staff will schedule meetings with stakeholders, City Council, and the Board Members to assist with completing the 15% Basis of Design. Ms. Amos will have more information at the October meeting.
- **Airport Events Recap-** Ms. Amos detailed several events at the Airport in the last few weeks, the Airport hosted the WWII B-25 “Maid in the Shade” Bomber, August 23-29, rides were offered as well. They were very happy with the turn out from the public.
 - **Business After Hours-** Held at the Cape Girardeau Regional Airport Tuesday, August 24. The Chamber raffled a ride in the B-25, which a veteran happened to win.
 - **SEMO University Charter flight-** The Airport supported the SEMO Redhawks Football team charter flight to College Station, Texas. Airport staff, SkyWest Airlines, and Cape Aviation employees assisted with the operation. This flight had 120 passengers, which will go towards CGI’s overall enplanement total for the year.
- C. Advisory Board Member Applications-** The Board went over several more applicants for a new member. Ms. Amos will send out a poll via email for the Board to cast their vote. The recommendation will be presented to Council at the next meeting.
- D. SEMO Pilot Program Update-** Ms. Amos reported there is a 49% increase in air traffic; the Pilot Program has also surpassed expectations. Additional information was covered in the Cape Aviation report.

- E. **Honor Flight Update-** Ms. Amos reported the Veterans Honor Flight will take place at CGI on October 8; there will be 30 veterans along with 20 assistants leaving for Washington, DC. They will return on October 10. Ms. Amos has been working with the Wake Foundation, SkyWest Airlines, and 1st Class Travel, for the last several months to bring the flight to fruition.

IV. New Business –

- A. **FBO Improvements Presentation** – Ms. Amos went through the presentation with the Board and discussed addressing renovations such as paint, furniture, boardroom Improvements, and general décor. Mr. Davidson compiled ample information for the slide show. Minor improvements, such as new keypads, paint, and updated furniture, will be made within the next couple of months. Discussion continued on the topic.
- B. **Part 139 Inspection**– Ms. Amos noted the FAA Part 139 inspection is scheduled at the end of October. Airport staff has already begun preparing for the inspection.
- C. **Live fire training** – The Missouri Fire Rescue Institute will be at the Airport September 26-27. The training courses provide the skills to build local teams and coalitions that respond to natural and technological disasters.
- D. **Airport Lagoon Project** – Ms. Amos informed the Board the Lagoon is in the process of being dredged and will have irrigation turrets installed to reduce the number of times it has to be pumped and hauled using semi-trailers.

V. Non-Agenda –

VI. Adjournment –

There being no other business Ms. Clear moved to adjourn the meeting. Mr. Davidson seconded the motion. All were in favor. The meeting was adjourned at 12:46pm.

Minutes prepared by:

Audrey Lorch, Airport Support Specialist