



**Cape Girardeau Regional Airport Advisory Board Meeting - Minutes  
December 12, 2023**

The Cape Girardeau Regional Airport Advisory Board held their regular meeting on December 12, 2023 at 11:30 am at The Pilot House Restaurant.

**Board Members Present:**

Richard Knote, Chair  
Beverly Clear, Vice Chair  
Joe Uzoaru, Board Member  
Justin Davidson, Board Member  
Dr. Quantella Noto, Board Member  
Shawn Wasson, Board Member  
Keith Boeller, Board Member  
Mark Mehner, Board Member

**Staff Present:**

Katrina Amos, Airport Manager  
Audrey Lorch, Airport Support Specialist

**Others Present:** NA

**Absent:** Mike Marshall, Board Member

**Call to Order/Approval of Minutes** – Mr. Knote called the meeting to order at 11:30 am. Mr. Mehner motioned and Ms. Clear seconded a motion to approve the October and November 2023 minutes. All were in favor and the motion passed with a unanimous vote.

**Appearances** – None

**I. Old Business -**

- A. **Airport Activity Report** – Ms. Amos reported the Airport Activity Report. November YTD enplanements were 6,835, down 6% compared to 2022. November enplanements include two charter flights CGI supported for SEMO University and an incoming flight from Nicholls State University. Discussion continued on the topic.
- B. **Cape Aviation Report** – Ms. Amos presented the October and November Cape Aviation fuel sales report. Fuel sales continue to be strong and November included servicing two charter flights.

C. **Airport Projects Update -**

- **New Terminal Building** – Ms. Amos reported the terminal project is progressing. The three-week look-ahead schedule includes installation of exterior walls, roofing, and plumbing installation. Discussion continued on this topic.

Ms. Amos asked the Board for their recommendation on the new CGI signage by providing two options. A vote was conducted with six members in favor of Option B and 2 in favor of Option C. Discussion continued including a suggestion to consult with Bold Marketing for their professional recommendation.

- **T-Hangars** – Ms. Amos will meet with Zoellner Construction this week to discuss the civil and structural drawings. Zoellner expects to begin dirt soon and follow-up with apron work in early spring.
- **Marketing Report** – Ms. Amos provided the marketing report from CGI's collaborator BOLD Marketing. The campaign has been very successful with very unique ideas and management of CGI's social media outlets. The data BOLD has shown CGI, has increased enplanements by 15%. Ms. Amos shares this is mostly attributed to the efforts BOLD has put into the marketing strategy. Contour has allocated additional resources for CGI's marketing efforts in June 2024.

**New Business –**

- FAA SAFETY MEETING** – Held November 16, 2023 – CGI hosted the Wings Certified class; Thomas Bridges, Airport Operations Supervisor, Bev Clair, Board Member, and flight instructor along with the FAA, facilitated the meeting. This was a meeting to promote safety; given the high number of US Aviation students.
- AIR SHOW PLANNING** – Ms. Amos and Ms. Lorch attended the International Council of Air Shows (ICAS) conference in Las Vegas, NV to explore the possibility of hosting an air show in 2025. Ms. Amos noted more discussion will need to be had before a decision to host the event is made.
- 2024 ECLIPSE FLY-IN** – CGI will host a "Fly In" event on April 8, 2024. CGI is requiring reservations with a \$50.00 deposit; however if the pilot purchases fuel the deposit will go toward fuel purchases. CGI has a parking plan for 150 aircraft at this time.

- D. **YEAR-END REVIEW** – Ms. Amos presented the year-end review highlighting notable achievements, sales and service trends, enplanement data, as well as goals and objectives for the future.

**II. Non-Agenda Items – N/A**

- III. **Adjournment** – There being no other business, Ms. Noto moved to adjourn the meeting, Mr. Uzoaru, second the motion. All were in favor. The meeting adjourned at 12:45 pm.

**Minutes prepared by:**

---

**Audrey Lorch, Airport Support Specialist**