

AIRPORT BOARD MINUTES

January 10, 2017

Sandy's Place Restaurant

Members Present: Craig Bohnsack, Robin Cole, Robert Cork, Ryan Dewrock, Mark Welker, Paul Mingus, Brian Ozark

Others Present: Bruce Loy, Airport Manager; Derrick Irwin, Flight Line Supervisor; Hannah Seesing, Administrative Clerk

I. Minutes of Previous Meeting:

The meeting was called to order at 11:30am. Mr. Cole moved and Mr. Mingus seconded the motion to approve the minutes from the December 13, 2016 meeting. The motion was approved with a unanimous vote.

II. Appearances:

A. There were no appearances at this meeting.

III. Old Business:

A. Airport Activity Report – Mr. Loy presented the airport activity report for December 2016. He stated that the year-end numbers for Cape Air were down slightly. He compared the 5,532 enplanements in 2016 to the 6,186 from 2015. He expressed that the itinerant traffic was up for the month of December but down by approximately 400 for the year. Mr. Loy suggested devising a plan to calculate the traffic count during the hours that the tower is not operating. Mr. Cork questioned how this could be accomplished. There was continuing discussion on the feasibility of acquiring qualitative results on the subject.

Mr. Cole questioned why there was a down tick in civil local traffic. Mr. Loy noted that Cape Copters operations were down quite a bit due to a previous surge of agricultural application pilots working on their helicopter ratings. The majority of those pilots have now completed their helicopter pilot training. He did, however, note that Remos traffic through Skybound Aviation was picking up, with more students and more flight training operations.

Airline Update – Air Service Discussion Mr. Cork again addressed the previous meeting with Cape Air and brought to the attention of the Board the idea of possibly changing Hubs for our scheduled Passenger service. Mr. Loy informed the Board that he would like to hire Mr. Mike Mooney, a consultant with Volaire Aviation, to conduct a study telling us where the customers in our area are interested in going. The study would result in Mr. Mooney providing the Board valid options for future scheduled service. Mr. Mooney has worked with the Cape Girardeau Regional Airport on multiple occasions under different consulting firms, including the Boyd Group and Sixel; he has a long list of references from other airports he has worked with including Joplin, MO; Clarksburg, WV; and Hattiesburg, MS, among others. Mr. Loy stated that we could be receiving Essential Air Service Requests for Proposal from the Department of Transportation as early as June and expressed that he would like to have this study completed before then as to ensure that the right decisions are being made to best serve the customers.

Mr. Cole suggested finding a consultant who is advising airports where traffic is growing and excelling and have the same general build as CGI, in hopes that they would do the same for us. Mr. Loy expressed that the Joplin Airport, one success story that Mr. Mooney has been working with, is, in fact, having great success.

Mr. Cork volunteered to reach out to Columbia, Missouri Airport to ask who conducted their Air Service survey, while Mr. Loy volunteered to reach out to other “successful” airports to do the same.

The question was later asked about the \$30,000 airline revenue funds that were intended for terminal improvements. Mr. Loy informed the Board that those funds were currently being held for repairs to the Main Terminal HVAC system, per City Management, and that he was waiting to hear back from Premium Mechanical to see if a HVAC water sample taken for testing contained any Freon. Additionally, we are hoping for a determination to repair the leaking Freon from the HVAC system and an estimate on the cost of those repairs. Mr. Cork and Mr. Welker urged the Board to reach out to City Council members to question the allocation of these funds, as they were initially intended for cosmetic improvements to the terminal to enhance the customer experience.

- B. Cape Aviation Activity Report** – Mr. Irwin presented the Cape Aviation usage report for December, 2016. Mr. Irwin informed the Board that the December fuel sales were less than expected from previous years. He attributed this decrease to less traffic from some of our big ticket customers such as Rush Limbaugh.

Mr. Cole questioned data discrepancies between the Cape Aviation reports and the Airport Usage report. He asked where the information came from to generate these two different reports, and which report is a better representation of the actual fuel sales. He noted that there was a large discrepancy on the Jet-A fuel sales numbers from one report to the other. Mr. Irwin explained that Cape Aviation numbers are derived from the amount of monthly fuel pumped and the Airport Usage Report was derived from paid invoices for the month.

- C. Projects – Runway 2/20 Overlay Project** – Mr. Loy informed the Board that the design contract for the project with CMT had gone to City Council the night before and had been approved to move forward. The Airport has asked MoDOT to include a variety of taxiway crack seal projects, including crack seal repairs for Taxiway Alpha, but has not received a reply yet. The project had originally been scheduled to begin in 2018 but has been bumped up by MoDOT and is estimated to begin in Spring of 2017.

IV. New Business:

- A. Potential 2017 Airport Events** – Mr. Loy discussed the possibility of doing a “Rusty Pilots Course” which he described as a refresher course for pilots. The Board was in favor of this and thought it was a great idea. Mr. Cork discussed the “Critical Decision Making” seminar that is sponsored by Cirrus Aircraft Manufacturing. He detailed the seminar and why Cirrus decided to start offering it. The Board was also in favor of this and asked Mr. Cork to move forward in attempting to secure CGI as a location for the seminar to be held this year. Mr. Cole questioned whether Cessna offered a course similar to this and said he would look into it.
- B. Real ID Act – Effective 2018** – The board discussed the “Real ID Act” that will go into effect in 2018. This act outlines the new guidelines for TSA and expresses that the Missouri state driver’s license among others will no longer be a valid ID to pass security check

points. This will then require Missouri residents to use a passport or other valid form of ID to get through security. Mr. Loy reported that the Missouri Airport Manager's Association is supporting several bills in Jefferson City that would require the State to comply with the Act by offering an optional driver's license to meet the requirements of the Act.

V. Airport Foundation:

A. Donations Update – Ms. Seesing informed the board that the Airport foundation had received more donations and was up to \$3,700.

VI. Adjournment:

There being no other business, Mr. Cole moved to adjourn the meeting and Mr. Cork seconded the motion. All were in favor. The meeting was adjourned at 12:37pm

Minutes prepared by,

Hannah Seesing

Administrative Clerk