

Casper/Natrona County International Airport

**January 19, 2022
Board Meeting - 1:00 p.m.**

The Board meeting will be conducted by phone: (307) 995-3930 passcode 6688

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve and Sign Minutes of the December 15, 2021 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Travis Peter
6. Next Board Study Session – February 16, 2022 11:00 a.m.
Next Board Meeting – February 16, 2022 1:00 p.m.
7. Adjourn

CASPER / NATRONA COUNTY INTERNATIONAL AIRPORT BOARD OF TRUSTEES STUDY SESSION MINUTES

Joe MacGuire convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on January 19, at 11:00 a.m. in the Public Safety Training room. Board members present via phone included Tim Monroe, Kermit Wille, and Fred DeVore. The Board reviewed the attached Director Report presented by Glenn Januska, Airport Director and generally discussed the items on the Director Report. No action was taken. The study session was ended. The monthly meeting of the Airport Board of Trustees was convened in person at 1:00 p.m.

**Casper / Natrona County International Airport
Board Meeting
January 19, 2022**

BOARD MEMBERS PRESENT

Joe MacGuire, Treasurer
Kermit Wille, Vice President (by phone)
Fred DeVore, Secretary (by phone)
Tim Monroe, Member (by phone)

BOARD MEMBERS EXCUSED

Steve Emery, President

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
Tatum Hlavacek, Deputy Director of Finance and Administration
Karen Trohkimoinen, Administrative Assistant – AP and Payroll

COUNTY COMMISSIONER

Rob Hendry, County Commissioner (by phone)

In the absence of the Board President, the Board Vice President called the meeting to order at 1:00 p.m. and lead the Pledge of Allegiance.

APPROVAL OF MINUTES

Member made a motion to approve the minutes of the December 15, 2021, Board Meeting. The Treasurer seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

Member made a motion to approve the expense checks and the Treasurer seconded the motion. The motion carried.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS AND RESOLUTIONS

The following items were presented for approval:

A. Land Lease and Building Rental Agreement – Travis Peter

A motion was made by the Member and seconded by the Treasurer to approve the Leases, Contracts, Agreements and Resolutions presented. The motion carried.

ACTION ITEMS NOT ON AGENDA

1. Airport Director informed the Board that he had asked the Natrona County Attorney for guidance on the possibility of the Airport acquiring a loan from the County. The Natrona County Attorney briefly discussed pertinent State statutes and rules for the Airport to take out a loan from a bank. The Airport Director asked the Board for guidance on going forward with the possibility of acquiring a loan through the County for the Quick Turn-Around Facility (QTA) and the Terminal Building projects or through a bank.

Discussion pursued. The Vice President suggested we approach the banks that have already been selected through the bid process for the projects and propose a change from a loan to lease-back, giving the banks the opportunity to continue or to back out.

After much discussion, a motion was made by the Treasurer to move forward with the ability to enter into a lease-back to conform with Wyoming Statutes as necessary, as directed by legal counsel from the County and that we, the Airport, recognize that we will need to hire Bond Counsel at Airport expense. The Secretary seconded the motion.

Following discussion, a vote was taken, and the motion carried.

2. Airport Director asked the Board for approval to move forward with the proposal to increase the CFC from \$3.00 to \$5.00 as had been discussed at a previous meeting. The Member made a motion to give a 60-day notice to the rental car agencies that the CFC will be increased from \$3.00 to \$5.00. The Treasurer seconded the motion. The motion carried.

DIRECTOR'S REPORT: Included in the Board Agenda packet.

FINANCIAL REPORT: Included in the Board Agenda packet.

OPERATIONS REPORT: Included in the Board Agenda packet.

ACTIVITY REPORT: Included in the Board Agenda packet.

NEXT MEETING

Vice President reported that the next pre-board meeting will be on Wednesday, February 16, 2022, starting at 11:00 a.m., with the next regular Board meeting starting at 1:00 p.m. in the ARFF Training Center room.

ADJOURNMENT

Vice President adjourned the meeting at 1:55 p.m.

APPROVED


