

Casper/Natrona County International Airport

February 16, 2022

Board Study Session - 11:00 a.m.

Board Meeting - 1:00 p.m.

The meeting and study session will be conducted in the
Terminal Building Conference Room and by Zoom:

<https://us02web.zoom.us/j/87892284603?pwd=RzN2ZVF4LzBwYUZUQzhiNzdOUWE3dz09>

Meeting ID: 878 9228 4603

Passcode: 010470

(312) 626 6799

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve and Sign Minutes of the January 19, 2022 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Advertising Concession Agreement – Casper Cabs, LLC
6. Financial Report
7. Director Report
8. Operations Report
9. Activity Report
10. Other
 - A. From the Board
 - B. From the Floor
11. Next Board Study Session – March 16, 2022 11:00 a.m.
Next Board Meeting – March 16, 2022 1:00 p.m.
12. Executive Session
13. Adjourn

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

Kermit Wille convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on February 16, at 11:00 a.m. in the Terminal Building Conference room. Board members present included Kermit Wille, Fred DeVore, Joe MacGuire (via phone), and Tim Monroe (via phone). 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
February 16, 2022**

BOARD MEMBERS PRESENT

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

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 Zoom)

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

The Secretary made a motion to approve the minutes of the January 19, 2022 Board Meeting. The Member seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS AND RESOLUTIONS

The following items were presented for approval:

A. Advertising Concession Agreement – Casper Cabs, LLC

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

The Airport Director reported to the Board that Metro Coffee Company has requested to be released from its concession agreement. The Member made a motion to grant the request by Metro Coffee

Company to immediately terminate the Lease Agreement. The Secretary seconded the motion. The motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of January:

- Revenue for the month was \$334,892, which is \$1,534 over budget;
- Year-to-date revenue was \$2,333,509, which is \$361,828 over budget;
- Expenses for the month were \$302,431, which is \$61,980 under budget
- Year-to-date expenses were \$2,438,204, which is \$112,673 under budget.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Bid advertisements for the Airfield Electrical Project are scheduled for February 25th, March 4th, and March 11th.
2. A pre-construction meeting is scheduled for the Airport Parkway Reconstruction project on February 22nd.
3. Jviation is reviewing an updated punch items list for the ARFF Training Facility project.
4. The Airport Director asked if the Board has considered acting upon TDS Construction's bid bond to cover the loss resulting from their failure to proceed with the Car Rental QTA project. The Secretary made the motion to act upon TDS Construction's bid bond up to 5% of the bid amount. The Member seconded the motion. The motion carried.
5. The scope of services from Jviation has been received and are being reviewed for the Runway 8/26 Resurfacing Project.
6. Design of the SEAT Base project is continuing.
7. There are still some items to be completed on the Terminal Holdroom project, Passenger Loading Bridge, and Backup Generator/Electrical work. The Terminal Roof D bid date is scheduled for April 1st.
8. A "Proposed WACIP for FY23 Budget and FY24-FY27 Plan" has been received. The deadline to submit any comments on the proposed plan is February 21st.
9. If the State moves forward, the anticipated lease start date for the building at 3731 Esmay is July 1st; however, the Airport has not received any response to its proposal to lease.
10. Proposals/bids for the Farmland and Pastureland Lease Agreements are due March 1st and will be discussed at the March Board Meeting.
11. The FAA held an information session on the 16th on how to get projects programmed and funded through the Bipartisan Infrastructure Law (BIL).
12. An updated annual statement of values for Airport buildings and vehicles was submitted to the

County so the insurance premium can be determined for the next fiscal year. Discussion pursued as to whether all buildings should be covered for liability and replacement versus liability only. The consensus was for liability only coverage since the buildings would not be replaced.

13. The advertisement for the opening for the Administrative Assistant – A/P and Payroll position was posted beginning February 14th.
14. The Employee Handbook with comprehensive changes to the current practices has been given to the Board for its review and will be discussed during the April Board Meeting.

OPERATIONS REPORT

The Deputy Director of Operations and Public Safety reported on the following:

1. There was one Law Enforcement call on January 31st at 6:30 p.m.
2. The 2022 schedule for the 40-hour ARFF and Live Burn classes has been released. Over 30 students have signed up so far.
3. Kalen Marketing has been working to create a new badge design for the Operations and Public Safety department uniform shirts. A concept of the new design was shown.
4. The Airport Certificate Manual (ACM) has been updated and sent to the FAA inspector for review and approval.
5. A simulation of an unexpected crash of an Embraer 175 after landing was held on January 27th, with 24 persons representing 10 different agencies from Natrona County attending the Table-Top Exercise.
6. The Game and Wildlife permit has been completed and the renewal application for the U.S. Federal permit for migratory birds has been submitted.
7. The updated Airport Security Plan (ASP) has been submitted to the TSA inspector for review and approval. As of February 1st, a new system called RAP BACK will give real-time notification to the Operations and Public Safety Department of anyone with a SIDA badge who gets fingerprinted for any misdemeanors or felonies, allowing for immediate action to be taken, as needed.

ACTIVITY REPORT

The Airport Director referred the Board to the Activity Report for January 2021 vs January 2022, and January 2019 vs January 2022, which is included in the Board packet.

OTHER

- A. From the Board:

The Member asked if Visit Casper is given information on the number of people coming in from out of town to utilize the Airport's ARFF Training Facility. The Airport Director responded that the information is being compiled and will be made available to them.

The Member thanked Joe MacGuire and Rob Hendry for their service to the community in their respective roles as State Legislator and County Commissioner.

The Treasurer thanked the Airport Director for putting up the "Welcome Home" sign for Logan Wilson and his family and friends on the Terminal Monitor.

B. From the Floor:

Custom's Officer reported that customs traffic has increased, and he thanked Atlantic Aviation for allowing him to use their ramp space and the Airport snowplow crew for keeping his ramp and sidewalks cleared of snow.

Air Traffic Manager commented on the snowplow crew working to make the runway safe for a recent United flight to take off with a full load of passengers.

Atlantic Aviation General Manager reported that traffic has increased for Atlantic Aviation.

A Hertz Rental Car employee asked what happens to the money received from the contractor's bid bond insurance and an explanation was given by the Vice President that the bid bond goes back to the QTA project costs.

NEXT MEETING

The Vice President reported that the next pre-board meeting will be on Wednesday, March 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

The meeting was adjourned at 2:00 p.m.

APPROVED


