

**Casper/Natrona County International Airport**

**March 16, 2022**

**Board Study Session - 11:00 a.m.**

**Board Meeting - 1:00 p.m.**

The meeting and study session will be conducted at the  
Airport Public Safety Building, 8328 Fuller Street

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approve and Sign Minutes of the February 16, 2022 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
6. Farmland/Pastureland Lease Agreement –
  - A. Farmland/Pastureland Lease Agreement - Altenburg Land & Livestock
  - B. Farmland/Pastureland Lease Agreement - Rocking LR, LLC
  - C. Farmland/Pastureland Lease Agreement - Forgey Land & Livestock
  - D. Farmland/Pastureland Lease Agreement - Malory and Charlie Sadler
  - E. Farmland/Pastureland Lease Agreement - Dick Smith
  - F. Farmland/Pastureland Lease Agreement - T BARM, LLC
  - G. Land Lease and Building Rental Agreement - Inter-Mountain Pipe & Threading, Co.
  - H. Professional Services Contract – Jviation, a Woolpert Company
7. Financial Report
8. Director Report
9. Operations Report
10. Activity Report
11. Other
  - A. From the Board
  - B. From the Floor
12. Next Board Study Session – April 20, 2022 11:00 a.m.  
Next Board Meeting – April 20, 2022 1:00 p.m.
13. Executive Session
14. Adjourn

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

Steve Emery convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on March 16, at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille, Joe MacGuire, and Tim Monroe. 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  
March 16, 2022**

**BOARD MEMBERS PRESENT**

Steve Emery, President  
Kermit Wille, Vice President  
Joe MacGuire, Treasurer  
Tim Monroe, Member

**BOARD MEMBERS EXCUSED**

Fred DeVore, Secretary

**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

The Board President called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The Treasurer made a motion to approve the minutes of the February 16, 2022 Board Meeting. The Vice President seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The Vice President 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. Farmland/Pastureland Lease Agreement – Altenburg Land & Livestock
- B. Farmland/Pastureland Lease Agreement – Rocking LR, LLC
- C. Farmland/Pastureland Lease Agreement – Forgey Land & Livestock
- D. Farmland/Pastureland Lease Agreement – Malory and Charlie Sadler
- E. Farmland/Pastureland Lease Agreement – Dick Smith
- F. Farmland/Pastureland Lease Agreement – T BARM, LLC
- G. Land Lease and Building Rental Agreement – Inter-Mountain Pipe and Threading Co.

#### H. Professional Services Contract – Aviation, a Woolpert Company

The Airport Director gave a brief overview of the leases and agreements brought for approval.

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

A board member stated that he would like to see the 307 First sculptures moved from the existing location to a location closer to the Airport entrance road. The Airport Director stated that he will look at options.

#### **FINANCIAL REPORT**

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

- Revenue for the month was \$321,139, which is \$12,220 under budget;
- Year-to-date revenue was \$2,961,674, which is \$294,807 over budget;
- Expenses for the month were \$338,924, which resulted in a net loss of \$17,786; and
- Year-to-date expenses were \$2,775,529, which resulted in net income of \$186,146, and since a loss of \$248,421 was budgeted, this was a swing of \$434,589.

#### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. A pre-bid meeting for the Airfield Electrical Project was held March 9<sup>th</sup> and five general contractors were in attendance. A bid opening for the project will be Friday, March 18<sup>th</sup>.
2. Ramshorn Construction indicated they are scheduled to start the Airport Parkway Reconstruction project on April 11<sup>th</sup> and should have it completed on or by July 1<sup>st</sup>.
3. The Airport Director is preparing the architectural selection document for the Air Traffic Control Tower project and the consultant selection will start soon. The timeline is proposed as follows: Fall of 2022, apply for grant funding; design in 2022-2023; with construction starting in 2024. Discussion was had about the different building sites and costs.
4. The project submittals for the Car Rental QTA are being reviewed. Loan documents are in the process of being executed with First State Bank. Site work will start at the end of March/beginning of April.
5. Once the FAA has submitted comments on the final construction report for the Concrete Apron Reconstruction project, the final escrow to S&S and processing of the final RFR can be approved.
6. The Airport Director has sent an invitation to the County Commission to hold a work session at the Airport. The commission is looking at coming out April 5<sup>th</sup>.
7. The 60% plan review for the Runway 8/26 Resurfacing project has been received, comments have been submitted, and a meeting is scheduled for March 17<sup>th</sup> to go over the comments.
8. The 65% plan set for the SEAT base has been received and comments have been submitted

from the Airport and the BLM with a review of those comments completed on March 8<sup>th</sup>. T•O Engineers are moving forward past the 65% now. Also, we submitted our first pay reimbursement request.

9. The equipment for the Security Camera System Upgrade has been ordered.
10. The letter officially closing the grant for the Snow Removal Equipment Purchase has been received.
11. The Aeronautics Commission has approved \$380,000 for Phase 3 of the Parking Lot Reconstruction Project, which includes employee and rental car parking.
12. Most of the work in the Terminal Building is complete. The sprinkler system is close to completion, the new utility lines are connected, the Gate Holding Area needs the seats recovered, and the charging stations will be installed soon. The Observation Deck exterior stair installation should be done by March 18<sup>th</sup>.
13. GH Phipps will complete some work that still needs to be done on the Passenger Loading Bridge. The amount of the retainage due to JBT will be reduced by the amount paid to GH Phipps.
14. Generac was on site to continue working on the Backup Generator to solve the problem with the drop in pressure. Changes were made as proposed by Generac, but the issue has not been resolved. A new spring was ordered in hopes of correcting the problem.
15. The parts to repair the Terminal Building elevator have been ordered. Credit will be received for the new parts towards a new elevator if we decide to replace the entire unit.
16. A 98% review meeting is scheduled for Monday, March 21<sup>st</sup> for the Roof D repair project.
17. The components for the new telephone system have been received, and we are moving forward with the installation.
18. The Aeronautics Commission met on March 15<sup>th</sup> and they are agreeable to providing financial support in Fiscal Year 2027 to the ARFF Training Facility; however, the commission indicated additional funds are not available for the third phase of the Parking Lot Reconstruction Project.
19. The Airport Director continues to work with the Friends of the Veteran's Museum and the State on the potential lease of 3731 Esmay.
20. The Civil Air Patrol has asked for financial assistance with their new lease agreement.
21. A Request for Proposal for food and beverage operations or the gift shop or both is being put together.
22. The next Runway Safety Action Team meeting is going to be held after the Board meeting on April 20<sup>th</sup>.
23. The filming of the 30-second digital/TV spot was done on February 28<sup>th</sup> and March 8<sup>th</sup>.

The ideas for a new look and feel (branding) for the ARFF Training Facility logo is being

reviewed.

The Airport Director has asked Kalen Marketing Solutions to work on a new Airport logo to be done in time for new business cards that are being ordered due to changes in phone extensions for all employees.

The monthly survey of social media topics continues each week on Facebook.

24. The statement of values on the Airport buildings has been updated, indicating which buildings would not be replaced if damaged or destroyed, thus requiring only liability insurance on those buildings. WARM (Wyoming Association of Risk Management) has been notified of the changes.
25. Advertising for Administrative Assistant – A/P and Payroll closes March 25<sup>th</sup>. Also, we are advertising for an Apprentice Plumber and Parking Booth Attendant.

### **OPERATIONS REPORT**

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

1. March 4<sup>th</sup> Station 8 was called to a mutual aid structure fire for a two-story apartment building. Two fire trucks were dispatched.
2. February 10<sup>th</sup> Air Traffic Control called with a request for medical response of a seizure patient on an inbound flight.
3. Currently, K-9 units are being trained at the Airport for bomb detection.
4. We are continuing to receive registrations for the 40-hour ARFF class and live burns. The City of Evansville Fire Department is upgrading their air packs and are donating ten packs to the Airport.
5. Ten percent badge audit for March is ongoing.
6. Part 139 Inspection items are being corrected. Wind cone on the approach to Runway 8 will be corrected in house, and the power control units for the PAPIs will be included in the Runway 8/26 Project.
7. Working on the after-action report for the January 27<sup>th</sup> tabletop triannual drill.
8. Wildlife management, US Federal Permit has been submitted for 2022.
9. Participated in EMR training with Natrona County and Mills Fire Department in a class covering Cardiac Arrest Protocols.
10. Working with TSA inspector on the Airport Security Plan, getting the ASP updated, and RAP Back program is in service.
11. Signed up for WPS (wireless priority service) through Homeland Security. In the event of an emergency, we will have “priority calling”.

## **ACTIVITY REPORT**

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

## **OTHER**

### A. From the Board:

Young Eagles event on June 11<sup>th</sup>. July 23<sup>rd</sup> B-17 crash site ceremony north of Douglas. August 9<sup>th</sup> hike up to Bomber Mountain to a B-17 crash site.

Proposal that we offer passengers who come into town and rent a car a \$10 gas gift certificate to help promote Casper.

Send our Natrona County Representatives a letter to thank them for their support.

### B. From the Floor:

Custom's Officer reported that Customs traffic has been good, and he stated that Atlantic Aviation gives international Aircraft a fuel discount. Additionally, he commended the Airport snowplow crew for keeping his ramp and sidewalks cleared of snow. Requested the yellow parking line be moved closer to his door, parallel to the SIDA line.

AVIS will end up with electric cars soon and has inquired about the charging stations in the rental car parking lot

Air Traffic Manager stated that the RSAT (runway safety action team) meeting will be April 20<sup>th</sup> from 5:30 - 7:00 pm. Safety data during the most recent snowstorm showed consistent positive comments on how good the snow removal crew is doing.

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

## **NEXT MEETING**

The Vice President reported that the next pre-board meeting will be on Wednesday, April 20, 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.

After season thank you luncheon for snow removal scheduled tentatively for May.

## **ADJOURNMENT**

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

APPROVED \_\_\_\_\_

