

**Casper/Natrona County International Airport**

**May 18, 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 April 20, 2022 Board Meeting
4. Approve and Sign Minutes of the April 20, 2022 Board Executive Session Meeting
5. Approve and Sign Minutes of the May 10, 2022 Board Meeting
6. Approve and Sign Minutes of the May 10, 2022 Board Executive Session Meeting
7. Approve Expenses and Sign Checks
8. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Mobile Home Land Lease Agreement – Larry and Melissa Beach
  - B. Land Lease Agreement – Kenny’s Mobile Home Movers
9. Financial Report
  - A. Discussion and Action on the FY2023 Airport Operating Budget
10. Director Report
11. Operations Report
12. Activity Report
13. Other
  - A. From the Board
  - B. From the Floor
14. Next Board Study Session – June 15, 2022 11:00 a.m.  
Next Board Meeting – June 15, 2022 1:00 p.m.
15. Executive Session
16. 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 May 18 at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille, Joe MacGuire, Fred DeVore 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  
May 18, 2022**

**BOARD MEMBERS PRESENT**

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

**AIRPORT STAFF**

Glenn Januska, Airport Director  
Dan Kittinger, Deputy Director of Operations and Public Safety  
Debbi Shutts, Administrative Assistant – A/P & Payroll

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

**APPROVAL OF MINUTES**

The President made a motion to approve the minutes of the April 20, 2022 Board Meeting and Executive Session Meeting, and the minutes of the May 10, 2022 Board Meeting and Executive Session Meeting. The Member 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. Mobile Home Land Lease Agreement – Larry and Melissa Beach
- B. Land Lease Agreement – Kenny’s Mobile Home Movers

The Member made a motion to approve the Lease Agreements. The Vice President seconded the motion. The motion carried.

**FINANCIAL REPORT**

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

- Revenue for the month was \$422,115, which is \$88,757 over budget;
- Year-to-date revenue was \$3,726,396, which is \$392,812 over budget;
- Expenses for the month were \$386,588, which resulted in net income of \$35,528; and
- Year-to-date expenses were \$3,526,688, which resulted in net income of \$199,708. Since a loss of \$279,474 was budgeted, we are actually \$510,236 to the good.

Discussion and action of the FY2023 Airport Operating Budget will be discussed at the June 15<sup>th</sup> meeting.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. The Airfield Electrical Project should start within the next few weeks.
2. Airport Parkway Reconstruction paving is beginning and will be moving on to phase 2 at the end of the week.
3. Air Traffic Control Tower – Proposals have been sent to the selection committee who are reviewing them now.
4. ARFF Facility – Training has begun. The Deputy Director Operations and Public Safety will discuss this further in the Operations Report.
5. Car Rental QTA – Currently working on plumbing and electrical work and finalizing details of the fuel system installation.
6. Concrete Apron Reconstruction – Currently working on wrapping up the financials on the project and then closing out the project/grant.
7. Internal Roadways – Working on rescheduling the County Commission to come out for a tour. The Director is working with Ramshorn through the entrance road project on doing a mill and fill at the intersections along Werner.
8. Runway 8/26 Resurfacing – Had a meeting with FAA to discuss Runway 8/26 threshold lights and options for them. During the call with the FAA, it was learned that they plan to replace the MALSR for Runway 8/26 in 2028.
9. SEAT Base/LAT and VLAT – BLM is currently reviewing the modular building design, and when comments are received, T•O will send out the 95% plans/spec for review. Bids will open in the fall which will allow the BLM to continue operating out of the current base this year.
10. Holdroom Project – GH Phipps continues to work on completing punch list items and the fire alarm will be tested at 3:00PM today.
11. Passenger Loading bridge – Working on incorporating some cameras and card access control readers into the project.
12. Generator - There was a large group of people out on the 11<sup>th</sup> to observe the new generator. An email was received from the sales director apologizing for the time it has taken to get this far into the project. Discussion was had about them compensating for some of the costs for the contractor and subs as well as offering an extended warranty for the generator. Possibly a 5-year warranty on work and 10-years on the generator.
13. Terminal Roof D - Unfortunately, only one bid was received for \$497,700, which was way above the \$228,800 engineers estimate. The plan is to rebid the project.

14. Terminal Roof B and E – The State has closed out this project/grant. This will be removed from the report.
15. We continue to negotiate a new 5-year lease agreement with FedEx.
16. Food and Beverage RFP - The Airport Director and the Deputy Director of Finance and Administration are working on a new food and beverage RFP.
17. Parking Rate – There was discussion to move the grace period from 3 hours to 4 hours for free parking. The Vice President moved to extend the free parking grace period from 3 hours to 4 hours. The Member seconded the motion. The motion was approved.
18. Marketing Work – We continue to do a monthly survey of social media topics so that we have programmed social media posts each week and are working on a media buy for the new commercial. The Director showed a preview of some drone footage of the ARFF Facility training that will be used for promotional purposes.
19. Runway Run – The Director would like to hold a 5K Runway Run/Walk in September. The challenge is that we cannot close an aeronautical facility for non-aeronautical purposes, so the Director is reaching out to other airports that have done this before. The Treasurer offered the Friends of the Veterans Association to help with this. The Secretary suggested reaching out to ROTC.
20. Airport Handbook – The plan is to have the revised Handbook to the Board by the end of the week for discuss June 15<sup>th</sup>.
21. Reflections of Casper has been moved from the observation deck to the stairwell and we will be adding vinyl lettering and a QR code which will allow visitors to learn more about the pictures.

## **OPERATIONS REPORT**

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

1. ARFF Response – On April 29th, at 6:24 am, Station 8 was notified by the Control Tower of an Alert 2. A Key Lime Air Metroliner was inbound with an engine out. Responding units were CR8-1, 2, & 3, Mills Fire Department, Natrona County Fire District, and Natrona County Sheriff's Department. The plane landed safely on Runway 3/21.
2. Medical Response – On April 22nd, at 6:45 am, Station 8 was notified by Dispatch about a vehicle vs. deer accident on Highway 20/26 by Commerce Drive. E-8, Public Safety Officer Tubridy, and Jake Hlavacek responded to the accident. The passenger was found outside of the vehicle and no medical assistance was needed.
3. On April 24th, at 12:12 am Public Safety Officers Warne and Norcross responded to Highway 20/26 for an intoxicated male. Before their arrival the request was cancelled by Natrona County Sheriff Deputies on scene.
4. Law Enforcement – On May 6th, at 5:20 am, Public Safety Officer (PSO) Warne was notified by TSA of an antelope injured along Airport Parkway. PSO Warne found the antelope and got

permission from Game and Fish to dispatch the animal. After approaching the antelope, it got up, had a visible broken leg, and limped away. PSO Warne was not able to dispatch the animal due to safety concerns.

5. ARFF Training Facility Upgrade – GH Phipps is finishing up the last of the punch list items. We have given them a 30-day due date on closing out the last of the remaining items.
6. ARFF 40-Hour Classes and Live Burns – We have officially started our 2022 season with a 40-hour ARFF class. We trained 14 students the week of May 9th. Additionally, we trained 14 students in our Plus Package Burns (handline and truck burn training) and had 8 more students on Friday for Truck only burns. Friday, we had a total of 36 training fires.

The Deputy Director extended his thank you to the Public Safety Staff for providing training during this class and to the Maintenance Staff for their continued work on operating the facility during the burns.

7. ARFF Training Facility Logo – T-shirts have been made with our new logo to distribute to our Training Facility participants.
8. Tri-annual Drill – Dan will be meeting with our Emergency Management team this month to set a hard date for our Tri-annual drill.
9. NOTAMS – We will be submitting NOTAMS as needed for any construction projects around the Airport.
10. Airport Security Plan (ASP) – In process. We will again be updating our ASP in regard to the labeling of the loading gates in the concourse and the new vehicle gate that goes into the beer garden.
11. Heath Care Coalition – Dan continues to meet with this group quarterly.
12. GETS/WPS – We are now signed up for priority calling.

#### **OTHER**

##### **A. From the Board:**

June 9<sup>th</sup> is Rotary Highway cleanup day, on June 11<sup>th</sup> Young Eagles starts at 7PM, and the Bomber Mountain hike is August 20, 2022.

##### **B. From the Floor:**

1. Dale Leatham of US Customs said he was gone 12 days in April, but it was a busy month. Inbounds more than doubled from last year. Lots of internationals from Europe and Canadian oilfield companies bringing people in. Dale expressed thanks to the snow removal crews as he calls them and lets them know when a flight will be in, and they are on the job right away clearing the snow. He suggested with respect to the Foreign Trade Zone, that we find a broker that could operate out of Casper.

2. Atlantic Aviation commented on the uptick in traffic. Two non-BLM companies are looking to stage here for the upcoming fire season, the first one possibly in May. FedEx is now up

to about 2,000 - 4,000 gallons of fuel/day, up from practically nothing, possibly due to the discussion of increased leasing costs due to lack of fuel revenue for C/NCIA from FedEx.

3. A Hertz Representative was asked by the Vice President if they are seeing an uptick in rentals, to which the representative responded that they were in both business and leisure travel. Several customers had flown to Casper rather than Denver for the University of Wyoming graduation. The Vice President inquired about pick-up rental availabilities, and the Hertz Representative said he has 7 trucks with 6 currently rented and in the oilfield.

#### **NEXT MEETING**

The Vice President reported that the next pre-board meeting will be on Wednesday, June 15, 2022, starting with the study session at 10:30 a.m., with the next regular Board meeting starting at 1:00 p.m. in the ARFF Training Center room.

#### **ADJOURNMENT**

At 1:45 p.m. the Vice President made a motion to enter into Executive Session, and the Member seconded. Motion carried.

Following return from the Executive Session, the Vice President made a motion to adjourn the Regular meeting and the Secretary seconded the motion.

APPROVED



A handwritten signature in black ink, appearing to read "E. J. Mery", is written over a horizontal line. The signature is cursive and somewhat stylized.