

Casper/Natrona County International Airport

June 15, 2022

Board Study Session - 10:30 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 May 18, 2022 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Agreement – Wyoming Wood N Works
 - B. Land Lease and Building Agreement – Krista Anderson
 - C. Mobile Home Land Lease Agreement – Quenten Barney
6. Financial Report
 - A. Discussion and Action on the FY2023 Airport Operating Budget
7. Director Report
8. Operations Report
9. Activity Report
10. Other
 - A. From the Board
 - B. From the Floor
11. Next Board Study Session – July 20, 2022 11:00 a.m.
Next Board Meeting – July 20, 2022 1:00 p.m.
12. Executive Session
13. 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 June 15th 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
June 15, 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
Tatum Hlavacek, Deputy Director of Finance and Administration
Jake Hlavacek, Deputy Director of Construction and Maintenance
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 May 18, 2022, Board Meeting. The Member seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Treasurer 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. Land Lease and Building Agreement – Wyoming Wood N' Works
- B. Land Lease and Building Agreement – Krista Anderson
- C. Mobile Home Land Lease Agreement – Quenten Barney

The Treasurer questioned whether Wyoming Wood N' Works had cleaned up the property as had been addressed previously, the Deputy Director of Finance and Administration advised that they had.

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

FINANCIAL REPORT

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

- In the month of May we recorded \$441,434 in revenue, which is \$108,076 over budget;
- Year-to-date revenue was \$4,158,968, compared to the year-to-date budget of \$3,666,942. which is revenue over budget of \$492,025;
- Expenses for the month were \$415,836, which resulted in net income of \$25,598; and
- Year-to-date expenses were \$3,934,746, which resulted in net income of \$224,222. Since a loss of \$341,579 was budgeted, we are actually \$565,802 to the good.

The Airport Director reported that one of the things that we do in June before the end of the fiscal year is we look at the bad debts that we might not be able to collect. Writing off bad debt does not mean that we still don't try to collect these, but we in essence write them off before we close out the financials. We have one bad debt for \$661.34.

The Vice President made a motion to charge off the bad debt of \$661.34 and the Member seconded the motion. The motion carried.

The Airport Director noted the other item of action on the Financial Report being discussion of the FY2023 Airport Operating Budget. The Vice President moved to accept the budget as presented. The Member seconded the motion, and the motion carried. Changes to be made to short term parking from \$5.00 to \$6.00 per day and long-term parking will remain at \$1.50. Fuel flowage and storage to \$.15 per gallon, respectively, and the one-time cost-of-living adjustment of 8% to be applied to everyone on the payroll. The last remaining thing will be changes made to the employee handbook that will follow at a later time.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. The Airfield Electrical Project – We will be having a pre-construction meeting on June 21st with a July 11th anticipated project start.
2. Airport Parkway Reconstruction – Ramshorn has started paving Phase II. It is anticipated that they will pave today and tomorrow, then they will be moving into Phase III around June 17th.
3. Air Traffic Control Tower – The selection committee (Glenn Januska, Dan Kittinger, Jake Hlavacek, Steve Emery, Joe MacGuire, and Marlon Holmquist) received the proposals and ranked them. Zoom interviews were conducted with three different teams for the Air Traffic Control project. The selection committee recommended Mead & Hunt for the snow removal building expansion and Jviation for the Air Traffic Control Tower.

The Vice President made a motion to accept the recommendations made by the selection committee for the Air Traffic Control Tower and the Snow Removal building expansion projects, the Secretary seconded the motion. The motion carried.

4. ARFF Training Facility – GH Phipps continues working on completing the remaining few punch list items.
5. Car Rental QTA – Haass has been undertaking concrete work. The block is anticipated to be

delivered next week; however, the mason will not be on site until the end of June. The President asked about a sourcing issue that was mentioned, and the Airport Director explained that it was a lead time issue with supply chain as many have been dealing with the current market and should not affect the timing on completion of the project.

6. Apron Reconstruction – Currently finishing up the financial information for the closeout report.
7. Internal Roadways – Still have not been able to get the County Commissioners to the Airport to tour the roadways. Deputy Director of Operations and Public Safety flew a drone down the internal roadways to video their condition. If we are not able to get the County Commissioners out to the Airport, we are prepared to bring the Airport to them. We are still working with Ramshorn on the intersections, they will be milling up the asphalt and putting new asphalt down. Nothing from a base standpoint, just something to buy us time until the time we can do the reconstruction of Allen, Schulte, Werner, Fuller, and Mitchie streets.
8. Parking Lot Phase III – The Airport Director had Aviation update their construction cost estimate based on some recent bids and the current bidding/construction market. Since the State budgets a certain amount of surplus, some money left over may be available. The State spent money designing the project approximately 10 years ago, which makes the project a higher priority for them. The Airport Director estimates the whole parking lot project at around \$4 million, with Airport costs being less than \$100,000.
9. Runway 8/26 Resurfacing - The final plan/spec review was done on June 6th. The FAA needed an additional week to review the Modification of Standards (MOS) which will delay their approval for us to start advertising the project. Additionally, we elected to go with a 330-day bid hold. We believe the 330-day bid hold is the best way to maximize the FAA discretionary funds needed for the project. Bidding of the project will probably start next week.
10. SEAT Base/LAT and VLAT – Ninety-five percent (95%) submittal should be received within the next couple weeks. T•O will do their review and then submit as 100%. Bidding for the project is estimated to start the end of this year or the beginning of next year for construction in the Spring of 2023. The goal is to have the SEAT Base operations constructed with the new facility in time for the fire season next year.
11. Terminal Holdroom Project – GH Phipps continues to work on completing punch list items.
12. Passenger Loading bridge –The card readers and cameras have been installed and are being programmed. Once all this work is done, the Passenger Loading Bridge project can be closed out. The President asked about the incident with the bridge and the discussion concluded that there was no significant damage.
13. Generator – The new, secondary regulator was installed May 31st; however, it did not improve the operation. We are currently awaiting direction from Generac. The Deputy Director of Construction and Maintenance explained that when you load the generator, it initially gets bogged down, but is still able to function at 100%.
14. Terminal Roof D – We have updated and repackaged the plans and specs and started advertising June 1st. We held a pre-bid meeting June 9th and will have a bid opening June 22nd.
15. 3731 Esmay – The Treasurer was asked about any updates on the museum storage building lease and he asked for a few more weeks of grace as he had inquired a couple days ago on

this topic and had not heard back. The Airport Director noted that any pricing that had been quoted will need to be looked at as the pricing may be outdated. The Treasurer acknowledged this.

16. FedEx Corporation – The Airport Director continues to negotiate a new lease with FedEx. We have been focusing on a 5-year agreement but also sent them a rate structure for a 10-year agreement, which could possibly be in effect by August.
17. Food and Beverage RFP/Gift Shop RFP – The Deputy Director of Finance and Administration has submitted RFP's for the Airport Director to review.
18. Admin/Open Records – We are currently working on gathering information on open records requests and records retention and will provide a draft document to the Board for review. Deputy Director of Finance and Administration is reaching out to the City of Casper to see what they have in place.
19. Bylaws – The Airport Director sent the Board a draft set of bylaws for review/consideration.
20. Records Retention Policy and Fee Structure – We will have something for the Board to consider at the next board meeting.
21. Parking Rates – Rates will be updated in the software. We are updating our current signage.
22. Air Service Enhancement Grant Application – This has been submitted to the State and they will be discussing it next Tuesday. The new minimum revenue guarantee is \$600,000 over 8 months, which is a \$75,000 estimated loss every month. The amount varies based off the number of days and the number of flights in a particular month. For the month of May, instead of an anticipated \$75,918 loss, SkyWest finished with a \$40,554 profit. The gain is revenue above profit and overhead. The Aeronautics Commission will be discussing this at next Tuesday's meeting.
23. We continue in the Airport rebranding process.
23. We are working with Kalen on weekly social media posts.
24. We are working on the media buy for the new commercial.
25. We have a new ARFF video that we have reviewed for use on the website and in the terminal building.

OPERATIONS REPORT

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

1. ARFF Response – On May 19th at 3:00PM, Station 8 was notified by Casper Tower of an Alert 2 for rapid cabin depressurization. Responding units were CR8-1 and CR8-2. The Lear jet 60 landed safely with no incident.

On May 30th at 4:25AM, Public Safety Officer (PSO) Warne heard the fire alarm at Sage truck driving school (8411 Airport Parkway). PSO Warne responded with the E-8 and examined the building through the windows and saw no evidence of a fire, notified dispatch, and the

responsible party of the building. E-8 stated on scene until the responsible party arrived and PSO Warne examined the interior to confirm the false alarm.

On June 1st at 4:29PM, Station 8 was notified by dispatch of a gas leak at 8500 Airport Parkway, Responding unites were E-8, Natrona County Fire District, and Mills Fire Department. The contractor working on Airport Parkway struck an abandoned gas line. E-8 stayed on the scene until the gas company confirmed the line was not in use.

2. Medical Response – On June 3rd, at 9:46PM, Station 8 was notified of an unresponsive person on the ramp. PSO Warne and Fire fighter Spaulding responded and found an individual on the ramp not breathing and with no pulse. They began CPR and used an AED on the patient. Natrona County Fire District and Mills Fire also responded to the medical. They were able to get a pulse and the patient breathing again. The patient was transported to WMC for further treatment.
3. Law Enforcement – On May 22nd at 9:01PM, PSO Warne received a call from dispatch of an intoxicated passenger that got off an arriving aircraft. PSO Warne responded to the terminal and made contact with the parking lot attendant for a description of the vehicle the passenger left with. This was reported to dispatch. A Natrona County Sheriff Deputy stopped the vehicle on Highway 20/26 near 6-mile road. PSO Warne backed the Deputy, and the driver was arrested for DWUI.
4. Special Event – This last month Dan was involved in multiple planning meeting with our local first responders, both Police and Fire, along with the Secret Service for the May 28th Trump event. On the event day, from 11:00AM to 6:00PM, we increased our staffing to support the Secret Service in the arrival of former President Trump. We had 2 additional LEO's, 2 additional fire fighters, and Dan in a mobile command vehicle during the arrival and departure of former President Trump.
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 are continuing our season with or June burns. We have 9 students signed up for burns in June. Also, Sinclair oil has rented out the pit to conduct live fire training for their onsite refinery fire department.
7. 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. Homeland Security Grant – Dan applied for a Homeland Security grant in the amount of \$75,000.00 for portable radios and 12v chargers to be mounted in all our emergency response vehicles. We currently have dash mounted radios in all our vehicles but are finding it would be vital to have fully charged radios readily available when on scene.
11. Tragically we lost Captain Greg Tubridy. A remembrance of life was held at the Airport with over 300 friends and family in attendance.
12. With the vacancy left by Captain Tubridy, the Airport is accepting applications until June 22nd

and will go through the application and interview process. Doug Beran was promoted to Captain and the new hire will begin in an Officer position.

ACTIVITY REPORT

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

OTHER

A. From the Board:

1. The President noted that staff have been working on the bylaws for the Airport Board and motioned to approve the bylaws as presented. The Secretary seconded the motion and the motion carried.
2. The Vice President moved to accept the new employee handbook. The Secretary seconded the motion and the motion carried.
3. The Treasurer reported that Young Eagles held on Saturday had 110 kids and thanked Public Safety and the Tower for their accommodations, as well as Atlantic Aviation for their extensive discount to support the Young Eagles.
4. Jim Fuhrer noted that that they had a good day with 394 operations Saturday. Typically, 250 is a good day.
5. The Secretary requested that the meeting room have a map of the Airport.

B. From the Floor:

1. Thank you to Soaring Aviation for supplying the facilities for Young Eagles.
2. Jim Fuhrer noted that the true north alignment will take the tower down on June 23rd and 24th.
3. Jen from Atlantic Aviation noted that May was very busy. They should continue to see an uptick in military activity as they have been awarded a contract, partially due to location and partially because they have hot re-fueling capabilities.

NEXT MEETING

The President reported that the next pre-board meeting will be on Wednesday, July 20, 2022, starting with the study session at 11:00 a.m., with the next regular Board meeting starting at 1:00 p.m. in the ARFF Training Center room.

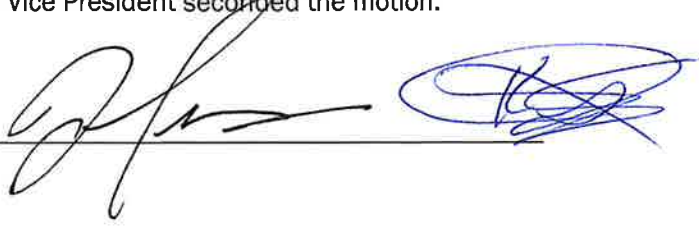
EXECUTIVE SESSION

At 1:50 p.m. the Vice President made a motion to enter Executive Session, and the Member seconded. The motion carried.

ADJOURNMENT

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

APPROVED _____

Two handwritten signatures are written over a horizontal line. The signature on the left is in black ink and is highly stylized, appearing to start with a large 'A'. The signature on the right is in blue ink and is also stylized, with a large circular flourish at the beginning.