

**Casper/Natrona County International Airport**

**July 20, 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 June 15, 2022 Board Meeting
4. Approve and Sign Minutes of the June 15, 2022 Board Executive Session Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Promissory note – State of Wyoming - State Treasurer
  - B. Commercial Agricultural Aircraft Operating Agreement – AG Flyers, Inc.
  - C. Land Lease Agreement – Trey Warne
  - D. Land Lease and Building Rental Amendment 1 – William Salisbury
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 – August 17, 2022 11:00 a.m.  
Next Board Meeting – August 17, 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 July 20<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille and Joe MacGuire. 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  
July 20, 2022**

**BOARD MEMBERS PRESENT**

Steve Emery, President  
Kermit Wille, Vice President  
Joe MacGuire, Treasurer

**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

**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 Vice President made a motion to approve the minutes of the June 15, 2022, Board Meeting. The Treasurer seconded the motion. The motion carried.

The Treasurer made a motion to approve and sign the minutes of the June 15, 2022, Board Executive Session Meeting. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The Vice President made a motion to approve and sign 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. Promissory note – State of Wyoming – State Treasurer;
- B. Commercial Agricultural Aircraft Operating Agreement – AGI Flyers, Inc.;
- C. Land Lease Agreement – Trey Warne; and
- D. Land Lease and Building Rental Amendment 1 – William Salisbury.

The Vice President made a motion to approve and sign the leases, contracts, agreements and resolutions and the Treasurer seconded the motion. The motion carried.

## **FINANCIAL REPORT**

The Airport Director gave the following report for the month of June, which is the end of the fiscal year:

- In the month of June, we recorded \$440,282 in revenue, which is \$106,924 over budget;
- Year-to-date revenue was \$4,598,725, compared to the year-to-date budget of \$4,000,301, which is revenue over budget of \$598,424;
- Expenses for the month were \$504,393, which resulted in net loss of \$64,111. Compared to the budget for the month, we are \$139,982 over budget from an expenditure standpoint.
- Year-to-date expenses were \$4,446,597, which resulted in net income of \$152,128. Since a projected loss of \$372,632 was budgeted, we are actually \$524,761 to the good.

The President asked the question of whether the revenue still included CARES Act dollars, to which the Airport Director replied that it does not.

## **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. Modern Electric started work on the 19<sup>th</sup> and is looking to complete the airfield portion this fall. Weekly construction meetings start next week in order to keep track of progress.
2. Airport Parkway Reconstruction – The project is largely complete with the exception of some punch list items. The roadway markings are not acceptable in quality and width and will be corrected with the final striping. Markings are 4" wide and should be 6". A sidewalk has been added to the outside drop off lanes rather than stepping out on to grass.
3. Air Traffic Control Tower – We have our formal kick off meeting on July 21<sup>st</sup>. The engineers and architects will be attending. Timeframe, responsibilities, costs and so forth will be discussed. The Board President will be participating in the meetings along with Jim Fuhrer from the Air Traffic Control Tower.
4. ARFF Training Facility/ARFF Vehicle - Phipps continues to work on completing the remaining punch list items. They have not been making progress we would like to see, so the Airport Director will be reaching out to the next level management outside of the state.
5. Car Rental QTA – The primary work going on now is the masonry. Paving for the outside, for the approaches, the asphalt, for the fuel farm facility, and the gas line will be worked on next. The Airport Director displayed a diagram showing the Quick Turn Facility and the layout of the land and described the plans that enable other future buildings to be built along the roadway.
6. Concrete Apron Reconstruction – There is not a timeframe yet to have the ramp restriping completed. A local company called Straight Shot is completing this project.
7. Internal roadways – We desperately need to look at reconstructing Shulte, Warner, and Allen Streets. We had Ramshorn do some patchwork on some of the worst intersections on Werner Street. This is just a mill and fill on the asphalt surface, and the roadways desperately need permanent reconstruction. Werner, Schulte, and Allen, where the heavy equipment travels, are in the worst shape. We plan on applying for County one cent funds to reconstruct some of the interior roadways. There was discussion of long-term solutions and costs to improve the roadways.

8. SEAT Base – The Airport is reviewing the 95% plans/specs. Our intention is to start construction next spring and have the facility in operation prior to fire season next year. We plan to work with the BLM on a bidding environment.
9. Terminal -
  - a. Holdroom Project – GH Phipps is still working on completing some punch list items.
  - b. Passenger Loading Bridge – Largely complete and starting the 41-day advertising for that project.
  - c. Backup Generator/Electrical Work – The Airport Director still has not received a response from Generac after 9 months following installation of the generator. Casper Electric has had some communication with Generac.
  - d. Roof D – The Airport has contracted with Caspar Builders to do Roof D and a small section of Roof C. They are looking at an August start time, which gives the Airport time to address asbestos abatement. Hopefully by the end of next year we will have the whole roof replaced in full.
10. FedEx Corporation – Their attorney is currently reviewing the lease, and we hope to have that done in the next 10 days or so and plan on have the 10-year agreement to the Board for approval at the next meeting. The Board casually discussed the future of that building and possibilities of dismantling and rebuilding, and what the implications and processes might be.
11. VRC (Intermountain Records) – The Airport had a commercial realtor do a walkthrough of the building last week to help determine the fair market value of the new lease. We should have something for VRC to review by the end of the week. They have been sent the lease agreement to review.
12. LAT/VLAT Operations – We were contacted by the Forest Service about ten days ago concerning whether or not we would be receptive to allowing LAT and VLAT operations here again this year. We responded that we would. They will be operating by the portable construction building. Aircraft will not likely overnight in Casper as we cannot allow them to wash their aircraft here due to the runoff. They will need to do that at other facilities.
13. Marketing work continues. We did a traditional media buy. The Airport Director commented on the current complications of advertising this way with the addition of streaming services. The Airport Director noted that we have a new \$100,000 marketing grant coming up with the State. The State pays 50% and we pay 50%. We're outlining our marketing goals. The Airport Director noted that in addition to air service, marketing dollars can be used for advertising non air service functions/events like Young Eagles, the Veterans Museum, and ARFF Training. The Airport Director would like to keep focusing on different aspects of the Airport so when people think about the Airport, it's not just about the cost to fly to Casper, but would like them to know more about what flying out of Casper supports such as medical flights, etc.
14. The audit is scheduled to start September 8<sup>th</sup> for fiscal year 2022. We'll start getting together the information the auditors need prior to that time.

15. An item not on the Airport Director's Report, but brought up by the Airport Director, is that he is working with the Veteran's Museum on a driving audio tour. The tour does not have good markers, so they are working on delineator posts. The Treasurer asked about a mobile version of the tour, posted in the Terminal, so that passengers could enjoy it while waiting for flights.
16. Record Retention Policy and Disclosure/Fee Structure for Records Requests – The Airport has always followed State policy regarding records retention but did not have a document of its own. The draft had been sent to the Board for review.

The Treasurer moved to approve the Records Retention and Disclosure of Fee Structure and Public Records Policy, and the Vice President seconded the motion. The motion carried.

17. Natrona County Employee Handbook – Two revisions/clarifications were made to the handbook that was recently approved by the Board. One with regards to the option to continue the health insurance after 20 years of employment with the County, changing the verbiage from the word Airport back to County, and the other revision further explained emergency call out (other than snow operations call out) on holidays, bereavement, sick, or vacation days. Although rare, these items needed to be addressed.

The Vice President motioned to approve the adoption of the whole handbook with revisions, rather than just the revisions themselves. The President seconded the motion with discussion that each page indicate that the handbook was revised. The motion carried.

## OPERATIONS REPORT

1. ARFF Response – On June 11<sup>th</sup> at 7:43 am, Station 8 was notified by the Control Tower of an Alert 1. This was for a Piper single engine aircraft with mechanical/electrical problems. Responding unit was CR8-2. The aircraft landed safely with no incident. The Deputy Director of Operations and Public Safety explained the following alert meanings:  
  
Alert 1 – Stand by – small or minor mechanical issues. There is a possibility of an issue.  
Alert 2 – More potential of an accident – smoke in the cockpit, landing gear indicator, etc.  
Alert 3 – Actual Crash.
2. On June 15<sup>th</sup> at 4:50 pm, Station 8 was notified by the Control Tower of an Alert 2. This was for a Pilatus aircraft with an indicator light saying rear aircraft door unlatched. Responding units were, CR8-1,2,3, E8, Natrona County Fire District, Mills Fire, NC Sheriff, WMC, and Airport 2. The plane landed on runway 26 with no incident.
3. On June 28<sup>th</sup> at 5:33 pm, Station 8 was notified by dispatch for a fire alarm at Atlantic Aviation. Responding units were Engine 8 and Natrona County Fire District. Upon arrival, units were advised of a false alarm. Units continued to the scene and investigated. No signs of fire or smoke were found.
4. On July 12<sup>th</sup> at 8:30 am, Station 8 was notified by the Control Tower of an Alert 1. This was for a Piper Navaho with an oil leak. The passenger noticed oil and smoke coming from the right engine shortly after takeoff, responding units were CR8-1,2,3. The plane landed safely with no incident.
5. Medical Response – On July 10<sup>th</sup> at 5:10 pm, Station 8 was dispatched to the terminal for a male with heat exhaustion. Captain Warne and Fire fighter Spaulding responded with E8 along

with Mills Fire and WMC. Upon arrival the passenger was nauseous and jittery. He was checked out by medical personnel, stated he was feeling better, and refused transport to WMC.

6. Law Enforcement – We had instruction from the Academy in Douglas and did a 4-hour situational awareness training for all law enforcement officers.
7. ARFF Training Facility Upgrade – We are narrowing down to the last few punch list items. We have a potential leak in the liner that will be investigated by the contractor after the end of the season.
8. ARFF 40-Hour Classes and Live Burns – We have Camp Guernsey and Cheyenne Air National Guard renting the Training Facility today for ½ day of training.
9. ARFF Training Facility Logo – We are continuing to implement our new logo. Looking into padfolios, jump drives, and pens to give out to our 40-hour students. This turned out to be a significant savings over printing the material and putting it in binders for the participants.
10. Tri-annual Drill – We have held two planning meetings so far for our drill on August 20th. We have had tremendous help and support from NC Emergency Management, C/NC Heath Department, Casper Mountain Fire, along with our own staff in planning this event. This is required every three years by the FAA.
11. Airport Security Plan (ASP) – I will be working on another TSA National Amendment that is soon to be released concerning Cyber Security. Once the final document is released, I will be implementing the update into our ASP.
12. Homeland Security Grant - \$75,000 grant was denied, but the Deputy Director of Operations and Public Safety has applied for an ARPA grant.
13. New Public Safety Employee – We would like to welcome our new Public Safety Officer, Michael Gray to our team. He comes from the Wyoming Highway Patrol with 12 years' experience in law enforcement and 12 years serving in the Air Force before WHP.
14. Parade – We entered the new ARFF truck (CR-3) into the parade. This was a great event with lots of cheers, screams, and of course wet kids.
15. The Commissioner asked the Deputy Director of Operations and Public Safety about the actual number of people the trainings were bringing in as well as hotel stays. The Deputy Director of Operations and Public Safety replied that he is working on collecting that data.

## **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report for June 2021 vs June 2022, and June 2019 vs June 2022, which is included in the Board packet, and commented on additional miscellaneous concessions reports handed out at the meeting. Still seeing the lag for passenger enplanements.

The Commissioner asked about the Revenue Guarantees. The Airport Director advised that the County Attorney is working on the agreement between the County and SkyWest.

## **OTHER**

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

1. The President commented that with respect to the 501(c)(4), he had recently applied for 501(c)(3) status with one of his other organizations that he is on the board for and has heard no status updates.
2. The President also commented that for a recent trip to Missoula, Delta was about 50% more expensive than United, but United has so many delays. He left Casper at 6 a.m. and didn't get to Missoula until midnight.

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

1. Officer Dale Leatham of U.S. Customs remarked that service in Customs has more than doubled from last year. His customers have indicated to him it is due to the unreliability of the airlines and TSA hassles. Officer Leatham complimented the construction and new paving and considers it worth the wait. He continues to send people to the museum and appreciates the Airport Director's efforts in exposing the Airport. He has been educating local companies about hiring illegal aliens, the ramifications if they get injured on the job, and how to spot fraudulent identification documents.

## **NEXT MEETING**

The President reported that the next pre-board meeting will be on Wednesday, August 17, 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 2:10 p.m. the Vice President made a motion to enter into Executive Session, and the Vice President seconded. The motion carried.



**ADJOURNMENT**

Following return from the Executive Session at 2:40 p.m., the Vice President made a motion to adjourn the Regular meeting and the Treasurer seconded the motion. The motion carried.

APPROVED \_\_\_\_\_

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right, positioned over a horizontal line.