

**Casper/Natrona County International Airport**

**August 17, 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 July 20, 2022 Board Meeting
4. Approve and Sign Minutes of the July 20, 2022 Board Executive Session Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Lease and Operating Agreement – Federal Express Corporation
  - B. Land Lease and Building Rental Agreement – Geraldine Henrikson
  - C. Land Lease and Building Rental Agreement – Ted Harvell
  - D. Land Lease and Building Rental Agreement – Misty English
  - E. Land Lease and Building Rental Agreement – Terry Kludy
  - F. Amendment 1 – CH Concrete Casting
  - G. Assignment of Agreement – MaryAnn Amos & Peter Colvin
  - H. Land Lease and Building Rental Agreement – VRC Companies, LLC
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 – September 21, 2022 11:00 a.m.  
Next Board Meeting – September 21, 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 August 17<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, 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  
August 17, 2022**

**BOARD MEMBERS PRESENT**

Steve Emery, 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 Member made a motion to approve the minutes of the July 20, 2022, Board Meeting. The Treasurer seconded the motion. The motion carried.

The Member made a motion to approve and sign the minutes of the July 20, 2022, Board Executive Session Meeting. The Vice President seconded the motion. 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. Lease and Operating Agreement – Federal Express Corporation
- B. Land Lease and Building Rental Agreement – Geraldine Henrikson
- C. Land Lease and Building Rental Agreement – Ted Harvell
- D. Land Lease and Building Rental Agreement – Misty English
- E. Land Lease and Building Rental Agreement – Terry Kludy
- F. Amendment 1 – CH Concrete Casting
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- H. Land Lease and Building Rental Agreement – VRC Companies, LLC

The President questioned the four originals of the Federal Express Corporation Lease, to which the

Airport Director replied that the Lessee requested three originals back. The Member motioned to approve and sign the leases, contracts, agreements and resolutions and the Secretary seconded the motion. The motion carried to approve items A through H.

### **FINANCIAL REPORT**

The Airport Director gave the following report for the month of July, which is the beginning of the fiscal year, therefore the year-to-date numbers will be the same:

- In the month July, we recorded \$404,285 in revenue, which is \$7,717 over budget;
- Expenses for the month were \$401,096, \$10,109 over what we budgeted.
- Net income for the month \$3,189. \$5,580 was anticipated.

The Airport Director offered to answer any questions regarding the financial report, but none were asked.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. The Airfield Electrical Project – The project has been moving forward. The plan is to have the new taxiway Bravo lights lit up tonight. Lights for Charlie, Bravo, Bravo 1 are all in place and wire is being pulled. The elevated runway guard lights will be installed relatively soon and will be controlled by the new lighting control panel. Next the new rotating beacon on top of the tower will be installed. They'll be starting some of the work in the vault, but some of the equipment for the vault is not scheduled to arrive until late this year or early next year. We'll probably be stopping the project clock soon until needed materials arrive.
2. Airport Parkway Reconstruction – Ramshorn still has a couple of punch list items they need to complete. The striping on the pavement has been an ongoing issue, and we are trying to get that straightened out.
3. Air Traffic Control Tower – We are meeting with engineers, the State, Airport staff, and the Airport Board President every two weeks to move forward with getting the applications for the BIL funds ready to be submitted. As part of that we need construction cost estimates for the three sites, we need to go through the siting study to select the site, and we need to go through the environmental process for the FAA for the site selection. A discovery meeting is scheduled for next week to discuss.
4. ARFF Training Facility – We have a couple punch list items being worked through. One of the issues is a potential leak in the liner which is not going to be something that we're going to be able to address until after the last burn of this year.
5. Car Rental QTA – A gas extension agreement was signed for the gas company to bring the gas in. The Airport Director showed the graphic of where the utilities are being run, along with the projected road in from Airport Parkway for future development. As part of that, the Airport Director has been working with the rental car companies on an addendum to their existing concession agreement, which defines how the QTA is going to get paid for (capital and operating) once it goes into operation. We are collecting customer facility charges (CFC's) to pay for the construction, but once we have the QTA constructed, all the costs associated

beyond construction will be paid by the rental cars. The building will operate at no cost to the Airport. In the October or November Board meeting, there will be an agreement signed by the rental car agencies and brought to the Board.

6. Concrete Apron Reconstruction – There is not a timeframe yet to have the ramp restriping completed since the initial striping did not adhere. Restriping may be completed in the next few weeks.
7. Parking Lot Phase III – The State is coming up to the end of their biennium and prefer to get all the money expended before the next biennium, so the Airport has been trying to get funding towards the rental car lot reconstruction. The Aeronautics Commission is going to have a meeting on or around September 6<sup>th</sup> where they are going to discuss this for consideration.
8. SEAT Base – The Airport is reviewing the 95% plans/specs. Engineers just got the comments back from the BLM on the 95%. This should be wrapping up, but conversations have been had with the Forest Service regarding additional changes to accommodate large air tanker (LAT) capability. The Airport is waiting to hear decisions on funding to determine whether or not to move forward on the LAT capabilities.
9. Terminal -
  - a. Holdroom Project – GH Phipps is still working on completing some punch list items.
  - b. Passenger Loading Bridge – Largely complete and the retainage will be released relatively soon.
  - c. Backup Generator/Electrical Work – Working on the final payment.
  - d. Roof D – The Airport has contracted with Caspar Builders, and they are doing some exploratory work on August 22<sup>nd</sup>. The Airport personnel, now trained to do so, have gone through and removed all of the asbestos. Caspar Builders is going to do exploratory work to see whether or not the roofing deck has to be replaced, and either replace it or move forward with the replacement of the roof. This will be the third section of the roof that will have been replaced with State funds. There is one last section next year that State money is allocated to, and with that the entire roof over the terminal building will have been replaced over the last couple years.
10. WACIP – The Wyoming Airport Capital Improvement Program – Annual update to capital projects, anything that is getting funded with State dollars, or Federal dollars must go into the WACIP. The Deputy Director of Finance and Administration attended one of the WACIP meetings to get up to speed on that. The Airport will be working on updating the WACIP.
11. 3731 Esmay – Discussions will continue with the State about the potential for leasing that facility.
12. Business Aviators has approached the Airport about partnering with them to doing some crack sealing in their parking lot.
13. 501(c)(4) - There was a meeting of the new (Fly Casper)) air service group, a 501(c)(4), that the Airport Director was not invited to although he is supposed to be an ex-officio member. The County Attorney is on that as a representative from the County. The President asked

whether the group obtained their (c)(4) status, but the Airport Director did not know at this time.

14. Air Service Enhancement Program (ASEP) Grant Application – The Airport Director has followed up with the County Attorney as to whether he has executed or brought the agreement to the County for the Air Service Enhancement Grant Program. The Air Service Enhancement Grant Program is the Counties minimum revenue guarantee for May through the end of this year and is also an agreement with the County and the State for the State to pay for 40% of the cost of the contract.
15. Marketing - The Airport continues marketing work.
16. Audit - The Deputy Director of Finance and Administration has been putting together a lot of the information that the auditor's requested. In the past, the information was placed in the conference room and the auditors would come out to the conference room to conduct the audit. Now, a lot of the information gets uploaded to a secure server, so they can start looking at the financial information before they actually get out to the Airport.
17. Hilltop National Bank – The Airport Director talked to the Board about Hilltop and their approaching the Airport regarding a parcel of property that may be available for purchase.

### **OPERATIONS REPORT**

The Deputy Director of Operations and Public Safety read the following report:

1. ARFF Response – On August 9th, at 9:10 am, Station 8 provided coverage for a hot refuel for an active medivac flight fueling.
2. Law Enforcement – On August 10th, from 12:30 am to 12:30 pm, Public Safety increased security at the airport due to a double homicide located west of the Airport on highway 20/26. Public Safety parked an additional security unit in front of the terminal as a decoy along with extra patrols and perimeter checks. Public Safety also increased our Officer presence in the terminal, notifying tenants along the flight line and provided pictures of the suspect. A command post was established in the training room, and we provided coffee, snacks, and a place to rest for the Special Response Team (SRT). We also assisted in searching fields north of the scene with our drone since it its unlocked to fly in our airspace.  
  
On August 11th and 12th, our Public Safety Officers participated in a “Lone Wolf” Single/Two Officer active shooter response training.
3. ARFF 40-Hour Classes and Live Burns – We have 21 students signed up for our upcoming 40-hour class on August 29th through September 2nd. We have students coming from Cowboy Aviation in Laramie, Campbell County Fire Department, Douglas Volunteer Fire Department, Laramie Regional Airport, North Platte Regional Airport, Colorado Air & Spaceport, Denver Fire Department, and Rocky Mountain Metro Airport. Total we have had 105 students this year. Last year we had participants in the high 80's.
4. ARFF Training Facility Logo – We are continuing to implement our new logo. Padfolios, pens, and jump drives with our new logo has been ordered. The padfolio was passed around for everyone to look at.

5. Tri-Annual Drill – We have held three planning meetings so far for our drill on August 20th. We have had tremendous help and support from NC Emergency Management, C/NC Health Department, Casper Mountain Fire, along with our own staff in planning this event.
6. NOTAMS – Daily work in progress NOTAMS are issued for the electrical work being done on Charlie and Bravo Taxiways.
7. Homeland Security Grant – We did not get approved for this grant in the amount of \$75,000 for additional portable radios.
8. ARPA Funding – Deputy Director of Operations and Public Safety has applied for a \$75,000 grant through the ARPA funding that is specific for radio communications. The goal is to have 2 portable radios with 12v chargers put into every emergency vehicle we have for our responses.
9. Radio Programing – Deputy Director of Operations and Public Safety has been working with Com Tech on reprograming our radios over the last several months. They were on site last week to update software and reprogramed all our portable and mobile radios to match where the channels are.

The Deputy Director of Operations and Public Safety offered to answer any questions, to which there were none.

#### **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report for July 2021 vs July 2022, and July 2019 vs July 2022, which is included in the Board packet, and commented that they are mostly showing strong year-to-date levels, while also being a little off compared to 2019, but noted that operations are picking back up. Enplanements continue to lag, not only this year compared to last year, but also compared to 2019. The one highlight is the fuel flowage and storage revenue. Looking at this year compared to 2019 is a pretty significant increase.

#### **OTHER**

- A. From the Board:
  1. The Vice President complimented the Airport Director on the resurfacing of the intersections around the Airport.
- B. From the Floor:
  1. An attendee from the floor questioned the Deputy Director of Operations and Public Safety about whether the ARFF facility does any training for propane fires and asked how a propane fire would be handled. The Deputy Director of Operations and Public Safety replied that they do not train for propane fires, and that other municipalities would be contacted to assist with that type of incident.

#### **NEXT MEETING**

The President reported that the next pre-board meeting will be on Wednesday, September 14, 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.

**ADJOURNMENT**

At 1:35 p.m. the Member made a motion to adjourn the meeting. The Secretary seconded the motion. The motion carried.

APPROVED



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