

**Casper/Natrona County International Airport**

**September 14, 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 August 17, 2022 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. TNC Operating Agreement – Rasier, LLC (d/b/a Uber)
  - B. TNC Operating Agreement – Lyft, Inc.
  - C. Mobile Home Land Lease - Alvin & Heather Kohm
  - D. Mobile Home Land Lease – Dustin Endicott
6. Financial Report
7. Director Report
8. Operations Report
9. Activity Report
10. Other
  - A. From the Board
  - B. From the Floor
11. Next Board Study Session – October 19, 2022 11:00 a.m.  
Next Board Meeting – October 19, 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 September 14th at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Joe MacGuire, Kermit Willie 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  
September 14, 2022**

**BOARD MEMBERS PRESENT**

Steve Emery, President  
Kermit Willie, 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

**COUNTY COMMISSIONER**

Rob Hendry, County Commissioner

The Board President called the meeting to order at 1:05 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The Vice President made a motion to approve the minutes of the August 17, 2022, Board Meeting and the Member seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The Secretary made a motion to approve and sign the expense checks and the Vice President seconded the motion. The motion carried.

**APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS**

The following items were presented for approval:

- A. TNP Operating Agreement – Rasier, LLC (d/b/a Uber)
- B. TNP Operating Agreement – Lyft, Inc.
- C. Mobile Home Land Lease – Alvin & Heather Kohm
- D. Mobile Home Land Lease – Dustin Endicott

The Vice President moved to approve Leases and Agreements, and the Member seconded the motion. The motion carried.

The TNP (Transportation Network Providers) Uber and Lyft agreements expire at the end of this month, so this is a new agreement for both Uber and Lyft to continue providing services at the airport.

The Commissioner questioned whether there was competition with the traditional cab services, revenue wise. The Airport Director reported that revenue for cab services is zero, because there has never been an agreement in place, rather the Airport felt fortunate that there were cab services in place for the passengers and did not want to add additional costs for the cab service providers. Uber and Lyft revenue is included in the miscellaneous commissions report. According to the Deputy Director of Finance and Administration, a spreadsheet is kept of drop-offs and pick-ups, the question arose as to how those numbers are tracked, to which the Deputy Director of Finance and Administration replied that they are self-reported. The Airport Director described the designated waiting area for Uber and Lyft, which is near the entrance to Airport Parkway.

### **FINANCIAL REPORT**

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

- In the month August, we recorded \$461,325 in revenue, which is \$64,758 over budget;
- Year-to-date revenue is \$872,458, which is \$79,323 over budget;
- Expenses for the month were \$330,968;
- Net income for the month \$130,357, which is \$124,777 over budget; and
- Year-to-date expenses are \$729,778, which results in \$142,680 net income compared to the \$11,160 anticipated, so from a budget compared to an anticipated, we are \$131,519 to the good.

The Vice President commented that the rental cars are doing extremely well. The Vice President commented on the water and sewer revenue, which the Airport Director explained that the re-entry center water and sewer lines are tied into the Airport lines, and they used a lot of water that month.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. The Airfield Electrical Project – The airfield electrical project has been moving along. We did a shut down after 47 days. Everything got done on the airfield, except for the elevated runway guard lights which will be put in place after the lighting panel has been installed. The taxiway lights, the work in the vault, the generator, etc., are still pending because there is a long lead time to getting some of those components. We're looking at a March timeframe now. According to the engineer we are waiting on an automatic transfer switch. Once everything is ready, they can start the work in the vault, and we can start the clock again. They will complete the project with a new lighting control panel in the tower.
2. Airport Parkway Reconstruction – Once Ramshorn lays sod in the areas that they disturbed the project will be complete.
3. Air Traffic Control Tower – An email was received from the Denver ADO clarifying some of the things we understood to be true, as discussed in the pre-meeting, we will move forward with a two-prong approach.

4. ARFF Training Facility – There are still some punch list items that need to be complete. We have a plan to address some operational issues and will continue to work with the contractors on those.
5. Car Rental QTA – Paving operations will start at the end of this week, the sonotubes for the light poles are in place and work will continue on the soffit for the roof. The Airport Director showed a picture depicting where the fuel facility and the road that will connect to Airport Parkway will be located.
6. Concrete Apron Reconstruction – Other than waiting for the FAA's close-out letter, the project is complete.
7. Parking Lot Phase III (rental car/employee lot). The Aeronautics Commission approved \$444,275 in State “sweep” funds for the last phase of the parking lot. The Airport will contribute \$111,069 of matching funds, equaling \$555,344 for the project. The plan is to repackage the design we did with the rental cars about ten years ago, making sure to meet today's standards. We will bid the project out later this year or the beginning of next year, Phase III will be the last aspect of the parking lot reconstruction project. The County contributed \$690,000 of one cent funds and the Airport contributed approximately \$150,000. At the end of all phases of the parking lot project, we will be looking at a \$4 million in new work.
8. Runway 8/26 Resurfacing - The Vice President asked for clarification on this project's status. The Airport Director stated that we are waiting until Spring 2023 to start the bidding process. The project will include resurfacing the runway, installing new lights, blast pads, new shoulders, and a new wind cone. With that project and the airfield electrical project completion, the whole airfield will be LED.
9. SEAT (LAT) Base – The Airport Director indicated that we were notified by the Forest Service that they have the extra money to expand the SEAT base into a Large Air Tanker (LAT) base. The Airport Director has a meeting later this month with the BLM. The SEAT/LAT base agreement will be with the BLM and the Airport. The Forest service will be paying the BLM for the LAT base work. Once the facility construction is complete, it becomes BLM's facility, and the BLM will reimburse the Airport for the design and construction costs.
10. Terminal Holdroom – There are a couple of punch list items left.
11. Passenger Loading Bridge – Complete.
12. The backup Generator/Electrical Work – There are a couple things that we must do, but work is largely complete. Casper Electric, GW Mechanical, and Black Hills Energy did an outstanding job.
13. Roof D – The engineer from Morrison Maierle has been working with the contractors. This is the project that was supposed to replace the roof deck over the observation deck only, but we had some leaks above the administration office and the IT room, so we expanded the scope of the project and determined that the roof had to be replaced. The roof deck that they are working on now is more difficult to remove than they planned, so what was going to be one day is going to turn into a longer process. The engineer on the project explained that a 63-mph wind gust the previous night caused the crew to come out and make sure the roof tarp was secure in preparation of the forecasted rain.

14. WACIP – Annual Capital Improvement Program Update – We will not meet our deadline today but will have everything in place for Friday. As a heads up, what we're looking at going forward is;
  - The last section of the terminal roof. The roof is in 4 sections, and the one we're doing now is the 3<sup>rd</sup>. Tentatively, there is money from the State to complete the 4<sup>th</sup> section of roof next year.
  - The runway resurfacing project.
  - The rest of the entrance road, other than the part that was reconstructed this year, will be milled and filled.
  - The QTA will be finished.
  - Over the next few years we will be using two years of our BILL funds, 2024 and 2025, for the SRE expansion.
  - We are programming some AIP funds for taxiway work as well as reconstruction/resurfacing of some of the sections on the north ramp by Atlantic.
  - We have a new blower and two plow trucks programmed in.
  - We'll be looking at a conceptual design for a new bag claim or at least getting a new bag belt. Initially we were thinking of expanding the building, but I think we can work within the existing envelope of the building.
15. 3731 Esmay – The Friends of the Veterans Museum met with the State, and then we met with the State and the Veterans Museum on the scope for the storage building near the museum. We are putting together the scope and will send that back to the Veteran's Museum people for review. Once we are on the same page with the scope, we'll establish what the fees are and work on putting a lease agreement together. Once the lease is in place, we'll start planning the improvements.
16. QTA Rental Car Concession Agreement Amendment – The amendment will cover the rental car use and operation of the QTA when it's complete.
17. ARFF Training Tower – We entered into a contract to paint the ARFF training tower.
18. Air Service Consultant – The Airport Director met with an Air Service Consultant from Mead & Hunt when in Jackson Hole last week for the Airline Rendezvous. Mead & Hunt, a company that the Airport Director has worked with in the past, does some air service consulting on behalf of the state. Fred Davis, whom the board may have met over the years, retired and has transitioned himself out. If the Airport is looking for someone to help us with the air service analysis, a company like Mead & Hunt would be the company we would be looking for.
19. Marketing – We continue working with our marketing company.
20. Audit – the audit officially started last Wednesday (the 12<sup>th</sup>).
21. National Airports Conference - The Airport Director is going to the National Airport's Conference in October.
22. Wyoming Airports Coalition –the Deputy Director of Operations and Public Safety, the Deputy Director of Construction and Maintenance, and the Airport Director are going to the Wyoming Airports Coalition conference in Pinedale next week.

## QUESTIONS FROM THE BOARD

The Vice President asked if the Airport had implemented the CFC change from \$3 to \$5. The change went into place April 2022. The County Commissioner asked if the Airport Director had put in his one cent request, which the Airport Director has ready to go with a request of either \$1.5 million or \$3 million.

## OPERATIONS REPORT

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

1. ARFF Response – On August 17<sup>th</sup>, at 9:40 pm, Station 8 was notified of an aircraft that landed with a flat tire. Public Safety officer Gray and Fire Fighter Spaulding responded in CR8-2. The pilot landed the aircraft then felt a strong vibration, he realized his tire was flat and came to a complete stop. The aircraft was towed off the runway.

On August 27<sup>th</sup>, at 9:21 pm, Station 8 was notified of a child locked in a car located in the south parking lot from the Sky Terrace Lounge. Public Safety officers (PSO) Warne and Norcross responded to the scene with Engine 8 and found a 1-year-old child in the car. PSO Warne checked over the entire car to verify all access points were locked. The owner of the car requested that they break out a window. PSO Warne verified with the owner 2 additional times before breaking out a “wing” window farthest away from the child and was able to reach in and unlock the car. The child showed no signs of injury.

On August 30<sup>th</sup>, at 5:10 pm, Station 8 was notified by Atlantic Aviation of a filter vessel smoking at the fuel farm. Responding units were CR8-1, CR8-3, Mills Fire, and Natrona County Fire District. All personnel were evacuated from the fuel farm. All agencies met with Atlantic to verify what the situation was and how to eliminate the smoking vessel. A hand line was pulled while the two ARFF trucks coved protection and 4 firefighters entered the fuel farm area and isolated the tanks by closing all valves and isolated the filter vessel. The vessel was opened and flushed with water to cool down the malfunctioning sump heater that was the cause of the smoke in the vessel.

On September 4<sup>th</sup>, at 10:50 am Station 8 was notified by the tower of an Alert 2. An aircraft was inbound, and the engine quit upon arrival. CR8-1 and CR8-3 responded. The aircraft landed safely with no incident and was towed off the runway.

2. Medical Response – On September 1<sup>st</sup>, at 1:30 pm, the administration office contacted Station 8 of an injured person at the terminal. Public Safety Officer (PSO) Jue responded and found an individual with a 2” cut on their arm. PSO Jue evaluated and bandaged the injury. The passenger needed no further medical treatment.
3. ARFF 40-Hour Classes and Live Burns – We are complete with our training burns for the year. The numbers are in, and we will be collecting information from the survey that has been sent out to the participants.

40-Hour students: In-State - 11 / Out-of-State - 24

Plus Package training (Hand lines and Truck burns): In-State - 9 / Out-of-State -10

Live truck burns: In-State – 26 / Out-of-State – 25

Grand total of **105** students.  
Last year's total **86** students.

About 65% of students were from out of state.

4. ARFF Training Facility Facebook – We now have a Wyoming Regional ARFF Training Facility Facebook page. We will be using this platform to promote the facility with pictures, videos, and information.
5. Tri-Annual Drill – The Deputy Director of Operations and Public Safety will be continuing to work on the After-action Report from this drill.
6. Heath Care Coalition – The Deputy Director of Operations and Public Safety has applied for funding to supply the airport with a Mass Casualty incident Kit (MCI). Currently we are borrowing one from Natrona County Emergency Management. He have also applied for funding for 7 more medical bags along with supplies. This will allow a bag to be stationed at the terminal, supply vehicles bags, and supply Maintenance personnel that are cross trained to have a medical bag on their vehicle.
7. ARPA Funding – The Deputy Director of Operations and Public Safety applied for a \$75,000 grant through ARPA funding that is specific for radio communications. His goal is to have 2 portable radios with 12v chargers put into every emergency vehicle we have.

The Airport Director added that in Pinedale, at the Wyoming Aeronautics Conference next week, we are going to do a showcase about the new ARFF Training Facility and talk about the tower, because there are new commissioners, and we want to make sure that the commissioners, especially the new ones, know what we're doing and the number of people that we are talking about so that they can see the benefit of the facility.

A board member asked if the survey that was given out to the ARFF participants asked about the amount of money they spent while they were in Casper. The Deputy Director of Operations and Public Safety responded that it does not ask specifically how much they spent, but how many nights they stayed in hotels and that gives us a pretty good idea of how much they spend. The Airport Director reported that this is only the 2<sup>nd</sup> year that the Airport has done the survey.

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 August 2021 vs August 2022, and August 2019 vs August 2022, which is included in the Board packet. The airport continues to see good response for rental car revenue from 2021 to 2022 and also from 2019 to 2022, pre COVID to current. We're seeing increases with rental cars and parking revenue. We saw a little bit of a drop off with fuel flowage and storage, for this month and year to date, but still are seeing strong growth from 2019 to current. Passenger enplanements are still lagging now compared to pre COVID but compared to last year we saw an increase in passengers last month compared to 2021. Enplanements are picking up, just not as much as we would want them to.



## OTHER

### A. From the Board:

1. The Treasurer thanked the Airport Director for continuing to work with the Veterans Museum and the Board for being so accommodating.
2. The Airport Director showed the Young Eagles video clip. The Airport wanted to get some video of the activity and not only put it on the Airport Facebook Page so people know that there are programs going on but also so that as the EAA does Young Eagles in the future, they can use the video for promoting the program and the Young Eagles themselves.
3. The President thanked the Airport Director for putting in a sidewalk across from the terminal as it was always muddy over there in the wintertime. The President also asked the Airport Director about the rotating beacon. The Airport Director showed a video of the old beacon being removed on the 24<sup>th</sup> of August, and being replaced by the new beacon. There was a lot of interest in what the Airport was going to do with the old beacon. The Airport Director reported that the Airport would fabricate a stand for the beacon and put it in the bag claim area. When the bag claim starts up, and the flashing light starts, you will have the beacon start to turn at the same time.

### B. From the Floor:

1. J. Johnson, 9 years ago he got on the hangar waiting list for the Airport. Last Friday, he got a call from the Airport that said a hangar was available. It took nine years. So, if anybody asks if the Airport needs more general aviation hangars here, the answer is, yes. Atlantic Aviation also added that they have a waiting list of about 13 or 15.
2. Jen from Atlantic Aviation advised the Board that they were doing some work in front of the fuel farm, replacing the asphalt with concrete in front of it where the weight of their trucks was tearing up the asphalt. Atlantic is also replacing both canvas doors with hydraulic, battery back-up, doors.
3. The Vice President asked about the minimum revenue guarantee. The Airport Director reported that the minimum revenue guarantee is May through the end of this year. They bill on a quarterly basis. We just got the information for August. Less was paid for August than for July, and there may have been a credit for the month before that. The Airport Director will put together a report for that. The Airport Director believes that the Select Air Transportation Committee in Jackson is appreciative of what the Airport has done. Had the Airport not done this, they may not have gotten the service back. With the availability of aircraft, pilots, and so forth, even if there was a financial model where they wanted to, it is unclear whether the Airport would have gotten Delta service back. The one thing a United person did say is that they can see United adding mainline aircraft in the future. The Treasurer added that this wouldn't have happened if we didn't have the passenger loading bridge. The Airport Director responded that United particularly said that a first-class passenger wants business or first-class service from the first airplane to the last and into the terminal. Obviously, you don't have first class in the airplane itself, but they don't want it so that the passenger has to walk outside on a wet snowy ramp to get into a 50-passenger airplane. The passenger gets their increased service, but it doesn't happen until Denver or Salt Lake City. Like the Treasurer said, the passenger loading bridge is part of the customer service experience. The Commissioner commented on the gap that was

between the plane and the ramp when he recently flew, and the Deputy Director of Construction and Maintenance explained that sometimes there is a contract where the ramp is not to touch the plane in order to avoid wear and tear on the fuselage. The Airport Director explained the functionality of the auto leveler of the ramp.

4. Atlantic Aviation thanked the Deputy Director of Construction and Maintenance and the Deputy Director of Operations and Public Safety for the response to their recent fire.
5. The Commissioner talked about the topic of grass landings for backcountry planes. If this was something the Airport decided to do, it would have to be designated as a turf runway. The Airport Director discussed the challenge and liabilities of having such a runway.
6. The Member asked what came of the talk of moving the standing sculptures near the entrance to Commerce Road, closer to the Airport entrance. The Airport Director advised that if they are closer to the Airport Entrance, they can only be seen coming from one direction on the highway, because they would sit down too low. They are still considering moving the bear sculpture because it doesn't quite fit with the others.
7. The Secretary thanked the Airport Director for the map on the wall. The Airport Director talked about the maps that the President had asked for that had building numbers on them. The Airport Director said he was working with the County to get those. The Airport should have maps within the next couple days available to the board.

#### **NEXT MEETING**

The President reported that the next pre-board meeting will be on Wednesday, October 19, 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 2:00 p.m. the Vice President made a motion to adjourn the meeting. The Secretary seconded the motion. The motion carried and the meeting was adjourned.

APPROVED



A handwritten signature in black ink, appearing to read 'S. Henry', is written over a horizontal line. The signature is cursive and stylized.