

Casper/Natrona County International Airport

November 9, 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 October 19, 2022 Board Meeting
4. Approve and Sign Minutes of the October 19, 2022 Board Executive Session Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Hangar and Land Lease Agreement – Big Sky Aviation Management, LLC
 - B. Land Lease and Building Rental Agreement – Robert Niedheiser
 - C. Non-Federal Reimbursable Agreement – Department of Transportation Federal Aviation Administration
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 – December 21, 2022 11:00 a.m.
Next Board Meeting – December 21, 2022 1:00 p.m.
13. Executive Session
14. Adjourn

**Casper / Natrona County International Airport
Board Meeting
November 9, 2022**

BOARD MEMBERS PRESENT

Steve Emery, President
Kermit Wille, Vice President
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
Sarah Osborn, 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 Member made a motion to approve the minutes of the October 19, 2022, Board Meeting, with the correct spelling of Kermit Wille's name, and the Vice President seconded the motion. The motion carried.

The Member made a motion to approve the minutes of the October 19, 2022, Executive Session and 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 Treasurer seconded the motion. The motion carried.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Hangar Lease Agreement – Big Sky Aviation
- B. Land Lease and Building Rental Agreement – Robert Niedheiser
- C. Reimbursement Agreement – Federal Aviation Administration

Airport Director stated that the Big Sky Aviation Lease agreement has been modified to reflect a new capital improvement schedule.

The Reimbursement Agreement for Federal Aviation Administration is for the air traffic control to do a siting study.

The Vice President moved to approve A, B and C in the Leases and Agreements, and the Treasurer seconded the motion. The motion carried.

FINANCIAL REPORT

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

- In the month of October, we recorded \$461,058 in revenue, which is \$64,490 over budget.
- Year-to-date revenue is \$1,781,351, which is \$195,081 over budget.
- Expenses for the month were \$352,616.
- Year-to-date expenses are \$1,510,360, which resulted in \$270,991 net income compared to the \$22,321 anticipated, so from a budget compared to anticipated, we are \$248,670 to the good.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – No change. Currently waiting for contractor to receive the transfer switch. The Engineer stated that it looks like March when they can restart. All clocked time has been shut down on this project until March.
2. Airport Parkway Reconstruction – Project was completed earlier this year, still waiting to close out some of the paperwork before we close out that Grant.
3. Airport Parkway Resurfacing – Project scheduled for next year, completed the scoping meeting for the next phase. The project should include resurfacing and crack repair. Currently we are working on getting the project and bid together for next year.
4. Air Traffic Control Tower – Application for BIL funding has been submitted. We selected a preferential location to place the tower which ended up being the least expensive location. We selected Site #1 which is closest to where the existing Air Traffic Control Tower is located. Estimated all in siting study, design, construction, and reimbursable agreement with FAA (for moving equipment) totaled \$20,600,000. We requested \$16,600,000, in essence saying we would come up with \$4,000,000. We are hoping if they come back and say we need to come up with \$8,000,000 we would be able to cover that. We are working on a funding plan to come up with additional funding, should we be successful. It's better to submit it now even if we do not get the funds.
5. ARFF Training Facility – We are still working through some punch list items as well as some additional issues.
6. Bag Claim Area Improvements – Back in 2014 the master plan showed a second Bag Belt in the bag claim area. The plan was to expand into where the Administrative Office parks and then re-locate the rental car counters. Currently we are looking at other options instead of expanding the building. Architects Mead and Hunt are working on this project.

7. Car Rental QTA – Work is moving forward. Hopefully will be operational at the beginning of December. Looking at Hydroseeding outside of building next week and repairing cracks on the sidewalk. Inside, the door hardware is almost complete, trim is going up, electricians have conduit in place, and they are pulling wires. Outside, we have light poles in place. Our IT departments are working together to make sure the card access control system and cameras are working properly. The fuel tank is still in manufacturing. We do not need the fuel tank to be operational since we have the fuel farm for the rental car agencies to use. Last meeting, we had all the Automobile Rental Concession Agreement Amendments except for Avis/Budget. We now have all the Automobile Rental Concession Agreement Amendments. We now have everything to cover the operation and cost recovery systems, debt service, operating expenses, how repairs for the facility will be taking care of, as well as capital reserve for future construction replacement costs.
8. Concrete Apron Reconstruction – Received final grant close out letter from the FAA. This project is complete and will drop off the project list.
9. Parking Lot Phase III (rental car/employee lot) – We have funds in place. Working with Aviation to make upgrades for electric car charging stations. Employee parking will be moving to the south side of the terminal, and we will be making the old lot all rental car spaces. Looking at bidding that out early next year with reconstruction starting late spring/early summer.
10. Runway 8/26 Resurfacing – Looking at bidding early next year.
11. SEAT/LAT Base – Received 100% plans/spec for facility with expanded pavement to accommodate large air tankers. After bidding and approval, BLM will change order their contract to reimburse us for the construction.
12. Snow Removal Equipment Phase II – We are eligible for a 75,000 sq ft building. We have a 28,000 sq ft building already in place. We are proposing 2 years of infrastructure funds to do the next phase of construction for a 20,000 to 25,000 sq ft building addition. Working with Mead and Hunt on the project.
13. Roof D – Pretty close to being complete. Interior damage is getting repaired.
14. 3731 Esmay – Veterans Museum approved revised scope. The cost estimate is being put into a lease agreement for their approval. Should be sent out later this week. Lease structure and term will cover rent and cover cost for capital improvements. The building will be split into thirds. One third will be for storage of the firetruck and maintenance use, one third for artifacts, and the last third will be recreation of what the old barracks looked like back in WWII.
15. Automobile Rental Concession MAGs – Automobile Rental companies bid with the minimum annual guarantee. As we receive the MAG numbers, we will communicate with the rental cars what the MAG will be for the second year.
16. SAR Trilogy Management – Received signed agreement, Amendment #1, and new lease for Hangar B.
17. Storm Water Pollution Prevention Program – Completed SWPPP update. Now updating SPCCC.
18. Fly Casper – Glenn is now a board member of the 501(c)(4). Started attending meetings.

19. Marketing – We continue working on our social media.
20. Small Community Air Service Development grant – Expires on January 6th. We are requesting an extension.
21. Audit – Meeting with auditors next week. Should have draft report for December’s meeting.
22. Westwinds Road Extension – TO Engineers was selected to design the road from the Bar Nunn interchange to Six Mile Road.
23. Introduce Sarah Osborn – Administrative Assistant - Accounts Payable and Payroll.

OPERATIONS REPORT

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

1. ARFF Response – October 9th, wildland fire near HWY 20-26 and 7 Mile. Public Safety responded with CR-81 and assisted Natrona County Fire and Mills Fire department. Received report back from Natrona County Emergency Management, they stated we used a handy tool, put out about 3,000 gallons of water. They were impressed with our help also.
2. ARFF Facility Upgrade – Working on punch list items. Also working with Kalen Marketing on the new sign that will be on Commerce Street.
3. Part 139 Inspection – We received back the Airport Certificate Manual (ACM) approved. We will be having the annual inspection December 7th - December 9th.
4. Heath Care Coalition – The Deputy Director of Operations and Public Safety has received \$2,040.00 in funding to supply the Airport with a Mass Casualty incident Kit (MCI). We are in the process of ordering all the items for kit. Will put it together and putting it in service.
5. 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. ARPA has received a ton of applications; they are delayed getting the results out.
6. Wildlife Management – Each November the Wildlife Management plan is reviewed, just to see if there are updates and changes. A meeting will be held with the tenants on November 29th to address any questions or comments they may have.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for 2021 vs 2022, and pre-COVID 2019 vs 2022, which is included in the Board packet. We are still a bit down in aircraft operations and air freight year to date compared to last year, but car rental revenue, parking revenue, misc. concessions, and fuel flowage revenue is doing well this year compared to last year. Passenger enplanements are up year to date; however, compared to 2019 we are still about 42% down, getting better, but nothing compared to pre-COVID. Air freight is down compared to 2019.
- B. The President asked what accounted for increase in miscellaneous concessions?

- a. Highlighted because it was not updated from last meeting
 - b. Pepsi is doing well
- C. Question on timeline of reporting
- a. Business travelers are back compared to leisure.
 - b. Car rental revenue is low for this month.

OTHER

A. From the Board:

1. The Airport Christmas Party is scheduled for Saturday December 10th in the observation deck starting about 5:30pm. Please bring a dish as it is a potluck and prime rib will be served.
2. Thank you to Jake and his department for moving the fire truck into the terminal building.
3. Save the date for July 22, 2023 – Memorial for B24 Crash in Mills. Pacific Power has agreed to pay for the monument. Mike Kennedy is looking and trying to locate relatives. Contacted family members but no one has confirmed yet.
4. Request Glenn attend session meeting at County for opportunity funds to be used for road expansion.

B. From the Floor:

1. Dan Grace – Rotating beacon lights look really nice.
2. Customs officer stated that he received his first aircraft from Albania.
3. Glenn's 16th anniversary at the airport. Also recognize Tim Monroe 15 years on the Board. Glenn stated Tim's 15 years will be celebrated next month.

NEXT MEETING

The President reported that the next pre-board meeting will be on Wednesday, December 21, 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

The Treasurer made a motion to adjourn the meeting. The President seconded the motion. The motion carried and the regular meeting was adjourned.

APPROVED



Casper/Natrona County International Airport

November 30, 2022

Board Meeting - 10:00 a.m.

The meeting will be conducted at the
Airport Public Safety Building, 8328 Fuller Street

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Discussion on SkyWest Minimum Revenue Guarantee Request
4. Other
5. Next Board Study Session – December 21, 2022 11:00 a.m.
Next Board Meeting – December 21, 2022 1:00 p.m.
6. Adjourn

**Casper / Natrona County International Airport
Board Meeting
November 30, 2022**

BOARD MEMBERS PRESENT

Steve Emery, President
Kermit Wille, Vice President (via phone)
Joe MacGuire, Treasurer (via phone)
Fred DeVore, Secretary (via Zoom)

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
Tatum Hlavacek, Deputy Director of Finance and Administration

FLY CASPER ALLIANCE

Luke Gilliam, Board Member
Justin Farley, Board Member
Kaycee Witta, Board Chair (via Zoom)
Glenn Januska, Board Member

The Board President called the meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

SKYWEST MINIMUM REVENUE GUARANTEE (MRG)

Joint meeting between the Airport Board of Trustees and the Fly Casper Alliance to discuss SkyWest MRG.

SkyWest approached the Airport Director to discuss the MRG through 2023 and initially sent a 12-month proposal for one Delta flight. The 12-month proposal was rescinded and a 3-month (January – March 2023) proposal was sent instead. This shorter time span allowed for better estimates on fuel costs as well as operating costs.

The Airport Director presented the “CPR Scenario” spreadsheet from SkyWest. The spreadsheet is calculated using a block hour (BH) rate which excludes fuel. Fuel per block hour cost is a straight pass through on actual fuel into the aircraft. The block hour rate is a fixed number where the cost is higher than what we’ve seen in the past largely based upon the increase in pilot wages and higher overhead costs.

Based upon SkyWest calculations, for the first 3 months of 2023, they are calculating a potential loss of \$529,000. If agreed to, Natrona County would be responsible for 60% while the State would be responsible for 40%.

The initial MRG analysis was presented by the Airport Director which showed SkyWest figures through September 2022. The spreadsheet, based upon the commitment that the County and the State made, for the original MRG, projected a \$755,000 loss. The counties portion was \$37,664 and the States’ portion was \$25,110. For the second MRG, SkyWest projected a potential \$600,000 loss. Natrona

County's portion would be \$360,000 and the States' portion would be \$240,000. The County to date has committed \$453,000 for the original MRG agreement. Through September 2022 the County has contributed approximately \$86,000. The Airport Board could ask that the County extend the MRG for the first quarter 2023 using the uncommitted portion of the County's commitment, which could get us a good portion of the way to the \$529,000 potential loss SkyWest is projecting for the first quarter of 2023.

Our current MRG commitment concludes on December 31, 2022. The Airport Director is looking for guidance on whether we should present to the County to use their remaining uncommitted portion of the MRG of \$366,000 and Fly Casper Alliance to supplement the remaining \$163,000 to get through the first three month of 2023.

The Airport Director reminded everyone that the figures are estimates and could potentially be less than projected. Looking at an ongoing commitment to support air service in our market is a new concept for us. Fuel price volatility is a large factor in the price estimates.

Mr. Farley stated that they are making an effort to get the private sector engaged in supporting air travel. He stated that they are working on being more proactive instead of reactive. He stated that Fly Casper Alliance goal is to be a complimentary Board to the Airport Board and work together as a team to find solutions.

The Vice President made a motion to not extend the Airport Board of Trustees support for the MRG past December 31, 2022, and that the Airport Director advise the County Commission as soon as possible of that decision. The Secretary seconded the motion. The motion carried.

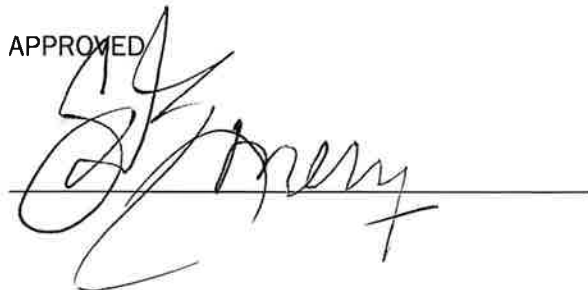
AIR TRAFFIC CONTROL TOWER (ATCT)

The Airport Board of Trustees had a discussion on the ATCT and the status of funding. The Airport submitted an application for a \$14 million request for funding to the FAA. One consideration, going forward, would be to accept a design grant if offered understanding the risk associated with this if the funds do not become available for ATCT construction. The Airport Board expressed support for that option if it was presented to the Airport.

ADJOURNMENT

The regular meeting was adjourned at 11:08 am.

APPROVED

A handwritten signature in black ink, appearing to be "S. Farley", is written over a horizontal line. The signature is stylized and cursive.