

Casper/Natrona County International Airport

December 21, 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 November 9, 2022 Board Meeting
4. Approve and Sign Minutes of the November 30, 2022 Board Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – ACT Trucking and Trailer Repair, LLC
 - B. Residential Lease Agreement – Jeff & Karen Rowe
 - C. Residential Lease Agreement – Jeff & Karen Rowe
 - D. Residential Lease Agreement – Warren Turner
 - E. Hangar Lease Agreement – Mark McAtee
 - F. Land Lease and Building Rental Amendment 1 – Jake Hlavacek
 - G. Hangar Lease Amendment 1 – Hangar Operator Group
7. Financial Report
 - A. Discussion and Action on FY2021 Airport Financial Audit
8. Director Report
9. Operations Report
10. Activity Report
11. Other
 - A. From the Board
 - B. From the Floor
12. Next Board Study Session – January 18, 2023 11:00 a.m.
Next Board Meeting – January 18, 2023 1:00 p.m.
13. Executive Session
14. Adjourn

Casper / Natrona County International Airport
Board Meeting
December 21, 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
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 November 9, 2022, Board Meeting, and the Treasurer seconded the motion. The motion carried.

The Member made a motion to approve the minutes of the November 30, 2022, Special Board Meeting and the Treasurer seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Secretary 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. Land Lease and Building Rental Agreement – ACT Trucking and Trailer Repair, LLC
- B. Residential Lease Agreement – Jeff & Karen Rowe
- C. Residential Lease Agreement – Jeff & Karen Rowe
- D. Residential Lease Agreement – Warren Turner
- E. Hangar Lease Agreement – Mark McAtee
- F. Land Lease and Building Rental Amendment 1 – Jake Hlavacek
- G. Hangar Lease Agreement – Hangar Operator Group

Airport Director stated for Jake Hlavacek, Land Lease and Building Rental Amendment 1, there will be a fair market assessment completed because the rent may be below market value for that space and other space in that building. The Amendment puts it on a month-to-month agreement.

The President moved to approve 6A through 6E in the Leases and Agreements. The Member made a motion to approve 6A through 6E. The Treasurer seconded the motion. The motion carried.

The President moved to approve 6F in the Leases and Agreements. The Treasurer made a motion to approve 6F. The Member seconded the motion. The motion carried.

6G - The Hangar Operating Agreement is a 10-year agreement, with 40% going towards maintenance for the first 5 years. The end of this year is the end of the first 5-year period with their rent going up for the next 5 years (2023 - 2027). They have requested that for the next 5 years to continue to have the same provision of 40% of their rent going towards maintenance.

The President asked what maintenance was going to be performed. The Airport Director showed what the maintenance scope would include. The Secretary stated that he rented there in the past, the building looks great now, and the improvements are coming along. The Treasurer stated that there was a conflict of interest, he rents within, and cannot vote on the item. The President made a motion to approve item 6G. The Secretary second the motion. The motion carried.

FINANCIAL REPORT

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

- In the month of November, we recorded \$506,493 in revenue, which is \$109,926 over budget.
- Year-to-date revenue is \$2,277,224, which is \$294,387 over budget.
- Expenses for the month were \$456,697.
- Net Income for the month \$49,797
- Year-to-date expenses are \$1,967,563, which resulted in \$309,661 net income compared to the \$27,901 anticipated, so from a budget compared to anticipated, we are \$281,760 to the goods.

The Member questioned asked what the percentage of the budget is labor/benefits? The Airport Director guessed probably 60-70% is labor costs.

FISCAL YEAR 2022 AUDIT

The audit report for FY 2022 was completed and a draft issued.

The Member moved to approve the audit draft; the Treasurer disagreed with the motion due to the paragraph stating that a statute was violated. The Member suggested the Treasurer make a friendly amendment to the Member's motion. It was discussed that the section in the draft audit stating that a statute was violated needs to be removed. The Treasurer indicated that the auditors need to go back and re-consider what is stated as a violation. The motion failed for a lack of a second.

The Airport Director stated that in the MDA, we could note that we disagree and discuss our thoughts. The President proposed to let the auditors know of our disagreement and to schedule a conference call, if needed, to discuss. The Treasurer motioned to review the section where the auditors stated we violated a statute; the Secretary seconded the motion. The motion carried.

The Airport Director stated that once we approve the final draft the auditors will issue the final audit report.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – We are waiting for the transfer switch which we should receive in March. Once that is taken care of, they will start working in the electric vault. Then they will work on the lighting control panel.
2. Airport Parkway Reconstruction – We are waiting for a few items to be closed out.
3. Airport Parkway Resurfacing – We did an independent fee estimate that is under design. We don't have a schedule as to when we will be bidding it out yet. All green signs will be replaced with reflective signs.
4. Air Traffic Control Tower – Still working on funding our portion of \$6-10 million. A group of legislative representatives came to look at it. The tower siting study funding and time has been confirmed for Aug 15-17th.
5. ARFF Training Facility – Met with Aviation this week to work on 2 issues that need to be resolved.
6. Bag Claim Area Improvements – The master plan shows expanding the area into our parking lot. There is a possibility we could use the airline ticket counters and move the rental car counters over making the baggage claim area bigger. There are different options. We are working with Mead & Hunt to do a concept and budget analysis. We received the scope of services and have a meeting this afternoon to discuss costs.
7. Car Rental QTA – An inspection is scheduled for tomorrow, but we don't feel that it's far enough along to move in. We still have other tasks that need to be completed before the occupancy can be completed. The next couple weeks they will work through the pinch list and perform building training. We are looking at mid-January before we can transition from the old to new.
8. Interior Roadway Reconstruction – We had Geotech done and survey work on Werner Street is completed. We will need to get this back to the commission for possible funding.

9. Pavement Management Plan – Looking at scope of services to work with a company to help us develop a plan that we are required to have in place for federal funding. We currently have a plan, but it's not adequate.
10. Parking Lot Phase III – Scope of services completed, we have fee estimates back and everything is ready to go.
11. Runway 8/26 Resurfacing – We are going to have a meeting with FAA in January to look at when to advertise the project.
12. SEAT/LAT Base – The original bid opening for December 29th has been moved back to January 12th, and bid hold time has changed from 90 days to 60 days.
13. Roof D – Pretty close to being complete. Interior damage is getting repaired.
14. SRE Phase II – Doing a concept and budget review with Mead & Hunt. We are reviewing this this afternoon.
15. Terminal Roof D – Issued a letter of completion, advertising 41-day notice to contractors, and working on final punch list items.
16. Terminal Roof C – Moving forward with design so when funding is available, we will be good to go.
17. Aero Center Casper – Closing on Cercy hangar the next few days. Discussions are ongoing about the fuel farm and accommodating the extra tanks.
18. 3731 Esmay – Worked through some changes in lease agreement for the state to review. Will hopefully bring back to board in January. Occupancy will possibly start on May 1st.
19. Liquor License – We are submitting an application under the Airport's name.
20. Gift Shop RFP – No changes.
21. Spill Prevention Control and Countermeasure (SPCC) – The Deputy Director of Operations and Public Safety has reviewed it. The Deputy Director of Construction and Maintenance and the Airport Director will review it next.
22. Lobo Property – Sold and county has received re-zoning application. The proposed change would be from Urban Ag to Light Industrial. Met with property owners and zoning people and prepared an aviation easement. Submitted to property owner for review.
23. Marking Work – Re-doing the Fly Me to The Sun campaign that we do every year. Currently the public is guessing how many passenger enplanements we will end up with this year on Facebook and we did it internally with employees.
24. We have a Certificate of Deposit that comes due January 22nd, and we are looking into other banks and their rates to invest the money in.
25. Congratulations to Commissioner Hendry for 16 years of service on the County Commission and Joe MacGuire for his service in the legislature.

Other Items

1. Commissioner Hendry discussed batteries at solar farm, and that they would need fire training. He said that he mentioned to them that the Airport has a training facility and that they could possibly use our training facility for solar batteries and car batteries.
2. Airport Director – Airlines are taking delivery of and orders for electric aircraft. Electric Aircraft have about a 190-mile travel radius. We will need training and be able to train others to extinguish electric aircraft.

OPERATIONS REPORT

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

1. ARFF Response – On December 2nd, we were alerted of an aircraft with hydraulic issues, we responded with CR-81, CR-82, and CR-83 to assist. Aircraft landed with no incident. No medical or law enforcement were needed.
2. Part 139 Inspection – Completed on December 7 and 8th. Overall went very well. The inspector found 1 discrepancy, it was our airport marking and painting evaluation plan. We have until April 3rd to correct the discrepancy. I self-disclosed that we needed to update a day inspection that wasn't completed and that we knew why the inspection wasn't completed. The inspector said the radio communications, fuel farm, records, training records, and response time was great. The inspector sent Glenn a nice email regarding her visit.
3. EMR Training – Had Dr. Cogan out to update us on training on airway, breathing, circulation, and drugs. Reviewed proper uses of aspirin and Narcan.
4. Airport Security - Updating our plan and will send to TSA for approval. Will be adding provisions for concessions back in sterile area.
5. Heath Care Coalition - Mass Casualty Incident Kit (MCI) is in service now. We were reimbursed a little under \$2,000. We will return the loan from Natrona County Service Management. The Heath Care Coalition is looking into purchasing a handful of the MCI kits. We may possibly receive another kit to have 2 in place here.
6. Wildlife Management – Reapplied for our Wyoming Game and Fish Chapter 56 license and our Fish and Wildlife migratory bird permit for the upcoming year. These licenses and permits allow us to take birds and wildlife when on the airfield when it threatens life and safety.
7. Vigilant Guard – Military puts on an exercise every 8-10 years. This training will basically destroy Casper and the military will be called in. Training will be the week of June 11th (CNFR Week). Possibly have up to 30 aircraft for exercise. Exercise will include a flood and a major disaster so the Airport will be a major hub with a medical triage tent set up.
8. Station 8 Remodel – D & S Construction started painting the exterior in November but got shut down due to weather. Moving forward with painting the interior, new ceiling tiles, and new carpet. We have window blinds that are over 40 years old. We will be upgrading those and bringing the station up to date.

The Member asked about the training we have on Fentanyl. He started discussion on Highway patrol that recently picked up a dollar bill that contained Fentanyl. It took 3 Narcan to bring her back. Deputy Director of Operations and Public Safety stated we do have Narcan. We haven't had the training, but they are aware it is out there. There isn't a lot of concern if you touch fentanyl, but if you inhale it.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report. 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 are doing well this year compared to pre-COVID. Passenger enplanements are up 50.7% compared to last year; however, compared to 2019 we are still about 10.10% down, getting better, but nothing compared to pre-COVID. We are almost back to pre-2019 levels.

OTHER

- A. From the Board:

1. The cake was a thank you to Rob and Joe for their service.
2. Thank you, gifts were given to the Airport staff, from the Board.
3. Goodbye to Member Tim Monroe for 15 years on the Board.
4. A Presidential gavel was given to President Emery from the Airport
5. Treasurer said thank you to Glenn and staff for letting them use the observation deck for the EAA Christmas party.
6. Member Monroe said it was a big honor, this board has been more interesting than anything he has ever done. Tremendous opportunity for public service.

- B. From the Floor:

1. Morrison-Maierle brought Frosted Tops treat box for everyone.
2. Customs Officer Leatham – November was a good month. Applaud the snow removal crew.
3. Dan Grace – Excited about runway lights.
4. Justin from Atlantic Aviation introduced new General Manager Scott Klobucher who came from Cheyenne, WY.
5. Jim Fuhrer from the Tower – commented on how clean our runways are.

NEXT MEETING

The President reported that the next pre-board meeting will be on Wednesday, January 18, 2023, 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 Member seconded the motion. The motion carried and the regular meeting was adjourned.

APPROVED

