

Casper/Natrona County International Airport

January 18, 2023

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. Election of Airport Board of Trustee Officers
4. Approve and Sign Minutes of the December 21, 2022 Board Meeting
5. Approve and Sign Minutes of the December 21, 2022 Board Executive Session
6. Approve Expenses and Sign Checks
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Amendment 1 – Kim Perez
 - B. Hangar Lease Agreement – Green Wagon Sales and Holding, LLC
 - C. Hangar Lease Agreement – Romeo Tango Bravo
 - D. Hangar Lease Agreement – Jason Praska
 - E. Hangar Lease Agreement – Don Bitzenhofer
8. Financial Report
9. Director Report
10. Operations Report
11. Activity Report
12. Other
 - A. From the Board
 - B. From the Floor
13. Next Board Study Session – February 15, 2023 11:00 a.m.
Next Board Meeting – February 15, 2023 1:00 p.m.
14. Executive Session
15. 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 January 18th at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille, Steve Emery and Rob Hendry. The Board reviewed the attached Director Report presented by Glenn Januska, Airport Director and generally discussed the items in 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
January 18, 2023**

BOARD MEMBERS PRESENT

Kermit Wille, President
Steve Emery, Treasurer
Rob Hendry, Member

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
Jake Hlavacek, Deputy Director of Construction and Maintenance
Tatum Hlavacek, Deputy Director of Finance and Administration
Sarah Osborn, Administrative Assistant – A/P & Payroll

COUNTY COMMISSIONER

Peter Nicolaysen, County Commissioner (via Zoom)

The President (Steve Emery) called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

ELECTION OF NEW OFFICERS

The Member made a motion that the new President be Kermit Wille, Vice President Fred DeVore, Secretary Joe MacGuire, and Treasurer Steve Emery. The Treasurer seconded the motion. The motion carried.

The old Board President (now Treasurer) turned over the reins to the new Board President.

APPROVAL OF MINUTES

The President made a motion to approve the minutes of the December 21, 2022, Board Meeting, and the Member seconded the motion. The motion carried.

The President made a motion to approve the minutes of the December 21, 2022, Executive Session. The Treasurer moved and the President seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The President made a motion to approve and sign the expense checks. The Treasurer moved and the President 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 Amendment 1 – Kim Perez

- B. Hangar Lease Agreement – Green Wagon Sales and Holding, LLC
- C. Hangar Lease Agreement – Romeo Tango Bravo
- D. Hangar Lease Agreement – Jason Praska
- E. Hangar Lease Agreement – Don Bitzenhofer

The Airport Director stated we will not be taking action on item A, Land Lease and Building Rental Amendment 1 for Kim Perez because she did not get this lease signed. Items B-E are all hangar leases that had been previously discussed. Green Wagon Sales and Holding, LLC is a new hangar lease. The President asked how long they were on the waiting list and the Deputy Director of Finance and Administration responded that they were on the waiting list for a few years. The other three Hangar Leases are existing tenants. The tenants signed the updated lease language with the new rate structure. The Treasurer moved that we approve B-E, the Member seconded the motion. The President asked if we are striking the word roof from other leases since we are doing that with these leases. The Airport Director stated we already have these leases signed but going forward we will strike the word “roof” from the lessee’s responsibilities in the Maintenance, Exterior Storage, and Housekeeping section of the lease. The motion carried.

FINANCIAL REPORT

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

- In the month of December, we recorded \$445,875 in revenue, which is \$49,308 over budget.
- Year-to-date revenues are \$2,723,145, which is \$343,740 over budget.
- Expenses for the month were \$422,566.
- Net Income for the month was \$23,309.
- Year-to-date expenses are \$2,384,769, which resulted in \$338,375 net income compared to the \$33,482 anticipated, so from a budget compared to anticipated, we are \$304,894 to the good.

The Member questioned the expense for Limmer Roofing of \$1,200. The Airport Director explained that it was for badge reimbursements after the Roofing project was complete. The Deputy Director of Operations and Public Safety commented that it is \$200 per badge with the SIDA badge cost being \$80. If the badge is returned, the contractor gets back \$120. The Airport Director said that the contractor badges are at a higher cost because we have less control over getting the badges back. If we lose or cannot account for 5% of the badges issued, we would have to re-badge everyone.

The Treasurer asked about the Emergency Medical Physicians charge of \$400 per month. Deputy Director of Operations and Public Safety stated that we have a contract through Dr. Colgan, who is the medical director for the County. Since we are not EMI certified we must have a medical director oversee our medical direction. Within that contract we receive up to 2 hours of training per month, which we utilize.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – The project is technically on hold. We did receive the generator.

We are going to have representatives from the Airport go to the manufacturer to tour the facility and do a final inspection of the lighting control panel before it is delivered. We are anticipating the lighting control panel to be delivered mid-March. Once the transfer switch arrives, we will start the project again. The elevated runway guard light pads are in place, but the lights are yet installed.

2. Airport Parkway Reconstruction – This project is getting ready to be closed out.
3. Airport Parkway Resurfacing – We should have the 95% project plans/specs this week for review before it goes out for bids this spring.
4. Air Traffic Control Tower – We keep working on the local funding plan. We have a meeting today to look at site #2. That site will cost more but may be easier to get funded.
5. ARFF Training Facility – We still have some punch list items. There is a liner leak issue that needs to be resolved. The President asked how we address the leak in the liner. The Airport Director said we would have to find where the leak is, then figure out how to move forward. We cannot flood the pit to see where the leak is until the weather warms up. We are kind of stuck right now. The President asked if we have the leak repair in the budget. The Airport Director stated we do not, it is the contractor's responsibility.
6. Bag Claim Area Improvements – We have developed a concept and budget scope of services with Mead and Hunt to determine the scope of the project. We've talked about expanding the building to accommodate a second bag claim device. We do not think that is necessary. We may be able to work within the existing footprint of the terminal building. The Airport Director wants to look at a few different concepts to see which is best to move forward. The Treasurer asked what the budget is for the project. The Airport Director said there was an estimate in the master plan back in 2014, between \$6-8 million. That included expanding the building, 2 bag belts, a new entrance, and restrooms.

The Member said that it takes a long time to get the bags off the plane because they are loading the new bags on the plane at the same time. There are not enough people to get the bags back to passengers. The Airport Director commented on Denver's airport and the amount of time it takes to walk from the airplane to the baggage claim area. Here you get to the baggage claim area a lot quicker than other airports. The President asked who is designing the project. The Airport Director said that Mead & Hunt is doing the design, they also did the SRE expansion, Phase II.

7. Car Rental QTA – The rental cars started using the QTA on January 12th. Hertz and Enterprise still have their existing facilities under lease. They will phase out of those buildings into the QTA. The Member asked if there was a plan to go in once a month and do a walk through to see if they are keeping up on maintenance on the new QTA. The Airport Director said that we don't go into tenants' space unless we feel it's needed. We have a full cost recovery system, so the original QTA building cost is paid by the CFC fees that the rental car companies charge their customers. There is also a maintenance reserve. If things break, the CFC funds pay for repairs. We have no costs involved with construction, maintenance, or replacement of the building.

The CFC charge was explained by the Airport Director for the new Board Member and County Commissioner. CFC is a fee tacked onto a daily car rental fee of \$5 per day. We recently raised this fee, initially it was \$1 a day. This fund is available for any rental car facility.

When the QTA project was originally bid, Haass ordered the fuel tank. We were told the tank would ship in the middle of January. We are now being told that the costs are going up and the contractor will need to pay more money. The President questioned the tanks in the fuel farm, will fuel be transferred from them to the new tank? The Airport Director said that we will have two tanks with one system. It was stated that we use Homax to purchase fuel from.

8. Interior Roadway Reconstruction – We had Jviation and their subs do the Geotech and survey work for Werner Street and Geotech work for Allen and Schulte. We are waiting to get that packaged up. We approached the County Commissioners about the one cent funds for this project.
9. Pavement Management Plan – We are still working on this.
10. Parking Lot Phase III – We received the 90% plans and specs to reconstruct the rental car lot. We are planning on opening bids in March.
11. Runway 8/26 Resurfacing – We are going to have a meeting with FAA tomorrow to see when we can put this out for bid.
12. SEAT/LAT Base – We opened the bids and expected at least 2 bids but only received 1 from Ramshorn. The base bid was about \$802,000 higher than the engineers' estimate. All in it was about \$825,000 over. Looking at the budget for this project, it looks like we will be about \$350,000 to \$400,000 short. We are working with the BLM and the Forest Service on that right now. The President asked what was the reason for the massive overbid? The Airport Director stated that the cost of asphalt has gone up. The Member stated that even WYDOT projects are coming in short. The highway department bids are coming in higher than expected, approximately 18% over. The Airport Director will send the Board the bid tabulation with the alternates shown. One alternate includes some extended utility lines under the pavement that is our cost (approximately \$54,000). There was also a sun shelter with the option of a concrete base or gravel base. The concrete base would cost about \$10,000.
13. SRE Phase II – We are working with Mead & Hunt on the design of this project. We will be sitting down to go over what exactly we need. The Member asked if we are extending the building or adding an additional building. The Airport Director stated we are extending the current building. The building was originally ~28,000 square feet in size. We are eligible for about 75,000 square feet. The most expensive part of the building has already been built. As we do the next phase, we want to know how everything will be attached. We will use 2 years of BIL funds, around \$2.6 million.
14. Terminal Roof D – This project is getting closed out.
15. Terminal Roof C – We are still looking at this project. The hope is that the State will have the funds for this to be completed this year. If it is replaced, we will have replaced the whole terminal building roof.
16. 3731 Esmay – We know that our lease and lease structure has gone through the Military department. They are talking about July 1st to take occupancy. The Airport Director explained to them that we need a lease agreement before that date, even if it's an agreement that they don't pay anything. We can't give them occupancy on July 1st if there is about 2-3 months of work that needs to be completed first.

17. Liquor License – We are looking at submitting a renewal application under the Airport's name, using the Airport option.
18. Zoning Change – The Airport Director showed where the 40-acre parcel was located. There was a request to have it rezoned from Urban Ag to Light Industrial. The Airport Director drafted an avigation easement and sent it to the property owner. The draft included the right to make noise, would restrict the height anything over 60 feet, and that they wouldn't do anything on the property that would conflict with the Airport. The easement runs with the land so if they ever sell the property, the easement will stay. The County Commission has postponed the rezoning request until the first Commission meeting in February. The Airport was told that the property owners do not have an issue with the easement and will sign it to move forward. County Commissioner stated that the commissioners big concern on this is that the zoning condition were uncertain. After speaking with the Planner, Christy Turner, it should be settled with Airport and property owners before it is addressed by Commission. The Airport Director stated he believes it will be addressed and ok with the concerns.
19. SkyWest MRG – We approached the Commissioners regarding where they stand on the MRG. Looking into 76 passenger planes into Casper. We are waiting to see how that all works out.
20. Air Service Consultant – We are looking at working with Mead & Hunt on air service consultant services. Mead & Hunt is already contracted to do air service work with the State.
21. Small Community Air Service Grant – We received an extension. The new expiration date is January 8, 2024.
22. Marketing Work – Kalan did a 30 second snow removal video for our Facebook page and we are having them do a longer video. They are also working on the Fly Me to the Sun campaign.
23. Runway Run – We are looking at dates to schedule the runway run. Since we will be closing runway 8/26, we will need to do the run on 3/21. The Airport Director showed on the projector screen where we would have people park and where the run would take place. This would not disrupt activities at the Airport. We are looking to schedule mid to end of May. We would hire a DJ, have food trucks, and give a runway education. We are talking to the flight school about possibly doing a scholarship.
24. Bank CDs – We are still researching CDs. The Member asked if we are only going locally or if we are reaching out to banks not located here? The Airport Director stated that we would use the same list as we had when we went out for banking services. We will look forward to getting this finalized soon.

OPERATIONS REPORT

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

1. ARFF Response – On December 26th, 2022, at 4:30 pm, the Control Tower advised Station 8 of an Alert 2. This was for a Falcon Jet with a hot battery indicator. Prior to landing, the pilot reported that everything appeared normal but requested fire units follow the plane to Atlantic Aviation. The plane landed safely without incident.
2. Medical Response - None

3. Law Enforcement – On January 5, 2023, at 4:55 pm, Casper Public Safety Communications center (Dispatch) contacted Public Safety Department, Depute Warne, for a theft report at 3864 Esmay. Deputy Warne contacted the lessee of the building and filed a Natrona County Sheriff's report and submitted it for investigation.
4. Part 139 Inspection – We are still working on updating our ACM and putting together the Painting Maintenance Plan and submitting it to the FAA Inspector before the April 4th deadline.
5. EMR Training – All training hours are completed and submitted for our renewal.
6. Central Wyoming Health Care Coalition – Our Mass Casualty Incident (MCI) kit is complete and in service. The Coalition is looking at purchasing a handful of these kits, we might be on the list to get a 2nd one.
7. ARPA Funding – There was a total of 119 requests for the available money. They will notify us shortly about the \$75,000 grant we requested. The funds would be used for 2 portable radios with 12v chargers put into each emergency vehicle.
8. Wildlife Management – We received our 2023 Game and Fish Chapter 56 License, and we are still waiting for our Fish and Wildlife Migratory Bird permit that was submitted on December 8th.
9. Vigilant Guard – We are having a tabletop exercise on April 5th.
10. Station 8 Remodel – We are still working on painting, replacing ceiling tiles, and installing new flooring.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report. For December we were lacking in aircraft operations. Passenger enplanements were up 61% compared to last year. We are still lacking compared to 2019 pre-COVID times but most of it has recovered fairly well.

OTHER

- A. From the Board:

1. The Member asked if we put any thought into the battery fire training for electric cars? The Airport Director stated we talked about it but have not come up with anything yet.
2. The Member wants us to start thinking about Airplanes landing on the grass when the weather gets good.

- B. From the Floor:

1. Dan Grace – Asked what the SkyWest MRG is. The President responded that it is Minimum Revenue Guarantee. SkyWest was having a little trouble and requested an MRG to be put into place. \$755,000 was put together for a 6-month period. They only used about \$56,000 of the funds. They requested the remaining funds to be used for the next 6 months. That funding ended December 31st. Before the end of the year, SkyWest came back to us stating their costs have gone up and they requested a significant increase over

a short period of time. We are currently in negotiations. We, the Board chose to pass at that time and not present it to the County Commissioners. Since then, the Airport Director has had other discussions with Fly Casper Alliance, which was formed as a 501 (c)(4) to pool funds for air service development. We would like SkyWest to bring in 76 passenger airplanes as this would be more economical.

2. Jennifer, Aero Center Casper- Introduced her line boss Shawn. She is working on getting things organized and put together. She talked about the fuel tank getting ready to be delivered.

NEXT MEETING

The next pre-board meeting will be on Wednesday, February 15, 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


