

**Casper/Natrona County International Airport**

**February 15, 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. Approve and Sign Minutes of the January 18, 2023 Board Meeting
4. Approve and Sign Minutes of the January 30, 2023 Board Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Hangar Lease Agreement – Tom Arnold
  - B. Hangar Lease Agreement – William Clair
  - C. Land Lease and Building Rental Amendment 1 – Kim Perez
  - D. Land Lease and Building Rental Amendment 1 – Power and Communications
  - E. Assignment Agreement between High Country Crane Service and Bent Wing Aviation
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 – March 15, 2023 11:00 a.m.  
Next Board Meeting – March 15, 2023 1:00 p.m.
13. Executive Session
14. Adjourn

**Casper / Natrona County International Airport  
Board Meeting  
February 15, 2023**

**BOARD MEMBERS PRESENT**

Kermit Wille, President  
Steve Emery, Treasurer  
Fred DeVore, Secretary  
Joe MacGuire, 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**

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

**APPROVAL OF MINUTES**

The President asked for a motion to approve the minutes of the January 18, 2023 Board Meeting. The Treasurer moved and the Secretary seconded the motion. The motion carried.

The President asked for a motion to approve the minutes of the January 30, 2023 Board Meeting. The Treasurer moved and the Secretary seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The President asked for a motion to approve and sign the expense checks. The Treasurer moved and the Secretary seconded the motion. The motion carried.

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

The following items were presented for approval:

- A. Hangar Lease Agreement – Tom Arnold
- B. Hangar Lease Agreement – William Clair
- C. Land Lease and Building Rental Amendment 1 – Kim Perez
- D. Land Lease and Building Rental Amendment 1 – Power and Communications
- E. Assignment Agreement between High Country Crane Service and Bent Wing Aviation

The Airport Director stated that A and B are standard Hangar Leases, Amendment 1 for Kim Perez

removes her son off the lease, and the next Amendment extends the lease we have with Power and Communications. The Treasurer made a motion to approve A-D, the Member seconded the motion. The motion carried.

The Airport Director asked to put item E on the March board meeting. The President moved item E to item A for the March board meeting. The new Item E is a request from Atlantic Aviation. The Member made a motion to postpone that until the next board meeting, the Treasurer seconded the motion. The motion carried.

Civil Air Patrol rent abatement request was added as Item F. The Airport Director stated that we were asked a year ago to waive the hangar rent for Civil Air Patrol. The previous request will take us through March 2023, and we anticipate that they may request another rent abatement with next year's contract, for April 2023 through March 31, 2024. The Member made the motion to waive Civil Air Patrol's rent for April 1, 2023, through March 31, 2024, and the Treasurer seconded the motion. The motion carried.

### **FINANCIAL REPORT**

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

- In the month of January, we recorded \$424,995 in revenue, which is \$28,428 over budget.
- Year-to-date revenues are \$3,152,403, which is \$376,431 over budget.
- Expenses for the month were \$379,262.
- Year-to-date expenses are \$2,763,849, which is \$26,939 over budget.
- Net Income for the month was \$45,733, and Net Income for the year is \$388,554.
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### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. Airfield Electrical Project – The project is starting back up on March 13, 2023. The work will start in the electrical vault with a new backup generator, transfer switch, regulators, and lighting control panel in the control tower.
2. Airport Parkway Resurfacing – We are planning a pre-bid meeting February 28, 2023, with a March 15, 2023, bid opening.
3. Air Traffic Control Tower – We are looking further at site #2 on the other side of runway 3/21. We are also looking at additional funding sources which may be available. The tower at site 2 would be shorter, and the building cost would be less. We are continuing to look at developing a non-federal portion of funding. As a review we are looking at \$20,600,000 for project cost. An application has been submitted where the feds would pay \$14,600,000 would be responsible for \$6 million. We anticipate they may come back and ask us to come up with \$8 million, so we are planning to come up with \$10 million. A decision should be made by the end of this month or the beginning of March. There was a request in the State supplemental appropriations bill for \$5 million to go to a control tower at an international airport in Wyoming.

4. ARFF Training Facility – We will have a schedule from GH Phipps next week for the remaining items that need completed. They are working to get this done before the first burn of the year.
5. Bag Claim Area Improvements – We worked with Mead & Hunt on a concept and budget report. We have a meeting this Friday with the FAA.

The President asked if the baggage claim was going to need an addition to the building or is it replacing what is there with something different? The Airport Director stated that he doesn't think we will need to expand the building, we can work within the footprint of the building. We are looking at shifting rental car counters which would give us a larger space for a larger belt. Getting answers to those questions is what the concept and budget study would do.

6. Car Rental QTA – We still have some punch list items that need to be completed. The main item is connecting to the new fuel tank.
7. Crack Seal/Seal Coat – Next year we will be due for crack seal/seal coat. The State helps us fund this on a regional basis every 4 years. They will bid out all the crack seal projects for all the airports to receive a better price. The seal coat is a separate process and separate contractor.
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 have the information back and we are preparing to present this to the County Commissioners to hopefully get some funding to help with Werner Street.
9. Parking Lot Phase III – We have a meeting next week to go over the 100% plans. We are shooting for a bid opening on March 16, 2023, although this date may be revised. We are trying to get the underground infrastructure in place for electric car charging stations.
10. Runway 8/26 Resurfacing – Jviation is currently repackaging those plans. We are looking at a March 15, 2023, bid advertisement and April 15, 2023, bid opening with 100 day bid hold.
11. SEAT/LAT Base – The bids were roughly \$800,000 over what the engineers estimated. There are things that can be cut out of the project without affecting anything. We had a meeting last Friday with BLM and the Forest Service to talk about options for additional funding. The Forest Service pledged \$2 million to expand this from a Seat Base to a LAT Base. This is the first time this has happened in the country. We will be having another meeting on Friday and should know more then.

The President asked if we would be able to come up with additional money. The Airport Director stated that we don't want to, but if we needed to plug the gap, we may be able to come up with \$100,000 or so by upping their lease rates. The President asked if it would be helpful to have some knowledge of what we could help with going into that meeting. The Airport Director stated he thinks he could get it accomplished without the Board coming up with a funding amount. In the long run, we would adjust so that we come out as whole in the process.

12. SRE Phase III – We are going to be meeting with the FAA on the concept and budget for the project.

13. Terminal HVAC Controls – The contractor is working on the design process now; we are continuing to move forward.
14. Terminal Roof D – We are still working on closing that project out.
15. Terminal Roof C – We have a meeting coming up with the architects to go over the plans and specs moving forward.
16. WACIP – This is the annual update that we do to upgrade our capital improvements that require Federal and/or State dollars. We submitted our requests, and they came back with their recommendation. The Deputy Director of Construction and Maintenance and the Airport Director are planning to review the recommendations.
17. 3731 Esmay – We are working with the State's A&I General Services to complete the lease language.
18. Gift Shop RFP – We are looking at drafting a request for proposals for food and beverage services.
19. Liquor License – We have submitted an airport retail liquor license application in the Airport's name.
20. Alternate Landing Areas – We are looking into alternate landing areas. We are looking at what Sun Valley, Idaho has done to see if it would be an option for us.
21. Air Service Consultant – We are talking with Mead & Hunt about possible doing air service consultant services for us. Mead & Hunt is already contracted to do air service work with the State.
22. Runway Run/Walk – The tentative dates we had scheduled will not work due to Memorial Day weekend and graduations. We are still working on this project.
23. SkyWest MRG – This is ongoing in discussions with SkyWest. We have stressed that there probably isn't a lot of community support to continue to fly the 50-passenger jet. We are still looking at the cost for a 76-passenger jet. We will probably have to bridge the gap. The Airport Director is working with Fly Casper Alliance to go to the County Commissioners' meeting next Tuesday to discuss the MRG. This would cover the first ½ of the year.

The President asked what would the amount be at the 6 months? The Airport Director stated that the total cost would be \$880,583, the State amount would be 40% starting January 1, 2023. It would be less because January's performance was a little better. Ultimately from the County we would be looking at \$528,350 to get us through the first 6 months. The President asked if we were certain the State will back us. Glenn stated that we are not certain but there is an Aeronautics Commission meeting next week in Cheyenne where we would have an opportunity to bring this forward.

The Member made the motion to move forward in support of the MRG. The President stated that we should propose that the County consider supporting the MRG contingent on the State providing 40% and the County providing 60%. The Member stated we should put a window time frame on the motion. The Airport Director stated it would be January 1 – June 30, 2023. The member stated this his motion would be to communicate the Boards support of the County

and State providing funding for the MRG at 60% and 40%, respectively. The Secretary seconded the motion. The motion carried.

The President asked if we wanted to put an amount on the agreement. The Member stated that we should just use the monthly payment as we did previously. The original amount was \$455,000 covered from Nov 1, 2021, through January 31, 2023. They had roughly \$66,000 left over. The Member asked the Airport Director if he sees a difference in a monthly amount or a block amount? The Airport Director said that it's better to have a contract for a set amount, if there is a credit, it will move to the next month. The President stated we have a motion and second, the motion carried.

24. Bank CDs – We went forward and signed all the certificates so this is complete.
25. Market Assessment – We have some buildings we are looking at having a market assessment performed on to ensure we are getting market rent.
26. Avigation Easement – The Airport Director will be reaching out to the property owners along 20/26 to see if they are interested in executing an avigation easement.
27. OS Investments – We are putting the tower beacon in the terminal building and OS Investments is building the stand for it. We will have it installed in the middle of next month. The rotating beacon will rotate when the bag belt runs.

## **OPERATIONS REPORT**

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

1. ARFF Response – On January 20, 2023, Public Safety assisted the Natrona County Sheriff's Department with a missing person at Edness Kimball Wilkins Park. We were able to provide our drone and complete searches over the river and over open fields to speed up the search. We were able to cover large fields and cut down the time of searching on foot.
2. Medical Response - None
3. Law Enforcement – None
4. ARFF Training Facility – We have released the dates for the 2023 burn season. We have 32 participants as of January 24, 2023. Twenty-four of the 32 participants are from Colorado and Nebraska.
5. Part 139 Inspection – We are still working on updating our ACM and putting together the Paving Maintenance Plan.
6. Public Safety Field Trip – On February 6, 2023, we had TECH TREP Academy out with 15 students and 6 parents to tour the Public Safety Department. The students were able to try on our gear, learn about the ARFF trucks, and take a trip down the runway. We had a great response from the students and parents.
7. Airport Security Plan (ASP) – We turned the plan into the TSA inspector about 2 weeks ago. We did get word from the inspector today and he is ok with the plan and has turned it over to the Federal TSA Director for his approval.

8. Central Wyoming Healthcare Coalition - The Central Wyoming Healthcare Coalition purchased an additional 10 Mass Casualty Incident (MCI) kits. They distributed them out to various first responders throughout Central Wyoming and gave one to the Airport. We now have 2 MCI kits readily available to be used in an emergency.
9. ARPPA Funding – We are still waiting to hear back from them on our grant application.
10. Station 8 – We have updated our Police and Fire badges for the Public Safety Department. The old badges were over 20 years old.
11. No Foam System – We used funds from a new infrastructure grant to purchase the No Foam System. This equipment eliminates spraying out the foam and collects samples on it. We are required by the FAA to make sure the mixing is correct in the ARFF trucks. The system allows us to bypass the foam tank, it measures how much water we are putting into the pump. There is a spreadsheet that shows calculations. After putting the system into place, we found that one of our trucks ran rich and was dispensing 6-8% foam where it should have been dispensing 3%. Now all equipment is working correctly and dispensing correct amounts.

### **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report. For January we were down in aircraft operations. Passenger enplanements were up 251% compared to last year. We are looking into January of last year, we think that some numbers were not reported to us. The good news is from 2019 to 2023 the things that were passenger related are doing better. Our passenger enplanements were down 10.3% compared to January pre-Covid. Parking revenue is up 13.9%.

### **OTHER**

- A. From the Board:
- B. From the Floor:
  1. Scott Klobucher, Atlantic Aviation – Invited everyone to stop in and take a look at their future plans for Atlantic.
  2. Dale Leatham, U.S. Customs– January was a busy month. Great job on snow removal, they are always working even at 2 in the morning. The Airport Director stated that Dale completed and cleared 551 aircraft last year. That is the highest since the Airport Director has been here. Dale also cleared 11 dogs, 3 cats, 1 ferret, and 1 turtle.
  3. Jim Fuhrer, FAA Tower – The 2023 RSAT meeting is scheduled for April 26, 2023. He introduced Daniel Strouse, who will take Jim’s place when he retires on July 1, 2023. He is working until May 31, 2023, and is taking the month of June off.

### **NEXT MEETING**

The next pre-board meeting will be on Wednesday, March 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.

**EXECUTIVE SESSION**

The Treasurer made a motion to go into executive session. The Member seconded the motion. The motion carried and the Board went into Executive Session.

**ADJOURNMENT**

The Treasurer made the motion to adjourn the executive session and regular meeting. The Secretary seconded the motion. The motion carried and the Executive Session was ended, and the regular meeting was adjourned.

APPROVED

A handwritten signature in blue ink is written over a horizontal line. The signature is highly stylized and illegible, consisting of several overlapping loops and strokes.