

**Casper/Natrona County International Airport**

**March 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 February 15, 2023 Board Meeting
4. Approve and Sign Minutes of the February 15, 2023 Board Meeting Executive Session
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Assignment Agreement between High Country Crane Service and Bent Wing Aviation
  - B. Amendment 1 to the Land Lease and Hangar Rental Agreement – Bent Wing Aviation
  - C. Land Lease and Building Rental Agreement – Becky’s Country Boutique
  - D. Land Lease Agreement – Kenny’s Mobile Home Movers, LLC
  - E. Professional Services Contract – Mead and Hunt, Inc.
  - F. Land Lease and Building Agreement – BME Industrial Powder Coating, LLC
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 – April 19, 2023 11:00 a.m.  
Next Board Meeting – April 19, 2023 1:00 p.m.
13. Executive Session
14. Adjourn

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

**BOARD MEMBERS PRESENT**

Kermit Wille, President  
Fred DeVore, Vice President  
Steve Emery, Treasurer  
Joe MacGuire, Secretary  
Rob Hendry, Member

**AIRPORT STAFF**

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

**COUNTY COMMINSIONER**

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 February 15, 2023, Board Meeting. The Member moved and the Vice President seconded the motion. The motion carried.

The President asked for a motion to approve the minutes of the February 15, 2023, Executive Board Meeting. The Member 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 Vice President moved and the Treasurer seconded the motion. The motion carried.

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

The following items were presented for approval:

- A. Assignment Agreement between High Country Crane Service and Bent Wing Aviation
- B. Amendment 1 to the Land Lease and Hangar Rental Agreement – Bent Wing Aviation
- C. Land Lease and Building Rental Agreement – Becky’s Country Boutique
- D. Land Lease Agreement – Kenny’s Mobile Home Movers, LLC
- E. Land Lease and Building Agreement – BME Industrial Powder Coating, LLC

High Country Crane requested that their existing Lease agreement be assigned to Bent Wing. Bent Wing asked for an expansion of the scope of work that could be performed in the hangar if the assignment was approved. 6A and 6B would be concurrent approvals. The Treasurer moved that the

Board table items 6A and 6B. The Member seconded the motion. The motion carried.

Items 6C, 6D and 6F were generally discussed. The Board did not have any questions. The Treasurer made a motion to approve 6C, 6D, and 6F, the Member seconded the motion. The motion carried.

Item 6E is a Professional Services Agreement with Mead and Hunt. This is a base agreement that we have with all our Engineers. The Professional Service's Agreement is the overarching document and then when we do a project with them, a building or civil work, we do those as a task order. Each project will be done with a specific scope and specific fee. Mead and Hunt is working on the SRE and the baggage claim renovation/expansion.

Since we do not have the signed agreement back yet from them the Board made a motion to authorize the President to sign the agreement once received. The Treasurer moved to authorize the President to sign the Professional Services Agreement once received back from Mead and Hunt. The Member seconded the motion. The motion carried.

The Secretary made a motion to allow the Airport Director to enter into an agreement with Aviation for work performed up to the 30% design of the air traffic control tower in the amount of \$865,327. The Vice President seconded the motion. The motion carried.

### **FINANCIAL REPORT**

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

- In the month of February, we recorded \$399,141 in revenue, which is \$2,573 over budget.
- Year-to-date revenues are \$3,551,524, which is \$378,984 over budget.
- Expenses for the month were \$354,973.
- Year-to-date expenses are \$3,114,500, which is \$13,398 over budget.
- Net Income for the month was \$44,168, and Net Income for the year to date is \$437,024.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. Airfield Electrical Project – The Deputy Director, Construction and Maintenance and head Electrician are at the ADB facility this week. ADB is the manufacturer of the lighting control panels. Everything looks good, a few software tweaks need done. The regulators were set to the wrong voltage and will now not ship next week, and we are unsure of when they will ship. The transfer switch has been bumped out to late May. No work can be done with the regulators or the new vault until we receive the transfer switch. The project will be on hold until the transfer switch is in place.
2. Airport Parkway Resurfacing – We are working on closing the grant for the last project. For the second phase we will be resurfacing the entrance and exit road from 20/26 up to where we've already completed the reconstruction. Bids opened yesterday. Ramshorn Construction is the apparent low bidder, with their base bid at about \$160,000 less than what the engineer's estimates were. We will request concurrence with the FAA and State to award the contract to Ramshorn. Once that happens, we will issue them a notice of award. Once we receive the

contracts and bonds back from them, we set up a pre-construction meeting and then issue a notice to proceed. The notice to proceed starts the project clock.

3. Air Traffic Control Tower – We submitted a funding application under the BIL's program for the second round of funding. The DOT has made one (1) billion dollars available each year for five years for terminal building and air traffic control tower projects. The money is then further divided by size of airport, large hub, medium, small hub, and non-hub. Most requests are for non-hub airports. At least \$100,000,000 is allocated for non-hub airports each year. The request for the funds far exceeds the funds available. We did not get awarded funding during the second of five rounds. Having Aviation complete the 30% drawings for the ATCT before the time the FAA will award the third round of funding will help us be more competitive, shows that we have an interest in the project, and reduce the overall amount of money we will need to request.

The 2014 master plan showed three air traffic control tower sites. The FAA siting process is called AFTIL and we have an opportunity to go out to Atlantic City in August where they load the software and camera views so it appears as though we are looking out of our control tower. This will help the FAA make a decision on which, out of the 3, is the best site. In September or October, we will be submitting an application for the third round of funding.

4. ARFF Training Facility – GH Phipps is waiting for the weather to get nicer to complete their work. They have scheduled that work to be done prior to May 8<sup>th</sup>.
5. Bag Claim Area Improvements – We are working with Mead & Hunt. We are still waiting for direction from the FAA on how to get a concept and budget study on whether we need to expand the building, how many or how large the baggage claim area needs to be and if we need to move the rental car counters.
6. Car Rental QTA – We still have some punch list items that need to be completed. The fuel system is not running yet. We submitted a change order to install an emergency stop button on the fuel system.
7. Conference Room / Break Room Remodel – We will be remodeling the 2<sup>nd</sup> floor Terminal conference room area into two spaces, building a wall to divide the space into a break room and a conference room. This work will be done in house.
8. Pavement Management Plan – We have an approved scope of work. Under our grant assurances we must have a pavement maintenance plan. We pay 100% of the costs to maintain our pavement, runways, taxiways, and ramp areas. When it comes to pavement construction we get 93.75% Federal funding and 3.75% State funding. The FAA will provide the funds to do this, but we must submit a plan which predicts what we need to do for a maintenance standpoint. We are working on coming up with that plan.
9. Parking Lot Phase III – We are advertising the Rental Car Lot paving project right now. Pre-bid meeting is scheduled for March 21<sup>st</sup>, with a bid opening on March 30<sup>th</sup>.
10. Runway 8/26 Resurfacing – We are advertising the Runway 8/26 resurfacing project right now. Pre-bid meeting is scheduled for March 30<sup>th</sup>, with a bid opening on April 19<sup>th</sup>.
11. SEAT/LAT Base – The bids were roughly \$800,000 higher than what is available for construction funds. The BLM was able to come up with \$200,000, making us still \$600,000

short. We are working with the BLM on coming up with a plan where the Airport can fund that gap so we can get it under construction and the BLM through a contractual relationship through their lease will repay us for the money we will loan them for the construction.

12. SRE Phase II – We had a kick-off meeting with Mead & Hunt and are working on the Scope of Services and coordinating with the FAA so we can move forward with the next phase of the snow equipment building expansion.
13. Terminal HVAC Controls – The incentives by replacing our motors and variable frequency drives is about the same cost of the motors and variable frequency drives. If we put something in place that is energy efficient, the incentives will basically pay for that.
14. Terminal Roof C – Looking at asbestos testing so that we know what the condition of the roof is so we can work on the plans and specs to get that project bid out.
15. WACIP – WYDOT Aeronautics approved the WACIP.
16. 3731 Esmay – We are working with the Attorney General's office to complete the lease language.
17. Casper Aero Center – Working with them on their layout so they can move forward on their development.
18. Food and Beverage and Gift Shop RFP – Requests for Proposals went out this week to everyone who expressed interest to us, we posted it on our social media, in the newspaper and will send to Visit Casper and the Chamber.
19. Liquor License – The airport retail liquor license has been approved. Whoever will be operating the food and beverage agreement will be operating under our liquor license.
20. SkyWest MRG – The County Commissioners approved the \$880,000 MRG for the SkyWest Service. The State will pay 40% of that cost. The Aeronautics Commissions met this week and approved their 40% contribution. This will take the Delta service to July 1, 2023.
21. Runway Run – Scheduled for June 16<sup>th</sup>. Registration from 5:30pm – 6:50pm, welcome from 6:50pm – 7:00pm and then the run/walk starting at 7:00pm. We are working with the FAA on permission since we are closing an aeronautical facility, a portion of runway 3/21, for a non-aeronautical event. Also, we are working through the logistics for food trucks, porta potties, and a DJ. We are applying for a \$2,500 Aviation Encouragement Grant that will reimburse our out of pocket expenses for our event since it encourages aviation. We spoke with the Aeronautics contact who is in charge of that grant and they said our event would qualify.
22. Airport Operating Budget – We are currently working through the budget internally. The draft budget will be to the subcommittee by April 21<sup>st</sup>. The budget subcommittee is meeting April 26<sup>th</sup> and no later than May 12<sup>th</sup> the budget will be given to the whole board for action/approval at the May 17<sup>th</sup> Board Meeting.
23. AAAE legislative conference is in Washington DC next week and the Airport Director will attend.
24. West Roads Connection – MPO is working with T•O Engineers on the planning work to connect the West Winds interchange in Bar Nunn to Six Mile Road.

## OPERATIONS REPORT

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

1. ARFF Response – On February 17th, at 2:20pm, Station 8 was notified by a tenant on the flightline of a Cessna 210 aircraft inbound with electronic issues. Station 8 responded to the ramp with CR8-3 and CR8-1 for staging and notified the Tower of the incoming aircraft. The Cessna 210 was able to contact the Control Tower via portable radio and landed safely with no incident.

On March 6th, at 5:30am, Station 8 was notified of a fire alarm at Atlantic Aviation. Firefighter Norcross responded in E-8. This was a false alarm and employees at Atlantic reset the alarm.

2. Medical Response – On February 17th, at 8:25pm, Station 8 was notified of a seizure at the Terminal. Captain Warne and Firefighter Norcross responded with E-8 for an initial assessment and was assisted by Mills Fire Department and Natrona County Fire District. The patient was transported to Wyoming Medical Center for further treatment.

3. Law Enforcement – On February 23rd, at 10:00am, Station 8 was notified of a traffic accident. The driver of the vehicle was exiting the paid parking lot, was distracted by looking for his parking ticket and ran into the split rail fence causing damage to his vehicle and the fence. The father of the driver called Station 8 to report the incident. He brought his son to the Public Safety department and Deputy Jue filed an accident report and gathered insurance information. The driver of the vehicle was given a warning about leaving the scene of the accident and since his father self-reported we did not cite the driver with a ticket. The driver's insurance company will be covering the repairs of the fence.

On February 27th, at 3:15pm, Station 8 was notified by dispatch of a fake ID being used at a rental car counter. Deputy McIntire responded to the rental car ticket counters. The suspects had already left. They tried to use a fake Mississippi Driver License and possibly a stolen credit card to rent a vehicle. A Natrona County Sheriff's Report was completed, and surveillance video and pictures of the suspects and vehicle were filed with the report.

On March 1st, at 12:30pm, Station 8 was notified by dispatch of a hang up 911 call. Deputy Norcross responded to the Control Tower where the call originated from. Officer Norcross made contact with the individual and discovered it was an accidental dial.

On March 1st, at 4:53pm, Station 8 was notified by dispatch of a theft at 3864 Esmay. Deputy Warne responded and made contact with the reporting party. The missing items were logged, and a Natrona County Sheriff's report was filed.

On March 4th, at 5:00pm, Station 8 was notified by dispatch of a report of fraud. Deputy Warne took the information from dispatch and contacted the reporting party. The individual received an email invoice from a rental car company. Deputy Warne made a report, and it was filed with the Natrona County Sheriff's office.

On March 7th, at 12:04pm, Station 8 was notified by dispatch of a 911 hang up. Deputy Warne responded to 7995 Fuller St., Air Methods, and contacted the employees. There was no incident, and no one was aware of the misdial.

4. Active Shooter training was held in the terminal building this morning. This afternoon scenarios will be held in the TSA hallway and the basement. All Airport tenant's, SkyWest, the rental cars, TSA, our law enforcement officers here, special response team with Natrona County, Mills Fire department and Natrona County Fire District and Wyoming Medical Center. Real simunitions were used during the event damaging some ceiling tiles and putting a few dents in the walls that we will be working with the Sheriff's department to repair.
5. ARFF Training Facility Upgrade – Punch list items are still being addressed.
6. ARFF Training Facility – We currently have 50 participants signed up for the upcoming training season consisting of our 40-hour class, handline, and truck burns.
7. Part 139 Inspection – I submitted our airfield marking maintenance plan to our FAA inspector. She has responded with a close out letter. This is to take care of the one discrepancy that was found during our December 7-8 FAA inspection.
8. Airport Security Plan (ASP) – Our TSA inspector has approved the plan and passed this to our local Federal Security Director (FSD) for his approval and signature. The FSD has approved it and should have this returned to me shortly with his signature.
9. Central Wyoming Healthcare Coalition - On February 17th, I participated in a tabletop exercise with the Heath Care Coalition along with multiple first responding agencies. The tabletop was designed to see how multiple agencies from multiple departments and counties would work together in a multiple emergency event simultaneously.
10. ARPPA Funding – I received a letter from WYDOT stating that our portable radio project at the request of \$75,000 was not selected to be funded. I will continue to look for other available grants.
11. NCIC Class – On February 27th, Deputy Jue, Deputy Gray, and I attended a National Crime Information Center Class held by Casper Public Safety Communication Center (Dispatch). This class and signing a code of conduct is required for all personnel that calls in to dispatch to run license plates, driver's license, and suspects. The NCIC tells us if they have any warrants, valid driver's license, and criminal history.
12. LEPC Meeting – On March 2nd I attended the Local Emergency Planning Committee (LEPC) meeting. This Committee meets quarterly to go over requirements for each entity and to help each other plan and participate in table-top or live scale exercise trainings. During this meeting we were able to meet with the 84th Civil Support Team (CST) from Cheyenne. They presented their equipment, capabilities, and programs.

The Airport Director added that the ARFF Training facility's signs were installed on the ARFF Training Tower and in the Training Room Entryway this week.

#### **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report. For February we were down in aircraft operations. 2023 numbers, compared to 2022, except for aircraft operations, is up. We found that some passenger enplanement information had not been reported to us last year, that is the reason why the passenger enplanements look so good. We are going back into the past months and will be revising the passenger enplanement numbers. Compared to pre-Covid

numbers fuel flowage and storage revenue is doing really well, parking revenue is looking really good, enplanements have not quite caught up and operations are slightly down. Rental Car revenue compared to pre-covid is down, but we are starting to catch up to pre-covid numbers.

It was requested by the Treasurer to expand on the erroneous enplanement information. The Airport Director responded that other regional carriers fly the United flights. In the past SkyWest would get the information from the other airlines and report those numbers to us so we did not have to go out to all the other regional partners and ask them if they had any operations for the month. Somewhere in the process SkyWest quit reporting those numbers to us, they were relying on us to go to the other carriers to get those numbers, which we had never done before. We are retroactively going back and contacting those other carriers, getting those numbers so we can make sure last year's numbers are updated. We will have a system in place going forward so we do not miss any of that reporting.

The Treasurer asked how the missing enplanement information affected the PFC's. The Airport Director responded that it does not affect the PFC's, that the PFC numbers were still being reported. All numbers are being reported, the airline passenger numbers are being reported to the DOT, the PFC's are being reported to us, the only thing is that we were not getting the enplanement information reported to us. The President asked if we could use the PFC number and "back into it". There is not a correlation between the PFC's and the number of passengers.

The Treasurer asked why the concessions are missing on the Activity Report. The Airport Director explained that since the meeting was on the 15<sup>th</sup> we did not have all the concession information reported to us by that time.

The Airport Director verified with the Board that the September Board meeting can be moved to the 13<sup>th</sup> from the 20<sup>th</sup>. All Board Members verified that moving the September Board meeting to the 13<sup>th</sup> would work.

## OTHER

### A. From the Board:

1. The Member commented that in the 60's during an active shooter training a person was shot in the terminal.

### B. From the Floor:

1. Dan Grace – If you are interested in a hood for the kitchen check with Meals on Wheels. They just had to replace their hood; it was a major cost for them. The Director of Meals on Wheels would be a good resource to talk to.
2. Dale Leatham, U.S. Customs– February was a short but busy month. The snow removal was amazing. It is astonishing how clean the runways are. Traffic is good and Customs is above what they were last year. A plane from Kuwait was in the other day as well as Metallica.
3. Jim Fuhrer, FAA Tower – Jim is here another month before his retirement. He was thanked by the President of the Board for everything he does for us.
4. Jenn from Aero Center Casper reported that they are about to get busy.



5. Justin from Atlantic – Echoed Dales comments on the excellent job with snow removal, they appreciate it and the guys do a great job! They really appreciate the help.
6. Jody from High Country Crane Service – They have been trying to get out of their lease since July 2022 and they are still getting pushed and she would like to know a reason why, is there something they haven't provided the Board? The President responded that discussion was had and because they had been long term, very good clients/customers if they want out of their lease the Board will let them out of their lease with no issue. The assignment part of the lease has a fiduciary impact on the Airport, we do not know if the scope is changing from Aircraft storage to Aircraft maintenance and if the scope is going to change it may be in the Airports best interest to put it out for bid so that everybody has an equal opportunity to put a bid in on that property. The Board certainly recognizes how good of clients High Country Crane Service has been and nobody had an issue with letting them out of the lease at this point of time. Jody responded that it seems silly that there is someone willing to pay them and is confused why the lease can't get moved over. The President responded that its more complicated on our side, that we can't just take dollar for dollar if the scope of the underlying purpose of the lease is changing. The Airport Director will be in contact with them and get something ironed out quickly for them.

#### **NEXT MEETING**

The next pre-board meeting will be on Wednesday, April 19, 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 Vice President 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 black ink is written over a horizontal line. The signature is stylized and appears to be the initials 'J. P.' followed by a large, sweeping flourish.