

Casper/Natrona County International Airport

April 19, 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 March 15, 2023 Board Meeting
4. Approve and Sign Minutes of the March 15, 2023 Board Meeting Executive Session
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Professional Services Contract – Jviation, a Woolpert Company
 - B. Land Lease and Hangar Rental Agreement (as amended) – High Country Crane Service
 - C. Land Lease and Building Rental Agreement – Wyoming Wood ‘N Works
 - D. Hangar Lease Agreement Amendment 1 – Don Cooper
 - E. Hangar Lease Agreement – John Kyle
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 – May 17, 2023 11:00 a.m.
Next Board Meeting – May 17, 2023 1:00 p.m.
13. Executive Session
14. Adjourn

**Casper / Natrona County International Airport
Board Meeting
April 19, 2023**

BOARD MEMBERS PRESENT

Kermit Wille via phone, 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
Jake Hlavacek, Deputy Director of Construction and Maintenance
Tatum Hlavacek, Deputy Director of Finance and Administration
Debbi Shutts, Administrative Assistant - AP/Payroll

COUNTY COMMISSIONER

Peter Nicolaysen

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

APPROVAL OF MINUTES

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

The President asked for a motion to approve the minutes of the March 15, 2023, Executive 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 Secretary moved and the Treasurer seconded the motion. The motion carried.

The President advised the Airport Director that he would be unavailable at 1:00 but would call in as soon as he could. The Airport Director started on the financial and Director's report with the plan to discuss leases, contracts, agreements, and resolutions once the President called in.

FINANCIAL REPORT

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

- In the month of March, we recorded \$438,505 in revenue, which is \$41,937 over budget.
- Year-to-date revenues are \$3,990,029, which is \$420,921 over budget.

- Expenses for the month were \$383,989.
- Year-to-date expenses are \$3,498,488.
- Net Income for the month was \$54,516, and Net Income for the year-to-date is \$491,541.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. **Airfield Electrical Project** – The Airport Director explained the background of the current electric vault, its location, and its issues to the Commissioner, who is new to the Board this year. Based on receiving the ALCMS on April 3rd, the Constant Current Regulators (CCRs), and the Automatic Transfer switch on May 30th, project completion had an estimated date of June 30th. However, that schedule has now changed. The Deputy Director of Construction and Maintenance and the Airport's Master Electrician had the opportunity to travel to the facility to see the lighting control panel to make sure it would do what was needed before it was shipped. In that process, they noticed that the regulators that were to be shipped out the next week were not the correct voltage. The regulators now won't be shipped until the end of August. The Airport met with the engineers and Modern Electric on April 17th to discuss the scheduled changes and the work that can be done in the interim. Getting the FAA to allow the Airport to charge liquidated damages means that the Airport would have to incur actual expenses, and the extra time working through the issue is not eligible.
2. **Airport Parkway Resurfacing** – We received signed contracts and are waiting on insurance certificates from the contractor. They would like to start work by the end of May. We did get a Federal grant that was sent to the County. The County has a different procedure in terms of getting things on their agenda, so we were not able to get the grant before the second April meeting, so we're looking at the first meeting in May. That will allow us to get a grant in place from the FAA to get the work going.
3. **Air Traffic Control Tower** – About a week ago we had an FAA team here inventorying existing equipment in the control tower. They also do the modeling for the AFTIL process. When we travel to the FAA's facility in Atlantic City in August, we will look at a model of the three proposed sites that they've built which allows us to visualize being up in the control tower from each different site. To select the preferred site, the AFTIL process allows us to look at line of site issues, shadow issues, and visibility with all the different sections of pavement. In September we will be able to pick the best site.
4. **ARFF Training Facility** – We are working with GH Phipps and their subcontractors on completing the work necessary to get all systems functional. We hope that by the deadline of May 8th all work will be done, except for the liner issue. We have a leak in the liner which we will continue to work through with them.
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 have released all the retainage with Haass Construction, except for the money that we're holding for a few outstanding punch list items.
7. **Conference Room / Break Room Remodel** – The cabinets and flooring are in. We are working

on getting a schedule to start the work. This project takes the conference room and divides the area, so we'll have a smaller conference room, but we'll have a designated break room area.

8. Helitak Base – Our understanding is that the State is finishing up the sighting and feasibility study that goes to the building facilities people. We will know more as it goes before the capital construction committee.
9. Pavement Management Plan – We are working with Applied Pavement Technology. This is the company that the State contracts with to do PCI's (Pavement Condition Indexes). It is a nondestructive way to measure pavement conditions. One of our FAA grant's assurances is having a pavement maintenance plan, so utilizing this company that does the PCI's will put us in a better position for managing our pavement.
10. Parking Lot Phase III – We opened bids, which came in about \$345,000 over our engineers' estimate. We had a meeting with our engineers and the State about ways to award this. We'll be issuing a recommendation of award Thursday, which largely removes some of the electrical work and not awarding a couple of our schedules to get that underneath the dollar amount that we have from the State.

The President called in to the meeting at this point. The Airport Director stopped the Directors Report and explained the leases, contracts agreements and resolutions for Board approval.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Professional Services Contract – Jviation, a Woolpert Company
- B. Land Lease and Hangar Rental Agreement (as amended) – High Country Crane Service
- C. Land Lease and Building Rental Agreement – Wyoming Wood 'n Works
- D. Hangar Lease Agreement Amendment 1 – Don Cooper
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The professional services contract for Jviation includes the control tower work. We realized that during our selection process with Jviation for the architectural work we did not include the work on the control tower because at the time of the selection process we had not contemplated the work on the control tower. This establishes the base contract that allows us to do the design work that the board approved at the last meeting, as well as move forward with further design and construction administration for the control tower.

The land lease and building rental agreement with Wyoming Wood 'n Works is a lease renewal because their existing lease agreement is expiring.

Hangar lease agreement Amendment 1 for Don Cooper is to get rid of one of his hangars since he has two leased. This amendment would allow us to terminate his agreement sooner for Hangar Unit 5. The hangar lease agreement with John Kyle is the next person on the Hangar wait list. If the Board approves these, we would be terminating Don Cooper's lease agreement effective the end of this month, and entering into a new lease agreement with John Kyle for the same hangar, effective May 1.

The other item is the hangar land lease and rental agreement with High Country Crane. High Country Crane has submitted a request asking that we terminate their lease agreement early, effective April 30th. If we terminate the lease on April 30th that leaves the hangar possibly empty for the time period until the Airport can select a new operator. The Airport Director recommendation would be to honor the request, allowing them to terminate the agreement on April 30th, and then have the Board authorize the Airport Director draft a lease agreement with the sublessee under the same terms and conditions as the existing lease agreement with the exception that the agreement will be for three months, starting May 1st, with thirty day automatic extensions that would allow the either the lessee or the lessor to terminate the agreement with thirty day notice. This would allow High Country Crane to be out of the hangar, allow the sublessee to continue to operate under the same rent structure so we wouldn't be losing any revenue, and would allow us a time period to go out and get proposals for individuals or entities that would be interested in leasing that hangar.

The Member moved that items A, C, D and E be approved, the Treasurer seconded the motion. The motion carried.

The Vice President called for a motion on item B. The President moved to allow High Country Crane to exit at the end of this month, April 30th, as long as the Airport Director can get a three-month lease in place with the sublessee. The Vice President seconded the motion.

The Secretary commented that it's poor form on our part to allow an individual that has, what could be described as a retail hangar available for commercial purposes on the main flightline, to transfer their lease without there being an open and clear bid process so that everyone has the same option to bid on the hangar. Plus, he does not know what the current lease says with potential canceling of the lease, the sublease, and so on. So, he will be a 'no' on this vote. The Vice President asked for any other comments.

The Member commented that High Country Crane has been a long-time lessee at the Airport, and we should do everything we can to work with them. The way it is, it's a three-month lease, but it's going to be out for bid, so whoever wants it is going to bid on it.

The motion carried with one 'nay' and four "yay".

1:24 PM – the President needed to end his call into the meeting and asked that he be caught up later. The Airport Director resumed his report.

11. Runway 8/26 Resurfacing Project – Bids opened today at 10:00 am. The Airport Director presented his handwritten notes from the bid opening. Two contractors submitted bids, Simon and Century. The Airport Director explained that Century was the contractor that did the 3/21 project a couple of years back. With anticipating all the different scheduling: the blast pads, the shoulders, replacing the lighting with LED's, the VASI (visual approach slope indicator) removal and PAPIs (precision approach path indicator) installation, the in-pavement sensors and the shoulder work, the project was going to be a little over \$11 million. Century came in just shy of \$11 million and Simon was just shy of \$13 million, so we believe at this point we would be making the recommendation of award to Century. There is a 100-day bid hold because we need to get discretionary funds from the FAA. Up until now the FAA has not programmed all the discretionary funds that are needed for this project. Because the bids came in where we thought they would, we are fairly confident that the FAA is going to be able

to come up with the funding. We'll be working through the process with the FAA getting the funding for this work.

12. SEAT/LAT Base – We had a 90-day bid hold and were able to give a notice of award to the contractor about 20 hours before the bid hold time expired. The Board approved a \$600,000 loan from the Airport to plug the funding gap with a repayment schedule to be built into the BLM lease. As soon as we were able to execute that, it allowed us to enter into the contract. We've issued a notice of award, and we've been told by the contractor that they are hoping to start the work at the SEAT/LAT by the end of May.
13. SRE Phase II – We are working with Mead and Hunt getting a scoping meeting set up with the State so that we can move into the next phase with the snow removal equipment building expansion.
14. Terminal HVAC Controls – the Deputy Director of Construction and Maintenance has asked the contractor for a schedule for the work.
15. Terminal Roof D – We did confirm that the grant has been closed.
16. Terminal Roof C – We are working on Roof C now. We have a schedule for Morrison-Maierle on the scope and fees for us to be able to review. Once we have that in concurrence with the State, we'll be able to move forward with that. We've been told all of the roofing contractors in town are already full with work, so it's not likely bidding out this project will be very competitive at this point. We are looking at bidding this out and giving the successful bidder the option of doing the work this year or next year. They can purchase and deliver materials and we can store the materials. This section of the roof is not leaking, so we feel that waiting till next year to have the roof replaced would be fine. Once we get done with section C, we will have replaced the whole roof on the terminal building.
17. 3731 Esmay – The Airport Director had a meeting with State leasing people on April 6th to discuss the lease and some questions and issues they had on it. We worked with the Veterans Museum on the scope of services in November of 2021. We submitted a formal offer to lease in January of 2022. We have gone back and forth and changed the scope a few different times at our own risk. We have not rented out that hangar since November of 2021. We have gotten to the point where we needed to start ordering materials because prices were going up, which means we would have had to go back to the State to say that we need more money. We are now looking at leasing it to them for storage for the fire truck until the time that we can work through the rest of this process.
18. Aero Center Casper – We received a final site plan from Aero Center Casper that we are reviewing now.
19. Food and Beverage RFP – We are reviewing the two proposals received by the April 12th deadline. We will be reviewing both of those and making a recommendation to the Board at the next meeting.
20. Gift Shop RFP – We had a concurrent process with the gift shop RFP, and we have nobody that submitted, so if anyone knows of anyone interested we can always look at entering into a concession agreement for the gift shop.
21. Mead & Hunt Professional Services Contract – We are working on getting that prepared to

bring before the Board.

22. Safety Management System – The FAA, after a long time in coming, adopted rules regarding SMS (Safety Management System) and we will have to start looking at what the process will be. Casper and Jackson are the only airports in Wyoming that have to comply with this. Casper because we have a customs operation, Jackson because of the number of passengers they have.
23. Delta Airlines – Delta submitted plans for upgrading the kiosks in the terminal.
24. Fly Casper Alliance – The next meeting is tomorrow (Thursday). We requested \$50,000 from the City of Casper for the Minimum Revenue Guarantee (MRG), this will be going to the Casper City Council in about three weeks.
25. Mead & Hunt – We received a contract document from Mead & Hunt for air service consulting work.
26. Runway Run – We're getting close to advertising for registration. The event is scheduled for June 16th with registration from 5:30 pm – 6:50 pm, a welcome from 6:50 pm – 7:00 pm, 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 oversees that grant and they said our event would qualify.
27. Airport Operating Budget – We are currently working through the budget internally. The draft budget will be given to the subcommittee (Board President and Treasurer), by April 21st. The budget subcommittee is meeting April 26th and no later than May 12th the budget will be given to the whole board for action/approval at the May 17th Board Meeting.
28. Market Assessments on Allen Street – We had an assessment done to make sure the rates and charges for the non-aeronautical users are up to market value. We are working on the new fee structure for those agreements as they go forward.

The Member asked for clarification on the completion date of the SEAT Base. The Airport Director replied that he believes they have to have the SEAT Base completed at the end of this year, but then they have to clean up the existing Base which could be done next year.

OPERATIONS REPORT

The Deputy Director of Operations and Public Safety reported the following:

1. ARFF Response – On March 17th, at 12:35 pm, Station 8 was notified by the Control Tower of an alert 2. This was for a Cessna 210 that had front landing gear collapse during takeoff and skidded off the edge of the runway. CR8-1, CR8-3, and Engine 8 responded. There was one soul on board, and they were uninjured during this incident.
2. On March 31st, at 5:05 pm, Station 8 was notified by the Control Tower of an alert 2. This was for a Citation Jet that incurred a broken windshield at 40,000 feet. CR8-1 and CR8-3 responded to the alert. The Citation Jet landed safely with no incident.

Note – When Station 8 is notified by the Control Tower, this comes by way of “Crash Phone” and Active 911. There are two phones located in the tower cab. When the controller picks up the phone it sends a tone over our radio system at the station and our portable radios. Then we can hear their voice as what the call is. We are also alerted by Active 911. This is a phone alert system that the controller can push one of 4 buttons next to the Crash Phone, and it will send notifications to our cell phones of the test, or alert 1, 2, or 3.

3. Law Enforcement – On April 11th, at 11:56 am, Station 8 was notified by dispatch for domestic violence in a residence located at the airport. Deputy Warne, Deputy Jue, along with a Natrona County Deputy responded to the call. Interviews were taken and one of the individuals voluntarily left the residence. A Sheriff’s report was filed of the incident.
4. ARFF Training Facility Upgrade – Punch list items are still being addressed. We will start having weekly meetings to track the progress of these items.
5. ARFF Training Facility – We currently have 74 participants signed up for the upcoming training season consisting of our 40-hour class, handline, and truck burns.
6. Airport Security Plan (ASP) – I have received our approved and signed copy of our ASP.
7. Part 139 – We have moved over our Part 139 training to an online platform called ANTN Digicast. This new training has nearly 500 training videos along with tests that cover all aspects of Airport and ARFF training that needs to be conducted annually with our employees. I am able to set up each month’s training curriculum and send it out to each person. It tracks and notifies me when the training is complete and creates a training log for reporting. There is an annual cost to this training platform yet the cost savings in overtime alone outweighs the cost of the platform.
8. Grant Funding – The Deputy Director, Operations and Public Safety is currently investigating grant funding through the State Homeland Security Program and Emergency Management Performance Grant. These grants are set up to aid first responders in acts of terrorism and all hazards. We will apply for equipment such as radios, ballistic helmets, and any other equipment that would benefit the airport.
9. Vigilant Guard – We have a scheduled table-top exercise on April 27th prior to the actual exercise scheduled in June. We will have someone representing the airport for this exercise.
10. Station 8 – As time allows, we are continuing with our remodel. We are working on painting and replacing the ceiling tiles.

ACTIVITY REPORT

- A. With the passenger enplanements this month compared with March 2022, aircraft operations and freight are down a little bit. Focusing on passenger enplanements, when it comes to United, we have multiple regional partners, GoJet, SkyWest, Trans State, etc. that fly on behalf of United. Traditionally we would receive passenger numbers through SkyWest that reflect everybody’s enplanements. At some point in time, that changed, and we were not getting enplanements reports from other carriers. The Deputy Director of Finance and Administration explained the reports distributed to the Board with the updated enplanement information from 2022 to current.

OTHER

A. From the Board:

The Secretary reported that Young Eagles are still waiting to get some military support and will then set the date. Also, they are looking for pilots who are current with all their inspections and medical. Also, they must have an EAA number from the EAA website and pass a test for child protection.

B. From the Floor:

1. Dale Leatham, U.S. Customs– It was a busy month last month. He received a Global Express 6000 aircraft from Warsaw, Poland today that flew non-stop here. Yesterday due to the storm at about 6 o'clock, snow, sleet, hail, and rain, a plane from Toronto, that had 8 people on it had to land in Converse County to fuel up and wait out the storm. Dale instructed them to remain in their aircraft until they could safely land in Casper to clear Customs.
2. Scott from Atlantic – We're kicking off an exercise called Agile Chariot with the Army, Air Force, and Navy on the 24th where you will see military aircraft activity. Also, there will be some fast-roping next week on airport property. We're going to have some CJ 130's here from a unit out of Kentucky. There's a potential UAV coming in, a Q9, and an A-10. Atlantic reached out to Mr. MacGuire and the Young Eagles will be out Saturday for a tour. If anyone has any grandkids, they are welcome to come out.
3. Dale – Can't applaud and praise the snow removal crew enough for their efforts.
4. Dan Grace – Salutes the airport for putting the rotating beacon at the baggage pickup.

NEXT MEETING

The next pre-board meeting will be on Wednesday, May 17, 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 the motion to adjourn the regular meeting. The Member seconded the motion. The motion carried and the regular meeting was adjourned.

APPROVED


