

**Casper/Natrona County International Airport**

**June 21, 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 May 24, 2023 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Office Building Lease Agreement – Wayne Coleman Construction, INC
6. Financial Report
  - A. Discussion and Action on the Airport’s Fiscal Year 2024 Operating Budget.
7. Director Report
8. Operations Report
9. Activity Report
10. Other
  - A. From the Board
  - B. From the Floor
11. Next Board Study Session – July 19, 2023 11:00 a.m.  
Next Board Meeting – July 19, 2023 1:00 p.m.
12. Executive Session
13. Adjourn

## **CASPER / NATRONA COUNTY INTERNATIONAL AIRPORT BOARD OF TRUSTEES STUDY SESSION MINUTES**

Kermit Wille convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on June 21<sup>st</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery, Joe MacGuire, 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  
June 21, 2023**

**BOARD MEMBERS PRESENT**

Kermit Wille, 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 A/P & Payroll

**COUNTY COMMISSIONER**

Peter Nicolaysen

The President called the meeting to order at 1:10 p.m. and led the Pledge of Allegiance. The Treasurer moved to go into Executive Session to consider personnel matters. The regular meeting reconvened at 2:00 PM.

**APPROVAL OF MINUTES**

The President asked for a motion to approve the minutes of the May 24, 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 Member seconded the motion. The motion carried.

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

The following items were presented for approval:

- A. Office Building Lease Agreement – Wayne Coleman Construction, INC

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Treasurer moved to approve the Wayne Coleman Construction lease. The Member seconded the motion. The motion carried.

## FINANCIAL REPORT

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

- For the month of May, we recorded \$422,754 in revenue, which is \$26,187 over budget.
- Year-to-date revenues are \$4,901,760, which is \$539,518 over budget.
- Expenses for the month were \$514,673.
- Year-to-date expenses are \$4,420,408, which is \$123,685 over budget.
- Net loss for the month was \$91,918, and Net Income for the year is \$481,353.

The President asked the Airport Director to explain why the Airport lost money in May. The Airport Director explained that the loss was largely because May was a three-payroll month. The President commented that the Airport was still showing a nice profit for the year.

The FY24 Operating Budget was presented for approval. The Airport Director explained that during the pre-meeting the Operating budget was discussed. The budget was reviewed by the budget subcommittee, and then the draft proposed budget was sent to the Board for their review and consideration.

The President asked for a motion to approve the FY24 budget. The Treasurer moved that the Board approve the budget as presented during the pre-meeting with a couple of changes. First, he added a 4% cost of living adjustment (COLA) increase in salaries to employees across the board, and second, the Treasurer moved to eliminate line-item M-114 for \$37,949 from the budget (9460090 - Buy Back and Extra Vacation). The Treasurer moved that the balance be zeroed out and make concomitant changes to the employee handbook to eliminate buyback of sick pay and buy back or payout of personal days.

The Treasurer stated that when doing the Handbook revisions last year, the intent was to eliminate the vacation buyback and the sick pay buyback as part of the update. The purpose of eliminating any buy back was to make it revenue neutral, such that we were eliminating a source of income for the employees but that we compensate them by an increase in salary.

To offset the loss of the buybacks the Treasurer proposed a 4% COLA and to revise the handbook to mirror the county's policy of "use it or lose it" for personal holidays and accrued sick time.

Under Section 2.2 Sick Leave, it was proposed to strike Sick buy back may be paid out up to 40 hours per year. If any sick time is used during the year it is deducted from the 40 hours and the balance of the 40 hours is paid back the paycheck before Thanksgiving.

Under Section 2.3 Holidays, it was proposed to strike Personal days not used during the calendar year will be paid at straight time on an eight hour per day basis on the last paycheck of the calendar year.

The Treasurer moved to approve these changes, and the Secretary seconded. The motion carried.

The Treasurer moved to pay a bonus of \$25,000 to the Airport Director. The Member seconded the motion. The motion carried.

## DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – We have not heard anything new in terms of when the regulators and the transfer switch are going to be here. There is a stop work order until the time that those arrive.
2. Airport Parkway Resurfacing –The contractor has milled more than half of the asphalt and completed the concrete and gutter repair, and is in the process of repaving that. Once that's done, they'll move the cones over and do the other side of the roadway. For the other side, there's less concrete, curb, and gutter work, and then they'll look at repaving the whole surface and reopening the whole Airport Parkway.
3. Air Traffic Control Tower – We are going to be hosting the County Commissioners August 21<sup>st</sup> to tour the air traffic control tower. The Airport Director is planning on going to Atlantic City for the AFTIL process and then from there, once we have the location for the new tower, we will be working with our architects and engineers to get us to a 30% design.
4. ARFF Training Facility – We've had representatives from Kirila Fire here since Monday working on getting some of the issues with the facility addressed.
5. Car Rental QTA – We're looking at having the fuel tank in operation by the end of this week.
6. Conference Room/Break Room Remodel – Starting July 11<sup>th</sup> we will be remodeling the 2<sup>nd</sup> floor Terminal conference room area into two spaces. This schedule may change a little bit based upon the storage unit for the Veteran's Museum.
7. County T-hangars (HOG Group) – We are reviewing some options for working on the pavement.
8. Crack Seal/Seal Coat – All the crack seal measuring is complete. The project for the crack seal and the seal coat are two different projects but are both bid out by the State. They do them by region, so ours gets completed every 4 years.
9. Engineering Services – We had a May 30<sup>th</sup> deadline and received 5 proposals that we are reviewing. Initially the intention was to have them reviewed and have a recommendation for the Board at this meeting, but we will continue the review process and have a recommendation for the Board at the July meeting.
10. Helitak Base – We submitted a proposal to the State to locate a proposed Helitak base here. The Forestry people are going to present their findings to the State Building Commission on July 21<sup>st</sup> in Cheyenne. The Airport Director is not sure if other locations are being considered. The Helitak as a base of operations is about a 5,000 sq ft. building which includes living quarters, a kitchen area, and some classroom areas. Additionally, there will be a second building that would be the hangar for the helicopter itself. The State contracts with a company to make the helicopter available for a certain period, so the State doesn't own the asset. Right now, the helicopter is primarily in Douglas, so when they have inclement weather, they must be able to move it somewhere like Casper to be able to store it inside. This is a proposal to construct that building and hangar for the State. We could even do something like we did with the SEAT base if they wanted to where we enter into a contract, they fund it, we bid it, we build the facility, and then we turn it over to them when it's done. That's what we're doing with the SEAT base, and that might be a more attractive option to them.
11. Interior Roadway Reconstruction – We will show the County Commissioners some of the issues with the interior roadways when they are out here touring the ATCT. We are doing work on

Werner and Dame, Werner and the Atlantic entrance, Werner and Bell, and Werner and the intersection, and the driving lane leading to FedEx. Last year with the roadway project we completed some patches which have held up well. We're going to continue patching the other intersections that are starting to fall apart.

12. Pavement Management Plan – We have a signed contract with Applied Pavement Technology. They're going to be out here on behalf of WYDOT Aeronautics sometime in late July to do a pavement condition index. It's something that the State contracts out every few years. The Airport Director explained the pavement management's rating process and how it works.
13. Parking Lot Phase III – We had a preconstruction meeting yesterday. Wayne Coleman Construction is going to be starting on July 5<sup>th</sup>, so we'll empty the rental car lot on the 3rd or 4th of July and that is a 30-calendar day project.
14. Roof Replacement – We're going to be replacing the roof on the lower FedEx office area the beginning of next week. Once that's done, we're going to have the same contractor replace the ARFF tower roof.
15. Runway 8/26 Resurfacing – We are still waiting for the FAA to say that they have money, as we get closer to that 100-day bid hold.
16. SEAT/LAT Base – They started on the SEAT and LAT base, stripping away topsoil and putting in utilities, and we're starting to have weekly construction meetings with the BLM on that project.
17. Snowblower – We continue to look at options to get a snowblower in place for the next snow season.
18. Terminal HVAC Controls – Long has doing a good job moving forward systematically with the upgrade of the HVAC controls in the terminal building.
19. Terminal Roof C – We should be seeing 60% drawings by the end of this month, then 100% drawings mid-August. The intention is for us to bid the project this year but not require the work to be done until next year.
20. 3731 Esmay – This is the storage building near the Veterans Museum. We finally have an agreement in principle which is going to the AG for review right now. If the AG approves it, then we can work on getting it to the Airport Board for the July meeting. The Board discussed the amount of time (nearly two years) that the agreement has taken to get done.
21. Advertising Displays – We replaced four advertising displays with smart TV's and we're starting to work on getting digital advertising throughout the Terminal Building. This allows for more than one advertiser on the same display by rotating them through. An advertiser can have more than one advertisement if they want to, and they can have digital video if they want to on those displays. We'll eventually move away from the backlit displays and move to all digital.
22. Aero Center Casper – The 90% plans were discussed at the pre-meeting.
23. FAA ATCT Lighting Project – The FAA has had some light pole bases poured and are waiting for the concrete to cure. They may have had some issues with delays due to the weather.

24. County Block T-Hangars – We've been working on the T-hangars. There has been concern expressed about the pavement around those. We are working with the contractor that's doing both the SEAT base project and the roadway project on potentially doing some mill and fill of the asphalt around the County Block T-hangars.
25. Reno Air Racing Association – The Reno Air Races, after nearly 60 years in Reno, are not going to be in Reno after this year. They are looking at proposals from communities that would be willing to host the races. There is an interested bidder conference on Friday and Saturday this week that the Airport Director is going to be attending to learn more about what it is that they're going to require, and whether we want to go forward with submitting a proposal.
26. Delta Airline Ticketing Kiosk – The contractor for Delta is moving forward and they need to get an electrical contractor on board. Once that is in place, they'll be working on replacing those ticketing kiosks.
27. Fly Casper Alliance – The Fly Casper Alliance has expressed interest in meeting with Skywest, initially in St. George, but we have asked the representative from SkyWest to come out to Casper, and he is agreeable to that. He will be flying in to talk about air service and issues with the MRG and to get an idea of what's happening in the community that's going to eventually translate into people in seats. The President asked the date and the Airport Director stated potentially mid-July but would get back to him with the day.
28. Air Service Consulting – We entered into a contract with Mead & Hunt to do air service consulting services.
29. Marketing RFP – We sent out around 20 requests for proposals and the deadline for submitting proposals back to us is July 6<sup>th</sup>.
30. Runway Run – We did the runway fun run/walk last week. We had around 157 participants/registrants and 8 sponsors. We were awarded a \$2,500 State Grant to help offset our out-of-pocket expenses. Taking our hard costs out, we raised about \$10,000 for the scholarship program at Casper College for students that are going through the flight program. This is something that we would like to do each year and have learned a lot about what we would do differently. The more we have the opportunity to get people out to the Airport to have fun and have a positive experience with us helps. The fact that we were able to raise funds was a bonus. The Secretary expressed that he wanted to ensure that the monies go to the students and asked if there were any mechanism that would allow us to follow the money. The Airport Director said he would follow the monies to the point that it gets to the students. There was discussion of coordinating with Young Eagles or some other activity for the Fun Run so that there could be a lot of airplanes on the ramp.
31. United Airlines Diversion Station – We are now a United Airlines Diversion Station. United has been working with Atlantic Aviation and SkyWest and we now have a formal diversion plan. We've had diversions in the past, but because of the work they've been doing in Scottsbluff, NE, and Cheyenne WY, they needed another station, hence Casper. This is not something that is just for this year and then goes away, so we're looking at what the infrastructure is and how to handle mainline aircraft, getting people off the aircraft, and so forth.
32. Jim Fuhrer's retirement bash is June 30<sup>th</sup> from 4 to 6 o'clock at the Sky Terrace Lounge and everyone is invited.

33. The West Winds Road expansion project – There was a public meeting on June 1<sup>st</sup> to discuss the project, and they've come up with what the preferred alternative options are. That's something that the County will be looking at – if they want to go forward and when.

### OPERATIONS REPORT

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

1. ARFF Response – On May 13<sup>th</sup>, at 8:07 pm, Public Safety was notified of an Alert 1 by the Control Tower. This was for a Piper Twin Comanche aircraft that needed to land immediately due to a faulty fuel gauge. The aircraft landed safely with no incident.
2. Law Enforcement – On May 27<sup>th</sup>, at 1:00 pm, Public Safety responded to suspicious activity at 8126 Southwood. It was reported that an individual was removing property from this address. Deputy McIntire met with the individual who had thought the lawn mowers at this address were abandoned.

On May 28<sup>th</sup>, at 1:35 pm, Public Safety responded to a welfare check in the terminal that was reported by SkyWest. This was for an elderly male who flew in and was looking for his car. His vehicle was towed to the paid parking lot a week prior due to it being parked curbside in front of the terminal. After Deputy Jue met with the elderly male, he determined the elderly male should not be driving. He could not remember where he was or where he was going. A SkyWest employee offered to give the male a ride home since her husband and father were on their way out to the airport. Deputy Jue escorted the male to the airport restaurant/bar and paid for his food while he waited for his ride. The SkyWest employee gave the elderly male a ride home and drove his car to his residence since he did not have any family in town to assist.

The Secretary thanked Deputy Jue for taking care of the elderly gentlemen and suggested he be given a gift.

On June 9<sup>th</sup>, at 7:30 pm, the parking lot attendant discovered a broken window in a car in the parking lot. Deputy McIntire responded and ran the plate to get contact information for the owner. Deputy McIntire was able to contact the owner who was aware of the window that broke on her way into town. She stopped at the airport to rent a vehicle to finish her trip. She is returning in a few days to retrieve her car to get the window repaired.

3. ARFF Training Facility Upgrade – Punch list items are still being addressed.
4. ARFF Training Facility – We currently have 109 participants (last year's total was 105) signed up for the upcoming training season consisting of our 40-hour class, handline, and truck burns.  
  
We are hosting another 40-hour class this week with 10 students from Laramie Regional Airport, Denver Fire Department, Provo Airport, and the City of McCook Fire Department.
5. Tri-Annual Drill – Working on designing a tabletop exercise to be held in August.
6. Airport Security Plan (ASP) –Put in a Change of Condition Affecting Security (CCAS). This is for the new vehicle gate that has been installed between Aero Center Casper and Natrona Avionics. This required us to update our security plan within 60-days.
7. Grant Funding - Dan applied for a grant in the amount of \$75,000 for portable radios and



chargers to be installed in all the Public Safety Vehicles.

8. Vigilant Guard - We participated in this multi-agency response exercise. We had multiple military aircraft flying missions in and out of the airport to support wide area search and helicopter rescue. The Wyoming Air Guard partnered with the County of Tanisha, there were 8 Tianshan military personnel assisting with the exercise. The Airport acted as a Forward Operating Base during this exercise. We established and set up a mobile medical tent, Reunification/Assistance center, and a morgue for the coroner. The Deputy Director of Operations and Public Safety answered questions about Vigilant Guard and its activities and whereabouts throughout the city.

Special thanks to Aero Center Casper and Atlantic Aviation for the use of hangar space during the exercise!

9. Station 8 - We are continuing our remodeling of the department.
10. Boys and Girls Club Tour - On June 7<sup>th</sup> we partnered with the Boy's and Girl's Club for an Airport Carrier tour and presentation. This was for high school students to show them what carriers are available at the airport. They were able to try on bunker gear, learn about our training facility, and tour the ARFF trucks.
11. Long Guns - We are moving towards departmental issued firearms to support our Public Safety Officers. The Sheriff's department has historically supplied these to our department, yet in recent years they have been short on firearms and unable to supply us. We recently purchased 6 AR's, scopes, lights, and cases to distribute to our officers and we are currently getting them set up to be put in service. Next budget season we will look at side arms. This way everyone is carrying the same firearm and magazines will be interchangeable throughout all Public Safety Officers. When an officer's gun is involved in and discharged by public safety, it is taken for the entirety of an investigation, and they no longer have it.

The Treasurer asked if we had a policy with regards to the use and storage of firearms. The Deputy Director of Public Safety and Operations discussed the current storage of and check out process and that it is currently being discussed and looked at. The Treasurer requested that the Board review the firearms policy. The President stated that he thinks having everything standardized is required, and that a firearm is a tool that should be provided. The Treasurer expressed that he was unsure about employees taking firearms home and that if City/County entities allowed that, he would disagree with that.

#### **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report. For May 2023, compared to 2022, we were down on aircraft operations, air freight, as well as year to date. For some reason we were down on rental car revenue for the month but are strong year to date. Parking revenue as well as fuel flowage/storage revenue have been doing well not only this year but if you look at that compared to pre-covid level, we're doing really well there. Passenger enplanements are starting to pick back up. We did see a 12.9% increase in enplanements for the month.

#### **OTHER**

- A. From the Board:

1. The Member asked about the grass strip landing and how far we are out on that. The Airport Director added that there are many other projects in the works. The topic of the grass strip runway landings and working out the logistics of that was discussed. The President asked if fire/rescue had to be alerted every time someone landed in the grass. The Deputy Director of Operations and Public Safety said they do not.
2. The Secretary thanked Atlantic Aviation, who hosted the Young Eagles last Saturday. They had 130 kids and had a great time. Atlantic Aviation gave all the pilots a nice personal gift, so he thanked them for that as well. The Airport Director asked how Young Eagles attendance was in comparison to other years. The Secretary replied that it was down a little because they didn't have as many pilots.

The Secretary and the Vice President went and looked at Hangar 4, which is the legacy hangar, and the Manager of Atlantic was the brunt of the unhappiness because of the condition that the Hangar was in when he had just taken over. The Secretary stated that he is thrilled to see that it has been cleaned up and improved, so thank you very much.

**B. From the Floor:**

1. Dale Leatham, U.S. Customs- May traffic was very good. He spent a couple days training in Denver which included 8 full hours of active shooters and clearing rooms in Denver Airport. Customs has been extremely busy with oil field equipment companies importing equipment from Canada. Customs has also registered a lot of firearms from people all over the world going hunting.
2. From the Tower -The Tower had 370-ish operations Saturday, which is their busiest day so far. We are training new controllers, so it was a great day for training. June 30<sup>th</sup> is Jim Fuhrer's retirement party so if anyone wants to join us please do in the Sky Terrace Lounge. The new air traffic controller chief is projected to start October 8<sup>th</sup> from Nebraska.


**NEXT MEETING**

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

**ADJOURNMENT**

The President announced the meeting was adjourned.

APPROVED



---