

Casper/Natrona County International Airport

July 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 June 21, 2023 Board Meeting
4. Approve and Sign Minutes of the June 21, 2023 Board Executive Session
5. Approve and Sign Minutes of the June 10, 2023 Board Meeting
6. Approve Expenses and Sign Checks
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Frank Wingfield
 - B. Land Lease and Building Rental Agreement – Levi LaFave
 - C. Land Lease Agreement - Kevin Norcross & Brian Spaulding
 - D. Residential Lease Agreement – Teresa Sears
 - E. Building Rental Agreement – Glenn Januska
 - F. Land Lease and Building Rental Agreement – Mark Skiles
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 – August 16, 2023 11:00 a.m.
Next Board Meeting – August 16, 2023 1:00 p.m.
14. Executive Session
15. Adjourn

**Casper / Natrona County International Airport
Board Meeting
July 19, 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 COMMISIONER

Peter Nicolaysen (via phone)

The President called the meeting to order at 1:02 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President asked for a motion to approve the minutes of the June 21, 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 June 21, 2023, Executive Session. The Secretary moved and the Treasurer seconded the motion. The motion carried.

The President asked for a motion to approve the minutes of the June 10, 2023, Board Meeting. The Member moved and the Treasurer seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The President asked for a motion to approve and sign the expense checks. The Member 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. Land Lease and Building Rental Agreement – Frank Wingfield
- B. Land Lease and Building - Levi LaFave
- C. Land Lease Agreement - Kevin Norcross and Brian Spaulding
- D. Residential Lease Agreement – Teresa Sears

- E. Building Rental Agreement – Glenn Januska
- F. Land Lease and Building Rental Agreement – Mark Skiles

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Treasurer moved and the Vice President seconded the motion. The motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of June, and noted that because the fiscal year is July 1st through June 30th these serve as the unofficial, unaudited finances for the operating budget for the fiscal year.

- For the month of June, we recorded \$494,553 in revenue, which is \$97,985 over budget.
- Year-to-date revenues are \$5,402,187, which is \$643,377 over budget.
- Expenses for the month were \$451,182.
- Year-to-date expenses are \$4,868,678, which is \$176,832 over budget.
- Net Income for the month was \$43,371, and Net Income for the year is \$533,509.

The Treasurer thanked and applauded the Airport Director for another excellent budget year. The Treasurer made a motion for an adjustment to year end expenses for fiscal year 2023 to increase those in the amount of \$176,832. The Member seconded the motion. The motion carried.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – We received an indication that the transfer switch was to ship today, and the regulators are going to ship the first week of August. If they are received by mid-August, we will be able to move forward on the project. The remaining components are largely in the electrical vault, replacing the generator with a new generator. This will allow us to put into operation the Elevated Runway Guard Lights (ERGL) on Taxiway Alpha, which has been identified as part of the hot spot, and the lighting control panel in the control tower.
2. Airport Parkway Reconstruction – We received a grant close out letter for the first phase of the Airport Parkway reconstruction, so that grant will drop off the report.
3. Airport Parkway Resurfacing – The last phase of Airport Parkway resurfacing is complete except for the pavement striping and the replacement of the green directional signs. We will have a punch list meeting this afternoon to look at all aspects of the project and see if there's anything else the contractors will have to finish up.
4. Air Traffic Control Tower – We had some FAA 3D modelers here today so that when we go through the AFTIL process in Atlantic City in August, they'll have all the information for us to go through. We were also informed that the third-round application process should be opening shortly. Also, as the Board is aware, the legislature approved \$75 million for the Governor's budget for the Governor to match funds for infrastructure projects. There is \$5 million allocated for our control tower project. The Airport Director will submit that application later today or tomorrow for those funds.
5. ARFF Training Facility – We continue to work on issues that need to be addressed. The liner

is still an issue. We have a company that is going to do a soft bore underneath the liner to see if the liner is leaking from the bottom up.

6. Car Rental QTA – Miller Mechanical was onsite to replace piping on the Hotsy's, which was not initially installed according to specs. Also, there is a level sensor for the fuel tank that must be installed that we're waiting on. Once that is in place and is communicating with the Airport's system, we'll be able to put the fuel tank into operation.
7. Conference Room/Break Room Remodel – The conference/break room we're looking to remodel in house is going to be shifted to the Fall because of other projects we have going on.
8. County T-hangars – The painting and the man door replacements have been completed and we sealed the two roofs. Ramshorn Construction started milling the pavement and will be putting 4" of asphalt back into that area, likely Thursday and Friday. The Secretary thanked the Airport Director for doing the maintenance and repairs on the County T-hangars as that is the first money that has been spent on those hangars in 40 years. To answer the President's question about Airplane access in the meantime, the Deputy Director of Construction and Maintenance responded that the tenants were given an option to store their planes with Aero Center Casper.
9. Engineering Services – We went through a consultant selection process for the asphalt work on the ramp north and Taxiway Alpha. Typically, when we go through the selection process, we look at all potential projects for the next five years. We went through an FAA approved selection process and received five responses for that consultant selection: Ardurra, Armstrong, HDR, Jviation, and Morrison Maierle. The five-member selection committee recommended Ardurra.

The Treasurer motioned to approve the selection of Ardurra for the identified engineering services. The Member seconded the motion, and the motion carried. The Secretary asked the Airport Director to explain the selection process for the sake of those in attendance. The Airport Director explained that we follow an FAA approved qualifications-based process.

10. The President requested that the Airport Director talk about AOPA and their transient parking request. The Airport Director explained that anyone who is an AOPA member probably received a request from AOPA to reach out to our congressional representatives on an Obernolte-Cartwright amendment, that if passed would require airports to provide aircraft parking at low or no cost. The concern for AOPA over the years is that while most of the airports provide that, a few have parking for a high fee. A few years ago, C/NCIA established free transient parking outside the block T-hangars. The Airport does not provide tie down ropes or chocks for that area, but it's a designated area for parking. There is a walkway to Public Safety, and a process for people to get back out to their aircraft securely. We are currently advertising this in various places, so operators know it is an option. The Secretary recommended that the Airport inform our airfield tenants of what we have done. The Secretary suggested that it would be a good high school project to build a rack for ropes and chocks to keep them all in one place.
11. Helitak Base –We submitted a proposal to the Forest Service through the State Construction Department showing the Airport as a viable option for the Helitak Base. There is a State Building Commission meeting on July 21st. We will know whether we are under consideration after the Friday meeting.
12. Interior Roadway Reconstruction – We continue to do patching along Werner Street.

13. Parking Lot Phase III – The contractor has all the asphalt removed, the underdrain system in place, and the 18” pipe and inlets installed. They are placing the fabric now and putting the basecourse on top of it. We are looking at paving starting July 25th.
14. Aero Center Casper– The Airport received a request from Aero Center Casper to allow them to operate with only their Jet A tank in the fuel farm and a portable self-serve Av Gas (100LL) tank by their Hangar for a period of time. There is a minimum standard requirement that they cannot meet with both Jet A and Av Gas tanks in place in the fuel farm, so in order to allow them to operate without their 12,000-gallon low lead tank in place, the option would be to modify the minimum standards. With the Board’s concurrence, the Airport Director would draft a change to the minimum standards to be discussed at the Board meeting next Thursday at 10:00am. The proposed changes would be distributed prior to the Board meeting. The Secretary recommended that the change be temporary, perhaps a 1-year change.
15. Roof Replacement – We replaced the roof over the FedEx offices as well as on the ARFF tower. There is another small section of the FedEx roof that we identified as leaking, so the same contractor that did the FedEx and ARFF Tower is going to be back in August to replace that last section of the FedEx roof.
16. Runway 8/26 Resurfacing – We received indication that the funding that is necessary for doing the project will be available. We did have to commit a 3rd year of our funding towards that project, but the 3rd year of funding along with the FAA discretionary allows all the work to be done. The work would include runway resurfacing, shoulders, the blast pads, the lighting replacement, the replacement of the VASI’s and installation of PAPI’s, replacement of a wind cone, and the in-pavement sensors in the runway pavement. Two FAA grants went before the County Commission on Monday and the County approved them. We do not have executable grants at this point, we have a draft grant and an indication of how much those grants are going to be. The contractors’ bid, held for 100 days, expires on the 28th of July, so we are hoping that the FAA has an executable grant before that, and we can issue a notice of award to the contractor that then requires them to move forward with the contract. We can ask the contractor about extending their bid hold time if needed. The Board will determine if we want to move forward with some risk and issue a notice of award without the grant in place next Thursday at 10:00am. The Secretary added that the importance of our crosswind runway can’t be overstated. It’s vital to the airport and he thanked the Airport Director for undertaking its improvement.
17. SEAT/LAT Base – The Airport Director showed an aerial picture of and described the work being done at the SEAT/LAT Base and discussed the ultimate goal of reconnecting the old 12/30 pavement to alpha. 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 and the contractor on that project.
18. Snowblower – We continue to look at options to get a snowblower in place for the next snow season.
19. Terminal HVAC Controls – The project is moving forward. The contractor should be starting the heating and cooling valve replacement at the end of this week going into next week.
20. 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.

21. 3731 Esmay – The AG's office is looking at the lease agreement.
22. Advertising Displays – We are advertising our digital advertising displays to let people and businesses know this is a promotional opportunity for them. Digital marketing is less expensive than having to produce the backlit displays and creates an opportunity for increased advertising revenue.
23. FAA ATCT Lighting Project – The project has been completed.
24. Reno Air Racing Association – Based on the Board's direction, we are working on an application. We have meetings each week between now and the time we submit the application on August 11th.
25. Fly Casper Alliance – We had Dan Belmont from SkyWest Airlines fly in yesterday. We met with the Fly Casper Alliance group to talk about air service, the minimum revenue guarantee, and marketing. He had a chance to go into and see the community. The President asked if there was any indication from him about how the load factor has been. The Airport Director replied that the load factor with the 50 passengers wasn't that bad, but now that they have switched to the larger airplanes the load factors are less, probably in the 40-42%, and maybe up into the 50's in the next month. The Airport Director compared pre-COVID rates to where we are now and indicated that we are not there yet.
26. Marketing RFP – The Deputy Director of Finance and Administration and the Airport Director are reviewing 7 proposals received.
27. Runway Run – We are still working with the Fly Casper Alliance on how they are going to do the application process for the funds for flight training.
28. FY2023 Audit – At the last Board meeting we approved the budget for fiscal year 2024 and then got notified by the auditors about auditing for FY2023. We are providing them with the information they need to start the audit. We'll be looking to the Board to act on the fiscal year 2023 audit at the December 20th meeting.

OPERATIONS REPORT

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

1. ARFF Response – On June 17th, at 5:20 am, Public Safety was notified by the tower of an Alert III. (This was an Alert II but was called in as an Alert III due to the size of the aircraft). This was for an incoming FedEx 757 experiencing problems with the training flaps. CR8-1 and CR8-3 staged on the ramp as I responded from home because of the nature of the call. Upon arrival Captain Warne had Natrona County Sheriff's officers respond to the Airport and close down Highway 20/26 until the plane landed. The plane landed safely with no incident.

On July 2nd, at 4:25 pm, Public Safety was notified by the tower of an Alert II. This was for a Piper aircraft with a right engine loss of pressure. CR8-1 and CR8-3 responded and staged on the ramp. The aircraft regained engine pressure prior to landing safely with no incident.

On Monday July 17th, at 7:13 am, we had an alert 3 which is a crash. It was a Raven ultra-light trike. After landing he reported that he experienced some turbulence, and then tipped over, so we responded to the scene. The pilot had some bumps and bruises and a suspected broken wrist. There was an ambulance on the scene that was waiting for a life flight to come in, so it was good to have them here. NTSB was contacted.

2. ARFF Training Facility Upgrade – Punch list items are still being addressed.
3. ARFF Training Facility – We currently have 109 participants (last year's total 105) signed up for the upcoming training season consisting of our 40-hour class, handline, and truck burns. Wyoming National Guard is bringing up their troops from Cheyenne.
4. Tri-Annual Drill – I will be working on designing a tabletop exercise to be held in late August. Participation will include Public Safety along with our mutual aid support throughout the community. This is part of our Part 139 requirement to have a tabletop exercise for an aircraft emergency every year. Then every third year we hold a live exercise.
5. Grass Landings – I have contacted Friedman Memorial Airport in Hailey, Idaho and Helena Regional Airport. They have shared with me Letters of Agreements, Policy and Procedures, and Advisory Circular to get us started on moving forward with this. The Member discussed possible locations for grass landings with the Deputy Director of Operations and Public Safety.
6. Airport Security Plan (ASP) – I have submitted the changes to our ASP to our TSA inspector. They have been reviewed and approved by the Federal Security Director and returned to me.
7. Grant Funding - I have applied for and not yet heard back on a grant in the amount of \$75,000 for portable radios and chargers to be installed in all the Public Safety Vehicles.
8. Wildlife Management – We will be having our annual wildlife management training on July 25th. This 5-hour course covers our wildlife management plan along with animal identification and mitigation.

On July 11th, we had a white tail deer get on the airfield. We did our due diligence to herd it off the airfield with no success. We lost sight of it west of the irrigation canal. We conducted an extensive search of the area with vehicles, ATV and drone searching for the deer. We suspect it found a crack in a gate and got out. The chase and search lasted around 5 hours.

9. Station 8 – We are continuing our remodeling of the department.
10. Tour – On June 31st and July 6th, we had the Boys & Girls Club out for tours of the Public Safety Department. This is always a good time to show the kids our trucks and equipment.
11. Field Training Program (FTP) – With the new hires we have had over the last few years we have typed up an FTP to cover our training, responsibilities, and duties. I will be sharing this with the board for their reference.
12. New Trucks – We have acquired 3 trucks that we purchased from Casper Fire. One Expedition command vehicle (\$8,000) and 2 F150 for Patrol Vehicles (\$6,000 each). Each vehicle was left with all the lights, sirens, and radios, valued at thousands of dollars, which we will be able to utilize.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report. For June 2023, compared to 2022, we were down on aircraft operations, air freight, as well as those year-to-date. Miscellaneous concessions, parking revenue, and fuel flowage revenue continue to do well. We did see an increase in passenger enplanements for the month, but are still down year-to-date, and also down when we look at 2019 to 2023. The Airport Director clarified for the President that the report in the packet is calendar year to date, not fiscal year to date. The Airport Director referred to the Board packet for miscellaneous concessions for May and reports that were just distributed as the numbers just came in for June. Miscellaneous concessions continue to do well. Car rental revenue for the month is down a little bit, but still up 23.6% compared to last year.

OTHER

A. From the Board:

1. The Member asked about Passenger Facility Charges and the Airport Director said that he would provide an explanation later.
2. The Member asked if the Airport was ever going to talk to Allegiant again as it would be nice to have at least one flight down to Vegas and one to Mesa.

B. From the Floor:

1. Dale Leatham, U.S. Customs– Traffic was good. He is projecting that he will be over what he had last year. He had 3 Gulfstream 650's come in on Sunday. One from Serbia, one from Istanbul, Turkey, and one from Spain. Lots of importing and dealing with immigration. Today, 50 years ago, Dale moved here from Alaska with Western Airlines. The President asked what the procedure was with the dogs and the cats. The Customs Officer explained that there are certain animals he can let in and some he cannot, animals with health certificates are allowed in but he cannot allow in monkeys and some reptiles. Dale also applauded the new asphalt coming in on Airport Parkway.
2. Jen from Aero Center – Thanked the Deputy Director of Construction and Maintenance, the Deputy Director of Public Safety and Operations, and the Airport Director for the wonderful tedious back and forth and reported on the progress of the fuel farm and other construction items.
3. Scott from Atlantic agreed with Dale that it has been busy. This week alone Atlantic received seven loads of fuel just to keep the tanks where they need to be. Numbers are very steady and look very good. Scott thanked the Deputy Director of Construction and Maintenance for the fresh asphalt that has filled in a big pothole coming into their facility. The self-service fuel tank is back up and running.
4. Daniel Strauss from the tower reported that the people from FAA AFTIL are here working on the virtual tower for site selection. Daniel agreed that has been busy.

NEXT MEETING

The next pre-board meeting will be on Wednesday, August 23, 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 at 2:00 pm.

APPROVED

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

Casper/Natrona County International Airport

July 10, 2023

Board Meeting - 10:00 a.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. Discussion on submitting proposals for the Reno Air Race
4. Adjourn

**Casper / Natrona County International Airport
Board Meeting
July 10, 2023**

BOARD MEMBERS PRESENT

Kermit Wille, President (via phone/Zoom)
Fred DeVore, Vice President
Steve Emery, Treasurer (via phone/Zoom)
Joe MacGuire, Secretary (via phone/Zoom)
Rob Hendry, Member (via phone/Zoom)

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
Jake Hlavacek, Deputy Director of Construction and Maintenance

COUNTY COMMISIONER

Peter Nicolaysen (via phone/Zoom)

OTHER

Tyler Daugherty, CEO of Visit Casper (via phone/Zoom)

The President called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

DIRECTOR'S REPORT

Discussion on submitting a proposal for the Reno Air Race

The Airport Director reported that based on the Board's direction, he attended the Reno Air Race Association bidder's conference in Reno June 23rd and 24th. He said that he previously sent his minutes from that meeting to the Board, and since getting back he and Tyler Daugherty from Visit Casper have been doing more due diligence to see if applying for the Reno Air Races is something he would recommend to the Airport Board. The Airport Director has met with TSA, Atlantic Aviation, Aero Center Casper, and some of the flight line tenants (who chose to meet) and has had a discussion with his United Airlines contact.

The Airport Director went over his notes and outlined the scope of the race and pilot racing school, how these are structured in Reno, and what the Reno Air Race Association is looking for in a community to host these events, both at the airport level and at the community level.

Mr. Daugherty then discussed the number of available rooms in Casper, not including those that could be coming online in the next couple of years, he included those in Douglas, and did not factor in other accommodations (camp sites, etc.) between Douglas and Buffalo.

The Airport Director presented a document that outlined the equivalent space on our ramp to what the Reno Air Race Association has available to them at the Reno Stead Airport, and showed a document that outlined what the Association was looking for and whether or not our Airport and community had those. Even though the Airport can answer yes to most items, and that Mr. Daugherty believes we can support the event in the community, the Airport Director said there would be impacts to the Airport, and he addressed those and how some could be mitigated. The Airport Director said that in his opinion, getting the air races had more of a positive impact on the community and State than on the Airport itself. The Airport Director said he felt that if the Board wanted to move forward on submitting an application, it should identify what we offer and how the race operations would have to be structured, and if that didn't meet the Associations needs, than so be it, but if it did, as a sole location or as part of a split location, then we would not be over promising and under delivering.

The President asked each of the Board member and the County Commissioner their thoughts. The Treasurer felt that this may be too much of a burden to the Airport and Director vs. the benefits derived. In general, the Board felt that an application, if submitted, needed to clearly outline how we would need to keep critical operations and tenants functioning, including Air Methods and FedEx.

Motion by the Member, seconded by the Vice President to move forward on submitting an application. Motion approved 4-1.

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

