

Casper/Natrona County International Airport

August 28, 2023

Board Study Session - 11:00 a.m.

Board Meeting - 1:00 p.m.

The meeting and study session will be conducted in the
Terminal Conference Room
8500 Airport Parkway

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve and Sign Minutes of the July 10, 2023 Board Meeting
4. Approve and Sign Minutes of the July 19, 2023 Board Meeting
5. Approve and Sign Minutes of the July 27, 2023 Board Meeting
6. Approve Expenses and Sign Checks
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Real Property Lease - State of Wyoming, Department of Administration & Information, General Services Division
 - B. Land Lease and Building Rental Agreement – Tyrell Anderson & Aaron Pfaff
 - C. Land Lease and Building Rental Agreement – Chad Cheever
 - D. Residential Lease Agreement – Deborah Humphrey
 - E. Land Lease and Building Rental Agreement – Travis Peter
 - F. Land Lease and Building Rental Agreement – Mark Miller
 - G. Land Lease and Building Rental Agreement – Alpha Omega Sandblasting
 - H. Land Lease and Building Rental Agreement – Jacob Hlavacek
 - I. Land Lease and Building Rental Agreement – Dana Jones
 - J. Building Rental Agreement – Jim Anderson
 - K. Building Rental Agreement – Jason Hill
 - L. Request to terminate lease – High Adventure Race Fabrication
 - M. Land Lease and Building Rental Agreement – Tony Jensen
 - N. Land Lease and Building Rental Agreement – Fowles Custom Cabinets
 - O. Professional Services Contract – Mead and Hunt, Inc.
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 – September 13, 2023 11:00 a.m.
Next Board Meeting – September 13, 2023 1:00 p.m.
14. Executive Session
15. Adjourn

**Casper / Natrona County International Airport
Board Meeting
August 28, 2023**

BOARD MEMBERS PRESENT

Kermit Wille, President
Fred DeVore, Vice President
Steve Emery, Treasurer (via zoom)
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

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 July 10, 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 July 19, 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 July 27, 2023, Board Meeting. The Member moved and the Vice President 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 Member seconded the motion. The motion carried.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Real Property Lease - State of Wyoming, Department of Administration & Information, General Services Division
- B. Land Lease and Building Rental Agreement – Tyrell Anderson & Aaron Pfaff
- C. Land Lease and Building Rental Agreement – Chad Cheever
- D. Residential Lease Agreement – Deborah Humphrey
- E. Land Lease and Building Rental Agreement – Travis Peter

- F. Land Lease and Building Rental Agreement – Mark Miller
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- J. Building Rental Agreement – Jim Anderson
- K. Building Rental Agreement – Jason Hill
- L. Request to terminate lease – High Adventure Race Fabrication
- M. Land Lease and Building Rental Agreement – Tony Jensen
- N. Land Lease and Building Rental Agreement – Fowles Custom Cabinets
- O. Professional Services Contract – Mead and Hunt, Inc.

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Member moved and the Vice President seconded a motion to approve items B, C, D, E, F, G, H, I, J, K, M, N, and O. The motion carried. The Secretary recused himself from voting on item A. The Vice President moved to approve item A, and the Member seconded the motion, the motion carried. Item L was discussed and explained as the Lessee's request to terminate the lease by the 15th of September. The Member motioned to approve item L, the Vice President seconded the motion, and the Secretary recused himself from the vote. The motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of July and noted that the fiscal year begins July 1, so the month to date and the year to date will be the same.

- For the month of July, we recorded \$448,881 in revenue, which is \$4,154 under budget.
- Year-to-date revenues are \$448,881, which is \$4,154 under budget.
- Expenses for the month were \$382,521.
- Year-to-date expenses are \$382,521, which is \$52,634 under budget.
- Net Income for the month was \$66,359, and Net Income for the year is also \$66,359.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – Modern Electric is restarting the project today with commissioning the lighting control system and are planning to have that project completed in the middle of September.
2. Air Traffic Control Tower – The Airport Director and two controllers from the tower participated in the Airport Facilities Terminal Integration Laboratory (AFTIL) process at the FAA Technical Center in Atlantic City the week of August 14th. All initial sites selected were rejected, and three additional sites for consideration were added. A video should soon be available to help move forward with the design and location. The Member inquired about fiber optic connectivity at the tower to which the Airport Director replied that all utilities are available at the three additional sites.
3. Car Rental QTA – The new fuel system is done but we are still having issues seeing the tank level at the Administration Assistant A/R and Property Management computer. We should be

able to turn this fueling system over to the car rental agencies August 17th.

4. 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.
5. County Block T Hangars – The adjustment of the asphalt where there was ponding of water is now complete, making that project complete.
6. Crack Seal/Seal Coat – We are working with our engineers on bidding that out for next year.
7. Engineering Services – We are still working on a new engineering services agreement with Ardurra.
8. Helitak Base – We have continued to send the State Forestry and A&I people information on the cost of constructing the Heli base in Casper, as well as the leasing cost so that they can complete the evaluation process by the end of August. A decision will be made by the State in October at a meeting in Cheyenne. The State requested \$7.5 million for the project. The State Building Commission approved the money, but not the location. The Airport Director will be in Cheyenne for the meeting in person. The Member commented that the cost to build at C/NCIA should be significantly less than building out in the middle of nowhere.
9. Parking Lot Phase III – This project is complete.
10. Runway 8/26 Resurfacing – We are waiting for the FAA to complete their review to get the two grants to us for execution. We are also discussing with the FAA about adding Elevated Runway Guard lights (ERGLs) on Taxiway Alpha at the hold short line for Runway 8/26. The bid hold runs out on September 8th. The County Commission has approved the project, we just need to get the grants in place and executed.
11. Schulte Building Roof – We have removed all the asbestos and replaced most of the roof on one of the storage buildings (the one that is made up of 3 buildings – about 6,000 sq. ft. in size).
12. SEAT/LAT Base – We are looking at Wednesday or Friday to get the taxiway up and running so that it is available to those tenants in those hangars.
13. Snowblower – We continue to look at options to get a snowblower in place for the next snow season. Every year we do a WACIP (Wyoming Capital Improvement Program). It's a 20-year plan but focuses on the next 5 years and this is where we program the State sponsored projects like the parking lot project and/or the federal projects that we have. We had some taxiway work scheduled for 2024. We had a meeting with the State and the Feds on Friday and talked about the blower. So, instead of doing taxiway work in 2024 and the blower in 2027, we're swapping those, so we are looking at getting the blower with 2024 funds. We are looking at a 450-day manufacturing period from the day we place our order until the time we would get the blower. We can probably have another blower 18 months from now.
14. 3731 Esmay – The lease agreement was approved today. We are working on making improvements to that building.
15. Aero Center Casper – We are still working with Aero Center Casper on the grading of the site and getting some good estimates of the cost.

16. FAA Navigational Aid Facility Land Lease – We were approached by the FAA about constructing a hazardous materials building near the radar facility. We asked about the status of the project via email on May 12th and have not gotten a response. The question is, are these hazardous materials that are stored at the Airport brought from other locations or is it material that is going to be generated here.
17. Reno Air Racing Association – The Airport Director, The Deputy Director of Construction and Maintenance, and the Deputy Director of Operations and Public Safety are going to attend the races in Reno to get an idea of what it looks like on the ground to see if Casper is a plausible option for the air races to move to.
18. Delta Airline ticketing kiosks – Delta is looking at replacing the existing kiosks that they have in the lobby with new kiosks. They contracted with a project manager who then contracted with Modern Electric to do the electrical work. They are coming out the night of September 5th to replace the kiosks.
19. Fly Casper Alliance – We had the minimum revenue guarantee for the third quarter that was going to go before the County Commission, but at the County Commission meeting there were three members for the meeting, and one commissioner left the meeting before the vote so they no longer had a quorum. We are assuming this will go back before the County Commission for the first meeting in September.
20. ARPA Concession Relief Grant – The Deputy Director of Finance and Administration has been looking back at the relief we provided to the concessionaires.
21. FY2023 Audit – We continue to upload documents to the auditors. They are going to be here the week of October 16th.
22. PFC Application #11 – Due to Application Number 10 having the gate holding area project, we're going to be collecting on that application a long time but we can do another application, and don't have to complete everything in the previous application before you move onto the next application. We have a number of projects in Application number 11, so we will be moving forward with the preparation of the application.

OPERATIONS REPORT

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

1. ARFF Response – On August 10th, at 9:30 am, Station 8 was notified by the control tower of an Alert I. Responding units were CR8-1 and CR8-3. This was for a Beechcraft Duke 860 with one engine out. The plane landed safely with no incident.

On August 11th, at 12:00 pm, Station 8 was notified by the control tower of an Alert II. Responding units were CR8-1 and CR8-3. This was for a Piper Cherokee with engine trouble. The aircraft landed safely with no incident.
2. ARFF Training Facility – We currently have 131 participants, nearly double what we used to have 2 or 3 years ago (last year's total was 105). Eighty-seven students are from out of state, with 44 students in state. As a reminder to the Board, we have started collecting data from surveys of participants. The challenge of pricing for training based on the cost of diesel fuel

was discussed. The President asked about the liner issue, and the Airport Director explained that there was a meeting on Friday and that there would probably be a report for the board on this issue by the next meeting.

3. Tri-Annual Drills – We held our tabletop disaster drill on August 28th in the public safety training room. The Deputy Director of Public Safety and Operations commented that he was pleased to see representatives from 14 agencies around the table. This is to talk through our response along with our mutual aid partners of an aircraft disaster. 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.
4. Airport Security Plan (ASP) – I have put in another update to our Airport Security Plan. This is to update our current personnel in the document.
5. Wildlife Management – Completed our annual training in July.
6. Station 8 – We are continuing our remodeling of the department after 35 years.
7. 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). We are continuing to work on these trucks to get them in service. Tower radios, decals, gun holders, etc.
8. Personnel – Public Safety Officer Trey Warne resigned/retired from our department after 6 years of service. Trey was a great asset to the airport, and we wish him the best on his next adventure. We are currently advertising the open position. We will then be holding interviews and hopefully filling the open position soon.

With Trey's departure an open Captain position became available. I am happy to announce that Kevin Norcross has been promoted to shift Captain. Kevin has been with us for over 2 years now and is a hard worker, good leader, and has previous 20 plus years of experience with the Sheriff's office.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report. For July 2023, compared to 2022, and year to date, we are still slowly recovering from aircraft operations and air freight both from 2022 and looking at 2019. Car rental revenue continues to increase, as does parking revenue. Passenger enplanements are still down compared to 2019, but we did see a 20.4% increase month to date and a 21.7% year to date. Fuel flowage/storage continues to do well this year compared to last year as well as compared to pre covid.

OTHER

- A. From the Board:
 1. No comments from the board.
- B. From the Floor:
 1. Dale Leatham, U.S. Customs– July was a busy month with stats being quite a bit up. I'm seeing more and more uranium companies coming in from Canada doing a lot of exploring

and research. He is getting a lot of aircraft from Europe and he had them in from Croatia, Serbia, and non-stop from Kuwait. He thanked Atlantic Aviation who is there to service the aircraft and pick up the international trash.

2. Daniel Strauss from the tower reported that they had 5,662 operations in July. He also reported one new certification for a controller and that will about complete their staffing. The Vice President asked how they defined an operation. Daniel reported that they are all different and gave examples.

NEXT MEETING

The next pre-board meeting will be on Wednesday, September 13, 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 Terminal Conference Room.

EXECUTIVE SESSION

The President announced the regular meeting was adjourned at 1:43 pm and the Board went into Executive Session.

HANDBOOK CHANGE

Proceeding the Executive Session, the Treasurer stated that during the June 21, 2023, meeting that during the Handbook revisions there was a goal of working to remain revenue neutral and to reflect changes in the employee manual regarding stopping sick and personal time end of year payouts. The Board increased the following salaries effective immediately: Glenn, \$8,894; Tatum, \$4,128; Jake, \$4,846; and Dan, \$4,356. Additionally, changes in the employee manual regarding hourly workers adopted by the Board on June 21st shall not go into effect until January 1, 2024. The President asked for a motion to approve the cessation of sick and personal time payouts and to adjust language in the employee manual regarding hourly workers sick and personal payouts. The Member moved and the Vice President seconded the motion. The motion carried.

ADJOURNMENT

The board adjourned the executive session at 2:00pm. The President asked for a motion to adjourn the Regular session. The Vice President moved, and the Member seconded the motion. The motion carried and the Board meeting was ended.

APPROVED


