

Casper/Natrona County International Airport

September 13, 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 August 28, 2023 Board Meeting
4. Approve and Sign Minutes of the August 28, 2023 Board Executive Session
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Von LaFave
 - B. Land Lease Agreement – Jacob Hlavacek
 - C. Hangar Lease Agreement – Don Cooper
 - D. Residential Lease Agreement – Michael Gray
 - E. Land Lease and Building Rental Agreement – George Locke
 - F. Land Lease and Building Rental Agreement – Brian Collingwood
 - G. Land Lease and Building Rental Agreement – Raymond Parker
 - H. Land and Lease Building Rental Agreement – Todd & Mary Madsen
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 – October 18, 2023 11:00 a.m.
Next Board Meeting – October 18, 2023 1:00 p.m.
13. Executive Session
14. Adjourn

**Casper / Natrona County International Airport
Board Meeting
September 13, 2023**

BOARD MEMBERS PRESENT

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

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
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 August 28, 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 August 28, 2023, Executive 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 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 – Von LaFave
- B. Land Lease Agreement – Jacob Hlavacek
- C. Hangar Lease Agreement – Don Cooper
- D. Residential Lease Agreement – Michael Gray
- E. Land Lease and Building Rental Agreement – George Locke
- F. Land Lease and Building Rental Agreement – Brian Collingwood
- G. Land Lease and Building Rental Agreement – Raymond Parker
- H. Land and Lease Building Rental Agreement – Todd & Mary Madsen

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and

Resolutions. The Vice President moved, and the Treasurer seconded the motion to approve items A through H. The motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of August.

- For the month of August, we recorded \$524,533 in revenue, which is \$71,498 over budget.
- Year-to-date revenues are \$987,225, which is \$81,154 over budget.
- Expenses for the month were \$443,391.
- Year-to-date expenses are \$825,869, which is \$44,441 under budget.
- Net Income for the month was \$81,142, and Net Income for the year is \$161,356.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – Modern Electric restarted the project on August 28th. The project is largely complete except for the commissioning of the new generator. The ALCMS commissioning will occur September 14th, with testing Monday through Wednesday, training on Thursday, and startup Friday. The lighting control panel is in place. We still must make the connection from the controls to Public Safety and to the SRE building.
2. Airport Parkway Resurfacing – There is still a section of curb and gutter that must be removed and replaced, but the same contractor is working on the SEAT/LAT base, so we are having them focus on that.
3. Air Traffic Control Tower – The third round of funding opportunity came up yesterday. Applications for that funding are due on October 16th. We are going to work with Aviation to get an updated cost estimate. We received a letter from the Governor's office that they are allocating \$5 million on a four-to-one match, so they will basically fund 20% of the cost for the project. We'll be including that and updating and resubmitting our application before October 16th. The AFTIL process, the allocation letter from the governor's office, and moving forward with the design process with Aviation puts us in a better position this year versus last year when we submitted our application with the FAA showing them that we're not just sitting waiting for money, we're moving forward.
4. ARFF Training Facility – We finished up burns for this year with a pit rental on Monday night and our last regular burn was Tuesday. We've been working on a two-prong approach of addressing the liner issue and the reliability of the pit.
5. Car Rental QTA – The new fuel system is installed and operational, but we are still having issues seeing the tank level at Stephanies' computer. We recently learned that the tank level monitor was damaged in shipping. We are doing manual stick readings until the new level monitor is installed and operating correctly.
6. Conference Room/Break Room Remodel – The conference/breakroom we're looking to remodel in house should start in November.
7. Helitak Base – We are waiting for a report from the State on a revised cost estimate

comparison between Duncan Ranch, Glenrock, and Casper. This will go before the State Building Commission at their meeting in Cheyenne on October 11th. They have already approved the money; they just have to determine the location.

8. Parking Lot Phase III – The Parking Lot project is complete.
9. Roof Replacement – FedEx – The roof replacement at FedEx is complete.
10. Runway 8/26 Resurfacing – The FAA indicated that they were going to award the grants (AIP-73 grant, our entitlement dollars, approximately \$1.3 million, and the AIP-74 Grant, FAA discretionary, roughly \$10.5 million). We are waiting for the County Commission Chair to sign one of the grants and one has been fully executed. We have a notice of award document signed and we issued it to Century before the bid hold expired Friday. We will be looking at a preconstruction meeting in late spring or summer.
11. SEAT/LAT Base – The contractor is having some problems with compaction and problems meeting the requirements for the asphalt. They put a test strip down and it did not pass, so they had to remove it. They put a second test strip down and that test strip failed. We are trying to be sensitive to the impact that it has on the T hangar tenants, but we want to make sure that we have a good product so we're not having asphalt failures prematurely. There was discussion on how the current T-hangar tenants access the taxiway. Even if the project gets delayed to next year, it should be complete before the next fire season, which is acceptable because of the existing SEAT base.
12. Snowblower – The Rock Springs Airport has a front-end loader mounted blower which we think would work for us and would be a good addition for non-airfield pavement going forward. We are waiting for their airport board to approve the sale to us (\$22,500) before we go get it. This does not mean we will stop pursuing a blower from Denver. Additionally, with the change in our WACIP request, we are working with Morrison-Maierle on the preparation of specs to bid a new blower this year. We had a pre-meeting with them on the 6th and based on that, they will work with developing a scoping document and we have a project scoping meeting with the FAA on September 25th. This will get us to move forward with a new blower and blower bid.
13. Terminal HVAC Controls – Work continues on the HVAC control project.
14. Terminal Roof C – Section C is the last section of the roof we are replacing. We had 4 contractors that were part of the pre-bid meeting this morning. We are looking at a bid opening next Wednesday, award the contract after, get it under contract, with the work starting next year.
15. 3731 Esmay – We have a contract in place with the State for leasing that building which also includes the reimbursement of the landlord improvements that we've made. All that work is complete with the exception of the HVAC which should be complete the second or third week in October.
16. Alternate Landing Area - We are developing a list of things we need to do (like filing a 7460 form with the FAA) and questions we need to answer (like do we publish the grass strip or just allow those who know about it use it).
17. National Championship Air Races – It is down to 4 communities who submitted applications to host the races. Deputy Director of Operations and Public Safety, the Deputy Director of

Construction and Maintenance, and the Airport Director are attending the NCAR September 16th and 17th. One of the Visit Casper people will be attending earlier in the week.

18. Spill Prevention and Control Countermeasure (SPCC) – The Deputy Director of Operations and Public Safety has been working with CGRS, the engineer that developed the SPCC for the Fuel Farm in 2009, on an update to the SPCC.
19. Delta Airline Kiosk – The kiosks have been updated/replaced.
20. Five Trails Rotary Club – The Airport Director recently spoke to the Five Trails Rotary Club.
21. Fly Casper Alliance - The Alliance is requesting to use the unused portion of the County Commission's commitment (for the 1st half of the year) to cover the MRG request for the third quarter. This should be on the Commission's September 19th agenda.
22. Jackson Hole Airline Rendezvous – The Airport Director was in Jackson Hole for the Airline Rendezvous which included participating in the Air Transportation Liaison Committee and the WYDOT Aeronautics Commission meeting. The Airport Director relayed that attendees from out of state were surprised by the fact that they were in the same room as the Governor, who then walked across the street with everyone to the Million Dollar Cowboy Bar. Not something they see in larger communities.
23. Marketing RFP – We selected LUM as the marketing firm we are going to work with going forward. We had a kickoff meeting with them on September 12th.

FINANCE/INSURANCE

- ARPA Concession Relief Grant – Tatum is looking back at the relief we provided to the rental car agencies (CRRSAA) to determine if concession relief under ARPA goes to the concessionaires (i.e., rental cars and vending) or whether it stays with us.
- FY2023 Audit – We continue to upload documents to the auditors' website. They will be on site the week of October 16th.
- General Liability Insurance Policy – We completed and submitted a new application for GL insurance.
- PFC Application #11 – Tatum and I are working on a summary of projects to be included in Application #11, and once we have them will begin preparing the PFC application materials.

OPERATIONS REPORT

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

1. Law Enforcement – On August 26th, at 11:30, Airport Public Safety was advised by TSA that a "family" was walking on the airfield near SIDA A. Public Safety Officer (PSO) Beran responded and contacted the family at the "SIDA DISPLAY AREA, DO NOT ENTER" sign (on concrete "Jersey" barrier) and SIDA surface markings near the airfield entrance gate to U.S. Customs. The adult male advised that they had dropped off their airplane at Natrona Avionics and that there was no one at Natrona Avionics and that they had been attempting to find an exit from the airfield. He advised that they had walked along the fence line until they got to the sign

("SIDA DISPLAY AREA, DO NOT ENTER") where they stopped, and were also contacted by two SkyWest employees. PSO Beran confirmed with the SkyWest employees that the family had not proceeded past of the "SIDA"... "DO NOT ENTER" sign. PSO Beran escorted the family off the airfield out gate 24.

On August 29th, at 7:57 pm Public Safety was contacted by dispatch for a welfare check on a dog at the RV park. Public Safety Officer (PSO) Norcross responded to the scene to find a dog out site yet was not barking. PSO Norcross contacted the owner of the RV and the owner said he would have the dog put inside by 10:00 pm. A report was filed with the Natrona County Sheriff's Office.

On September 1st, at 8:23 pm, Public Safety was notified by a female at the RV park of a dispute and possible disturbance over her animals. Public Safety Officer (PSO) Gray responded to the scene to find the female frustrated. It was reported to PSO Gray that there had been a falling out with other individuals that were coming out to pick up the animals. Deputies from the Natrona County Sheriff's Office also responded. After running the female's information through Dispatch, the female came back with an active warrant out of Mills, WY. Two individuals showed up on scene and said they were there to get their belongings and animals. After further discussing the situation with all three individuals, one purse was returned to the rightful owner. The two individuals were informed that they were not allowed to take any animals from the property and were advised not to come back to the property to eliminate any further issues. The female was arrested and transported to the Natrona County Detention Center by the deputies and booked for her warrant.

2. ARFF Training Facility – We completed all our burns for the season with 134 for our final number of students that came through the facility, up from 105 last season.
3. Tri-Annual Drills – The Deputy Director of Operations and Public Safety will be putting together an After-Action Report (AAR) from the tabletop exercise that was held on August 28th.
4. Airport Security Plan (ASP) – The Deputy Director of Operations and Public Safety has received an approved copy of the updates for the ASP. As soon as we hire a new Public Safety Officer, he will be updating this again.
5. Wildlife Management – On September 6th, Public Safety was notified by the tower of a Bird Strike. It was reported that SkyWest 4774, CRJ200, hit multiple birds on departure at the end of Runway 21. At least one bird encountered the nose of the aircraft. The pilot requested no assistance needed and continued to Denver. Public Safety investigated and found 2 dead birds at A-5 then completed a FOD check of the runway. This incident has triggered an audit of our Wildlife Management Plan and the plan's effectiveness in dealing with known wildlife hazards on and in the airport's vicinity and aspects of the wildlife hazards described in the wildlife hazard assessment that should be reevaluated.
6. Station 8 – We are continuing our remodeling of the department. We have 1/3 of the bunkroom complete and will be moving onto the last portion in the next couple of weeks.
7. New Trucks – Two of our patrol vehicles will be getting a complete vinyl wrap on those. They were both red vehicles and when the decals were removed, they were ghosting, so we're going to get those vinyl wrapped in white and then put our decals on them.
8. Personnel – We are evaluating our applicants for the open position and are hoping to have

that filled shortly.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for August 2023. Compared to pre-covid we're still lagging behind in passenger enplanements, car rental revenue, and aircraft operations. Comparing this year to last year, we're only lagging in air freight for the month of August. We're still up year to date. Everything else is tracking up. Passenger enplanements were up 23.5% for the month, and up 22% year to date.

OTHER

- A. From the Board:
1. The Secretary thanked the administration office and others who take care of the landscaping in front of the terminal. It always looks so nice.
 2. The Member reminded everyone on the need for a run-up area on the runway 21 departure end.
 3. The Treasurer reminded the Board to fill out and return the pre-audit letters.
- B. From the Floor:
1. Dan Grace – He asked if the airfield electrical project includes the wig wag lights, which the Airport Director confirmed that it did. The Airport Director also mentioned that he found out that there are enough funds available, and they are working with the FAA to see if they can get ERGL (Elevated Runway Guard Lights) at the Alpha/Runway 8/26 hold short line, incorporated with the 8/26 project next year. Dan Grace then asked for clarification on the run-up area that the Member mentioned. The Member explained that when they shortened the runway there was only one entrance into 21 down at the bottom, so there's not a run-up area.
 2. Scott from Atlantic reminded everyone that they are having their end of summer – beginning of winter BBQ for Atlantic on Friday from 11:00 a.m. to 2:00 p.m. He also said that Julie will be retiring and will be there on Friday to say farewell to everyone.

NEXT MEETING

The next pre-board meeting will be on Wednesday, October 18, 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 Public Safety Training Room.

ADJOURNMENT

The Board President adjourned the meeting at 1:36 p.m.

APPROVED


