

**Casper/Natrona County International Airport**

**October 25, 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 September 13, 2023 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Land Lease and Building Rental Agreement – Carol Salvesson
  - B. Land Lease and Building Rental Agreement – Cooper & Casey Baalhorn & Austin Abrams
  - C. Land Lease and Building Rental Agreement – Daniel Gilbert
  - D. Building Rental Agreement – Miki Caspillo
  - E. Building Rental Agreement – Donna Burks
  - F. Building Rental Agreement – Bradley Shoefelt
  - G. Building Rental Agreement – Michael Gray
  - H. Amendment 1 for Concession Agreement – Pepsi Cola of Casper
  - I. Advertising Concession Agreement – S28WY1, LLC
6. Financial Report
7. Director Report
8. Operations Report
9. Activity Report
10. Other
  - A. From the Board
  - B. From the Floor
11. Next Board Study Session – November 15, 2023 11:00 a.m.  
Next Board Meeting – November 15, 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 October 25<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore 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  
October 25, 2023**

**BOARD MEMBERS PRESENT**

Kermit Wille, President  
Fred DeVore, Vice President  
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

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 September 13, 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 Member moved, and the Vice President 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 – Carol Salvesson
- B. Lane Lease and Building Rental Agreement – Cooper & Casey Baalhorn & Austin Abrams
- C. Lane Lease and Building Rental Agreement – Daniel Gilbert
- D. Building Rental Agreement – Miki Caspillo
- E. Building Rental Agreement – Donna Burks
- F. Building Rental Agreement – Bradley Shoefelt
- G. Building Rental Agreement – Michael Gray
- H. Amendment 1 for Concession Agreement – Pepsi Cola of Casper
- I. Advertising Concession Agreement – S28WY1, LLC
- J. Ground Lessors Agreement and Memorandum of Lease – Aero Center Casper

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Vice President moved, and the Member seconded the motion to approve items A through J. The motion carried.

### **FINANCIAL REPORT**

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

- For the month of September, we recorded \$500,706 in revenue, which is \$47,671 over budget.
- Year-to-date revenues are \$1,482,335, which is \$123,230 over budget.
- Expenses for the month were \$364,543.
- Year-to-date expenses are \$1,193,477, which is \$111,989 under budget.
- Net Income for the month was \$136,163, and Net Income for the year is \$288,858.

The President commented on the rental car commissions being about 50% higher than budgeted. The Airport Director responded that the Airport is relatively conservative with the budget. The President also commented on the elevated parking revenue, and thought that between the two, there would be an increase in load factors, but did not see that. The Airport Director commented that it's another variable where we budget conservatively. Lastly, the President commented on building rents being up and questioned whether this was a result of the new leases, which the Airport Director confirmed it was.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. Airfield Electrical Project – There are a couple punch list items that need to be addressed, but otherwise the project is complete. The Board will tour the electrical vault during the November board meeting to see the upgrades.
2. Airport Parkway Resurfacing – Curb replacement should occur in the next couple of days. Once that is complete, the project will be complete.
3. Air Traffic Control Tower – We submitted our funding application for the tower design. We will continue to work on getting the tower sites on the ALP (should be approved in December) and the environmental work, as well as getting the reimbursement agreements approved with the FAA (tower requirements and FAA review). We will not be able to start any design work until we get a funding decision by the FAA since any design work done before we get a funding decision would make those costs ineligible for reimbursement. The Airport Director showed slides of the proposed and recommended sites.
4. ARFF Training Facility – Kirila Fire (subcontractor to GH Phipps) was on site on the 16<sup>th</sup> to perform ignitor reliability testing and to try and hammer out issues with the pit prior to winterizing it. Most of that time has been spent cleaning the ignitors and flushing fuel. We believe we have identified one issue with the ignitors and their ratings that may explain a lot of the reliability problems. The Deputy Director of Construction and Maintenance commented that rocks were found in the fuel lines. The ignitors were found to be insufficient in voltage rating and temperature ratings, so the engineers and architects went back to the manufacturer and have started asking questions.

5. Baggage Claim Area Improvements – We are working with Mead & Hunt who reached out to the FAA to get a scope meeting set up.
6. Conference Room/Break Room Remodel – The conference/breakroom we're looking to remodel in house should start mid-November.
7. Crack Seal/Seal Coat - We (Morrison Maierle and the Airport) have been working with Aeronautics on the scopes and plans/specs for both the crack seal and seal coat projects. One of the interesting challenges will be coordinating the crack seal work before seal coat work factoring in the Runway 8/26 project. Work must be done on 3/21 before you can close 8/26 so there is a challenge there.
8. Helitak Base – The Airport Director was in Cheyenne for the State Building Commission meeting. They did not have to make recommendations for the location but based upon the revised level I and level II construction report for the State, they recommended that the Helitak base be constructed in Casper and not at Duncan Ranch. We will know more after the next legislative budget session in February. The Member suggested that a letter from the Board be sent to encourage them to locate it at the Airport.
9. Pavement Management Plan – Applied Pavement Technology finalized and submitted their preliminary PCIs to WYDOT for review and use. They have a couple of additional items to take care of before they can really start the analysis. They are hoping to have the analysis ready in the next month and everything documented and wrapped up before the end of the year.
10. Runway 8/26 Resurfacing – The project is currently under contract with Century who has a start date for next year. We have put in a change order to add elevated runway guard lights (ERGL) at the hold short line to 8/26. Once completed, all the airfield lights will have been upgraded to LED.
11. SEAT/LAT Base – The Airport Director gave a detailed report of the status and anticipated steps to be taken before the winter shutdown. The hope is that the Base will be up and operating by the next fire season.
12. Snowblower – We have reviewed the 60% specs, provided comments, and Morrison Maierle is now working on updating the documents. The Deputy Director of Construction and Maintenance commented that we are at 95% plans and there is a new production line that could speed up the process from 450 to 350 days. The plan is to get through this year with potentially a new blower November of next year. There was discussion about expansion of the snow removal equipment building to house an additional snow blower.
13. Terminal HVAC Controls – Work continues on the HVAC control project, which should be complete by the end of November.
14. Terminal Roof C – Section C is under contract with Loden Construction. They'd like to start early next year.
15. 3731 Esmay – We are waiting for the gas meter which should be installed on Friday. Other than that, this is complete.
16. Aero Center Casper – We are working with Aero Center on the Jet A and 100LL tank approval.

Aero Center was at the Board pre-meeting to give an update on their project. The Airport Director displayed an aerial photo of the site, and Aero Center commented on the change of plans for a portion of concrete to be left which can tie into the ramp in the future. The President called for a motion to accept the change in plans for Aero Center knowing that is designed to be constructed in the future. The Vice President motioned, and the Member seconded. Motion carried.

17. National Championship Air Races – They are looking at 6 communities, Casper being one of them. They issued a press release about a week ago announcing the finalist. They would like to make the decision on the location by the first quarter of next year.
18. Spill Prevention and Control Countermeasure (SPCC) – The Deputy Director of Operations and Public Safety along with our EPA inspector has completed their review and it is back for revision prior to final submittal. We'd like to be able to bring Doug from Mead & Hunt to come in to talk about what he's doing.
19. Fly Casper Alliance - The Alliance was before the County Commission on the 17<sup>th</sup> where the Commission approved the SkyWest Q4 MRG request. The Alliance is working with SkyWest and their marketing partners on a campaign to help support the SLC service.
20. Marketing RFP – We are working with LUM as the marketing firm. They will be working with us on social media posts and other marketing work.
21. ARPA Concession Relief Grant – We completed the distribution sheet (which concessionaires get what portion of the grant relief dollars) and will be moving on to requesting reimbursement. Because we have provided more relief than what we have received (and will receive) through the two concession relief grant programs, we will collect and retain the reimbursement grant funds.
22. FY2023 Audit – The auditors were on site last week. They were able to work through a lot of the audit electronically. We are hoping to have a draft audit report for the Board's review and approval at the December meeting. We will then send the report to the County to be included in the County's overall audit after the December Board meeting.

There was a discussion about why our funding was suspended. It was due to us not completing form "Local Government Annual Report Summary FYE 06/30/2023", to which we had no knowledge the form was required to be completed. The Airport Director explained that we had submitted everything we were supposed to submit, and funding is reopened.

23. PFC Application #11 – The Deputy Director of Finance and Administration and the Airport Director are working on a summary of projects to be included in Application #11. 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. ARFF/FIRE Response – On September 27th, at 1:35 pm, Station 8 was dispatched to Business Aviators for a fire alarm. Engine 8 responded with Natrona County Fire District. After contacting the responsible parties, it was determined to be a false alarm.

2. Tri-Annual Drills – The Deputy Director of Operations and Public Safety met with Natrona County Emergency Management on October 13th to go over the After-Action items for our report of issues and improvements that we can be working toward for future drills. 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.
3. Grass Landings - The Deputy Director of Operations and Public Safety put together a google share document with all the information we have gathered from Helena Airport, Friedman Airport, along with the Advisory Circulatory for guidance on how to construct a grass landing strip. We are currently reviewing this gathered information. There was discussion by the Board about the requirement of the grass landing strip needing to be constructed if they decided to move forward with it. You are not able to just use the grass that is currently there. The Deputy Director of Operations and Public Safety explained the requirements and the Airport Director explained that we are still working through them.
4. FAA Part 139 Inspection - Our FAA inspector will be on site December 6<sup>th</sup> – 8<sup>th</sup>. In advance of this annual inspection, the Deputy Director of Operations and Public Safety will be reviewing our Airport Certificate Manual with its 14 appendix and updating all our records of training for their review.
5. Wildlife Management – On October 18, 2023, personnel listed below reviewed CPRs Wildlife mitigation plan and noted the findings.

Dan Kittinger	Deputy Director, Operations & Public Safety, Wildlife Coordinator
Jake Hlavacek	Deputy Director, Construction & Maintenance
Doug Beran	Public Safety Officer Capitan
Michael Gray	Public Safety Officer
Bill Frieda	Public Safety Officer (In training)

We have to review our plan every 12 consecutive months, or in the event of an incident. In reviewing our Wildlife Hazard Management Plan after the incident that occurred on 9-6-23 when SKW4774 came in contact with a bird. In reviewing the plan, we did not find any discrepancy in the plan's effectiveness in dealing with known wildlife hazards or any aspects that need to be reevaluated.

Unfortunately, we did have four antelope get on the airfield. We had construction going on and they came in through a gate, and unfortunately the animals had to be dispatched as they could not be herded back out through the gate. Runway inspections are being completed, minimally twice daily, and wildlife is being documented. We are following the procedures of monitoring, mitigation, harassment, and/or lethal take if necessary. We are also following 6.0 Procedures during air carrier operations, pages 27-28 in our plan. Section 6.0 Procedures covers, Responsible Personnel for Implementing Procedures, Physical Inspections of the Movement Area and Other Areas Critical to Hazard Management, Wildlife Hazard Control Measures, and Communication Between Wildlife Control Personnel and Local Air Traffic. The Deputy Director of Operations and Public Safety is getting it lined up where if they do have this happen again, they take the game to a processor for processing and then they will donate the meat to Joshua's Storehouse.

6. Station 8 Remodel – We are continuing with our Station 8 remodel and hope to take the Board on a tour once that is completed.

7. New Trucks - We are working on installing decals, radios, and lights before we put these trucks into full service. We are looking at getting some decals for the doors designed. The tower radios will be installed next Monday, and we are also looking at lights. The 800 radios are ordered, but 9-months out.
8. Personnel - I would like to welcome Bill Frieda to our team as a Public Safety Officer. Bill has nearly 20 years of law enforcement experience. He has worked corrections, Colorado PD gang unit, and recently has been with Glenrock PD for the last 6 years. He has a drug enforcement K9 and has a Fire 1 Certificate. We will be getting him ARFF and FAA training for the next few weeks on days before he goes on shift work. Glad to have him on board.

### **ACTIVITY REPORT**

- A. The Airport Director referred to the Board Activity Report for September 2023. Fuel flowage, parking, and car rental revenue are up compared to pre-covid. Passenger enplanements are lagging a little compared to pre-covid. Everything else is tracking up. Passenger enplanements were slightly down for the month, but up compared to last year almost 19% year to date.

### **OTHER**

- A. From the Board:
- B. From the Floor:
  1. Robert Chanelle – the new manager at the Air Traffic Control Tower as of October 8, 2023, introduced himself.
  2. Dale of US Customs – Was gone 15 days out of September but still had a busy month. October is always his busiest month with the Canadian snowbirds coming down. So far he has had about 60 aircraft this month. A lot of international coming in from Europe. Dale is working on a project with local law enforcement, meeting twice a month at DCI, where they can bring out drug sniffing dogs and do some exercises on aircrafts. Highway Patrol, Casper, Evansville, Douglas, Mills or any other city in the State that wants to bring their drug sniffing dogs down here for exercise with aircraft is invited. It's good training and occasionally Customs does need a dog. Dale will let the Airport know when the training will take place. Today Customs had a 1943 DC 3 come through on their way to Antarctica.
  3. Dan Grace – Commented that he is impressed with the new ERGL's.

### **NEXT MEETING**

The next pre-board meeting will be on Tuesday November 14, 2023, tentatively, 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 2:04 p.m.

APPROVED \_\_\_\_\_

