

Casper/Natrona County International Airport

November 14, 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 October 25, 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 – Jennifer McGraw
 - B. Land Lease and Building Rental Agreement – Gary & Heather Cook
6. Financial Report
7. Director Report
 - A. Take action on proposed Employee Manual revision
8. Operations Report
9. Activity Report
10. Other
 - A. From the Board
 - B. From the Floor
11. Next Board Study Session – December 20, 2023 11:00 a.m.
Next Board Meeting – December 20, 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 November 14th at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Steve Emery and Joe MacGuire. 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
November 14, 2023**

BOARD MEMBERS PRESENT

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

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 (not present)

The President called the meeting to order at 1:00 p.m. and the Secretary led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President asked for a motion to approve the minutes of the October 25, 2023, Board Meeting. The Treasurer 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 Secretary 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 – Jennifer McGraw
- B. Land Lease and Building Rental Agreement – Gary & Heather Cook

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

FINANCIAL REPORT

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

- For the month of October, we recorded \$486,480 in revenue, which is \$33,445 over budget.
- Year-to-date revenues are \$1,973,421, which is \$161,281 over budget.
- Expenses for the month were \$500,106.
- Year-to-date expenses are \$1,697,313, which is \$43,308 under budget.
- Net loss for the month was \$13,626, and Net Income for the year is \$276,108.

The President asked for a motion to accept the financial report as provided, The Vice President motioned, the Treasurer seconded the motion and the motion carried.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – The 41-day advertising period was completed November 12, and we are waiting for the closeout paperwork from Modern Electric. We are still looking at the December meeting, if the Board members are all available, to do the tour of the electric vault and the Control Tower.
2. Airport Parkway Resurfacing – We're moving towards the closeout of this project.
3. Air Traffic Control Tower – We are moving forward with Jviation on the 30% design. We can do work up to 30% and still get reimbursement for it if we are successful in getting a grant. The hope is to have the 30% design completed by March 2024, about the time that we hear from the FAA that we received the design grant. We will be allowed to finish out the design to 100% and next fall apply for the construction funds which we think will be more successful because the FAA already would have funded the design, allowing us to be able to go from the award of the money to construction very quickly.
4. ARFF Training Facility – We are in the process of winterizing the pit. We had a meeting with Jviation on November 6th to discuss the work on the liner, facility reliability, and to make sure we are all on the same page when it comes to what is to happen moving forward.
5. Baggage Claim Area Improvements – We are working with Mead & Hunt and the scope is going to be done while they are on site for the snow removal equipment (SRE) expansion.
6. Conference Room/Break Room Remodel – The conference/breakroom we're looking to remodel in house should start in December.
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. The crack seal work must be done on 3/21 before we can close 8/26 so there is a challenge there.

8. Seal Coat and Mark Pavement – We contracted with Morrison Maierle to put together the plans and specs that become part of the State's bid package for the seal coat work. We had a coordination meeting with the State on October 31st. We're looking at having the 60% plans and specs by December 27th, 100% by February 5th, bidding by March 6th of next year, with work taking place next summer.
9. Helitak Base – If the State is going to fund the project, the Governor is either going to put it into the Governor's budget, or if the Governor doesn't then the Legislature would potentially put it into the legislative budget. We must wait until the Governor's budget comes out to see if there's money that's been earmarked for that. The President asked if the location had been decided. The Airport Director explained that the Legislature can dictate where the facility is going to be located, but the State Building Commission voted and recommended that it should be in Casper.
10. Parking Lot Generator – We anticipate delivery in January 2024.
11. Pavement Management Plan – We'll be working with Applied Pavement Technology on the pavement management plan.
12. Runway 8/26 Resurfacing – We're looking at either the end of April or May 1st for that to start. We had to know the approximate date because the crack seal/seal coat is built around that. We'll have a preconstruction meeting with Century before we start moving forward.
13. SEAT/LAT Base – The Airport Director showed a picture of the current project to show progress. None of the asphalt work is going to happen this year. We still anticipate the building is going to be delivered and installed this winter, including all the electrical work. Basically, all the non-paving will still happen this year/winter, and then everything you see which was graded for the asphalt will take place next year. We will have a winterization/stop plan before resuming work and completion before fire season next year.
14. Snowblower – We received the 90% specs and design report. The FAA has been reviewing that so we can make any final changes and get the project advertised. Our plan is to begin advertising this for bids on November 16th with the bid opening on December 7th.
15. SRE Phase II – Mead & Hunt had a scoping meeting with the FAA on November 8th to discuss the project to get the scope moving forward so that we can get an independent fee estimate and get the project under contract.
16. Terminal HVAC Controls – Long continues to work on this.
17. Terminal Roof C – Submittals have been returned to Loden. They plan to notify us when they have all their materials on hand and their plan is to start work early 2024.
18. 3731 Esmay – The only thing we need to do is commission the A/C, which will wait until Spring.
19. Aero Center Casper – We are working with Aero Center on the Conditional Use Permit (CUP) for the 30,000-gallon Jet A tank installation.
20. Friends of the Wyoming Veterans Museum – They have a landscaping plan. They would like to install a sidewalk between the Veterans Museum and the 3731 Esmay building. We're working with them on getting approval for that sidewalk construction.

21. High County Crane Hangar – The Director showed before and after photos of the repainted and repaired hangar.
22. National Championship Air Races – We had the Reno Air Racing Association (the RARA group) here last Tuesday and Wednesday for a site tour. The Airport Director described the events and timeline of the visit. They are visiting the six facilities that submitted applications. They came from Pueblo to Casper, then they'll be visiting the other four sites. We're hearing that they're going to be short-listing down to two or three sites the beginning of December and they they're still planning on making a decision for the new races in 2025 sometime in the first quarter of 2024.
23. Spill Prevention Control and Countermeasure (SPCC) – The Director signed the SPCC plan, and it has been submitted to the DEQ where it has been approved.
24. Marketing Work – We are working on new business cards with the new logo. You should also start to see some changes on our social media pages as well as our website. We are implementing our new logo and color pallet as well as the introduction of a monthly newsletter.
25. Credit Card Processor - the Deputy Director of Finance and Administration has changed our credit card processing company for the Parking Booth from Windcave to Payroc. With the transition we will be saving approximately \$6,500 per year on credit card fees.
26. FY23 Audit – Nothing new on the audit, although we anticipate the audit report is going to be before the Airport Board at the December meeting, so the Board will have a copy of the audit report beforehand to review.
27. Planned Unit Development (PUD) – We are going to put that on hold right now and not move forward with any type of revisions to the PUD as per the Boards direction as discussed in the study session.

ACTION ITEMS

- A. Revision to the Employee Manual – The Board approved the manual changes as presented in the memo to the Airport Board of Trustees dated November 15, 2023. The Treasurer moved to approve the changes and the Vice President seconded his motion. The motion carried.
- B. Changes in Bylaws for the Airport Board – The Director reviewed the proposed changes. The first one specifies that meetings of the Airport Board can take place in person, by phone, by video call or combination. The second is the quorum is the majority of Board Members that are either participating in person, by phone, or video call. The voting would still be that a simple majority of the Board Members participating in the meeting and affirmative is approval, except that there must be at least three Members in favor. If you had three Members present at a meeting, which is a quorum, anything that would need to be approved would have to be approved by all three of the Members approving it. If it was four or five Members, it would still have to be three voting as affirmative. The Treasurer motioned to approve the changes in the bylaws, and the Vice President seconded the motion. The motion carried.

OPERATIONS REPORT

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

1. ARFF/Fire Response – On October 19th, at 9:45 am, Public Safety was notified by the Tower of an Alert I for a Cessna 172 with a rough running engine. CR8-1, CR8-3, along with Airport 02 staged on the ramp. The aircraft landed safely with no incident.
2. Law Enforcement – On October 29th a passenger passed out on the couch inside the terminal and missed his flight that was the last departure for the night. He was rescheduled to leave the following morning. Public Safety officer McIntire said he was not allowed to stay overnight in the terminal and tried to call a cab with no success, so he allowed him to stay in the foyer and showed him how to manually open the outside sliding door if he wanted to leave. The passenger woke one time during the night and urinated in the foyer, then woke another time and apparently did not remember to manually slide the door open so he kicked the sliding glass door breaking the glass and knocking the door off track to exit the foyer. When he was found in the morning, he was arrested for property damage and transported to the Natrona County Detention Center. He later pleaded guilty to the charges and will pay \$1,000.00 in restitution to the Airport.
3. Tri-Annual Drills – the Deputy Director met with Natrona County Emergency Management on October 13th to go over our After-Action items for our report of issues and improvements that we can be working toward for future drills.
4. NOTAMS – The Deputy Director will be working with Robert Channell, the new Air Traffic Manager, in amending our ground vehicle operation Letter of Agreement and the distribution of work in progress NOTAMs for all work in the Runway Safety Area.
5. Central Wyoming Health Care Coalition – The Deputy Director will be meeting with the coalition to gather more information on Alert Sence. This is a mass notification system via text, email, or automated call. This may be an effective way of communication for the airport to utilize.
6. Airport Security Plan (ASP) – The Deputy Director will be updating this plan with personnel changes.
7. Station 8 – We are continuing the remodel.
8. New Trucks – The tower radios are being installed in the new trucks.
9. Part 139 Inspections – On December 6th through 8th, the Deputy Director will be working with our FAA inspector for our Code of Federal Regulation Part 139 inspection. We will be reviewing our Airport Certificate Manual along with the 14 Appendices listed below. Each one of the documents is a living document and has a requirement to review and update them on an annual basis, at a minimum. We will also be reviewing all components on the airfield like painting and marking, signage, runway safety area, fuel farm, just to name a few.

ACM Main

1. Organizational Chart
2. Air Carrier Movement Area
3. Sign and Marking Plan
4. Snow and Ice Control Plan

5. ARFF Vehicles
6. ARFF Training Curriculum and Records
7. Letters of Agreement
8. Fuel Facility/Mobile Fuel Equipment Inspection Forms
9. Airport Emergency Plan
10. Self-Inspection Form
11. Ground Vehicle Operations
12. Obstruction Lighting Map
13. NOTAM Form
14. Wildlife Hazard Management Plan

Each one of the documents above can be from 1 to 100 pages long and have additional appendixes added to them.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for October 2023. Fuel flowage, parking, and car rental revenue are up compared to pre-covid, but passenger enplanements are lagging a little compared to pre-covid. Car rental revenue was down slightly from 2022. Everything else is tracking up. Passenger enplanements were slightly down for the month, but up compared to last year, almost 15% year to date.

OTHER

- A. From the Board:

The Secretary discussed with the Board and the Airport the STOL Racing that may take place on a grass landing strip if the Air Races were to come to Casper. The Deputy Director of Operations and Public Safety advised that at the Reno races they were doing those races on the regular runway, not grass.

The Secretary reminded everyone at the meeting that the EAA-420 will be having the annual holiday party on the Observation Deck Saturday, December 9, at 5:30pm. David Kahler will be cooking his famous prime rib again. They ask that you bring a potluck side dish. Sky Terrace will be offering a cash bar.

- B. From the Floor: no comments

NEXT MEETING

The next pre-board meeting will be on Wednesday December 20, 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 p.m.

APPROVED _____

