

Casper/Natrona County International Airport

December 20, 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 November 14, 2023 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Apartment Lease Agreement – Stephanie Thornton
 - B. Land Lease and Building Rental Agreement – Van Frazier
6. Financial Report
 - A. Action on FY2023 Financial Audit 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 – January 17, 2024 11:00 a.m.
Next Board Meeting – January 17, 2024 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 December 20th at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Steve Emery (via Zoom), Rob Hendry, 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
December 20, 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

COUNTY COMMISSIONER (not present)

The President called the meeting to order at 1:07 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 November 14, 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 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. Apartment Lease Agreement – Stephanie Thornton
- B. Land Lease and Building Rental Agreement – Van Frazier

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

ACTION ITEM - AUDIT FY2023

The Airport Board heard comments on the fiscal year 2023 audit report from representatives from PMCH during the Study Session. The Vice President moved to approve the financial audit report for fiscal year 2023 to be included with the County audit. The Member seconded the motion and the

motion carried.

FINANCIAL REPORT

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

- For the month of November, we recorded \$477,790 in revenue, which is \$24,755 over budget.
- Year-to-date revenues are \$2,478,441, which is \$213,266 over budget.
- Expenses for the month were \$492,767.
- Year-to-date expenses are \$2,187,268, which is \$11,492 over budget.
- Net loss for the month was \$14,977, and Net Income for the year is \$291,174.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – The project is complete; however, Morrison-Maierle is working on the paperwork to get the grant closed out. Before the board meeting, the Airport Director lead a tour of the electrical vault and the ATCT to see the new lighting control panel.
2. Airport Parkway Resurfacing – This project is complete and we are working through the closeout process.
3. Air Traffic Control Tower – The Airport Layout Plan (ALP) update to reflect the potential sites has been approved by the FAA and executed by the Airport Director and the FAA. Project meetings will be decreasing to every three weeks. We are working to have 30% design plans complete by the end of March and are working through the reimbursable agreements with the FAA.
4. ARFF Training Facility – We are waiting for an updated schedule for the facility startup work that will occur next spring prior to putting the facility into service for the 2024 fire season.
5. Baggage Claim Area Improvements – We are working with Mead & Hunt on this project. We have requested they do a concept and budget study to explore options in addition to expanding the building.
6. Conference Room/Break Room Remodel – The conference/breakroom remodel started last week. The Airport Director showed pictures of the construction in progress.
7. Seal Coat and Mark Pavement – We are looking at 60% plans/specs on December 27th, 100% on February 5th, and bidding on March 6th. This work will take place during the summer of 2024 starting with the crack seal work and then finishing with the seal coat. The only challenge we have this year is that we can't crack seal nor seal coat on Runway 3/21 if Runway 8/26 is closed for construction. We will be making sure the crack seal work on 3/21 is done before we close 8/26 for the resurfacing, and then make sure that the seal coat on 3/21 happens after the time 8/26 runway is operational again.
8. Helitak Base – The Airport Director noticed that the Governor's budget included money for the helitak base, but it still had the original recommendation for them to construct in Glenrock at Duncan Ranch. The Airport Director reached out to Representative Walters, and he said that it was brought forward with the construction being in Casper. Representative Walters is following

the process to see that the funds are scheduled for Casper. The President reminded everyone who has Representative Walters contact information to thank him for supporting this in Casper.

9. Parking Lot Generator – We anticipate delivery in January 2024. The gas line for the generator was extended during the gas service installation for the QTA (but not part of the QTA project cost). Airport Maintenance poured the cement pad, so everything is ready to go as soon as the generator arrives.
10. Pavement Management Plan – We are working with our consultant who did the Pavement Condition Index (PCI) for the State. Once that work is complete, they'll take that work for Casper and incorporate it into the pavement management plan.
11. Runway 8/26 Resurfacing – No change other than we continue to review construction submittals. We are looking at the beginning of May 2024 to begin construction, with preconstruction meetings starting mid-April.
12. SEAT/LAT Base – The building site has been cleared to build the base building. The building construction start date is December 22nd. The goal is for installation the first week of January.
13. Snowblower – We received one bid from M-B Companies before the December 12th bid deadline/opening. The engineers estimate for the blower was \$950,000 and the bid came in at \$914,259. A Recommendation of Award was prepared and sent to the FAA and WYDOT Aeronautics on December 13th, and a Notice of Award and contract documents will be sent to M-B Companies once the FAA/WYDOT concurs. We will have a definitive date for delivery once the contracts are signed and it goes into production, but they are still projecting around 500 days.
14. SRE Phase II – We are working on getting an Independent Fee Estimate complete for the design so that we can have this work under contract.
15. Terminal HVAC Controls – Owner training started December 14th. We are working to get Rocky Mountain Power to come out again to see if we can get an additional incentive reimbursement due to us putting in high efficiency motors and removing two air compressors.
16. Terminal Roof C – The roofing contractor is planning to start construction on January 3rd and is anticipating 14 days to complete the project. Roof C is the fourth phase of the terminal roof replacement. After it has been complete, the whole terminal roof will be new.
17. Aero Center Casper – The Conditional Use Permit (CUP) for the 30,000-gallon Jet A tank installation went before the Planning and Zoning Committee December 12th and will be before the County Commission January 2nd. The Airport Director attended the P&Z meeting and the CUP was approved unanimously. The County/State were at the fuel farm on the 12th to review the fuel farm per the code requirements in place in 2009. There was one very small item from the inspection that we already addressed.
18. National Championship Air Races – We continue to provide the RARA group with follow up information since their site visit. They have completed all the site visits and will shortlist the group with the intention on making a selection by the end of March.
19. Spill Prevention Control and Countermeasure (SPCC) – The Airport Director signed the SPCC plan, submitted it to the DEQ and they have approved it.

20. Marketing Work – We are working on new business cards with the new logo. We have purchased a two-page spread in the next Livability magazine set for publication early next year. While we have had some glitches in getting the content right, it will be a good piece when printed.
21. Small Community Air Service Development Program – (SCASD) Our grant will expire January 8, 2024, so we have requested a one-year extension.
22. Avigation Easement – We are working with two property owners near the Airport who are wanting to rezone their property. Glenn prepared avigation easements for both parcels and sent them out. The rezoning was on the Planning and Zoning Board agenda December 12th. Glenn received one fully executed avigation easement on one parcel and he anticipates receiving the other before the County meeting. The Airport Director explained the difference between Urban Agriculture and Light Industrial zones and their possible effects on the Airport and property owners.

ACTION ITEMS

- A. Revision to the Employee Manual – The Board reviewed the manual changes as presented in the memo to the Airport Board of Trustees dated December 18, 2023. The Member moved to approve the changes 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 December 1st, at 2:12 pm, the tower notified Public Safety of an Alert 1. Responding units were CR8-1 and CR8-2. This was for a Cessna with 2 souls on board that had an alternator failure. The aircraft landed safely with no incident.

On December 9th, at 3:37 pm, the tower notified Public Safety of an Alert 2. Responding units were CR8-1 and CR8-3. This was for a Cessna 180 with an engine chugging issue. The aircraft landed safely with no incident.
2. Medical Response – On December 10th, at 8:52 am, dispatch notified Public Safety of a medical at the terminal. Public Safety officers McIntire and Gray responded to find an Airline employee that walked under the loading bridge and struck their head causing a laceration to the front part of the scalp. Coworkers applied pressure and controlled the bleeding. Public Safety officers applied a sterile dressing to the wound. The employee declined ambulance transport, but family members transported them to the hospital for further treatment.
3. Law Enforcement – On December 13th and December 19th the Airport received email bomb threats. We contacted Casper Police Department, notified tenants and swept the terminal and flight line. On the 19th we brought back the Casper Police Department who brought a bomb tech from the Sheriff's department and their bomb dog out. They swept the terminal and all the public areas. We're getting word back that these are all non-credible threats. We're learning from these situations, and I think it's going to be a great opportunity to use the system Konexus AlertSense. Natrona County Emergency Management is going to allow us to piggyback off their system, so we don't have to purchase our own. It will be a mass notification

system and once everyone is loaded into the system we can notify via email, text, or call of any emergencies.

4. NOTAMS – The Airport Director and the Deputy Director, Operations and Public Safety have reviewed the update in the letter of agreement and will be sending comments back to the Air Traffic Control Tower manager. The revision means anything under 2 hours, such as changing a light bulb on the airfield, Maintenance will not have to contact the control tower and put out a NOTAM. Conversely, if we have mowing operations in the runway safety area, then we would issue a NOTAM (since the job is over two hours). We found that by the time the NOTAM was issued, the light bulb had already been changed and the work had been done.
5. Station 8 – Bunkroom remodel is complete. We are going to remodel the laundry room next.
6. New Trucks – The tower radios are being installed in the new trucks.
7. Part 139 Inspections – On December 6th and 7th we had our CFR Part 139 inspection with our FAA inspector. We had an extremely good inspection; we did not receive any written discrepancy compliance actions. The last time we did not have any discrepancies was in 2010.

The Deputy Director, Operations and Public Safety gave special thanks to the Public Safety and Maintenance crews for their diligence in inspections, record keeping, and maintenance on the airfield.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for November 2023. Miscellaneous concessions and air freight for the month are lagging when compared to pre-covid. Rental car revenue for the month is slightly down. Other miscellaneous commissions seem to be tracking except for freight which we've seen as a longer-term trend where we've seen a decrease. If you look at passenger enplanements in 2019 vs 2023 which is the last year before covid, we saw in November 4.7%, so we are not only up for passenger enplanements, we are up 4.7% to what we were in 2019 when we were doing really well. There was a brief discussion on parking revenue and rates.

OTHER

- A. From the Board: no comments
- B. From the Floor:

Dale Leatham – Customs has been busy in November. Slowed down for the first part of December but is picking up because of the holidays. Dale thanked the Deputy Director of Public Safety and Operations for keeping him in the loop with the bomb threats.

NEXT MEETING

The next pre-board meeting will be on Wednesday January 17, 2024, 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 1:55 p.m.

APPROVED  _____