

Casper/Natrona County International Airport

April 20, 2022

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 March 16, 2022 Board Meeting
4. Approve and Sign Minutes of the April 8, 2022 Board Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Office Building Lease Agreement – Ramshorn Construction, Inc.
 - B. Land Lease Agreement – Jon Wilcox
 - C. Hangar Lease Agreement – Civil Air Patrol
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 – May 18, 2022 11:00 a.m.
Next Board Meeting – May 18, 2022 1:00 p.m.
13. Executive Session
14. Adjourn

CASPER / NATRONA COUNTY INTERNATIONAL AIRPORT BOARD OF TRUSTEES STUDY SESSION MINUTES

Steve Emery convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on April 20, at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille, Joe MacGuire, Fred DeVore and Tim Monroe. The Board reviewed the attached Director Report presented by Glenn Januska, Airport Director and generally discussed the items on 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
April 20, 2022**

BOARD MEMBERS PRESENT

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

AIRPORT STAFF

Glenn Januska, Airport Director
Dan Kittinger, Deputy Director of Operations and Public Safety
Tatum Hlavacek, Deputy Director of Finance and Administration
Debbi Shutts, Administrative Assistant – A/P & Payroll

COUNTY COMMISSIONER

Rob Hendry, County Commissioner

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

APPROVAL OF MINUTES

The Vice President made a motion to approve the minutes of the March 16, 2022 Board Meeting, as well as the minutes of the Special Board Meeting on April 8, 2022. The Member seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Vice President made a motion to approve the expense checks and the Secretary seconded the motion. The motion carried.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Office Building Lease Agreement – Ramshorn Construction, Inc.;
- B. Land Lease Agreement – Jon Wilcox (4 States Energy); and
- C. Hangar Lease Agreement – Civil Air Patrol.

The Member made a motion to approve Lease Agreement items A and C. The Vice President seconded the motion. The motion carried.

The Airport Director explained that item B is a new lease agreement with the lease in the name of the company owned by the lessee. The Vice President made a motion to approve Lease Agreement B. The Member seconded the motion. The motion carried.

- D. Sonny's RV Lease Agreement change - The Airport Director reported that Sonny's RV would like to change their Advertising Concession Agreement from leasing the floor space in the terminal to a diorama (back-lit advertising display). The reduction in annual revenue is insignificant. The Vice President made a motion to approve the termination of Sonny's existing lease and to update it to a back-lit display. The Secretary seconded the motion. Discussion commenced on how to fill the space left by the RV. There being no further discussion, the President called for the vote. The motion carried.
- E. QTA and Gate Holding loan authorization -The Treasurer made a motion to give the Airport Director approval to sign the First State Bank loan documents as they were presented and circulated to the board on April 19, 2022. The Member seconded the motion. The Vice President and the Secretary abstained from the vote. The motion carried.
- F. Loan Agreement with Platte Valley Bank - The Vice President made a motion to authorize the Airport Director to execute loan documents with Platte Valley Bank based upon the changes requested today, the security and removing the "right to setoff" language from the documents. The Treasurer seconded the motion. Discussion pursued to clarify that the changes as discussed were 1) to duplicate the First State Bank loan documents tailored to Platte Valley Bank instead of CFC, and 2) to duplicate set up language and throw out request that have been made to the lender on 4/20/2022. The motion carried.
- G. Platte Hemp Company Lease Agreement - The Vice President made a motion to not accept the advertising concession agreement between C/NCIA and Platte Hemp Company. The Member seconded. Motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of March:

- Revenue for the month was \$349,682, which is \$16,324 over budget;
- Year-to-date revenue was \$3,364,357, which is \$364,132 over budget;
- Expenses for the month were \$366,541, which resulted in a net loss of \$16,858; and
- Year-to-date expenses were \$3,140,025, which resulted in net income of \$224,332, and since a loss of \$279,474 was budgeted, we are actually \$503,807 to the good.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. The Airfield Electrical Project should be underway within the next few weeks.
2. Airport Parkway Reconstruction started last Monday.
3. Architectural services selection for the Air Traffic Control Tower submittal deadline is May 9th. The selection committee consists of the President, the Treasurer, The Deputy Director of Operations and Public Safety, the Master Electrician, and the Airport Director.
4. The first burns for this year at the ARFF Training Facility are coming up in the next couple of weeks. A few punch list items need to be worked through before the grant can be closed out.
5. Construction began on the 11th for the Car Rental Quick Turnaround Facility.

6. There is some restriping on the ramp that must be done as a warranty item before Concrete Apron Reconstruction grant can be closed out.
7. The County Commissioners are tentatively scheduled to take a look at the internal roadways in May.
8. A meeting is scheduled for the 28th to go over the 90% documents for the Runway 8/26 resurfacing. The plan at this point is to advertise May 4th with the bid opening June 1st.
9. The BLM agreed that it makes more sense to have the design done for the SEAT Base and bid it out later this year/early next year and start construction next spring, than to start construction late summer this year.
10. Once the test of the fire alarm system is done, the Holdroom project will be complete.
11. There are some cameras and some card access control readers that need to be incorporated into the Passenger/Loading bridge project.
12. The Backup Generator is still not performing according to specs – there is a lag time from the time the generator kicks in and the time it gets up to 100% power. The generator is working, though, as it backed up the whole terminal building for 6-hours while the power was out due to a cut electrical line.
13. A pre-bid meeting is scheduled for the 28th of this month for Terminal Roof D project. The bid opening is scheduled for May 10th.
14. The Telephone System Upgrade will take place the 21st.
15. The Airport Director sent a draft lease agreement and a rate analysis to FedEx. The rate structure to get the FedEx Corporation Lease Agreement up to fair market value was discussed.
16. The Airport Director and the Deputy Director of Finance and Administration are working on a new food and beverage RFP.
17. A revised quote for some new Parking Booth equipment has been received.
18. The RSAT (Runway Safety Action Team) meeting is scheduled for today in the Training Room at 5:30.
19. Kalen has created a new logo and brand for the Wyoming Regional ARFF Training facility, and they are working on some rebranding ideas for the Airport itself. A 30-second commercial is being reviewed. A new Facebook page specifically for the ARFF Training Facility is being developed.
20. The biannual report for the Small Community Air Service Development Grant has been submitted. We have to do a report every 6 months.
21. The Operating Budget sub-committee will meet on May 9th, and then it will be submitted to the full board on the 13th for discussion at the meeting on the 18th.

22. Airport Handbook – The President and the Secretary will meet with the Deputy Director of Finance and Administration and the Airport Director to go over changes to the Airport Handbook that have been made so far.
23. Lizz Shoupe, the new Parking Booth Attendant, started on April 11th.
24. Joe Alexander, the new plumber, started on the 18th.
25. Debbi Shutts, the new Administrative Assistant – AP and Payroll, started on the 18th.
26. The World War II Heritage Cities recognition program is to recognize and ensure the continued preservation and importance of the history of the United States' involvement in WWII. There is only one city or municipality per state that can be designated, and the Airport was submitted to be recognized for maintaining the heritage for WWII, because of the airport and the army air base.

OPERATIONS REPORT

The Deputy Director of Operations and Public Safety reported on the following:

1. ARFF Response – on April 8th, Station 8 was notified by dispatch of a gas leak north of the Terminal, behind the flight school. The gas leak was located at the G hangers. The Gas company was notified, and Engine 8 remained on the scene until the leak was secured.
2. Law Enforcement - On March 12th dispatch received a report of drugs at the parking booth at the airport. Public safety officer Norcross responded to the booth and conducted questioning and investigation. No drugs were found on the scene.

On April 6th, Public Safety Officer Norcross received a phone call for a stolen aircraft. Public Safety Officer Norcross investigated and found that the aircraft was being serviced, and the business said that the reporting party needed to pay their bill before the aircraft would be released. Officer Norcross advised the person that this was a civil matter and suggested that they get a writ of replevin.

3. ARFF training facility's first class is May 9-13th and is the largest training week that we have had with 15 students in the 40-hour class, plus an additional 22 students doing truck burns on Friday.
4. Kalen Marketing has been working on a new logo for the ARFF Training Facility. Students who attend the classes will be given t-shirts.
5. We are in compliance with the 10% badge audit.
6. Tri-Annual Drill – Dan met with NC Emergency Management for the final review of the After-Action Report. This report will serve as a guidance for the Tri-Annual drill. An in-person Tri-Annual drill is being planned, now that COVID numbers are down.
7. Updates to the Airport Security Plan are being made.
8. FAA guidance for unmanned aircraft systems or UAS's (drones) is being updated. All airports are required to have a response plan in the event that a drone is operating in or around a 5-

mile radius of the Airport.

9. The medical bags have been upgraded and put in all vehicles. All units now have identical bags.

ACTIVITY REPORT

The Airport Director referred the Board to the Activity Report with comparisons from 2021 to 2022 and 2019 to 2022 that is included in the Board packet.

When comparing 2021 to 2022, 2022 is up for the month and year-to-date. Passenger enplanements year-to-date are still down. The activity at the Airport from operations and from fuel is doing good.

The question was asked the rental car MAG. The Airport Director stated that this year of the rental car operation is what establishes the MAG for the following year.

OTHER

- A. From the Board:

The Pancake Breakfast will be on May 7th. Young Eagles will be on June 11th. The B-17 Monument dedication about 20 miles north of Douglas will be on July 23rd. The hike to the Bomber Mountain location will be on August 9th.

- B. From the Floor:

1. There will be a one-day radar outage on the 22nd of June. Local radar will be stopped, but there will still be radar coverage outage through Lusk and Rock Springs, although there will some limitation for those that are not ADSB equipped.

2. Miranda Jennings owner of TDS, the CEO, the Office Manager, and the PR and HR Manager asked the Board for grace in helping save their company. Due to unforeseen circumstances out of their control, they were unable to move forward on the QTA project they had entered. Because of the bid bond, several of their other projects have been stopped, which is catastrophic for the company. Discussion pursued with the Board offering to compromise to do whatever is necessary to withdraw the Airport's claim against the bid bond in exchange for TDS making up the loss that the Airport suffered as a result of TDS' withdrawal from the project, which is \$97,355. TDS' CEO and owner indicated their agreement with the compromise. The Vice President made a motion to accept the cash settlement offer by TDS in the amount of \$97,355. The Treasurer seconded the motion. The Board Treasurer stated that TDS needs to speak to the bond company to make sure they give TDS a full and total release before the Airport enters into the agreement, and the Airport needs to make sure that there is full release. The CEO of TDS stated agreement with payment being made in the form of ACH or cashier's check. The Board requested that the TDS company attorney draft an agreement.

The Vice President amended his motion to include giving the Airport Director the authority to sign a written agreement that TDS Construction's lawyer drafts. The Board President will also review the agreement. The Treasurer seconded the amendment to the motion.

There being no further discussion, the vote was taken, with all voting in favor. The motion

carried.

- C. Atlantic Aviation commented on the uptick in traffic and is looking forward to a busy season.

NEXT MEETING

The Vice President reported that the next pre-board meeting will be on Wednesday, May 18, 2022, starting with the study session at 11:00 a.m., with the next regular Board meeting starting at 1:00 p.m. in the ARFF Training Center room.

ADJOURNMENT

At 2:11 p.m. the Member made a motion to enter into Executive Session and the Vice President seconded. Motion carried.

Following return from the Executive Session, the Secretary made a motion to adjourn the Regular meeting and the Vice President seconded the motion.

APPROVED _____

