



**CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT**

**Casper/Natrona County International Airport**

**February 21, 2024**

**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 January 17, 2024 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Apartment Lease Agreement – Ryan & Tamrah Michael
  - B. Commercial Agricultural Aircraft Operating Agreement - AG Flyers, Inc
  - C. Land Lease Agreement - Chanthara Virachack
  - D. Office Building Lease Agreement – Century Companies, Inc
  - E. Advertising Concession Agreement – Precision Drilling Corporation
  - F. Professional Services Agreement – Mead and Hunt, Inc.
  - G. Resolution No. 2024-01 – Statement of Investment Policy
  - H. Land Lease and Building Rental Agreement – Bill Duvall
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 – March 20, 2024 11:00 a.m.  
Next Board Meeting – March 20, 2024 1:00 p.m.
12. Executive Session
13. Adjourn

**Casper / Natrona County International Airport  
Board Meeting  
February 21, 2024**

**BOARD MEMBERS PRESENT**

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

Peter Nicolaysen

The President asked for a motion to go into Executive Session. The Member moved and the Treasurer seconded the motion. The motion carried. The Board of Trustees went into Executive Session at 12:40 pm. Following the executive session, the regular Board meeting began at 1:05 p.m.

**APPROVAL OF MINUTES**

The President asked for a motion to approve the minutes of the January 17, 2024, Board Meeting. The Treasurer moved and the Secretary seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The President asked for a motion to approve and sign the expense checks. The Treasurer moved and the Member seconded the motion. The motion carried.

**APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS**

The following items were presented for approval:

- A. Apartment Lease Agreement – Ryan & Tamrah Michael
- B. Commercial Agriculture Aircraft Operating Agreement – AG Flyers, Inc.
- C. Land Lease Agreement – Chanthara Virachack
- D. Office Building Lease Agreement – Century Companies, Inc.
- E. Advertising Concessions Agreement – Precision Drilling Corporation
- F. Professional Services Agreement – Mead and Hunt, Inc.
- G. Resolution No. 2024-01 – Statement of Investment Policy

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

Resolutions. The Secretary moved and the Member seconded the motion to approve items A through G. The motion carried.

### FINANCIAL REPORT

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

- For the month of January, we recorded \$456,736 in revenue, which is \$3,701 over budget.
- Year-to-date revenues were \$3,389,095, which is \$217,849 over budget.
- Expenses for the month were \$365,492.
- Year-to-date expenses were \$2,985,189, which is \$60,897 under budget.
- Net income for the month was \$91,244, and Net Income for the year was \$403,906.

### DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Administrative Office Remodel – We are starting to work on the remodel of the office space that the Deputy Director of Finance and Administration and both Administrative Assistants occupy. We are going to reconfigure that space and replace some carpet in the Airport Director's office as well. Once the conference room/break room remodel is complete, we are going to start working on the Admin. office remodel.
2. Airfield Electrical Project and Airport Parkway Resurfacing - We're in the final close out stages. This project will be left on the Airport Directors report until it is completely closed out.
3. Air Traffic Control Tower – We submitted an application under the BIL program to fund 100% of the design for the tower. This was the third of five rounds of BIL funding. There's \$1 billion available each year and it's a competitive program for terminal buildings and control tower projects. We found out last week that we weren't successful in getting the grant funds for the design. Our plan was to get to 30% design by the end of this month and then hopefully have the FAA provide the funds for us to get to 100%. We had a meeting this week to look at the 15% drawings. The architects have been working on the design and working with the FAA entities to make sure that we have the right things on the right floors for the control tower. The Treasurer asked whether we should be worried about not getting funded and the Airport Director responded we are going to work on figuring out a way to get the project funded. Having the design moving forward does two things; it shows that we have skin in the game, because we paid for this ourselves, and it positions us a lot better to get construction funds if we are ready to go. The Airport Director stated that he believes the only thing that would ever hurt us would be if we designed it and were never going to figure out how to go forward with construction. The next round of funding is around October. The Vice President asked if there should be a plan b – perhaps remodeling the current tower, and if the call comes out with a limited number of dollars, should we be ready for that? The Airport Director said that we could look at that as an alternative option, but questions at what round of funding we would strategically do that.
4. ARFF Training Facility – We've been told that the FAA will require us to close out the grant in June. There are still some lingering issues that may or may not be resolved, and we won't know until the time that we get the facility up and operating this year. We are continuing to look at what we would need to do before the grant is required to be closed.

5. Baggage Claim Area Improvements – Mead & Hunt will be on site to do design for the second phase of the snow removal equipment building expansion. While they are on site, we have also talked to them about bag claim area improvements so they can utilize their time here for both projects. We are looking at a kickoff meeting the first week of March to get started on that project.
6. Conference Room/Break Room Remodel – The Airport Director referred to the picture in the packet showing the break room remodel and explained that the original conference room was split in half so that the other side of the original room is now going to be a remodeled conference room.
7. County T-Hangars (HOG Group) – We discussed a plan moving forward to get the pavement around the County T-Hangars replaced by either milling up the asphalt and replacing the base with new asphalt or just putting down new asphalt, which doesn't address the base issue. We're looking at both options. We have a design, we've done soil borings, and we've had work done in that area previously. We are reaching out to Century and asking if while they are out here for the 8/26 project if they can give us a price to do the pavement around those hangars as well.
8. Crack Seal – The state bids out the crack seal work every year, but splits the State into four quadrants with Casper included in the 2024 program. The State received three bids. Z&C Sealcoating was the contractor the State awarded the contract to. Our work (estimate) is almost 210,000 linear feet of cracks that need to be taken care of totaling \$211,725.25. Our share of that project is 20% and the State pays 80% of the cost.
9. Seal Coat and Mark Pavements – 95% plans are done. The State is advertising those and they are estimating a March 13 bid opening. Rubber removal is included, so we'll be removing rubber, for instance, on the center line on 3/21 before they seal coat. Once we get through this year, everything on the Airport will have been seal coated, crack sealed, and marked.
10. Helitak Base – HB0135 – State funded capital construction failed to get a 2/3 vote for introduction 37-23-2 on February 27, 2024. It may now be addressed as part of a budget amendment which only requires 50% votes to get introduced. So, it's not done, but we've had a little bit of a setback on that.
11. Parking Lot Generator – After 15 months of waiting, the generator showed up at Moser on the 12<sup>th</sup>, so they are putting on the block heater, the battery charger, and so forth, and should be out here relatively soon to be installed.
12. Pavement Management Plan – We're working with Applied Pavement Technologies on updating our plan.
13. Runway 8/26 Resurfacing –The Elevated Runway Guard Lights (ERGL) that lets pilots know visually that they are coming up to a runway or a hold short line were not included with the project design. There's a concern from the control tower that people taxiing on Alpha to runway 21 will taxi across 8/26 because they don't realize there's a runway there; therefore, ERGLs will be installed on Alpha before 8/26. We got a price from Century, it was lower than we thought it was going to be, so we'll change order that into the project.
14. SEAT/LAT Base – Rocky Mountain Power set the power pole and they now have power to the

panel at the new building. Bodec, the electrical contractor for the SEAT Base project, will now get the power to the building. There's a chance that instead of Ramshorn doing the paving, they'll get a quote from Century since they'll be out here doing the runway 8/26 project already.

15. Snow Blower – Nothing new on the snow blower.
16. SRE Phase II – We have a kickoff meeting in March.
17. Terminal Roof C – We are going through the advertising process with closing out the grant with the State.
18. Aero Center Casper – Next Monday the 26<sup>th</sup> we are looking at having the 30,000 Jet A tank on site. It's going to be about an 8-day installation to get that tank up and operational. Once it's up and running, they will work on the 100LL tank. At that point they should have everything operational on or around March 11.
19. National Oceanic and Atmospheric Administration (NOAA) License – Our 15-year license/lease agreement that provides NOAA the land for the Automated Surface Observation System (ASOS) expires soon. We were finally able to get ahold of them to put together a lease agreement.
20. Air Service Consultant – The Airport Director will be attending Mead & Hunt's air service conference the week of February 26<sup>th</sup> and has airline meetings scheduled.
21. Marketing Work – We continue with our social media marketing. If you're someone who follows the airport on Facebook, we had a video of an F-18 that the Tower took on the 9<sup>th</sup> of February, and we have about 190,000 views of that video and around 3,700 likes on it. It's amazing that that video has gotten that many views.
22. PA Announcement – We talked to the Governor's office. As you know we have Robert Taylor and Adam Bartley (Sheriff Walt Longmire and Deputy Ferguson) as PA announcements. Because Logan Wilson is under contract with Visit Casper, we talked to them about maybe having Logan Wilson make an announcement (the Airport Director gave some examples of what could be said). Additionally, the Airport Director talked to the Governor's office about the Governor doing a general welcome for the PA system. The governor's office liked the idea so much that they wanted to extend that to other airports so you might hear the Governor's welcome in other airports.
23. WYDOT Aeronautics Commission/Wyoming Airports Coalition – The Airport Director was in Cheyenne February 13<sup>th</sup> and 14<sup>th</sup>. He gave a presentation to WYDOT Aeronautics on the SEAT/LAT base because they really didn't know much about the project since it didn't involve state or federal dollars, so it was not on their radars. The Airport Director and Treasurer attended a Legislative reception and four of our representatives attended as well. The Airport Director attended the Aeronautics Commission Business meeting the next day.

## **OPERATIONS REPORT**

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

1. ARFF/FIRE Response – On January 22nd, at 7:37 pm, Public Safety was notified by dispatch of a gas leak at 8020 Commerce Drive. A Captain and a Public Safety Officer responded in Engine-8. Natrona County Fire District and Mills Fire Department also responded. After arrival

it was discovered the gas meter outside of the apartment was leaking. Black Hills Energy was notified, responded, and repaired the leak at the meter.

2. Medical Response – None.
3. Law Enforcement – On January 28th, Public Safety was notified by a patron of property damage to their vehicle while parked in the paid parking lot. The Deputy Director Operations and Public Safety was able to find the video surveillance of the patron's vehicle and determined that the damage to the vehicle did not happen on site while in the paid parking lot.

On February 4th, at 12:15 pm, a Public Safety Captain was contacted by a patron for property damage to their vehicle while parked in the paid parking lot. The Captain took a report of the damage. The Deputy Director Operations and Public Safety was able to find the video surveillance of the vehicle and determine that they were parked next to a sign that the wind had blown over in the middle of the night and damaged their vehicle. Later that morning the wind changed direction and blew the sign into the driving lane. When it was found by Airport personnel the damage was unknown due to the location of the sign. We provided the video to the patron and their insurance is going to cover it as foreign object debris.

4. Runway Safety Area LOA – We have received approval by our FAA inspection for the Runway Safety Area LOA.
5. Emergency Medical Responder (EMR) Training – On February 13th, a Public Safety Captain was able to join Casper Fire at Station 6 for medical training. The Deputy Director Operations and Public Safety is also working with our medical director, for training on how to conduct patient care while someone is in custody.
6. Central Wyoming Health Care Coalition (CWHCC) – The CWHCC has a Chemical Annex tabletop exercise planned for February 22<sup>nd</sup> that a representative from Public Safety will be attending.
7. Airport Security Plan (ASP) – The Deputy Director Operations and Public Safety will be updating this plan as needed.
8. Grant Funding – The Deputy Director Operations and Public Safety has applied for a grant in the amount of \$75,000 for portable radios and chargers to be installed in all the Public Safety Vehicles. This would be for 16 radios and all the accessories, batteries and programming, and we will also be looking into a FEMA grant for bunker gear. Half of the department's gear will reach its' 10-year expiration, so we need to refresh the gear.
9. Wildlife Management – The Deputy Director of Operations and Public Safety has applied for renewal of our Migratory Bird Permit from the U.S. Fish and Wildlife Service along with our Chapter 56 Permit from Wyoming Game and Fish Department. These permits are renewed annually and allow us to shoot or dispatch birds and big game that may cause a safety factor on the Airport.
10. Station 8 – The laundry room remodel is near completion. Pictures of the remodel were referred to on the printed operations report.
11. New Trucks – We are in the process of designing new logos to go onto the trucks. Shirts and More will be on site to install those decals next week.

12. Standard Operating Procedures (SOP) - The Deputy Director Operations and Public Safety is currently working on updating SOPs for Public Safety. These will give guidance that supports our policies that are in place.
13. Public Safety Officer - We currently have an opening for a Public Safety Officer. We are advertising the open position and will be looking for a viable candidate to join our team.

#### ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for January 2024. The only thing we are down on for the month is air freight. Otherwise, everything is up compared to the same month and year to date from last year. Compared to pre-COVID, the only thing lagging a little bit is air freight and car rental revenue. Passenger enplanements are up 13.1% compared to January 2023, and 1% compared to 2019. So, for the month, we are seeing enplanements that are higher than before COVID.

#### OTHER

- A. From the Board: The Secretary commented that he and the Deputy Director of Operations and Public Safety attended the Public Officer Training. The Secretary asked where the minutes were kept. After a brief discussion, it was decided that after minutes are approved, they will be posted to the website.

The Secretary complimented the Airport on how nice and dry the Casper Airport runway was on Saturday morning. He landed in Douglas without thinking about it and it had some fresh snow with ice underneath, and it made him really appreciate the Casper Airport runway.

The Treasurer commented about the Governor having a phone conversation with RARA trying to sell Wyoming to them and he believes it was a positive conversation.

- B. From the Floor: U.S. Customs Officer Dale Leatham- Traffic is good at Customs. We're getting a lot more Canadian Military. We had a British Aerospace hawk in the other day, based out of Alberta. Traffic is good and he agrees with the Secretary's observation about the runway and has heard complementary comments from pilots that fly in.

#### NEXT MEETING

The next pre-board meeting will be on Wednesday March 20, 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.

The President asked for a motion to reconvene the Executive Session. The Member moved and the Treasurer seconded the motion. The motion carried. The Board of Trustees went into Executive Session at 2:00 pm. Following the executive session, the regular Board meeting continued with general discussion on the National Championship Air Races.

#### ADJOURNMENT

The Board President made a motion to adjourn the regular meeting at 6:45 p.m. The Secretary moved and the Treasurer seconded the motion. The motion carried.

APPROVED \_\_\_\_\_

