



**CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT**

Casper/Natrona County International Airport

March 20, 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 February 21, 2024 Board Meeting
4. Approve and Sign Minutes of the February 21, 2024 Executive Session Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – William Salisbury
 - B. Land Lease and Building Rental Agreement – Gary Rambo
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 – April 17, 2024 11:00 a.m.
Next Board Meeting – April 17, 2024 1:00 p.m.
13. Executive Session
14. Adjourn

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

Joe MacGuire convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on March 20th at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Steve Emery, 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 1:04 p.m.

**Casper / Natrona County International Airport
Board Meeting
March 20, 2024**

BOARD MEMBERS PRESENT

Joe MacGuire, Vice President
Rob Hendry, Treasurer
Steve Emery, Secretary
Fred DeVore, Member

AIRPORT STAFF

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

COUNTY COMMISSIONER

Peter Nicolaysen

The Vice President called the meeting to order at 1:04 pm and the Treasurer led the pledge of allegiance. The Vice President introduced special guest, Tom Walters, Legislative Representative, as someone who has been a great champion of our Airport as well as Wyoming airports and air service in general. The Board presented Representative Walters with an exact replica of his personal airplane and thanked him for his service and commitment to the Airport.

APPROVAL OF MINUTES

The Vice President requested a motion to approve the minutes of the February 21, 2024, Board Meeting. The Treasurer moved and the Member seconded the motion. The motion carried.

The Vice President requested a motion to approve the minutes of the February 21, 2024, Executive Session meeting. The Secretary moved and the Member seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Vice President requested a motion to approve and sign the expense checks. The Member moved and the Secretary 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 – William Salisbury
- B. Land Lease and Building Rental Agreement – Gary Rambo

The Airport Director gave a brief overview of the leases. The President requested a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Member moved and the Treasurer 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 February.

- For the month of February, we recorded \$477,804 in revenue, which is \$24,769 over budget.
- Year-to-date revenues were \$3,851,061, which is \$226,780 over budget.
- Expenses for the month were \$393,694.
- Year-to-date expenses were \$3,378,883, which is \$102,358 under budget.
- Net income for the month was \$84,110, and Net Income for the year was \$472,178.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Administrative Office Remodel - Once the Airport Maintenance crew has finished the conference room and the break room remodel, they will be moving to the administration office remodel. The maintenance crew should be starting that project in the next couple of weeks.
2. Airfield Electrical Project and Airport Parkway Resurfacing - No change aside from waiting for the FAA to close out those grants.
3. Air Traffic Control Tower - Woolpert should have the 30% design plans done to present at the April 17th Board work session and stakeholders. The intention from that point will be to get to 100% design and then to apply for the fourth out of five rounds of BIL funds. The hope is to get funds in place for next February or March. The Airport Director suggested that there may be a need for some creativity in finding funding in the case that the BIL Funds are not made available. With controller shortages and knowing that the Denver tower is short controllers, it is in the best interest of Wyoming and the FAA to not be the only state without an FAA staffed facility. There are some things the Airport can do to ensure the FAA maintains staffing in Casper.

Representative Walters commented that the sooner the Airport can get moving on this, the better from the State's standpoint. With the \$5 million the State has allocated (section 325 of last year's budget), there was an effort this year to completely defund that section for anything that was unencumbered and unallocated. There would have been a question on this funding if it has been known as encumbered and allocated because it's a known project, but it is also not far enough along that the actual need to draw on it is there. The longer the idea sits out there and the money sits out there, others will be looking to put that money to use elsewhere.

4. ARFF Training Facility - The Airport is going to have a meeting with Woolpert to talk about the project standing. The FAA is going to look at closing out that grant relatively soon. The Airport needs to make sure that all the issues with the facility are going to be resolved before the grant is closed.
5. Baggage Claim Area Improvements - Mead & Hunt was on site March 6th and 7th for the Snow Removal Expansion design. While on site, bag claim area improvements were discussed. In the Master Plan, it was identified to add a second bag belt. It is not known whether that needs to be done or if just one bag belt with renovations needs to be done to the bag claim area, without expanding the building.

6. Conference Room/Break Room Remodel – The old conference room was split in half and renovated by Airport personnel. Half of the room is now a remodeled breakroom, and the other half is currently being remodeled as a new smaller conference room.
7. County T-Hangars (HOG Group) – The Airport is now turning to Ramshorn to see if they would be interested in doing the pavement work around the green T-Hangars since Century was not interested in doing it while on site for the 8/26 project.
8. Crack Seal – This is the project the State bids out every year in quadrants. This year Casper was included in the project. The State awards one contract for multiple airports, and they've been at the Casper Airport for the last week doing the crack seal work.
9. Seal Coat and Mark Pavements – This is the next project that the State bids out in quadrants, so once the crack seal work is done, a separate contractor comes in and seal coats the asphalt. There were three contractors that bid on the project. The Airport Director referred to the comparison chart in the Board Packet. Bid alternate number 1 is largely seal coating every piece of asphalt on the airfield except for 8/26. The engineer's estimate was just shy of \$704,000, and prices came in at \$586,000. The rubber removal, also eligible as part this project, includes removing the rubber deposits on the center line and the markings on 3/21, will also go to Bid Alternate 1. The Airport does not have a schedule on that yet, but it is anticipated that they will be at the Airport to seal coat shortly before the 8/26 project is complete.
10. Sky Terrace Lounge Roll-Up Doors – The Airport signed a contract to have the roll-up doors put in so that when the bar and restaurant is closed, there will be a portion of the seating area that will remain open to the public. It will provide more seating as well as a connection from the lobby all the way through Customs to the south parking lot, which is where the employees park.
11. Helitak Base – The funds for the Helitak Base are in the budget that is now before the Governor. The hope is that he will sign that and continue to make sure that the base will be planned and designed to be in Casper.
12. Parking Lot Generator – After about 15 months waiting for the generator to arrive, it is on site, and being worked on to connect it. Within the next two weeks, it is hoped that the generator will be in place with the transfer switch to be able to back up the parking lot.
13. Runway 8/26 Resurfacing – There was a pre-construction meeting for this project. Around May 1st the Airport will be looking to shut down runway 8/26. This is the milling of all the existing asphalt, some selective base work, milling up the blast pads and shoulders, and installing new LED lights as well as replacing the existing VASI with a new PAPI. The runway will have in-pavement sensors and one of the windsocks will be replaced. Once that project is done the whole airfield will have been converted over to LEDs.
14. SEAT/LAT Base – Contractors are still working on the plumbing and the inside of the building. They're looking at paving May 29th through June 1st with project completion on June 4th. The project has been funded with Forest Service and BLM funds, and there will be some kind of a dedication/ribbon cutting once completed. Once the new facility is open, the Airport will start decommissioning the existing site where the SEAT Base currently is.
15. Snow Blower – The Airport does not anticipate any real updates the next year as the blower is being manufactured.

16. SRE Phase II – The project kicked off March 6th. When the SRE was built, we planned to have another 50,000 ft² built, which is what the Airport is eligible for. There are not going to be enough funds to do the 50,000 ft². There is roughly \$3 million in funds available for design, construction, and construction administration. Design is being worked on right now.
17. Terminal Roof C – Complete. The whole terminal building has a new roof.
18. Aero Center Casper – The Jet A and 100LL tanks have been filled, and the soak test period has been completed. Operations should start relatively soon.
19. National Oceanic and Atmospheric Administration (NOAA) License – The Airport Director received a draft license/agreement from the NOAA Real Estate people that included equipment that was in the terminal building when the weather service was there. It is not anymore, so the airport staff is working with NOAA to get it updated before bringing the license agreement to the Airport Board for approval.
20. Prospect – The Airport has been working with Advance Casper and a company that has been looking to move its operations to Casper. It's a company that manufactures products outside the country and ships them to a facility in California where they are then distributed. They do not want to be in California anymore. Their lease agreement with a facility takes them to the middle of next year, and they've been working with Advance Casper on a location where they can relocate their operation. They have looked at some buildings on the Airport, and there are some synergies with being on the Airport including the Foreign Trade Zone. There are some other similar manufacturing companies that may be looking to do the same thing, so this could spark some economic development in the community.
21. Foreign Trade Zone 157 – The Foreign Trade Zone has not been active since it was formed in 1989. The Airport has received an application from a company in town who is interested in using the foreign trade zone. There is a meeting March 21st with their representative to move the application forward.
22. National Championship Air Races - The Airport has new information to submit to RARA between now and Monday.

OPERATIONS REPORT

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

1. ARFF/FIRE Response – On February 26th, at 12:39 pm, Public Safety was notified by the tower of an Alert 3, this was for a Cessna 172 that had landed on Runway 3/21, taxied on Alpha-6, when a cross wind gusting over 60mph blew the plane over and it landed in the grass safety area. The pilot was able to self-evacuate and no injuries were reported.

On February 28th, at 7:22 am Public Safety was notified by the tower of an Alert 1 for a King Air aircraft with a cracked windshield that just departed from CPR. CR 8-1,2,3 staged on the ramp. The aircraft landed safely with no incident.
2. Medical Response – On February 20th, at 2:50 pm, Public Safety was notified by the tower of a medical on an inbound flight. This was for a patient experiencing chest pain and shortness of breath. Engine 8, Natrona County Fire District, Mills Fire Department, and Banner Wyoming

Medical Center staged at Atlantic for the patient to arrive. Personnel assisted the patient to an ambulance, and they were transported to Banner Wyoming Medical Center for further evaluation.

On March 18th, there was a medical at the terminal for a possible inhalation of a white substance. The patient was treated and transported to Wyoming Medical Center. There was also an unknown potentially hazardous substance in the terminal. The terminal was evacuated and closed. The Public Safety Department worked with Natrona County Emergency Management who relayed to Station 6, (the Casper Fire Department), our Regional Response Team. So, Casper Fire Department, Natrona County Sheriff's Department, and Natrona County Fire Department responded. The product was sampled to determine that it was a non-hazardous material. The terminal was then opened back up. The Airport Director added that there was an airport employee that had cleaned up some powder in the restroom and then later started to have symptoms. There was a medical portion, and one assumes they are related. The terminal was evacuated, and the HVAC was turned off in case the substance was airborne. There was discussion of clean up processes in the event that there had been a hazardous substance. The Secretary asked about the United flight, which the Deputy Director of Operations and Public Safety indicated that the plane was able to land and passengers unloaded outside and retrieved luggage.

3. ARFF Training Facility – The Airport is off to a good start with registration for ARFF training. There are currently 36 students signed up. The first 40-hour class is scheduled for the week of May 13th.
4. Emergency Medical Responder (EMR) Training – The Deputy Director of Operations and Public Safety is working with our medical director for training on how to conduct patient care while someone is in custody.
5. Grant Funding – The Deputy Director Operations and Public Safety has applied for a grant through FEMA in the amount of \$25,000 for turnout gear. The current turnout gear is expiring later this year.
6. Station 8 – The kitchen is complete. New flooring is being installed in the hallway and the day room.
7. New Trucks – The decals are now installed. The Deputy Director of Operations and Public Safety referred to pictures of before and after in the Operations Report and thanked the City of Casper for the trucks.
8. 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.
9. Public Safety Officer – There were 14 applicants. Out of the 14, there were 4 with the required qualifications. An interview was conducted on March 19, 2024, and the job is being offered to that individual who will start the 1st of May.
10. Storm Water Pollution Prevention Plan (SWPPP) – The Deputy Director of Operations and Public Safety has received the updates and is awaiting the DEQ's response about training requirements. Once we hear back it will be sent to the Airport Director for signature and approval.

11. The Vice President requested that the Deputy Director of Operations and Public Safety talk about last year's ARFF training classes and where the students came from for the benefit of Representative Walters. The Vice President also asked that the Deputy Director of Operations and Public Safety talk about the importance of WyoLink Radios as Representative Walters is in charge of continuing to find funding for that program. The Deputy Director of Operations and Public Safety reported that there were 134 students last year. As Denver and Salt Lake have closed their programs, there are people from Salina, KS, Provo, UT, and Oregon, and they come out here for their initial 40-hour training. According to FAA regulations there must be a live burn every year, so that's what keeps students coming back year after year. C/NCIA is one of the few remaining facilities that is still able to use petroleum fuel, which gives realistic training of an aircraft on fire. The Deputy Director of Operations and Public Safety explained that the WyoLink Radios are how they communicate with each other as well as other municipalities and could not express how valuable they are.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for February 2024. In tracking comparison from 2023 as well as 2019 and when looking at comparing monthly 2024 versus 2023, there was a small decrease in parking revenue which is unusual considering passenger enplanements were up. When compared to pre-COVID, air freight is still down, and car rental revenue is down slightly. There is more revenue than pre COVID for parking, more passengers than previously, but parking revenue is slightly down for the month, so it's an unusual trend.

OTHER

- A. U.S. Customs Officer Dale Leatham said that traffic is busy at Customs. There was discussion about the business prospect that looked at possibly moving to the Airport in Casper and the attractiveness of having Customs and the Foreign Trade Zone at the Airport.
- B. Dan Grace talked about the importance of WyoLink when he was flying with the Civil Air Patrol and how it was a mass prior to WyoLink.
- C. Vice President commented that as deeply as the State of Wyoming is into WyoLink, there are still voices out there that want to pull the plug on the whole thing, which he says would be a mistake for the rural State of Wyoming.

NEXT MEETING

The next pre-board meeting will be on Wednesday April 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 Vice President made a motion to adjourn the regular meeting at 1:52 p.m. The Member moved and the Treasurer seconded the motion. The motion carried.

APPROVED _____

