



**CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT**

Casper/Natrona County International Airport

May 15, 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 April 17, 2024 Board Meeting
4. Approve and Sign Minutes of the April 17, 2024 Executive Session
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Lease and Operating Agreement – SkyWest Airlines
 - B. Land Lease and Building Rental Agreement – Kyle Wilkinson
 - C. Apartment Lease Agreement – Andrew Alexander
7. Financial Report
8. A. Discussion and Action on FY2025 Airport Operating Budget
9. Director Report
10. Operations Report
11. Activity Report
12. Other
 - A. From the Board
 - B. From the Floor
13. Next Board Study Session – June 19, 2024 11:00 a.m.
Next Board Meeting – June 19, 2024 1:00 p.m.
14. Executive Session
15. 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 May 15th at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery, Fred DeVore, Joe MacGuire, 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 1:00 p.m.

**Casper / Natrona County International Airport
Board Meeting
May 15, 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
Tatum Hlavacek, Deputy Director of Finance & Administration
Jake Hlavacek, Deputy Director of Construction & Maintenance
Dan Kittinger, Deputy Director of Public Safety & Operations
Debbi Shutts, Administrative Assistant A/P & Payroll
Jana Quirin, Administrative Assistant A/P & Payroll

COUNTY COMMISSIONER

Peter Nicolaysen

The President asked for a motion to go into Executive Session. The Treasurer moved and the Secretary seconded the motion. The motion carried. The Board of Trustees went into Executive Session at 12:18 p.m. Following the Executive Session, the Board went into the Regular Session at 1:00 p.m. and the Treasurer led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President called for a motion to approve and sign the minutes of the April 17, 2024, Board Meeting. The Treasurer moved, and the Vice President seconded the motion. The President called for a motion to approve and sign the minutes of the April 17, 2024, Executive Session. The Treasurer moved and the Vice President seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Lease and Operating Agreement – SkyWest Airlines
- B. Land Lease and Building Rental Agreement – Kyle Wilkinson
- C. Apartment Lease Agreement – Andrew Alexander
- D. FTZ #157 Grantee Resolution – C/NCIA Board of Trustees

The Airport Director gave a brief overview of the leases and agreements and displayed a map of the current Foreign Trade Zone boundaries along with the area that needs to be included in the existing subzone. The President requested a motion to approve and sign the Leases, Contracts, Agreements, and Resolutions. The Secretary moved and the Vice President seconded the motion to approve items A through C. The motion carried.

Motioned by the Treasurer, seconded by the Member, to approve the approximately 4-acre addition to the Foreign Trade Zone (item D). The President abstained from the vote due to a possible conflict of interest in the matter. The motion was carried to approve and sign the Grantee Resolution Foreign Trade Zone #157 and to make an application to the Foreign Trade Zone Board to expand the subzone as submitted. The motion carried.

FINANCIAL REPORT

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

- For the month of April, the Airport recorded \$460,346 in revenue, which is \$7,311 over budget.
- Year-to-date revenues were \$4,860,345, which is \$329,994 over budget.
- Expenses for the month were \$420,054.
- Year-to-date expenses were \$4,183,662, which is \$167,929 under budget.
- Net income for the month was \$40,292, and Net Income for the year was \$676,723.

The FY25 Operating Budget was presented to the Airport Board for approval. The Airport Director commented that the drop in expected income can be explained by the defunding of the LEO reimbursement program and driving up expenses is the creation of the position for air service and marketing. The other driver of expenses is the transition of the foam with the existing trucks to the new foam. The budget had been reviewed by the budget subcommittee prior to the meeting. The Treasurer moved to accept the FY25 Budget with income of \$5,954,944 and expenses of \$5,791,654 giving a projected net income of \$163,291. The Secretary seconded the motion. All voted in favor and the motion was carried.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Administrative Office Remodel – The administration office remodel is nearly finished. The new furniture showed up and is being assembled, and it is anticipated that staff will be moved from the recently renovated conference room back into the office by the end of the week. The remodeled conference room will then be returned to use as a conference room. The next meeting may be held there so that the Board can see the results of the remodel.
2. Airfield Electrical Project and Airport Parkway Resurfacing – No change aside from waiting for the FAA to close out these grants.
3. Air Traffic Control Tower – The FAA is working on getting the reimbursable agreement for the design review. The FAA must review the work as it progresses. The FAA is also working on a business case study for moving the TRACON (Terminal Radar Approach Control). Although the FAA does not have a plan to move the TRACON out of the existing tower into the new tower after it is constructed, the new tower must have room for a TRACON if there is any chance it

gets incorporated into the new facility. The business case study will be about a 6-to-9-month process.

There was a meeting for the Phase I Environmental Site Analysis (ESA). There are properties around the FAA tower site that had some underground tanks in the past. There is a question as to whether any of the fuel could have leached into the soil and made its way to the proposed ATCT site. The Airport has elected to do a limited Phase II to sample/test the soils. This will not slow the Environmental Assessment process.

The Airport received the FAA airspace analysis results for the proposed ATCT location, and it is believed that there is a fundamental problem with the analysis as it indicated that the tower penetrates some of the 7:1 surfaces, which is incorrect, so the Airport has asked for a review of the study results.

4. ARFF Training Facility – Departmental burns were done to prepare the facility for the burn season. The leak in the liner issue has been resolved, everything is working smoothly, and the grant should be able to be closed out.
5. ASOS Emergency Power – The Airport received a cost estimate to tie the ASOS to the backup power because as it stands, if the ASOS were to lose commercial power, there is no way to communicate weather to pilots. The hope is to incorporate the ASOS into the airfield lighting so that it will be backed up with the rest of airfield.
6. Baggage Claim Area Improvements – The Airport Director has received a cost estimate that he is working through right now.
7. County T-Hangars (HOG Group) – The design for the pavement around E & F hangars will continue to be looked at, but the Airport is moving forward with having that pavement reconstructed with new base and new asphalt. That will be done by Ramshorn who is doing the SEAT/LAT base.

The President asked for a blanket approval to move forward with negotiations, and the Airport Director commented that they would be looking for approval to reconstruct the pavement around the E & F hangars, working with the contractor on design and price to get that work done while the contractor is on site. The Treasurer moved, and the Member seconded. The Vice President abstained from voting as he has a hangar with the HOG group. All others voted in favor and the motion carried.

8. Seal Coat and Mark Pavements – A tentative schedule from the contractor has been received. This work is done as a group of airports, so Casper is at the tail end of it. Work is scheduled to start sometime the week of August 12th which will be at the end of the 8/26 work.
9. Sky Terrace Lounge Roll-Up Doors – The rollup doors are in place and the ceiling work is complete. The Airport is now working with Sky Terrace to get all their personal property moved out of the communal space. Eventually the new doors will be closed, and the section where the stage is right now will be accessible for employees to pass through if they are parked in the south parking lot.
10. Helitak Base – The Airport Director and the Deputy Director of Construction and Maintenance met with the State Forester and the architect from state construction. They are looking at the parcel halfway between the E & F hangars and the parking lot for the SRE building

(approximately 170' x 360'). The money that was approved in the budget will not be available until July 1st, so everything that is happening right now is pre-design. The site has been identified and they are starting to give the Airport a site design. The Airport is working with the State real estate people in terms of writing a lease agreement for the parcel. The anticipation is that the base will be complete by the end of 2025 and be in operation for the 2026 fire season.

11. Parking Lot Generator – The parking lot generator is in place and working. There are some fault codes that are being worked through, but if commercial power is lost, there will be no power loss for the parking lot operations.
12. Runway 8/26 Resurfacing – The Airport Director requested the Deputy Director of Construction and Maintenance give updates to the Board on Runway 8/26 Resurfacing. The Deputy Director commented that the 26 end was completely milled and they are working on major crack repair and crack seal. On the west blast pad, they found that there was no base so it is being investigated as to what should be done. Also, presumably, when the FAA moved the threshold lights, they never removed the original cans which were found anywhere from 1-3 inches below the asphalt. The runway project will include removing those. The Airport Director added that you don't have to have base on the blast pad because it is for erosion control, and right now because the threshold lights are not flush mounted it does not make a lot of difference, but if we ever wanted to have flush mounted threshold lights, the blast pad could be used for snow removal equipment turn around, which would be more efficient, but this can't be done without the base, so that is part of the discussion.

The Airport received an approved reimbursable agreement for the FAA to flight check the PAPI's that has been executed and that has now been funded (which will be a reimbursable expense to the Airport once the final, actual cost is received after flight check is flown).

13. SEAT/LAT Base – Close to be completed, with paving starting tomorrow. There is a temporary occupancy permit in place, which will become permanent once the project is complete. The BLM will be allowed to go into the building before the project is complete so they can start working on the transition. The Airport will take ownership of the building and then will transfer it to the BLM so the BLM will own the building. The same will be done with the containment area for the tanks so they can get everything moved over. The first aircraft are supposed to be showing up on June 11th and the ribbon cutting is June 14th at 10:00 a.m.
14. SRE Phase II – Anticipation is that the project can be bid out this year and construction started this year also.
15. Aero Center Casper – Currently working on the landside gate electrical to get it functional.
16. Hangar Operator Group – The pavement around the E & F hangars was discussed along with the extension of their lease agreement beyond December 27, 2027. An addendum to the lease agreement will be brought as an action item to the June meeting.
17. Prospect – The prospective business is looking to locate operations in this State. This is why the Airport is doing the minor boundary modification (as indicated by the Director on a map displayed at the meeting).

18. National Championship Air Races – the Airport Director spoke with the RARA people on May 14. They hope to make a decision and have an announcement sometime before the end of next Friday.
19. QTA – Replacement overhead doors were ordered for the QTA and the Airport will be reimbursed for the new doors. The doors and the hardware were not properly specked for the car wash.
20. RSAT – Runway Safety Action Team meeting is today at 3:00 p.m. It is an annual meeting that the FAA holds to mitigate runway incursions.
21. Fly Casper Alliance – Alliance members appeared before the County Commission on May 7th to request funding approval for the County's 30% for the MRG for July 1st through June 30, 2025. The City of Casper has already committed 20%. Additional funding has come from Advance Casper and some other donations that are being looked at to get to the 60%. Also, an application for State Air Service Enhancement funds has been completed so that the Aeronautics Commission can act during what was to be their May 21st/22nd business meeting but will now be taken up in June.
22. WARM Policy – While the Airport Director was reviewing RARA with the head of WARM and County Risk Management Personnel, it was determined that there are gaps in coverage, so the Airport is working with WARM (property and liability) and HUB (aviation liability policy) to make sure those gaps are closed.
23. FAA Reauthorization Bill – There are some serious wins mainly due to Senator Lummis as well as Senator Barrasso. Wyoming is being recognized for the work of our congressional representatives in support of aviation, which was largely shown through the senate reauthorization bill. The Senate on May 9th overwhelmingly approved an FAA reauthorization bill which was to go before the House May 14th. The authorization expires on Friday, so if that is not in place, airlines do not have to keep collecting user fees and things like that to go into the trust fund.
24. WYDOT Airport Improvement Program (AIP) Priority Rating Model Task Force – The Airport Director has served on this task force before. This is the numerical calculation that the State does where every project gets a number based upon criteria that the State sets up. The higher the number, the more likely the project is going to get funded.

OPERATIONS REPORT

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

1. Medical Response – On April 7th at 9:04 p.m., Station 8 was dispatched to a vehicle versus deer accident on US Highway 20/26 and Commerce Drive. The Public Safety Officer responded to the scene and contacted the driver. No injuries were reported from the accident.
2. ARFF Training Facility – The Program continues to receive registrations. There are currently 90 students signed up. The first 40-hour class is this week with 9 students attending from Sheridan Regional Airport, Yellowstone Regional Airport, Rocky Mountain Metro Airport, Provo Airport, and C/NCIA's new public safety employee.

The training content is being reviewed for the season and something new is being started. In

addition to safety briefings for live burns, there will be a “Hot Topic” session, where industry topics that are going on in ARFF will be discussed. The first one will be communication and resource management.

The Deputy Director of Finance and Administration has been working with LUM, the marketing company, to assist us with setting up a separate Wyoming Regional ARFF Training Facility website.

3. Airport Certificate Manual (ACM) – With the addition of Aero Center Casper at the Airport, the Deputy Director of Operations and Public Safety will be going through the complete ACM and updating multiple sections and appendixes to reflect operations at the Airport.
4. Central Wyoming Health Care Coalition (CWHCC) – On May 28th, the CWHCC will be practicing mobilization of their field medical service trailer. The trailer houses a portable medical tent and supplies that can be dispatched for various needs around the region. They will be using one of the bays at the SRE building for this exercise.
5. Airport Security Plan (ASP) – The Deputy Director of Operations and Public Safety is updating the ASP, Sections 12 and 14, to better define how Public Safety will support TSA screening operations per the federal minimum standard of a 20-minute response OR a Law Enforcement Officer Reimbursable Agreement when in place. This is in response to the discontinuation of the LEO Reimbursement program. This allows for a minimum standard to follow but more than the minimum can always be done.
6. Station 8 Remodel – Remodel is basically complete; we are finishing just a few touchup items. The Deputy Director of Public Safety and Operations thanked the Airport Director, the Deputy Director of Construction and Maintenance, and the Maintenance department’s support in the station remodel. After 40 years of work and life in that department it is nice to see that area brought up to date.
7. New Trucks – The 3 trucks that were purchased from the City of Casper are all fully operational, in service with decals, lights, and tower 800 radios installed, all for under \$40,000.
8. Standard Operating Procedures (SOP) – The Deputy Director of Public Safety and Operations continues to work on operating procedures to bring those up to date.
9. Public Safety Officer – Public Safety Officer, Chad Frimml started with the Airport on April 28th. He is currently working Monday through Friday for training and is taking the 40-hour ARFF class. At the end of this month, he’ll be switching over to shift work (48/96).

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for April 2024. In tracking comparison from 2023 as well as 2019 and when looking at comparing monthly 2024 versus 2023, the Airport is up in every area that is tracked, and only down in aircraft operations for the month. Fuel Flowage/Storage Revenue may be up or down a lot of times based on timing. Traditionally, half of that revenue is fuel storage which is paid when a load of fuel is brought into the fuel farm, so based upon timing at the end of the month you can have something that shows up in one month or carries over to the next. Compared to pre COVID the Airport is still down in operations and air freight. Car rental and parking revenue continue to do well, up 36%.

OTHER

- A. From the Board – The Secretary opened a discussion on correspondence he is receiving about PFAS and reiterated the conversations that have been had in executive sessions about lawsuits over these chemicals. The Airport was approached on May 1st by the same group of lawyers that approached before. Discussion concluded with the recommendation by the Secretary to discuss further at the next meeting’s executive session.
- B. The Deputy Director of Finance and Administration introduced Jana Quirin as the new Administrative Assistant, AP/Payroll in training as Debbi Shutts will be leaving her position with C/NCIA at the end of May.
- C. From the Floor – No Comments.

NEXT MEETING

The next pre-board meeting will be on Wednesday June 19, 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 Secretary made a motion to adjourn the regular session which was seconded by the Member. The motion carried, and the meeting concluded at 1:53 p.m.

APPROVED


