



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**June 17, 2024**  
**Board Meeting - 2:00 p.m.**

The meeting will be conducted at the  
Airport Terminal Building, 8500 Airport Parkway

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Discussion on SkyWest MRG
4. General Discussion
5. Executive Board Session
6. Adjourn



**CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT**

**Casper/Natrona County International Airport**

**June 19, 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 May 15, 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. Land Lease and Building Rental Agreement – Richard Moore
  - B. Land Lease and Building Rental Agreement – JGS, LLC
  - C. Land Lease and Building Rental Agreement – Didi Dowdy
  - D. Land Lease and Building Rental Agreement – MCJ Enterprises
  - E. Advertising Concession Agreement – WeldForce Group, LLC
  - F. Advertising Concession Agreement – Compliance Resources, LLC
  - G. Amendment 1 to Land Lease and Building Rental Agreement – Cooper & Casey Baalhorn
  - H. Amendment 2 to Air Cargo Operating Agreement – Key Lime Air, Inc.
  - I. Amendment 2 to Air Cargo Operating Agreement – Alpine Aviation, Inc
  - J. Hangar and Land Lease Agreement Amendment 1 - Hangar Operators Group
  - K. Assignment of Agreement and Consent – Revived Spirits
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 – July 17, 2024 11:00 a.m.  
Next Board Meeting – July 17, 2024 1:00 p.m.
13. Executive Session
14. 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 June 19th at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery, Fred DeVore, 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  
June 19, 2024**

**BOARD MEMBERS PRESENT**

Kermit Wille, 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  
Jana Quirin, Administrative Assistant A/P & Payroll

The Regular Board meeting started at 12:42 p.m. The President asked for a motion to go into Executive Session. The Member moved and the Secretary seconded the motion. The motion carried. The Board of Trustees went into Executive Session at 12:43 p.m. Following the Executive Session, the Board went into the Regular Session at 1:00 p.m.

The Secretary moved to approve Glenn's compensation and bonus as discussed in executive session, the Member seconded. Motion carried unanimously.

The Treasurer led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The President called for a motion to approve and sign the minutes of the May 15, 2024, Board Meeting. The Treasurer moved, and the Secretary 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 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 – Richard Moore
- B. Land Lease and Building Rental Agreement – JGS, LLC .
- C. Land Lease and Building Rental Agreement – Didi Dowdy
- D. Land Lease and Building Rental Agreement – MCJ Enterprises
- E. Advertising Concession Agreement – WeldForce Group, LLC
- F. Advertising Concession Agreement – Compliance Resources, LLC
- G. Amendment 1 to land Lease and Building Rental Agreement – Cooper and Casey Baalhorn

- H. Amendment 2 to Air Cargo Operating Agreement – Key Lime Air, Inc.
- I. Amendment 2 to Air Cargo Operating Agreement – Alpine Aviation, Inc.
- J. Hangar and land Lease Agreement Amendment 1 – Hangar Operators Group
- K. Assignment of Agreement and Consent – Revived Spirits
- L. Amendment to Lease Agreement – Hertz Rental Car

The Treasurer moved to approve items A through I. The Secretary seconded the motion. The motion carried.

The Airport Director discussed item J. Hangar Operators Group. One signature has been obtained and we are awaiting the other signature. The document should be signed by the end of the day. The Treasurer moved to approve item J. The Secretary seconded the motion. The motion carried.

The Airport Director discussed item K. Revived Spirits assignment agreement. The Airport received a request from the Operators at Reach 4A Star Riding Academy indicating that they are no longer providing services as of May 31, 2024. They have requested that the assignment of their remaining agreement go to Revived Sprits, LLC. Approval is needed for the assignment from Reach 4A Star Riding Academy to Revived Sprits, LLC. The Secretary moved to approved item K. The Treasurer seconded the motion. The motion carried.

The Secretary moved to amend the Hertz lease (Item L) to add Dollar and Thrifty to the existing lease. The Member seconded the motion. The motion carried.

## FINANCIAL REPORT

The Airport Director gave the following report for the month of May

- For the month of May, the Airport recorded \$484,316 in revenue, which is \$31,281 over budget.
- Year-to-date revenues were \$5,338,426, which is \$355,041 over budget.
- Expenses for the month were \$450,878.
- Year-to-date expenses were \$4,634,495, which is \$152,212 under budget.
- Net income for the month was \$33,438, and Net Income for the year was \$703,932.

The Airport Director discussed Bad Debts for the current fiscal year. There are 5 entities that the Airport has agreements with for leases that have overdue amounts and have been turned over to collections. The Airport is asking permission from the board to write off those bad debts. The Secretary moved to authorize the Airport Director to write off bad debts in the amount of \$7,664.99. The Member seconded. The motion carried.

A question was asked by the Secretary regarding the FY 2025 budget with respect to salaries. The question asked was if the salary number in the budget included raises for employees including the Airport Director. The Airport Director replied that the number did include raises. The Airport Director stated that a 3% cost of living was done for all eligible employees.

## DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – We are going through the final reimbursement request which will allow the FAA to close out the grant and, for us, the project. This will require WYDOT Aeronautics to amend our grant so that we can make a final pay request.
2. Air Traffic Control Tower – We are still anticipating a NOFO (4th round of funding) issued at the end of June or sometime early July with projects selected and announced before November (the election). We have had confirmation of this through the FAA. Projects will not be under grant until the middle of next year. We also had a meeting with a Denver ADO representative who gave us input on how to make our next application stronger. The FAA facility requirements document is nearly complete (we are begin told) as well as the reimbursement agreement.
3. ARFF Training Facility – We met with Aviation June 4<sup>th</sup> to discuss our options on accepting the facility, how to accept it, etc. with the water between the liner still having an issue and the upcoming July 5<sup>th</sup> grant closeout date. Airport Board Secretary, Airport Director and Deputy Director of Construction and Maintenance met with the County Attorney on 6/13 to discuss. The issue with the liners will probably not be resolved by the July 5<sup>th</sup> date. We are looking at having a meeting soon with the Denver ADO to go over closeout options.
4. ASOS Emergency Power –Century is working on pricing based on our design to power the ASOS. The State is agreeable to executing a state grant to help with funding. The ASOS has a 15-minute battery backup currently, however; after that the Airport would not have current weather information. With the emergency power the ASOS would be powered through the generator.
5. Baggage Claim Area Improvements –The Airport Director has received a cost estimate that is being worked through right now. The Airport is looking at options for expansion or renovation in the bag claim area. Any concepts regarding expansion or renovation would be brought to the Board for input. The Airport Director believes that expansion won't be necessary, and any renovation can be done to the existing baggage claim footprint.
6. Fuel Farm Dispensers – The dispensers have been installed but need a few minor modifications to make them operational. These should be in service by this week.
7. Seal Coat and Mark Pavements – Work will be starting close to the time that the Runway 8/26 project is going to wrap up. When the contractor is finishing up the sealcoat for the other pavements, they will be able to move over and do the sealcoat for 3/21.
8. TSA – We have been working with GSA on some of their soundproofing requirements and alternatives to reach the same goal. We are waiting for an RFP from them to respond to.
9. Helitak Base – Funding for this project does not become available until July 1. We are currently reviewing a lease agreement so that we can get this under lease. We should have this ready to review by the July meeting. The Airport will not be doing any of the construction, we will just be doing project oversight. The State will hire an architect and engineering firm and the Airport will review. It was asked when the groundbreaking would take place and the Airport Director replied that it would more than likely be next year. The Deputy Director of Construction & Maintenance commented that the tentative start date was July 2025 with a completion date of July 2026. The Airport Director will verify that these are the correct dates.
10. Pavement Management Plan – Our Consultant (Applied Pavement Technology) is working on data on preparation of the pavement management plan. We are looking at the development

of two plans, one assuming that discretionary funds will be available for some projects and one that assumes none.

11. Runway 8/26 Resurfacing - The Deputy Director of Construction & Maintenance spoke regarding Runway 8/26. They are currently working on phase 2 which is closing Alpha and the blast pad portion of 8/26 and the safety area of Bravo 1. Work should be completed by Tuesday of next week. After this phase is complete work will continue on phase 1. Work will continue on phase 1 until the 3<sup>rd</sup> of July. They will reconvene on July 8<sup>th</sup> and start work in the large intersection which will entail 10 days of night closures. Once this work is completed, they will continue with the rest of the runway. The work is currently ahead of schedule. It was asked what was done with the blast pad. The Deputy Director of Construction & Maintenance replied the blast pad that didn't have base under it was removed and base placed. The Airport Director stated that there is nothing that says the blast pad must support the weight of an aircraft, it is really for erosion control; however, if the Airport ever wanted to use that as a turnround for snow removal equipment, we must have a base. The Airport is waiting on the FAA to install flush mounted light fixtures in this area so that it can be utilized for a turnaround. The Airport Director also stated that some aircraft can't turnaround without the intersection so getting the intersection operational as soon as possible is imperative.
12. SEAT/LAT Base - We issued a notice of substantial completion for the new facility and BLM officially accepted ownership of the facility. On June 13<sup>th</sup> we had a final building inspection which was approved, and we will have a certificate of occupancy issued June 14<sup>th</sup> or June 17<sup>th</sup>. We will now work with Ramshorn on remediation of the current (old) site once the BLM has moved everything over. Senator Barrasso attended the dedication ceremony along with State Forestry personnel.
13. Snow Blower - Nothing definitive, but we are hearing that MB is completing new vehicles in about 400 days, so while we are still anticipating a 500-day manufacturing period, the new blower could come early. Four hundred days from the day the clock started would be February 15, 2025.
14. SRE Phase II -We are still looking for the 90% set of plans and specs on June 26<sup>th</sup>, and we should have an updated construction cost estimate a couple weeks after that (July 10<sup>th</sup> or 11<sup>th</sup>). We are looking at the bidding process starting September 5<sup>th</sup> and ending October 24<sup>th</sup>, with sitework being completed this year.
15. Advanced Aircraft Services LLC - Advanced Aircraft Services has requested a change in the scope of services and are looking for Board approval. The Airport Director will communicate with them the fact the Board is not agreeable to the changes as proposed.
16. Aero Center Casper - The Manager of Aero Center reported that the parking lot is ready for asphalt, but the trench drain is back ordered. The trench drain may be here by the end of June then the asphalt will be poured. The fence electrical is complete for the gate. A drain was installed in the ramp to compensate for rainwater. With the new concrete and the old concrete, they had essentially a "flat" spot where water couldn't shed. That fix is expected to be complete at the end of this week. Partial panels have been removed and once compaction testing is complete for the trench we will finish pouring cement. The pour is scheduled to be done by end of June then the 28-day cure time is in effect. Aero Center is still waiting on guards for the fuel farm conduit which are scheduled to arrive mid-June.

17. High County Crane RFP – Request for Proposal will be sent out soon and will be discussed during the July Board meeting.
18. USDOT FAA Small Lease for Real property | ATCT –The lease we have with the U.S. Department of Transportation was entered into 10/1/14 and will expire 9/30/24. The FAA sent the Airport Director an Intent to Exercise Option to Extend Lease (an additional 10 years), with our concurrence; however, the option contemplates the rental rate as they currently exist and would not reflect what we would need in terms of rent going forward, the Airport Director communicated this to the FAA.
19. Foreign Trade Zone (FTZ) - WLC Engineering was able to generate a map based on survey data. We are going to submit this map to the FTZ Board to update the map we currently have on file with them.
20. QTA - We received the QTA replacement doors and are looking at getting a schedule for installation. We really want to get the Hotsy issue resolved first before the new doors are installed. The Deputy Director of Maintenance and Construction addressed the Hotsy issue. Hotsy did perform water testing and informed us that the rusty water is from the black carbon steel coils. They said they do not typically put stainless steel coils in their machines due to the cost. We are looking at the specs to see if stainless steel coils are required. A filter was installed on one of the three Hotsys in the western most bay.
21. Runway Safety Action Team (RSAT) – The Airport is awaiting the final report. The conclusion from the RSAT meeting was that there were no additional measures needed to be taken to reduce any mitigating risk.
22. Fly Casper Alliance – Based upon the Board’s direction, we have communicated to the County and SkyWest that we are not going to be supporting the MRG.
23. People for the Ethical Treatment of Animals (PETA) v. Southwest Wyoming Regional Airport - We became aware of a Complaint for Declaratory and Injunctive Relief (Violation of First and Fourteenth Amendment Rights) filed in the US District Court – District of Wyoming. This is something that we are going to be monitoring.
24. Dale Leatham – We are looking at ways to honor Dale and his impact at the Airport and will be looking for Board input.
25. Ghost Adventures - We are working with an entertainment company who will be in town June 20<sup>th</sup> filming different areas in Casper for a show titled “Ghost Adventures”. The building on the Airport they are looking at is the old Section 8 building.
26. Western Gateway Corridor Enhancement Study Phase II - The study task force is looking at June 26<sup>th</sup> and July 18<sup>th</sup> to hold public meetings and wanted to do it at the Airport. We are coordinating the logistics of doing that.

## OPERATIONS REPORT

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

1. ARFF/Fire Response – On June 8<sup>th</sup>, at 7:00 pm, the Public Safety Captain noticed a tug on the SkyWest ramp expelling black smoke. The Public Safety Captain found that the engine would



not shut off and was experiencing a mechanical failure known as a “runaway diesel engine”. Both Public Safety Officers responded to the tug and was going to use a cleaning agent to suffocate the engine to get it to shut down. Just after arrival the engine may have seized up and shut itself down. The Public Safety Officers cooled the engine with water to ensure the scene was safe before returning to the station. On June 9<sup>th</sup>, at 8:24 am, Public Safety was notified of an Alert 1. This was for an aircraft that departed Casper Visual Flight Rules (VFR) and while flying, fog moved into the area and the conditions became Instrument Flight Rules (IFR). Public Safety was on standby while the aircraft landed safely with no incident.

2. Medical Response – On June 1<sup>st</sup>, at 3:55 pm, the Public Safety Captain was at the terminal and was made aware of a passenger having a seizure in the holding area. The Public Safety Captain notified Dispatch of the medical event. There was a field medic and EMTs in the sterile area leaving on the flight that attended to the patient during the seizure. The Public Safety Firefighter Officer responded from the station and an ambulance from Banner Wyoming Medical Center was leaving the airfield at the time of the call and responded to the terminal. The primary assessment of the patient was done in the sterile area by the ambulance crew and shortly after the patient was taken to the ambulance. Just after loading the patient into the ambulance, they were not responding, had no pulse, and were not breathing. The paramedics along with the Public Safety Firefighter began CPR on the patient. Once a Firefighter from Station 13 arrived, they drove the ambulance and transported the patient to Banner Wyoming Medical Center. The two paramedics along with the Public Safety Firefighter continued to perform CPR on the patient and administered AED shocks throughout the trip to the hospital. Shortly before arriving at the hospital, the patient began breathing on their own and their pulse came back. On June 9<sup>th</sup>, at 5:00 am the Public Safety Captain was notified of a passenger going through the screening check point that had passed out. The Public Safety Captain notified dispatch and retrieved the medical bag from the patrol truck. The patient was unaware of the loss of conscience and said they were hot, muggy, and feeling dizzy. The patient was put on supplemental oxygen with the assistance of the Public Safety Officer and then checked over by Wyoming Medical Center. They refused any further treatment or transport and departed with no further incident.
3. ARFF Training Facility – We continue to receive registrations for ARFF training. We currently have 103 students signed up. Our second 40-hour class is scheduled for the week of June 24<sup>th</sup> with 9 students attending from Gillette, Sheridan, North Platte, McCook, and Provo Airports. We are continuing to work with LUM, our marketing company, to assist us with setting up a Wyoming Regional ARFF Training Facility website.
4. 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 their operations at the Airport.
5. Central Wyoming Health Care Coalition (CWHCC) – On May 28<sup>th</sup> the Airport was able to host and assist the CWHCC in the 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.
6. Airport Security Plan (ASP) - The Deputy Director of Operations and Public Safety has updated the ASP, Sections 12 and 14, to better define how we 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 has been turned into the TSA inspector for approval. The Airport Director stated that our FSD (Federal Security Director) for Wyoming has

transferred to Singapore. The new temporary FSD had a family emergency and had to leave. Currently we are without an FSD and the status is uncertain at this time.

7. Standard Operating Procedures (SOP) – The Deputy Director of Operations and Public Safety is currently working on updating Public Safety SOPs. These will give guidance that supports our policies that are in place.
8. Deputy Director Operations and Public Safety - The Deputy Director Operations & Public Safety final day will be June 20th. The Airport Director commented on Dan's resignation and wished him the best in future endeavors. There will be lunch for the Deputy Director of Operations and Public Safety tomorrow and an open house on Thursday afternoon.

#### ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for May 2024. In tracking comparison from 2023 as well as 2019 and when looking at comparing monthly 2024 versus 2023, the only thing that is down for the month is Fuel Flowage/Storage Revenue. This is partially due to not having customs since our Customs Agent death since most of the aircraft that come into customs purchase fuel. Compared to pre-COVID the Airport is still down in operations, air freight and car rental revenue, but up in everything else compared to pre-Covid.

#### OTHER

- A. From the Board – The Secretary opened a discussion regarding a complaint filed by PETA against the Airport in Rock Springs. PETA claims a vague advertising policy that the Board enacted at the Rock Springs Airport that denied PETA's request to advertise at the Airport. The Casper Airport board adopted an advertising policy on 7.21.21 that is identical to Rock Springs Airport. The board is monitoring this suit. The question was asked if the Airport has insurance to cover a lawsuit in which the Airport and the Airport Director are sued. The Airport Director replied that we did have coverage but would verify before the next board meeting.
- B. From the Floor - Dan Grace opened a discussion on what was going to happen with Customs with our Customs Agents death. The Airport Director stated that Customs is advertising the position which could take several months. In the interim, we have a Customs Officer from Denver coming in on a weekly basis to cover a portion of the duties.
- C. The Manager of Atlantic commented regarding "Young Eagles" in Hangar 3. One hundred seven (107) children participated, and it was a huge success. Thanks to the Airport for bringing out an ARFF truck for the children.

#### NEXT MEETING

The next board meeting will be on Wednesday July 17, 2024.

#### ADJOURNMENT

The President made a motion to adjourn the regular session which was seconded by the Treasurer. The motion carried and the meeting was adjourned at 2:00 pm.

APPROVED \_\_\_\_\_



**Casper / Natrona County International Airport  
Board Meeting  
June 17, 2024**

**BOARD MEMBERS PRESENT**

Kermit Wille, President  
Steve Emery, Secretary  
Rob Hendry, Treasurer (zoom)  
Fred DeVore, Member (zoom)

**STAFF**

Glenn Januska, Airport Director (zoom)  
Tatum Hlavacek, Deputy Director of Finance and Administration

**SKYWEST MRG**

The SkyWest MRG and their request for funding the MRG was discussed since the current MRG will reach maturity at the end of June 2024. The economic viability and overall total costs were discussed. The MRG from initial ask to current has increased nearly twice as much but when going back and asking SkyWest to drop the MRG down and reduce the amount of time it covers, SkyWest responded with a \$750,000 ask for 6 months instead. Two options were discussed. We either support the 6 month, \$750,000 MRG to get us through hunting and holiday season or we let the Aeronautics Commission and the County Commission know that the Airport Board of Trustees no longer supports the MRG and suggest that funding be discontinued. It is a concern that although we are giving SkyWest Delta service the MRG money, they have not made changes, or Delta has not made changes that make the service or cost better. They told us they would be bringing in bigger planes, and while that did happen, we are now going back to fewer seat with higher operating costs. After further discussion the Member made a motion to discontinue funding the MRG and to recommend the discontinuation of funding to the County. The Treasurer seconded the motion. The motion passed unanimously.

**ADJOURN**

The Secretary made a motion to adjourn the meeting and the Member seconded the motion. The motion carried and the meeting was adjourned.

APPROVED

  
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