



**CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT**

Casper/Natrona County International Airport

August 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
Administration Conference Room, 2nd Floor – Terminal Building

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve and Sign Minutes of the July 24, 2024 Board Meeting
4. Approve and Sign Minutes of the July 24, 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 – Chad Cheever
 - B. Land Lease and Building Rental Agreement – Brian & Marsha Trlak
 - C. Land Lease and Building Rental Agreement – Tessa Howie
 - D. Amendment 1 to Hangar Lease – Quinn Clark
 - E. Land Lease and Building Rental Agreement - Advance Casper
 - F. Land Lease and Hangar Rental Agreement - Air Methods Corporation
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 – September 18, 2024 11:00 a.m.
Next Board Meeting – September 18, 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 August 21, 2024 at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille (via zoom) 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
August 21, 2024**

BOARD MEMBERS PRESENT

Kermit Wille, President via Zoom
Rob Hendry, Treasurer
Joe MacGuire, Vice President

AIRPORT STAFF

Glenn Januska, Airport Director
Tatum Hlavacek, Director of Finance & Administration
Jake Hlavacek, Director of Operations & Maintenance
Michael Gray, Operations and Public Safety Manager
Jana Quirin, Administrative Assistant A/P & Payroll

COUNTY COMMISIONER

Peter Nicolaysen

The Vice President called the meeting to order at 1:00 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The Vice President called for a motion to approve and sign the minutes of the July 24, 2024 Board Meeting. The Treasurer moved, and the President seconded the motion. The motion carried. The Vice President called for a motion to approve and sign the minutes of the July 24, 2024 Executive Session. The Treasurer moved, and the President seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Vice President called for a motion to approve and sign the expense checks. The President moved and the Treasurer 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 - Chad Cheever
- B. Land Lease and Building Rental Agreement - Brian and Marsha Trlak
- C. Land Lease and Building Rental Agreement - Tessa Howie
- D. Amendment 1 to Hangar Lease - Quinn Clark

The President moved to approve items A through D. The Vice President seconded the motion. The motion carried.

FINANCIAL REPORT

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

- For the month of July, the Airport recorded \$516,310 in revenue, which is \$20,065 over budget.
- Expenses for the month were \$416,173, which is 68,445 under budget.
- Net income for the month was \$100,138, which is \$ 88,510 over budget.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project (3-56-0004-069-2022) – We are going through the final closeout for the airfield electrical and the airport parkway resurfacing projects. We did a final pay request for reimbursement for the airport parkway project on August 14th. We are awaiting the grant close out letter for the project.
2. Air Traffic Control Tower – We are reviewing the scope of service and fee schedule to bring the plans and specs to 60% per the Board's direction. We have a Reimbursable Agreement (RA) from the FAA on electronics design and plan review that we are also reviewing. This will allow us to continue to move forward with the design to get us to the 60% threshold.
3. ARFF Training Facility (3-56-0004-60-2020) – The County Attorney reviewed the settlement agreement that was updated to reflect the payout of interest on the escrow amount. GH Phipps is currently reviewing this. Phipps also approved the second project change order and the final pay application which has been submitted. This will be ready for Board approval at the September meeting. We have the final payment processed; it consists of two checks, one of which will go into the escrow account.
4. ASOS Emergency Power –As soon as Modern Electric finishes up with electrical work on 8/26 they will begin working on connecting the ASOS to the existing airfield electrical circuits. If we lose commercial power we will have the ASOS on backup power. This is the system that provides up-to-date weather information after hours when the control tower is not in operation. This is a State sponsored project grant. Basically, this ties the power into the ASOS and the airfield electrical so in the event we lose commercial power we would have no loss of weather information.
5. Baggage Claim Area Improvements –We are waiting on some updated concepts based on our feedback/comments.
6. County T-hangars (HOG) – Most of the pavement is torn up and should be removed by August 21st. The base material is on site and ready to be placed and then paving afterwards. We are still showing a 6-week project. We continue to work with options for inside aircraft storage for 4 aircraft in the E and F hangars that need to be relocated.
7. Helitak Base – There is nothing new from a design standpoint.
8. Pavement Management Plan – We are working with a company named Applied Pavement Technology to get this finished. We received a draft plan that we reviewed in anticipation of

incorporating pavement projects into the WACIP.

9. PCR - We have a new requirement where the "FAA recommends the guidelines and specifications in Advisory Circular 150/5335-5D for reporting airport pavement strength using the standardized Aircraft Classification Rating-Pavement Classification Rating (ACRPCR) method for all paved runways, taxiways, and aprons at all airports. The FAA requires all public use paved runways at all 14 CFR Part 139 certificated airports be assigned gross weight and PCR data by September 30, 2024." While we have a consultant who has done these for two other airports in Wyoming, and can do this for us, we are still investigating the requirements a bit more.
10. Runway 8/26 Resurfacing - The shoulders were completed last week and the blast pads will be finished this week (Aug 19-23). We are hoping to open the runway on Friday, August 23rd. We will be closing it again on September 9th for grooving. This will require about 3-to-4-night closures in the safety areas for Runway 3/26 and for taxiway alpha. We continue to work with the FAA on the flight check for the PAPI's. We are hopeful that this can be done in September. A question was asked by the Treasurer regarding if the grooving process could be postponed due to high wind. The Airport Director replied that it would be difficult to postpone when the crews would be on site. The Director of Operations & Maintenance said that there must be a certain temperature to do the grooving process and if you wait until too late in the year the temperatures may not be favorable. The Vice President thanked the Airport Director for his persistence in getting the resurfacing of the runways complete. The Airport Director replied that unless something changes with the FAA or the Airport, per our pavement management plan (that goes out 20 years), we are looking at 8/26 resurfacing again in 20 years and the cost that we have projected is \$26 million.
11. SAGE Truck Driving School - All the site restoration work has been completed. We heard from the health department that we need to drain the existing septic tank and then can leave it in place. We currently have no buildings on the airfield that are not connected to a sanitary line.
12. Seal Coast and Mark Pavements - The work started on Monday, August 19th. Everything except for the Runway 8/26 asphalt will be seal coated. Everything that is on the airfield, including markings on concrete, will be done with this project. Rubber removal on 3/21 is also part of this project. This is a project that the state does every 4 years. We do this project on a 90/10 basis where we pay 10% of the cost and the state pays the rest. This year's project was just shy of one million dollars.
13. SEAT/LAT Base - Ramshorn has started the old SEAT base site restoration. We had a subcontractor test the bottom of the excavation and side walls and confirmed that all "contaminated" material has been removed prior to new material being placed. They will also test the subgrade coming in to make sure it is not contaminated prior to being placed. Once this is cleaned up, we will be able to close out the grant and the lease agreement we have with the BLM.
14. Snow Blower (3-56-0004-075-2024) - The County Commission approved the FAA grant on August 6th, and we now have a fully executed agreement. We have learned that MB is telling us their estimated completion date for the blower is 3/17/25.
15. SRE Phase II (3-56-0004-076-2024 and 3-56-0004-077-2025) - We continue to review the 90% set of plans and specs. We have received an updated construction cost estimate that we are

now reviewing. We continue to look at the bidding process starting September 5th and ending October 24th with construction starting in the Spring of 2025.

16. TSA – We have given them a proposal to work on some of their office space and are waiting to hear back.
17. WACIP – The Airport Director and the Director of Operations & Maintenance are working on updating the Wyoming Airport Capital Improvement Program (WACIP) plan. We had a WACIP meeting with the State and the FAA on August 15, 2024. Our deadline to have all the projects updated in the State's system is the end of August.
18. Air Methods Corporation – We are currently working on this lease agreement. Their attorney is reviewing the lease, and we hope to have that in place by the September board meeting.
19. Prospect/Advance Casper – We have made some modifications to the lease agreement through discussions we have had with Advance Casper and conversations they have had with the prospect. It is the Director's understanding that the lease is being reviewed by Advance Casper's attorney. Advance Casper is going to be making the improvements for the tenant. The prospect is moving forward with relocating their business from California to Casper. This lease should be before the board in September. This will be a bit different because the Board President and the Airport Director serve on the Advance Casper board. To make sure there are no conflicts, the President will recuse himself from the vote. The Airport Director will explain the rate structure in full to avoid any impropriety.
20. State of Wyoming Department of Administration & Information General Services Administration – We had a meeting on August 12th to talk about the lease agreement for the Helitak base. The lease should begin January 1, 2025. We will also be looking at an updated design schedule for the Helitak base to have the facility in operation for next year's fire season.
21. USDOT FAA Small Lease for Real Property/ATCT – The existing 10-year agreement with the air traffic control tower expires September 30, 2024. The current agreement has a 10-year extension that the FAA can execute if they desire. The issue is that the 10-year extension is based on the current rate structure, and we have decided not to lease on the existing rate structure. We have proposed a higher rate structure and are hopeful this will be in place by September 30, 2024. We can also terminate this lease agreement if we move forward with a new tower.
22. Jackson Hole Airport ARFF Vehicle – Jackson Hole is going to be selling two of their 3,000-gallon ARFF trucks. We have had some conversations regarding taking possession of one of the ARFF vehicles from the Jackson Hole Airport. The truck would replace the 1,500-gallon truck that we purchased with the original ARFF training facility. The State may help with some of the costs associated with the truck so that we could potentially make a truck available to other airports in the State should they need a temporary truck (like was done for Laramie and Gillette this year).
23. ARFF Website – We have purchased some domain names for the new site and are working on the actual design. We want the ARFF website to be different and unique from the Airport's website. We want to design the website for people coming for ARFF training that may not be familiar with the community.

24. FY2024 Audit - We finished uploading documentation to the auditor's document storage system. The auditors were onsite the week of the 12th. We have a meeting on August 22nd with the auditors for an update on how the audit is progressing and when we will have a deliverable document for the board's review.
25. Operations and Public Safety Manager Position - Michael Gray is the new Operations and Public Safety Manager. We are wrapping up the advertising part of filling Michael's old position and are reviewing the applications. We hope to start interviewing next week.
26. Dale Leatham - We ordered two dedication plaques for Dale Leatham to dedicate the customs facility at the Airport. One of the plaques will be in the hallway going into the Customs facility and one in the vestibule from the air arrival side. We will be putting together a schedule of when we will be doing a dedication inviting family, community, and the press.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. ARFF/Fire Response - On July 22nd, the Public Safety Department was notified of an Alert 2 on a SkyWest CRJ 200 that was having issues with its landing gear. The aircraft had recently departed C/NCIA and was turning around to land. The plane did a low flyover for a visual check of the landing gear, which was down and appeared functional, and subsequently landed without incident.

Omni Air International contacted C/NCIA and inquired about landing a Boeing 767-200 with approximately 200 passengers at our Airport. The plane was enroute to Gillette for the Believe the Promise International Camporee. Omni Air International required three ARFF trucks to be manned and available for them to land and take off, which C/NCIA was able to accommodate. On August 4th, the plane landed, and all passengers were offloaded onto four buses and then driven to Gillette. The plane departed a few hours later without incident. On August 11th, the plane came back to pick up the group and departed a few hours later without incident.

C/NCIA tabletop exercise is scheduled for August 26th at the Public Safety Training Room. This is our annual exercise which is coordinated with Natrona County Emergency Management. We will have participation from many different agencies across Natrona County to prepare for next year's full-scale exercise.
2. ARFF Training Facility - Our last 40-hour Basic class is being held from August 19th - 23rd. We also have annual burns scheduled for late August into September. We currently have 115 individuals signed up for training this year.
3. Airport Certificate Manual (ACM) - With the addition of Aero Center Casper at the Airport, we will be going through the complete ACM and updating multiple sections and appendixes to reflect their operations at the Airport.
4. Emergency Medical Responder (EMR) Training - We are coordinating with K.A.R.E EMS Solutions to get EMR training scheduled.
5. CPR/AED First Aid - CPR/AED class took place July 22nd and all Public Safety employees are now current.

6. Airport Security Plan (ASP) – We received the approved changes to our ASP for badging paperwork as required by TSA.
7. Wildlife Management – Our annual wildlife management training took place July 23rd.
8. Badging – The Airport Director mentioned that we are currently in our two-year process for rebadging. We have about 560 badges that are coming due in September. We send out notices and reminders to everybody and if badges are not renewed by October 1, 2024, they will be shut out of the system. We give everybody as much opportunity as possible to get this done but inevitably there are issues with some people. The Vice President thanked the Airport Director and the Administrative Assistant, A/R and Property Management for all their hard work during this process.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for July 2024. The Airport Director stated that all the activity that we track for month and YTD is up. Passenger enplanements for July were up 29% and almost that much for the month of June. There were 9,936 passenger enplanements in July. YTD we are up 17.5%. When compared to pre-Covid, we are up 5%. We are still down in aircraft operations and air freight compared to pre-Covid. Concessions, parking, and car rental revenue continue to be strong.

OTHER

- A. From the Floor – Scott Klobucher, Atlantic Aviation, commented on Hangar 5. They are investing \$345,000 in roof repairs, drywall repair, and painting. Mr. Klobucher also mentioned that he will be relocating to Blaine, MN. Sam Saari will be the new representative and has been with Atlantic for 2 years.
- B. The Treasurer asked the Airport Director for an update on the Customs position. The Airport Director replied that a new customs agent has been hired and will start on October 12, 2024. The Treasurer inquired if this would be an 8:00-5:00 position or if the new agent would be able to make their own hours. The Treasurer stated that there is concern about the current number of airplanes coming through Customs and possible loss of revenue. The Airport Director stated that he was not sure what the new Customs agents' hours would be. The Treasurer also inquired about Delta and if they would be cutting any flights into and out of Casper. The Airport Director replied that we have not heard anything definitive from Delta on this issue.

NEXT MEETING

The next board meeting will be September 18, 2024.

ADJOURNMENT

The Vice President made a motion for adjournment. The Treasurer seconded and the meeting was adjourned at 1:41 pm.

APPROVED



Vice President
Joe MacGuire
For Kermit Willis