



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

September 18, 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 August 21, 2024 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement - Advance Casper
 - B. Land Lease and Hangar Rental Agreement - Air Methods Corporation
 - C. Small Lease for Real Property # DTFAWN-14-L-00086 – USDOT Federal Aviation Administration
 - D. Land Lease and Building Rental Agreement - Revived Spirits
 - E. Building Rental Agreement - Joseph Brown
 - F. Building Rental Agreement – Gordon Summers
 - G. Land Lease and Building Rental Agreement – Buff N Fit
 - H. Apartment Lease Agreement – Craig Keenan
 - I. Apartment Lease Agreement – Kelly Winters
 - J. Liner Agreement – GH Phipps Wyoming, Inc.
 - K. SLIB Grant and/or Loan from Transportation Enterprise Fund – ATCT Construction
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 – October 16, 2024 11:00 a.m.
Next Board Meeting – October 16, 2024 1:00 p.m.
12. Executive Session
13. 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 September 18, 2024 at 11:00 a.m. in the Public Safety Training room. Board members present included Joe MacGuire, 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 1:03 p.m.

**Casper / Natrona County International Airport
Board Meeting
September 18, 2024**

BOARD MEMBERS PRESENT

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

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 COMMISSIONER

Peter Nicolaysen

The President called the meeting to order at 1:03 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President called for a motion to approve and sign the minutes of the August 21, 2024 Board Meeting. The Treasurer moved, and the Vice President seconded the motion. The motion carried. The Secretary asked that the record reflect that he did not vote because he was not in attendance at the August meeting.

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. Land Lease and Building Rental Agreement – Advance Casper
- B. Land Lease and Building Rental Agreement – Air Methods Corporation
- C. Small Lease for Real Property #DTFAWN-14-L-0086-USDOT Federal Aviation Admin.
- D. Land Lease and Building Rental Agreement – Revived Spirits
- E. Building Rental Agreement – Joseph Brown
- F. Building Rental Agreement – Gordon Summers
- G. Land Lease and Building Rental Agreement – Buff N Fit
- H. Apartment Lease Agreement – Craig Keenan

- I. Apartment Lease Agreement – Kelly Winters
- J. Liner Agreement – GH Phipps Wyoming, Inc.
- K. SLIB Grant and/or Loan from Transportation Enterprise Fund – ATCT Construction

The President asked to discuss items A, B and C first and asked for a brief overview from the Airport Director.

A - The Airport Director recommended the board not act on item A until after the executive session occurs. If the Board wants to act on this item the Airport Director suggests that this item is deferred until "Prospect/Advance Casper" agenda item has been discussed.

B - The Airport Director stated that an agreement has been negotiated with Air Methods that has a provision that caps the amount in the enforcement provision. The Board members felt that the lease be approved with the cap on enforcement provision removed and to authorize the Board President to execute the agreement with the revised language.

C - The Airport Director explained that this is the lease agreement for the control tower that expires on 9.30.2024. The Airport Director stated that a new rate structure has been negotiated and this is an amendment to their existing agreement which would continue the lease for an additional 10 years. There is also a provision for the Airport's termination of the agreement as well as other verbiage the FAA is putting into all their standard leases. The agreement is currently being reviewed by FAA legal and barring no changes the Airport Director recommends the Board approve this item and authorize the Board president to execute the agreement.

The Vice President made a motion regarding item B, the land Lease and Hangar Rental Agreement for Air Methods Corporation. He moved that the Board president sign the agreement as it exists with the provision that the cap on the enforcement provision be stricken since this is out of the ordinary for the rest of the Airport's leases and agreements. The Treasurer seconded the motion. The motion carried.

The Secretary moved to approve item C (Air Traffic Control Tower). The Treasurer seconded the motion. The motion carried.

D - The Airport Director stated that the existing lease agreement expires in October and that a new lease agreement was negotiated. The Airport Director explained that there is a provision within the FAA guidance that allows the Airport to enter into certain lease agreements at below fair market value if there is a benefit to the public. The Airport Director suggested that the Board approve the Revived Spirits lease agreement with the provision that if the Airport were to be in noncompliance with these requirements, that we would have an out clause and a rate structure that the Board and tenant would be agreeable with. The Vice President moved that the lessee provide the Board an annual summary at the end of each calendar year with the number of clients served, how they were served, and the benefit to Natrona County. The Vice President asked for a pause on the second to the motion and asked if the lessee was a 501(c)(3) and a member of the Board replied that they were not. The Vice President commented that he didn't feel it was appropriate to ask for tax returns of the lessee if they were not a 501(c)(3) as any personal information would become public record. The Vice President continued with his motion that the lessee provide a short summary as previously referenced. He commented that the Board's duty is to the people of

Natrona County and if we are going to lower the lease rate for someone who is providing services to our citizens, proper documentation is needed. The Airport Director asked for further discussion before a second of the motion. The Airport Director asked the Board President if they would like to establish what the rate is for the first year of the lease and whether they would want a provision that establishes a termination clause if the Airport is in noncompliance with the FAA order. The Secretary moved to modify the motion by adding the opt-out clause that is set forth in the Airport Directors email to the Board President dated 9.13.24. Discussion ensued concerning the lease rate and the time period of the opt-out clause. The Airport Director replied that the proposed lease rate is \$920.00 and that the opt-up clause time period would be 90 days. The Board President stated that we have a motion and an amendment and asked for a second. The Treasurer seconded the motion and the amendment, and the motion carried.

E through I - The Board President called for a motion for items E through I. The Treasurer moved to approve all items. The Secretary seconded the motion. The motion carried.

J - The Airport Director said that this was an agreement with GH Phipps, the contractor that constructed the ARFF Training Facility. It addresses how we are going to move forward with the facility with some additional testing. It establishes an escrow account and the interest off the escrow account will be used for testing purposes. GH Phipps agrees and is working with the Airport on meeting the compliance requirements. The Treasurer moved to approve item J and the Secretary seconded the motion. The motion carried.

K - The Airport Director stated that this was a resolution regarding a SLIB Business Council Grant that is associated with the Transportation Enterprise Fund. An application was submitted for \$4 million worth of grant funds under the program as well as a \$3 million loan request which would be used for constructing a new air traffic control tower. The signed resolution would allow us to have a complete application. The SLIB board acts on the resolution requests the first week of November. The Treasurer moved to approve item K, and the Vice President seconded the motion. The motion carried.

The Board President asked for any other motions. The Vice President made a motion to add item "L" (Helibase Lease) to the agenda. The Treasurer seconded the motion. The motion carried.

L - The Vice President moved to authorize the President of the Board to approve and sign the Helibase agreement which is between the Airport and the State of Wyoming. The Treasurer seconded the motion. The President asked if the Helibase lease needed verbiage added regarding a 50-year term. The Secretary moved to amend the motion to give the Board President the authority to sign the lease with a 50-year term. The Treasurer seconded the amended motion. The motion carried.

FINANCIAL REPORT

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

- For the month of August, the Airport recorded \$571,036 in revenue, which is \$74,791 over budget.
- Year-to-date revenues were \$1,113,699, which is \$121,209 over budget.

- Expenses for the month were \$360,665.
- Year-to-date expenses were \$776,838.
- Net income for the month was \$210,371, and Net Income for the year was \$336,861.

The Airport Director stated that most of the variable revenue is due to the 30% increase in passengers over the last three months.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. We are working on closing out two grants, the Airfield Electrical project and the Airport Parkway Resurfacing project.
2. Air Traffic Control Tower – We were told that in the last application period that there were 577 applications for the 4th round of BIL funds totaling \$8.1 billion dollars against \$1 billion of funds available. We should hear if we are awarded funding by the end of October or early November.
3. ASOS Emergency Power – We are looking at the end of September for Modern Electric to connect the ASOS to the Airfield Electrical circuitry so that in the event we the lost commercial power the ASOS would work off the power of the backup generator.
4. Baggage Claim Area Improvements – We are waiting on some updated concepts based on our feedback/comments.
5. County T-hangars (HOG) – The project is complete, and tenants have been notified that they can move their airplanes back into their hangars.
6. Helitak Base – The State has executed the design contract for the Helibase. The kickoff meeting was on September 16 and is due to be bid out by the end of this year or the beginning of 2025. Construction will start on the Helibase in 2025.
7. Pavement Management Plan – We have all aspects for the pavement incorporated into our capital improvements program, which is a 20-year plan on what we are going to do on a capital standpoint where we require State and Federal dollars. Now that we have that in place we will get the Pavement Management Plan submitted to us.
8. PCR – We executed an agreement with Morrison Maierle to calculate the pavement strengths (Aircraft Classification Rating Pavement Classification Rating – ACR-PCR) for our runways, taxiways and aprons. This is a new requirement from the FAA and includes all our pavement including the brand-new pavement.
9. Runway 8/26 Resurfacing - The grooving is done. The Director of Operations and Maintenance stated that the runway should open on 9.19.24. The final painting still needs to be done, and this will require the runway to be closed. We are also waiting on the FAA to do the flight check on the PAPI's and then the flight sensors will need to be put in place. There is still a little more work that is necessary before the project is closed. The Vice President thanked the Airport Director for his diligent efforts in getting the resurfacing project done on the crosswind runway.
10. Seal Coat and Mark Pavements – All of the work is complete except the final paint on Runway

3/21 and 8/26. Straight Stripe will close Runway 8/26 to complete the permanent paint, then they'll open it back up and close Runway 3/21 to complete the final painting on that runway.

11. SEAT/LAT Base – We completed two rounds of sampling. The first round of sampling has been analyzed and we are awaiting results on the second round of sampling. Once we get those results, we will come up with a plan to close out the old SEAT Base area.
12. SRE Phase II – We are waiting on a cost estimate from our Architects and after we apply and pay for our building permit our plans will have to be reviewed by the County. If we wait until the project is done and has been bid to start the County review process a change order would be needed. Currently, we establish the value of the project and we submit an application to start the County review. Once the County review is done, anything that needs to be incorporated into the plans and specs can be incorporated and then we bid it out with the provision that the contractor knows that they are not responsible at that point. We are in the process of submitting the application and getting the County review for the project before we go out for bid. The Commissioner commented that a note was made.
13. WACIP – Wyoming Airport Capital Improvement Program (WACIP) plan changes and updates have been submitted to the FAA and the State for their review.
14. Prospect/Advance Casper – The Advance Casper Board voted to approve the execution of the lease, which is on the Board Agenda for approval. The Airport Director previously emailed the Board about the process to determine the rate structure and the small changes to the standard lease agreement.
15. TSA Lease Amendment – Water has been retested for lead, copper, total coliform and legionella on August 28th. The legionella has passed, and we informed TSA and GSA.
16. Flight Information Display System (FID's) – We have been using FlightView for our FID's system for several years and although there is nothing wrong with that program, customer service has been an issue. We have reached out to the company that Cody Airport uses. This system has much more capability at about 25% of the cost of our current system. We are currently working through the contracting process that will enable us to make the switch. This system also has a report writing function which takes all the information that the airlines report and makes it available to us.
17. Jackson Hole Airport ARFF Vehicle – Two of our employees (mechanic and Public Safety) travelled to Jackson Hole to look at a 3,000-gallon firetruck. The Airport has decided to take acquisition of the truck, and we are currently working on the timing for when we can get the truck moved from Jackson Hole to the Airport. Once we do this, we will change the decals and do the exhaust extraction system. We will then have a 1,500-gallon truck, the original ARFF facilities E-1 ARFF truck, that we will be getting rid of. This will require us to go through the disposal process of reaching out to the County and other Wyoming Airports to see if there are any agencies interested in taking acquisition of the 1,500-gallon truck. If there is no interest in either of those agencies we will go through our normal disposal process.
18. Solicitation Policy – The Airport Director will send a solicitation policy for the Board's review and consideration for the October meeting.

19. ARFF Website – We have all the content for the ARFF website. This is a standalone site from the Airport site specifically for the training facility. We are working on the final design for the site so that it can go live soon.
20. Fly Casper Class – The Airport Director taught the Fly Casper Class through the Casper College OLLI program on September 10th with 26 people participating.
21. FY2024 Audit – We should be getting the draft audit report and then we will write the management discussion analysis (MDA). We intend to have the draft audit for review at the board meeting in November. We will send the Board members a draft audit report about one week beforehand. PMCH representatives will be at the November meeting to answer any questions.
22. Dale Leatham – We will be having a ceremony dedicating the Customs facility to Dale on October 18th at 2:00 pm. We have coordinated this with the family and will be sending the invite out to Airport tenants as well as sending out a media release. There will be a small reception at the customs facility. There are two dedication plaques, one of which will go in the hallway and another in the vestibule.
23. Western Gateway Corridor Enhancement Study Phase II – This is a study that addresses beautification from the bypass to the Airport. They have a draft report that they are looking for comments on.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations– We have been busy ensuring all runway and taxiway closures are annotated in NOTAMS (Notice to Air Missions). The coordination and communication have gone smoothly between the airport and the contractors working on the different projects and is nearing completion. We had night closures on both runways during the week of September 9th and all went well.
2. Personnel – We have been down two positions for the past couple of months with one Officer out due to a non-work-related injury and another vacancy due to a promotion. Our Officer out for medical reasons should hopefully be back at the end of September. We offered the open Officer position to Lieutenant Bob Nelson from the Natrona County Sheriff's Office. He accepted the position and will start with us on September 23rd.
3. ARFF/Fire Response – We had our C/NCIA tabletop exercise on August 26, 2024, at the Public Safety Department Training Room. We had a good turn out and quality participation. This was our second tabletop and next year will be our full-scale drill. The after-action report is currently being written.
4. Law Enforcement Response - The Public Safety Department has been working with Hertz Rental Car on several different vehicles being rented/stolen by folks with fake identification. At least one of the vehicles that was rented at our airport was in Mexico. This is an open and ongoing investigation, and we have been in contact with DCI and other agencies that are involved in coordinating efforts.

5. ARFF Training Facility - – All ARFF classes and burns for the year have been completed. We have one new hire that starts September 23rd that we are going to train to do a burn and then we will be closing the ARFF pit for the season. One hundred twenty-two (122) students participated in ARFF training for the 2024 burn season.
6. Emergency medical Responder (EMR) Training - We have agreed to move forward with KARE EMS Solutions and will begin EMR classes for our folks that are not certified.
7. Badging - September is a busy month for badging as we are in the process of renewing all airport badges. Things have been working smoothly thus far with the cooperation of all employees and tenants. The required annual training for all Authorized Signatories was completed in August.

The Airport Director asked the Board President and other members would like to participate in the last ARFF burn scheduled Thursday, September 26th. This will be the last opportunity for the year.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for August 2024. The Airport Director stated that everything from 2023-2024 this year versus last year is up. He stated that revenue is up due to the increase in passenger enplanements. Enplanements are up 26% for the month and 18.7% year-to-date. This translates into additional parking and car rental revenue. When we compare these numbers to 2019 (pre-COVID) everything except for air freight is up.

In addition, we keep track of the number of vehicles in the parking lot daily; however, we have never really tracked capacity. Last year at Thanksgiving/Christmas time we were getting very short on parking spaces. The last three months we have been tracking 28-30% higher in passengers. If we see this same increase in passengers around the holiday season we will be exceeding the capacity of the parking lot. We currently have overflow options but we are looking at reports so we can have some history to show capacity at different months of the year. If we are at 65% capacity and we have a 30% increase in passengers, can we accommodate that within the existing capacity of the parking lot but if we continue to see the demand increase, we will have to look for more of a permanent option regarding parking capacity.

The Airport Director commented that we had the most enplanements this month since 2015 when we had Allegiant Airlines, and we have filled the Allegiant gap with more traditional passengers. The Airport Director has also spoken with United Airlines regarding the loss of the Delta flights and the need for additional capacity during the holiday season.

The Vice President asked if the increase in fuel flowage was due to the increase of fire activity. The Airport Director replied that the increase in fuel flowage in August was probably not due to the fire activity since most of it has been in September. The Treasurer commented on the increase in rental car revenue and asked if the fire fighting crews that are coming in are renting cars from the Airport. It was confirmed by a rental car representative that this was the case.

OTHER

- A. From the Board – The Vice President asked for a discussion on the Customs position. He

commented that in August we had one private aircraft clear Customs, and that this was unacceptable. He asked the President if we should send a letter or make phone calls regarding this issue. The Vice President expressed his concern that we will lose business in the future if planes are not able to clear Customs at C/NCIA. The President asked the Airport Director when the new Customs agent is due to start. The Airport Director replied that the new agent is due to start in the middle of October and that this person is the third person that has been offered the position. The Treasurer added that he agreed that we should pursue this with a letter to the Denver office. The President stated that he thought a congressional letter may be a good place to start. The Airport Director replied that he did not feel like Denver was delaying on purpose, and that it has just taken this long to find someone to move to Wyoming to take the position. The Treasurer stated that the letter should state that we want someone here full-time until the new employee is here permanently. The Airport Director stated that the lack of personnel could affect the Foreign Trade Zone designation. The Secretary commented that he thought the incoming agent must pay for their move from another state and that this may be contributing to the problem. The Board President stated that perhaps the Advance Casper organization could help offset the cost of the move for the new incoming agent. The Treasurer asked the Airport Director to find out if we can get someone to cover the position on a full-time basis until the new agent arrives in mid-October. The Airport Director replied that when he had asked this before the Denver office replied that they could not accommodate this as they are too short staffed. The President stated that just having someone in the position may not solve the problem for late night or weekend arrivals. The Board replied that this was going to be an issue regardless because it was doubtful that we would get someone as accommodating as Dale.

NEXT MEETING

The next board meeting will be October 16, 2024.

EXECUTIVE SESSION

The Secretary made a motion to go into executive session. The Treasurer seconded and the motion carried.

The Board came out of executive session and resumed the meeting.

A Motion by the Vice President, seconded by the Secretary to approve item A under Approval of Leases, Contracts, Agreements, and Resolutions on a Land Lease and Building Rental Agreement with Advance Casper. The President abstained from voting. Motion carried.

ADJOURNMENT

Motion by the Vice President, seconded by the Treasurer to adjourn. Motion carried.

APPROVED


