



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**January 17, 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. Election of Officers for 2024
4. Approve and Sign Minutes of the December 20, 2023 Board Meeting
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Land Lease and Building Rental Agreement – Paul & Joanie Jones
  - B. Land Lease and Building Rental Agreement – Greg Brack
  - C. Land Lease and Building Rental Agreement – Quenten Barney
  - D. Land Lease and Building Rental Agreement – Alex Nay & Justin Cobb
  - E. Land Lease Agreement – Melissa Beach
  - F. Apartment Lease – Greg Brack
  - G. Professional Services Contract - Ardurra
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 – February 21, 2024 11:00 a.m.  
Next Board Meeting – February 21, 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 January 17<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery, Rob Hendry, Fred DeVore, and Joe MacGuire. 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 pm.

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

**BOARD MEMBERS PRESENT**

Kermit Wille, President  
Joe MacGuire, Vice President  
Rob Hendry, Treasurer  
Steve Emery, Secretary (via Zoom)

**AIRPORT STAFF**

Glenn Januska, Airport Director  
Dan Kittinger, Deputy Director of Operations and Public Safety  
Jake Hlavacek, Deputy Director of Construction and Maintenance  
Tatum Hlavacek, Deputy Director of Finance and Administration  
Debbi Shutts, Administrative Assistant A/P & Payroll

**COUNTY COMMISSIONER**

Peter Nicolaysen (via zoom)

The President called the meeting to order at 1:00 p.m. and the Secretary led the Pledge of Allegiance.

**ELECTION OF OFFICERS FOR 2024**

The Secretary made a motion to continue with the same President, Kermit Willie, and move everyone up one spot, which makes the Vice President Joe MacGuire, the Secretary Steve Emery, the Treasurer Rob Hendry, and the Member Fred DeVore. The Treasurer seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

The President asked for a motion to approve the minutes of the December 20, 2023, Board Meeting. The Secretary moved to approve and the Vice President seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The President asked 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 – Paul & Joanie Jones
- B. Land Lease and Building Rental Agreement – Greg Brack
- C. Land Lease and Building Rental Agreement – Quentin Barney
- D. Land Lease and Building Rental Agreement – Alex Nay & Justin Cobb
- E. Land Lease Agreement – Milissa Beach
- F. Apartment Lease – Greg Brack

#### G. Professional Services Contract – Ardurra.

The President asked for a motion to approve and sign the Leases, Contracts, Agreements and Resolutions. The Treasurer moved, and the Vice President seconded the motion to approve items A through G. The motion carried.

#### FINANCIAL REPORT

The Airport Director gave the following report for the month of December, which is six months into the fiscal year.

- For the month of December, we recorded \$461,641 in revenue, which is \$8,605 over budget.
- Year-to-date revenues are \$2,942,315, which is \$224,104 over budget.
- Expenses for the month were \$431,597.
- Year-to-date expenses are \$2,619,697, which is \$3,558 under budget.
- Net income for the month was \$30,044, and Net Income for the year was \$322,618.

#### DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – This project is complete, and we are working through the closeout of the grant.
2. Airport Parkway Resurfacing – This project is complete, and we are working through the closeout of the grant.
3. Air Traffic Control Tower – The design team is working on the design for the tower and anticipates having a 15% design complete by early February. We are hoping for a 30% design by the end of March. We are hoping by the time the 30% design is complete we will get word from the FAA that they would have awarded our design grant request which would cover 100% design. We are still working on some reimbursement agreements with the FAA for the tower requirements as well as the FAA review of the plans.
4. Conference Room/Break Room Remodel – The walls have been textured and painted. The electrical has been trimmed out on the walls, the ceiling grid is going up, and the floor and cabinets will start to be installed next week barring any snow removal delays. We have reached out to flooring companies for measurements and quotes for the conference room carpet. The Airport Director showed pictures of the current state of the break room, and suggested when it is complete, having a meeting over there so the Board can see what it looks like.
5. Crack Seal – This is a project the State bids on a regional basis. We provide the State information in terms of quantity of the cracks. They work on the plans and specs, and they then bid the project. The scope basically covers all the airfield pavements, with the exception of 8/26. That work will be started and completed by May 1. That work must be done on 3/21 before we close 8/26 for resurfacing. So, lots of crack seal work done prior to May 1, runway closure for resurfacing, and as that starts to wind down, a lot of seal coat work. The crack seal will include stripping everything, so the area along the aircraft parking ramp and airfield will all be touched up, including the pavement makings. If we have rubber deposits on 3/21, we'll be able to remove those deposits. When 8/26 is done, every single piece of pavement is going

to look brand new, seal coated, and everything will have been marked.

6. Seal Coat and Mark Pavement – We are looking at 100% plans/specs by February 5<sup>th</sup> and bidding on March 6<sup>th</sup>. This work will take place during the summer of 2024 starting with the crack seal work and then finishing with the seal coat. The only challenge we have this year is that we can't crack seal nor seal coat on Runway 3/21 if Runway 8/26 is closed for construction. We will be making sure the crack seal work on 3/21 is done before we close 8/26 for the resurfacing, and then make sure that the seal coat on 3/21 happens after the time 8/26 runway is operational again.
7. Helitak Base – The Airport Director reported that the Governor's budget included money for the Helitak base and that it is shown to be located in Casper.
8. Parking Lot Generator – We still anticipate delivery in January 2024.
9. Pavement Management Plan – We have asked for a project schedule. Everything the consultant had to prepare for WYDOT, we believe, has been completed and will serve as a starting point for our project.
10. Runway 8/26 Resurfacing – No change other than we continue to review construction submittals. We are looking at mid-April to have a preconstruction meeting.
11. SEAT/LAT Base – Both halves of the building have been delivered. They hope to be out this week to remove the building halves from the trailers and set them on the foundation. They are on schedule today to be set on the foundations, but cold temperatures and wind may delay this. Once those are set, we can get Rocky Mountain Power out here to get power to the site.
12. Snowblower – We have not received an updated schedule. We are still 500 days from the time that the contract is signed to delivery.
13. SRE Phase II – We are required to get an independent fee estimate. This is the way we select a consultant. We select a consultant based on their qualifications to do the work and not based on price. In fact, we are prohibited by law from factoring in price. Glenn prepared a Record of Negotiations (how we determined Mead & Hunt's fees are reasonable) and submitted that to the FAA and WYDOT for review/concurrence.
14. Terminal Roof C – The manufacturer's representative was out on 1/8 to verify the correct installation of the roof, and with that completed, despite the weather day they took on the 9<sup>th</sup> for wind, they have been off to a good start, and we should see some real progress moving forward. We are hoping that the majority of the roof will be completed, and they will be doing trim work the following week to finish the job. Once that's done the whole terminal roof will have been replaced. In response to the Treasurer's concerns about roof installation during cold weather, the Deputy Director of Construction and Maintenance explained that the roof was a PVC layer that is designed to suction to the roof the harder the wind blows.
15. In December the Aeronautics Commission approved the proposed WACIP FY2025 through FY2030 plan. This is the process we take to get State and Federal dollars programmed for the next five years for our projects. The Aeronautics Division is now requesting we review our WACIP and submit any comments we may have by February 2<sup>nd</sup>.
16. Aero Center Casper – The 30,000-gallon Jet A conditional use permit was approved both by

the zoning and county commissioners.

17. Agricultural Spraying – Our two-year operating agreement with Ag Flyers expires May 31<sup>st</sup>. We reached out to the County Weed and Pest people, and they have not determined who will perform aerial spraying operations for the County. Because of that, we are updating our agreement for a two-year term starting June 1<sup>st</sup> and will be reaching out to both Ag Flyers and Crop Jet Aviation to see if they want to execute operating agreements with us which will cover them in the event they desire to fly their operations from the Airport.
18. Ardurra – I have prepared an agreement for Ardurra for engineering services.
19. Friends of the Wyoming Veterans Museum – The Friends Group has asked us about having lights installed on the leased premises. We are reviewing that request now. Additionally, we are working with them on placement of roto-mill from the Runway 8/26 project for vehicle parking. Finally, we are working with them on a concrete walk between the Museum and Storage building. The Airport Director referred to a drawing on the screen that depicted the light poles the museum is looking to put in place.
20. SkyWest Airlines Lease and Operating Agreement – The current SkyWest lease and operating agreement will expire June 30<sup>th</sup>, so we drafted a new three-year agreement that we plan on proposing to their real estate people sometime this month.
21. ARFF Vehicle – Work on the Northeast Wyoming Regional Airport (Gillette) ARFF truck started on January 8<sup>th</sup>. Their vehicle had been taken out of service, so they asked if we could loan them one of our ARFF vehicles. They were unable to use a local city fire truck because it did not have the same capabilities (per the FAA). Once the work is done and the vehicle is back in service, our “loaner” truck will be returned to us.
22. Fly Casper Alliance - The Fly Casper Alliance hosted Daniel Belmont from SkyWest this week in Casper. Glenn had not heard much on how his trip went, but we have an Alliance meeting on the 18<sup>th</sup>.
23. Guess and Win Contest – To date, we have 546 predictions for the contest where people can guess how many passenger enplanements there were for 2023. The person who wins it gets the whole package of items that the businesses donated. We will be announcing the winner soon. The Deputy Director of Finance and Administration reported that there were 85,475 enplanements in 2023, and that they did announce the winner.
24. Marketing Work – We continue to work on social media posts. We have letterhead and envelopes printed and have ordered business cards.
25. Small Community Air Service Development Program – The Airport Director received notice on the 3<sup>rd</sup> that our one-year extension to the grant has been approved. The Airport Director executed and returned the amendment (#2) to the DOT.
26. Water Rates – We received notice from the City of Casper that they are raising retail and wholesale water and sanitary sewer rates effective January 1, 2024 and January 1, 2025. We are reviewing our water and sanitary sewer rates with the intention of raising them to match what the City has done.
27. WYDOT Airport Improvement Program (AIP) and Air Service Development Priority Rating Model

(PRM) Task Forces – WYDOT is soliciting for airport representatives to serve on the AIP and/or Air Service Development priority rating model task forces. The Airport Director has served on both in the past. The meetings are in Casper, which makes it convenient for us.

28. Western Gateway Corridor Enhancement Study Phase II – We are looking at beautification and safety improvements for highway 20/26, driving from the Airport to the bypass. We are waiting for the team to set up the first Project Advisory Committee meeting. They are in data collection now.

## OPERATIONS REPORT

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

1. ARFF/FIRE Response – On January 3<sup>rd</sup>, at 10:10 am, Public Safety was notified by the Tower of an Alert 1. This was for a Cessna inbound aircraft with communication issues. Responding units were CR8-1, 2, and 3, along with Airport 2. The plane landed safely with no issues.
2. Medical Response – None.
3. Law Enforcement – On January 4<sup>th</sup>, Public Safety received a report of property damage in the paid parking lot. Public Safety Officer (PSO) Gray responded to find a new car that was damaged by a door of a vehicle that may have been parked next to it. PSO Gray took pictures and gathered the owner's information of the damaged vehicle. We were able to search our security camera footage and found the vehicle, time, and date of the vehicle that damaged the other vehicle. We then tracked the travels of the vehicle on the airport and saw a passenger that got into the vehicle while in front of the terminal. From there we tracked that passenger on the cameras and was able to see a company logo on their shirt and that they returned a rental car. We were able to use information gathered from the rental car company and the shirt logo to contact the company in Omaha, NE and determined that they did have a company vehicle here at the Airport and were able to describe the people involved. We were able to gather insurance information and pass it along to the patron with the damaged vehicle.
4. Runway Safety Area LOA – We now have a signed copy of the Runway Safety Area LOA that the Deputy Director of Operations and Public Safety sent over to our FAA inspector for review and stamped approval.
5. EMR Training – The Deputy Director of Operations and Public Safety will be scheduling an Emergency Medical Responder Class in the upcoming weeks to get more of our Public Safety Officers certificate in EMR.
6. Wildlife Management – The Deputy Director of Operations and Public Safety has applied for renewal of our Migratory Bird Permit from the U.S. Fish and Wildlife Service along with our Chapter 56 Permit from Wyoming Game and Fish Department. These permits are renewed annually and allow us to shoot or dispatch birds and big game that may cause a safety factor on the Airport.
7. Station 8 – The laundry room remodel is near completion! Pictures of the remodel were referred to on the printed operations report.
8. New Trucks – We are in the process of designing new logos to go onto the trucks.

9. Blue Campaign - On January 10<sup>th</sup>, the Deputy Director of Operations and Public Safety attended a webinar held by the U.S. Department of Homeland Security's (DHS) Blue Campaign. This webinar was for Awareness to Action in Recognizing and Reporting Human Trafficking.
10. Dam Exercise - On December 5<sup>th</sup> the Deputy Director of Operations and Public Safety was invited to take part in a tabletop Dam Exercise hosted by Natrona County Emergency Management. This was a scenario where an earth dam failed due to heavy rains. The local response to such an incident, and coordination between all mutual aid responders was discussed. This was a beneficial exercise to attend since the airport has two earth dams located on our property.

### ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for December 2023. Miscellaneous concessions and air freight for the month are lagging when compared to pre-covid. Rental car revenue for the month is slightly down. A little softening in the fuel flowage/storage revenue for the month also. Largely if you look at aircraft operations it is up substantially. Airfreight is up which is good because we've been seeing a softening nationwide. Parking revenue is doing fantastic. The most exciting part is the passenger enplanements. In November we had 8,288 passenger enplanements and in December we had 8,519. That 85,475 number that the Deputy Director of Finance and Administration had mentioned earlier is 11,722 more passengers this year compared to last year. As you know this is the first time in many years that we ran out of paid parking over Thanksgiving and Christmas. The Airport Director talked about the procedures for when this happens as well as possibilities for more paid parking in the future if needed.

### OTHER

- A. From the Board: The Secretary asked a question about a tenant that had not paid in some time, and what the plan was for this tenant. The Airport Director responded that there was to be a repayment plan in place by Monday, and he would email the Board with details on this after Monday.

- B. From the Floor:

U.S. Customs Officer Dale Leatham - December was a slow month as it is usually. January has already picked up. He had a training exercise for drug/bomb sniffing dogs that took place at Atlantic Aviation. There were 15 dogs from all over Wyoming. This is good because on occasions he needs to call a dog out to do inspections on aircraft.

Dan Grace - Asked the Deputy Director of Operations and Public Safety about the different response times from the firehouse that's on the bypass versus the one in Mills. The Deputy Director of Operations and Public Safety explained that they were about the same, and expanded on that to include that all the departments are working together to provide the best service, where there were some barriers in years past over whose jurisdiction the emergency was in.

**NEXT MEETING**

The next pre-board meeting will be on Wednesday February 21, 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 President adjourned the meeting at 1:55 p.m.

APPROVED \_\_\_\_\_

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.