



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**April 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. Approve and Sign Minutes of the March 20, 2024 Board Meeting
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Application for Subzone or Usage-Driven Designation – The Wyoming Reserve Opportunity Zone Fund Corporation
  - B. U.S. Government License for Real Property – United States of America Department of Commerce
  - C. Land Lease and Building Rental Agreement – James Coleman
  - D. Mobile Home Land Lease Agreement – Theodore & Dorothy Jayne
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 – May 15, 2024 11:00 a.m.  
Next Board Meeting – May 15, 2024 1:00 p.m.
12. Executive Session
13. 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 April 17<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included 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 1:02 pm.

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

**BOARD MEMBERS PRESENT**

Kermit Willie, President  
Joe MacGuire, Vice President  
Rob Hendry, Treasurer  
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

**COUNTY COMMISSIONER**

Peter Nicolaysen

The President called the meeting to order at 1:02 pm and the Treasurer led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The President requested a motion to approve the minutes of the March 20, 2024, Board Meeting. The Vice President moved, and the Member seconded the motion. The motion carried.

**APPROVAL OF EXPENSE CHECKS**

The President requested a motion to approve and sign the expense checks. The Vice President moved, and the Member seconded the motion. The motion carried.

**APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS**

The following items were presented for approval:

- A. Application for Subzone or Usage-Driven Designation – The Wyoming Reserve Opportunity Zone Fund Corporation
- B. U.S. Government License for Real Property – United States of America Department of Commerce
- C. Land Lease and Building Rental Agreement – James Coleman
- D. Mobile Home and Land Lease Agreement – Theodore & Dorothy Jayne
- E. Aeronautical Service Providers, U.S. Customs Operations

The Airport Director gave a brief overview of the leases and agreements. The President requested a motion to approve and sign the Leases, Contracts, Agreements, and Resolutions. The Treasurer moved and the Member seconded the motion to approve items A through E. The motion carried.

## FINANCIAL REPORT

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

- For the month of March, the Airport recorded \$465,553 in revenue, which is \$12,518 over budget.
- Year-to-date revenues were \$4,335,843, which is \$258,527 over budget.
- Expenses for the month were \$384,456.
- Year-to-date expenses were \$3,763,552, which is \$152,845 under budget.
- Net income for the month was \$81,097, and Net Income for the year was \$572,291.

## DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Administrative Office Remodel – The administrative office has been gutted and the remodel has begun. The staff in the administrative office have temporarily moved to the new conference room which was part of the conference/breakroom remodel, where the old conference room was split into two rooms. Once the remodel of the administrative office is done, administrative staff will move back into that.
2. Airfield Electrical Project and Airport Parkway Resurfacing – No change aside from waiting for the FAA to close out those grants.
3. Air Traffic Control Tower – Woolpert presented the 30% design plans at the April 17<sup>th</sup> Airport Board work session and to other stakeholders earlier in the day. Sixty percent design will be the next milestone. The intention is to have the design plans at 100% when the Airport applies for the next round of funding for the BIL funds sometime around October. Then the Airport can tell the FAA that if they fund the project, the plans and specs are ready to go to construction.
4. ARFF Training Facility – Start up on the facility was done the week of April 8<sup>th</sup>. Two issues are being addressed. There have been some ongoing issues with the reliability of the facility. There is some moisture between the two liners so they are being tested to ensure that there is not a hole in either liner. Liner issues should be resolved relatively soon with that project winding down. The grant is being closed out in June, but first the facility must be free of issues.
5. County T-Hangars (HOG Group) – The Deputy Director of Maintenance and Construction is meeting with Ramshorn to see if they would be interested in doing the pavement work around the green T-Hangars since Century was not interested in doing it while on site for the 8/26 project.
6. Fuel Farm Dispensers – The Airport has received revised prices on the fuel farm dispensers. There was an issue with one of the dispensers which brought to light the fact that there is only one local company that does work on dispensers, and they are not certified to do the work on the Airport dispensers. Therefore, people must be brought from Denver when there are issues with the dispensers. The useful life of the dispensers is past, so the Airport is looking at upgrading and replacing those dispensers at the Fuel Farm, as well as an upgrade to the Maintenance tank and the QTA tank to tie everything into the Fuel Master system. The Deputy Director of Construction and Maintenance said it will cost approximately \$46,000.
7. Seal Coat and Mark Pavements – The seal coat and marking contract is signed and there will

be a preconstruction meeting soon to coordinate the seal coat in conjunction with the runway reconstruction. The Airport won't allow the contractor to close 3/21 while 8/26 is under construction.

8. Sky Terrace Lounge Roll-Up Doors – Work started on the roll-up doors April 16<sup>th</sup>, with installation expected on the 17<sup>th</sup> or 18<sup>th</sup>. Those should be up and operational within a week.
9. Helitak Base – The Airport Director reached out to the State Forester about the base being constructed in Casper, and she said they are moving forward and will meet with the Airport, and the architect to talk about the scope. The Airport Director is also talking with the real estate/leasing people at the State about a ground lease. These are the same people that the Airport worked with for leasing the storage building for the Veteran's Museum and we will use that same type of agreement going forward.
10. Parking Lot Generator – Everything with the generator passed all the inspections. Friday at 9:30 a.m. Moser will come out to do the final testing. Unfortunately, the parking lot generator was not in place when commercial power was lost two weekends ago for five hours. No one would have even known that power was lost unless they were in the parking lot. The terminal building, airfield electrical, public safety, maintenance, the control tower, and the radar facility operated fine because the power kicked over to the backup generators. After Friday the parking lot generator should be operational.
11. Runway 8/26 Resurfacing – Century will start work the week of April 29<sup>th</sup>. They are already starting to strip the topsoil and mobilize. The Airport Director is still working on the draft reimbursement agreement with the FAA to flight check the PAPI's. The Airport has to sign the contract and pay the FAA for what they anticipate the cost to be to flight check and then the Airport gets reimbursed through the project. Hopefully that can be coordinated for when they are doing some other flight checks in the area.
12. SEAT/LAT Base – There was a restart meeting for the project on April 9<sup>th</sup>. The contractor is looking at restarting the work on April 22<sup>nd</sup> with paving anticipated to begin May 13<sup>th</sup>. They think they will have everything completed by June 4, which is a week before aircraft are going to start coming in. There's interest from the Governor's office, the BLM, and the Forest Service on this project, and we will probably do some type of ribbon cutting/dedication.
13. SRE Phase II – The Deputy Director of Construction and Maintenance reported that conceptual drawings for the addition, from 12 to 17 thousand square feet, have been received. He has a meeting scheduled with County building inspectors on Monday. The Airport is trying to get the County to reclassify the building as a storage facility instead of a parking garage. Classification as a parking garage means air handlers, automatic exhaust systems, and other things that would drive the cost up.
14. Prospect – The Airport is working with Advance Casper on a prospective business that is looking at relocating their storage and distribution operations from California to Casper. The Airport and Advance Casper are looking at a potential leased space for that purpose.
15. SkyWest Airlines Lease and Operating Agreement – The Airport Director drafted an agreement that was sent to SkyWest for review. We are currently waiting to get comments back from them with the hopes of bringing the agreement before the Board prior to the expiration of the existing agreement on July 1<sup>st</sup>.

16. Foreign Trade Zone 157 – The Airport is working with the Wyoming Reserve Opportunity Zone Fund Corporation and another prospect that may be interested in the Foreign Trade Zone. Finally, after no activity for many years, the Airport is starting to seeing some activity.
17. National Championship Air Races - The Airport submitted a letter of intent of what it would be willing to make available for the races. RARA is still gathering information and Casper is still in the running, but they are further behind in their decision process than they thought they would be.
18. QTA - The Airport is doing a couple of things at the QTA, fixing a low spot in the roadway on Werner Street as well as having the doors on the wash side replaced due to the door hardware not being correct for a wet environment.
19. Fly Casper Alliance – Fly Casper Alliance went before the City Council on April 14<sup>th</sup> to discuss the City's contribution to the MRG for FY25 (July 1 through June 30). The last time the Fly Casper Alliance appeared before the County Commissioners it was heard that the County would probably not be receptive to accepting the MRG going forward unless the City was willing to contribute (i.e. the County would do 30% if the City did 30%). The County Commissioner expressed his gratitude to a Fly Casper Alliance member and Advance Casper. The County Commissioner requested that the Airport Director put together a letter outlining what he explained to the Board about City and County funding and get it to him by next week. The County Commissioner said it would be helpful to him to be able to explain the situation to the County Commission. The Commissioner admitted that the MRG can be a subject of contention.
20. International Tourism Tradeshow – The International Roundup is held every year in the Rocky Mountain Region. This is International Tourism Operators that come to the Rocky Mountain Region and have an opportunity to showcase their communities with International Tour Operators. Visit Casper participates each year, and this year it is hosted in Casper. In the terminal building there are digital displays as well as an announcement made by the Governor welcoming people to the Tradeshow and the Airport.
21. WYDOT Airport Improvement Program (AIP) and Air Service Development Priority Rating Model – Every 4 or 5 years the Aeronautics Commission looks at the priority rating models. When funds are applied for, Aeronautics looks at the priority rating score and whoever has the highest score of the applicants receives the funds. For example, the parking lot project was not considered eligible for State funds so through the priority rating model the State made it eligible on a 50/50 match. The next update that the Airport participates in, the rating model prioritized the maintenance of existing pavements over new pavement. Therefore, the parking lot that was a low priority became a higher priority because of its existing pavement and was able to be funded with 80% State funds and 20% Airport funds. The Airport Director is on both priority rating committees which are being hosted in Casper starting in May.

## OPERATIONS REPORT

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

1. ARFF Training Facility – The Airport continues to receive registrations for ARFF training. There are currently 67 students signed up, which is halfway to where attendance was last year. The first 40-hour class is scheduled for the week of May 13<sup>th</sup>.
2. Emergency Medical Responder (EMR) Training – The Deputy Director of Operations and Public

Safety is working with the Medical Director on organizing training on how to conduct patient care while someone is in custody.

3. Central Wyoming Health Care Coalition (CWHCC) – The Deputy Director of Operations and Public Safety met with a representative from CWHCC on April 9<sup>th</sup> to go over how the coalition can support the Airport. The Coalition has supported the Airport by staging a mass casualty incident (MCI) bag and funding 7 new fully supplied medical bags for all our apparatuses.
4. Grant Funding – The Deputy Director Operations and Public Safety still has not heard back about the grant he applied for in the amount of \$75,000 for portable radios and chargers to be installed in all the Public Safety Vehicles.
5. Northwest Chapter, American Association of Airport Executives Conference (NWAAAE) – The Deputy Director Operations and Public Safety attended the NWAAAE conference in Seattle, Washington. The conference included an FAA workday. He was able to network and meet Airport personnel within the region along with seeing some familiar faces from Wyoming Airports. He also had the opportunity to talk with the FAA inspector and other regional inspectors. The conference covered a wide range of topics such as ARFF readiness, fluoride free foam transition, common inspection discrepancies, and use of drones on Airports.
6. Station 8 Remodel – New flooring in the day room and hallway has been completed. We will be finishing up a few touch-up items.
7. Standard Operating Procedures (SOP) – The Deputy Director of Operations and Public Safety is working on updating the SOPs for Public Safety.
8. Public Safety Officer – The Airport hired a new Public Safety Officer, Chad Frimml, starting April 29<sup>th</sup>. He was Lieutenant with the Natrona County Sheriff's Office and has 26 years of law enforcement experience. He will start working Monday through Friday, day shift for training for the first 3-4 weeks, then transition to 48-hour shifts.
9. Storm Water Pollution Prevention Plan (SWPPP) – The Airport heard back from the DEQ on the training requirement which is a minimum of once a year. The updates have been made to the SWPPP and are awaiting approval/signature.

#### ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for March 2024. In tracking comparison from 2023 as well as 2019 and when looking at comparing monthly 2024 versus 2023, parking revenue is up 28.3% for the month and 38.3% year-to-date, passenger enplanements were down 5.5% for the month and .9% year-to-date, and car rental revenue is down 24.3% for the month and 7.9% year-to-date. When compared to pre-COVID, air freight is still down, 9.3% for the month and 19.2% year-to-date. There is more revenue than pre COVID for parking and passenger numbers are up.

#### OTHER

- A. From the Floor – A member of the AOPA volunteer support network commented on fuel restrictions set forth by Atlantic Aviation, and quoted FAA Grant Assurance 22 paragraph (F) regarding pilots securing fuel.

On May 15<sup>th</sup> the FAA is holding a Runway Safety Action Team (RSAT) meeting at Public Safety from 3:00 – 5:00 pm to talk about runway safety.

There is a company that provides instruments for certified Airports, that was just approved by the FAA, to provide control towers surface monitoring. They do a lot of different things with remote control aircraft, and on the military side, so it may have a capability for the Airport for a reasonable cost, and this may be an FAA question because there is a surface awareness initiative.

He hopes that the Airport will get some asphalt on the ramp around the HOG group hangars as he is concerned that there may be a safety issue. The Airport Director commented that the HOG group is responsible for pavement maintenance, but that the Airport is meeting with the construction company that is working on the SEAT base on April 18<sup>th</sup> to determine whether they can do that area at the same time.

- B. Atlantic Aviation clarified the fuel letter their hangar tenants received. Atlantic isn't saying people can't purchase fuel from the other operator on the field, they are saying the other operator cannot fuel on the Atlantic leasehold area. The President thanked Atlantic for the clarification. The Airport Director commented that respectfully, Atlantic would want to make sure that is communicated to everyone because that is not the understanding of the tenants. The President said from the standpoint of the Board, that explanation sounds plausible and workable, but it needs to be understood that when Atlantic leased the hangar and created a sublease, it is no longer between the Airport Board and the pilot, it's between the pilot and Atlantic. Both parties signed the lease and agreed to it and the Board had nothing to do with it, so as far as the Board is concerned, it is what it is until that lease expires, and if there is something that runs afoul with the grant assurances, that would have to be addressed.

The Secretary made a motion to go into Executive Session, the Member seconded the motion, the motion carried, and the Executive session commenced at 2:08 p.m. Following the Executive Session, the Board went back into Regular Session at 2:13 p.m.

#### NEXT MEETING

The next pre-board meeting will be on Wednesday May 15, 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 2:13 p.m.

APPROVED  \_\_\_\_\_