



**CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT**

Casper/Natrona County International Airport

July 24, 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 June 17, 2024 Board Meeting
4. Approve and Sign Minutes of the June 19, 2024 Board Meeting
5. Approve and Sign Minutes of the June 19, 2024 Executive Session
6. Approve Expenses and Sign Checks
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Joshua Perry
 - B. Land Lease and Building Rental Agreement – Michael Meyer
 - C. Land Lease and Building Rental Agreement – Timothy Smith
 - D. Land Lease and Building Rental Agreement – Aaron Cook
 - E. Apartment Lease Agreement - Issac Whipple
 - F. Amendment 1 to Land Lease – Kevin Norcross & Austin Abrams
 - G. Land Lease and Building Rental Agreement – Erin Garcia
 - H. Advertising Agreement – Wind River Hotel & Casino
 - I. Take action on termination of Dickerson Smith Farmland/Pastureland Lease Agreement
 - J. Farmland/Pastureland Lease Agreement – Chad Frimml
8. Financial Report
9. Director Report
10. Operations Report
11. Activity Report
12. Other
 - A. From the Board
 - B. From the Floor
13. Next Board Study Session – August 21, 2024 11:00 a.m.
Next Board Meeting – August 21, 2024 1:00 p.m.
14. Executive Session
15. 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 July 24th at 11:00 a.m. in the Public Safety Training room.

Board members present included Rob Hendry, Fred DeVore, and Steve Emery. 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
July 24, 2024**

BOARD MEMBERS PRESENT

Kermit Wille, President
Rob Hendry, Treasurer
Steve Emery, Secretary via Zoom
Fred DeVore, Member

AIRPORT STAFF

Glenn Januska, Airport Director
Tatum Hlavacek, Director of Finance & Administration
Jake Hlavacek, Director of Operations & Maintenance
Jana Quirin, Administrative Assistant A/P & Payroll

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

APPROVAL OF MINUTES

The President called for a motion to approve and sign the minutes of the June 17, 2024, Board Meeting. The Treasurer moved, and the Member seconded the motion. The motion carried. The President called for a motion to approve and sign the minutes of the June 19, 2024, Board meeting. The member moved, and the Treasurer seconded the motion. The motion carried. The President called for a motion to approve and sign the minutes of the June 19, 2024, Executive Session. The Member moved, and the Treasurer 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 Member 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 – Joshua Perry
- B. Land Lease and Building Rental Agreement – Michael Meyer
- C. Land Lease and Building Rental Agreement – Timothy Smith
- D. Land Lease and Building Rental Agreement – Aaron Cook
- E. Apartment Lease Agreement – Issac Whipple
- F. Amendment 1 to Land Lease – Kevin Norcross & Austin Abrams
- G. Land Lease and Building Rental Agreement – Erin Garcia
- H. Advertising Agreement – Wind River Hotel & Casino
- I. Take action on termination of Dickerson Smith Farmland/Pastureland Lease Agreement
- J. Farmland/Pastureland Lease Agreement – Chad Frimml
- K. Land Lease and Building Rental Agreement – Advanced Aircraft Services

The Treasurer moved to approve items A through K. The Secretary and 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 June, the Airport recorded \$503,923 in revenue, which is \$50,888 over budget.
- Year-to-date revenues were \$5,841,907, which is \$405,486 over budget.
- Expenses for the month were \$449,564
- Year-to-date expenses were \$5,086,796, which is \$135,066 under budget.
- Net income for the month was \$54,360, and Net Income for the year was \$755,111.

The Member moved to accept the June financials. The Treasurer seconded the motion. The motion carried.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project – Currently waiting for the close out letter for the project.
2. Air Traffic Control Tower – We are working on our application in anticipation of the July 31st BIL fund application deadline. We are still hearing projects will be selected and announced before November (the election). The FAA is looking for projects that can be ready (to accept a grant) by July 1, 2025. The Airport Director stated that we are currently 30% of the way through the design. Based upon the Board's discussion today, we will move forward with a contract amendment with Woolpert that will take us up to 60% design, which should get us to the October timeframe.
3. ARFF Training Facility (3-56-0004-60-2020) – We had a meeting with Woolpert and GH Phipps on July 8th to discuss a path forward to accepting the project and closing out the grant. Glenn presented a proposal that Phipps countered. We had a follow-up meeting on Monday, July 22nd.
4. ASOS Emergency Power –We have a change order for the project. This is a State and sponsor funded project only, it is not an FAA project. The way to proceed with the State is to make a change order to the existing contract. We will change order the work into the 8/26 runway project. From an FAA standpoint it is a sponsor only cost, except in this case the State will be participating. 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 equipment or tower operation.
5. Baggage Claim Area Improvements –We have received three conceptual designs from Mead & Hunt that we are reviewing. The President asked if there was a rough cost estimate on the project. The Airport Director replied we do not have a cost estimate yet. The Airport Director commented that originally, we had shown expanding the terminal building to accommodate a second bag claim device. That cost was in the \$8 million dollar range. Instead of doing that, the Airport Director asked if we could work within the existing footprint of the building to give us more capacity for the bag claim area without having to expand the area. Working within the

existing footprint would be less expensive and we could probably phase it in.

6. County T-hangars (HOG) - We have a contract with Ramshorn to do the pavement reconstruction around the E and F Hangars. The Director of Operations and Maintenance will be working with the tenants regarding accessibility issues. We entered into a new agreement with the HOG group (an extension onto the existing agreement) that gave us the mechanism to be able to pay for this work. We will be doing the work upfront and be repaid over a period through the new lease agreement.
7. Sage Truck Driving School - On Monday we started digging and laying the sewer line with the hope of making a connection by July 19th followed by an inspection the following week. SAGE will not have restrooms for about a day when the tank is disconnected, then we can go through the process of removing the tank and restoring the site. This was the only building left in the Airport on a septic system. When the QTA project was done we extended the sanitary line so we could connect into it at the driving school.
8. Seal Coat and Mark Pavements - The Airport is looking at an August 12th start date, but that may change. We may not be able to get Runway 8/26 open as quickly as hoped. We are trying to time the sealcoat work so that all the work can be done except for Runway 3/21 and then when 8/26 opens we will close 3/21 so it can have sealcoat complete. We are trying to coordinate so all this work can happen at the same time. We bid out a rapid-cure seal for the runway project, which other Airports are having issues with, so this may factor into our timeline as well.
9. Helitak Base - The Airport is working on a new lease agreement with the State for the land so we can begin moving forward on the design. The President asked a question regarding when the groundbreaking would be. The Airport Director replied the groundbreaking is anticipated to be spring of 2025 with a completion date prior to the fire season in 2026. The Airport Director stated that the project should be bid out this fall.
10. Pavement Management Plan - The Airport is expecting a deliverable any day on this project.
11. Runway 8/26 Resurfacing - The Director referred to the Director of Operations and Public Safety to discuss this project. The Director of Operations and Public Safety stated that phase 2 is complete. Phase 3 is the large intersection work that was completed last week and we do not have any closures on 3/21 currently. The contractors are working on Phase 1 which is the long side of 8/26. The goal is to be able to produce 1,900 tons a day of asphalt. They will start in the safety area and pave one 15' wide strip all the way through the blast pad. Ten of these strips will be the entire runway. If all runs smoothly there will be 12 days of asphalt. The Airport Director stated that 1,900 tons a day is a lot of asphalt, and that the contractor is currently meeting all their targets. The Treasurer stated that they wanted to do one strip so that there were no bumps. The Airport Director stated that they are doing the work in strips so that there is a minimum number of cold joints. The Airport Director stated that the FAA can't flight test the PAPIs until they can land at the airfield. There will be a period when the runway is open before the PAPI will be flight tested.
12. SEAT/LAT Base - Ramshorn has agreed to move the old BLM tanks, and the Airport will move the job trailer which then will allow the remediation of the old SEAT base site. We are working on clearing out the job trailer so we can do the restoration work on the old facility.

13. Snow Blower (3-56-0004-075-2024) – Nothing definitive on delivery date, 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 (3-56-0004-076-2024 and (3-56-0004-077-2025 – We continue to review the 90% set of plans and specs. Based on this, we just 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. The one change is that we are not looking for the contractor to start work this year; that will start in the Spring of 2025.
15. Air Methods Corporation – A draft lease agreement has been sent to them for review.
16. Atlantic Aviation – Self Fueling Facility – We had a meeting with Atlantic to discuss this.
17. High County Crane RFP – Request for Proposal has been completed.
18. Prospect/Advance Casper – This prospect is moving forward with relocating their business from California to Casper. A portion of the High-Country Race Performance Hangar will be divided and leased out to Advance Casper. There will be some improvements made and they will sublease to the project which will also operate through the Foreign Trade Zone (FTZ). Advance Casper will then have the space to accommodate this business and potentially others as well. This will reduce the cost for business to come and use the FTZ. A lease agreement has been submitted to Advance Casper and should be completed by the August board meeting. The Secretary asked about what happened to changing the FTZ boundaries. The Airport Director replied that this building is within the FTZ boundaries. The previous building would have required modifications within the FTZ. This building will allow several entities to operate out of the same facility. The other side of the building will be used as a hangar.
19. State of Wyoming Department of Administration & Information – General Services Administration – The Airport Director stated that the State has requested that we work off the same Lease agreement structure as the building they leased next to the Veterans Museum, and we have agreed. We have updated the lease to a land agreement rather than a building agreement and submitted it to the State. We are working through the questions they had and hope to bring that lease agreement to the board in August.
20. TSA Lease Amendment – We have entered into an agreement with a firm that provides water testing for lead, copper, total coliform, and legionella. This is something that GSA now requires for all their facilities. The testing cost will be reimbursed by the GSA after the results are submitted.
21. USDOT FAA Small Lease for Real Property/ATCT – The existing 10-year agreement with the air traffic control tower expires 9.30.24. There is an option in the agreement that allows the FAA to request an extension for the next ten years with the same rate structure. The FAA has asked to execute this option. The Airport Director is not allowing the execution of the option with the current rate structure due to rising costs. The FAA was given a list of repairs/improvements that have been done over the past 10 years. They were given a revised rate which is about \$17,000 a year higher than it is currently. The Treasurer asked, “If it is a ten-year lease and we have a new tower in 5 years, what does that do to the lease?” The Airport Director replied that there will be a provision in the lease that allows for either party to terminate.

22. QTA – We received a revised proposal from Hotsy that we are moving forward on. Once the Hotsy coil is replaced, we will move forward with replacing the three doors on the wash bay side.
23. ARFF Website – We are making a separate ARFF website. We feel this is needed due to the number of people coming here for training from places other than Casper, WY. This website will have a lot more information for out-of-town participants. We are currently identifying domain names to purchase for the new site.
24. CFC Fund for QTA – The Airport Director previously reviewed the policy that was developed regarding CFC funds and the amount we retain for operations, maintenance and capital repair, replacement and improvements.
25. FY2024 Audit – We are currently working on uploading documentation to the Auditors document storage system.
26. Operations Manager Position – We have gone through the advertising part of filling the position, have reviewed the applications received, and will start the interview process this week.
27. Dale Leatham – We have the text and a photo for Dale’s plaques which we will be sending for production. We will be dedicating the Customs facility to Dale. The Airport Director stated that once the plaques were finished, we would have a dedication and invite Dale’s family. The President was asked if there was any update on the search for Dale’s replacement. The Airport Director replied that it would probably be 2 or 3 more months before they had someone in the office permanently. The Airport Director referenced the current customs report regarding the impact of not having a permanent replacement for Dale. There were two aircraft that cleared customs last month as opposed to around 40 per month when Dale was there.
28. Western Gateway Corridor Enhancement Study Phase II – We held the second open house/public input meeting July 18th at Public Safety.
29. TSA LEO Reimbursement – Nothing has been heard definitively if this will be renewed. We continue to provide the LEO’s and track the hours and flights. There is talk that if the program is renewed that they may pay retroactively. The House has approved the renewal and is now awaiting Senate approval. Senator Barrasso has requested reinstatement of the funds.

OPERATIONS REPORT

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

1. ARFF/Fire Response – On June 21st, at 6:55 pm, the Public Safety Department was notified of an Alert 1. Aircraft Skywest 757 with 243 souls on board declared an emergency due to pressurization issues and had to divert to CPR. The diverted aircraft landed safely and parked at Atlantic Aviation. The amazing folks from Atlantic, Skywest, and the City of Casper were able to not only find hotels for the 243 people, but they were able to buss them to and from the Airport to the hotels and back again in the morning for their return flight home. Thank you to all who were involved.
2. Medical Response – On June 20th, a Public Safety Captain was notified of an individual having abdominal pains in the Terminal. The Captain was able to assess and keep the patient calm

until the ambulance arrived. The patient was transported to Banner Hospital for treatment.

On June 27th, at 5:14 pm a Public Safety Captain, Public Safety Officer, and Director of Operations and Maintenance responded to the Terminal due to a call for an individual that had gotten sick on the aircraft. Upon arrival we found that the patient had high blood sugar and the patient's insulin had been packed in their checked baggage that was not with them. The individual was not able to take their insulin all day and was feeling sick. The responding ambulance was able to get the individual loaded up and headed to Banner Hospital for treatment.

On June 28th, at 2:07am a Public Safety Captain and Public Safety Officer responded to a call for an unresponsive individual in the residential area. Upon arrival they found the individual unresponsive and not breathing. The individual had passed away in their sleep. Public Safety personnel stayed with the spouse until the ambulance and coroner showed up.

3. ARFF Training Facility – We continue to receive registrations for ARFF training. We currently have 108 students signed up. Our third and last 40-hour class is scheduled for the week of August 19th with students attending from Gillette, Sheridan, Nebraska, Colorado, and Utah. 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. Emergency Medical Responder (EMR) Training – Currently working on scheduling training.
6. CPR/AED First Aid - We had CPR/AED recertification classes on the 22nd of July.
7. Airport Security Plan (ASP) – A change was submitted to our ASP for badging paperwork as required by TSA. We have heard back that the changes will be approved and are waiting to receive the formal signed changes back.
8. Wildlife Management – We received wildlife management annual recertification training on July 23rd.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for June 2024. In tracking comparison from 2023 as well as 2019 and when looking at comparing monthly 2024 versus 2023, everything is up. The most substantial is air freight and car rental revenue for the month is up 26%. Passenger enplanements for the month compared to last month are up 29% and 15.2% YTD. We are still down slightly when compared to 2019 (pre-covid) in aircraft operations for the month but YTD we are up. The only thing that is lagging is the air freight. We are doing great compared to 2023 but still down compared to pre-Covid.

OTHER

- A. From the Board – A question was asked to Director of Operations and Maintenance if the airport law enforcement officers carry Narcan. He replied that Public Safety Officers do carry it.

- B. From the Floor – Joe Feiler, AOPA representative and pilot, addressed a couple of concerns. He expressed appreciation for the repaving in front of E and F hangars. He also addressed possible traffic issues with the SEAT/LAT Base and hangars E and F. He stated that there could be a possible conflict with aircraft leaving the F hangar at the same time tankers are landing or taking off. He stated that there is no air traffic control in that area. Visibility is also an issue for hangar J. The Airport Director replied that if Mr. Feiler has any problems to please let the Airport Director know for a timelier response. He also stated that the Airport is drafting a memorandum of understanding with the tower and the BLM to develop procedures for this. Mr. Feiler asked if this could be pushed out as soon as possible. Mr. Feiler also addressed an issue with some of the tenants and the fueling requirements with Atlantic. The concern is that Atlantic is the exclusive fueller at the Airport. A tenant on the airfield has asked AOPA legal services to review the Atlantic lease. The AOPA response is that they are not prepared to draw a final legal conclusion in the case, but they do have concerns over the legality of the terms in the lease and they are aware of other cases where it has been ruled illegal.

NEXT MEETING

The next board meeting will be on Wednesday August 21, 2024.

ADJOURNMENT

The Treasurer made a motion to go into Executive Session for legal matters which was seconded by the Member. The motion carried and the Board went into Executive Session.

APPROVED _____

