



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

October 16, 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 September 18, 2024 Board Meeting
4. Approve and Sign Minutes of the September 18, 2024 Executive Session
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Resolution Adopting an Airport Solicitation Policy
 - B. Land Lease and Building Rental Agreement - John Serwecki
 - C. Land Lease – Century Companies, INC
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 – November 20, 2024 11:00 a.m.
Next Board Meeting – November 20, 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 October 16th 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 1:05 pm.

**Casper / Natrona County International Airport
Board Meeting
October 16, 2024**

BOARD MEMBERS' PRESENT

Joe MacGuire, Vice President
Rob Hendry, Treasurer
Steve Emery, Secretary
Fred DeVore, Member

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

The President called the meeting to order at 1:05 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 September 18, 2024, Board Meeting. The Secretary moved, and the Treasurer seconded the motion. The motion carried.

The Vice President called for a motion to approve and sign the minutes of the September 18, 2024, Executive Session. The Secretary moved, and the Treasurer seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Treasurer moved to approve and sign the expense checks. The Secretary seconded the motion. The motion carried.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Resolution Adopting an Airport Solicitation Policy
- B. Land Lease and Building Rental Agreement – John Serwecki
- C. Land Lease – Century Companies, Inc.
- D. Building Rental Agreement amendment – Advance Casper

A - The Vice President called for a motion to approve the resolution Adopting an Airport Solicitation Policy. The Treasurer moved, and the Secretary seconded the motion. The Airport Director explained that this was a policy that had been established but had never been brought before the Board which covers solicitation, demonstration, and distribution of literature. The Vice President said solicitors have freedom of speech and can organize and have demonstrations but not necessarily in front of the doors or anyplace that would hinder people's movements in and out of the Airport. Potential solicitors also must have their actions pre-approved by airport management. With a motion and second on the table, the resolution carried.

B and C - The Treasurer moved to adopt Lease items B and C, and the Member seconded the motion. The Airport Director explained that item B is a standard land lease building rental agreement with a new tenant. Item C is a land lease with Century Companies for their batch plant. Century Companies did the resurfacing project for runway 8/26 and asked if they could keep their batch plant set up here instead of moving it back to Montana. This is a month-to-month land lease. With a motion and a second on the table, the motion carried.

D - The Treasurer added an item "D" to the list which is an amendment to the Advance Casper lease. The amendment is to change the lease term from July 1, 2024, to August 15, 2024. The Treasurer then moved to approve the amendment, changing the date from July 1, 2024, to August 15, 2024. The Member seconded the motion. The Secretary asked if the date should be September 15, 2024, instead of August 15, 2024. The Airport Director verified that the date should be September 15, 2024. The Treasurer amended the motion to September 15, 2024, instead of August 15, 2024. The Member seconded the motion, and the motion carried.

The Vice President addressed the Employee Handbook and asked the Secretary to review the documents (memo detailing Handbook changes printed and passed out to the board members) regarding this issue. The Vice President stated that the Employee Handbook revision has been reviewed by the County. The Secretary stated that he doesn't remember seeing the service animal policy and has thus not reviewed it prior to the board meeting. He asked the Director of Finance and Administration if this policy had been reviewed by legal. The Director of Finance and Administration replied that the policy had been reviewed by County HR and then County HR contacted County legal. The Airport Director replied that he thought the service animal memo had been distributed to the Board but if not, the Employee Handbook issue could wait until the next meeting to act. The Member stated that the service animal memo had been sent out the week prior to the board meeting. No action was taken at this meeting.

FINANCIAL REPORT

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

- For the month of September, the Airport recorded \$653,979 in revenue, which is \$157,734 over budget.
- Year-to-date revenues were \$1,740,018, which is \$251,282 over budget.
- Expenses for the month were \$406,405.

- Year-to-date expenses were \$1,183,242.
- Net income for the month was \$247,574, and Net Income for the year was \$556,776.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project - We are still going through the close out process and expect to get a close out letter from the FAA relatively soon.
2. Airport Parkway Resurfacing - We are still going through the close out process and are waiting the close out letter from the FAA.
3. Air Traffic Control Tower - We are hearing that the decision on the fourth round of BIL funds will be made by the end of the month. We should know in the next two weeks if the Airport was successful in getting the federal funds for the control tower. We continue to move forward with 60% design and should reach that threshold by the beginning of November. We did have to go through a wind analysis on the tower for the structural design. The pictures included in the board packet show the actual wind tunnel that was built in Ft. Collins. We have also applied to the state for funding for the control tower. We hope to get between \$5 and \$7 million federal dollars. The meeting with SLIB is in November if we are successful in getting the funds.
4. ARFF Training Facility - GH Phipps has completed the installation of monitoring wells around the ARFF Training Facility. We worked with GH Phipps on an account (not a true escrow account) for the \$250,000 and have developed an agreement that will guide the use, access, reporting, etc. of that fund.
5. ASOS Emergency Power - We have been told that Modern Electric is working on the new power connection to the ASOS.
6. Baggage Claim Area Improvements - Mead & Hunt is refining an option for the bag claim area. They will be submitting a presentation to us on October 17 or October 24, 2024. Once we have one concept narrowed down, we will present it to the Board.
7. Energy Audit/Retrofit Grant - We are waiting to hear if our grant application has been approved.
8. Fuel Farm Expansion - We are starting to look at how the Fuel Farm could be expanded and want to develop an expansion plan. During this year's fire season capacity started to be a bit more challenging. With the SEAT/LAT base continuing to grow there is concern we could have some capacity issues. The lead time for the last 30,000-gallon tank that was ordered was about a year.
9. Helitak Base - We have received a schedule from the State, and they are working with their architect on the project. The intention is to go through the design process and bid it out to start construction in the Spring.
10. PCR - Morrison Maierle completed the Aircraft Classification Rating-Pavement Classification Rating (ACR-PCR) calculations for our runways which we have sent to the FAA. The PCRs for the other pavements (taxiways and aprons) will be completed soon. The Vice President asked

if the PCR ratings were going to change. The Airport Director replied that the PCR is just a different way of calculating runway conditions and it isn't something that changes (unless the condition of the pavement changes). The FAA wants us to have the runway conditions recorded and made available to pilots.

11. Plow Truck Replacement – We are replacing two of our plow trucks using BIL funds. We will go through the bid and design process in anticipation of the award of funds in October 2025.
12. Runway 8/26 Resurfacing – The project is largely complete. There is going to be another runway closure for 14 days due to a discrepancy in the project in that some of the bases for the lights are lower than the surrounding asphalt which could lead to ponding water that could affect the electrical system for the runways. The Director of Operations and Maintenance commented that they must raise the elevated runway edge lights so that they are ¼ inch above the asphalt. The Vice President asked if this on the engineering company that put in the lights. The Airport Director replied that both parties (the engineering company and contractor) share some fault. The Airport Director said that the repairs would be done with the existing funds from the FAA and are of minimal additional cost to the Airport. We have been told that the PAPI should be flight checked on October 23, 2024. We are seeing movement on the Runway Weather Information System (RWIS) (i.e., in-pavement sensors) and will be getting that system complete and operational.
13. Seal Coat and Mark Pavements – The work is complete. We are in the 41-day advertising period before we can release the final payment.
14. SEAT/LAT Base – We have been told by the DEQ that we can backfill the old SEAT base area next week. There is an area outside of the containment area near the electrical service that tested high for lead content in the soil. We are hoping that the DEQ will close out the SEAT base environmental and we will have to address the lead issue separately. The Treasurer asked if they were looking at the foam issue in the soil as well. The Airport Director replied they weren't testing for anything else.
15. SRE Phase II - Plans and specs are 100% complete. We met with the County on October 15th to discuss the County review. The County's review time may impact this but currently we are looking at bidding on or around November 25th, a bid opening around December 30th, with construction activities beginning January 14, 2025.
16. Vehicle Replacement Plan – We are still developing the vehicle replacement plan and will be sharing it with the Board once it is complete.
17. WACIP – We have not heard anything since we submitted the WACIP.
18. Air Methods Corporation – We have received an executed lease agreement that was signed October 16, 2024.
19. Atlantic Aviation – Self Fuel Facility – We have prepared an amendment to Atlantic's agreement that addresses the self-fueling facility and the fuel farm (100LL tanks). It has been sent to Atlantic for review.
20. Prospect/Advance Casper – The agreement we executed had an August 1st start date, but Advance Casper really couldn't access the hangar until the middle of September, so we will be asking the Board for approval to change the effective date to September 15th. Additionally,

Advance Casper's Contractor is working on the framing for the offices and bathrooms, and it appears the interior walls have been primed for painting. Our work is complete that we agreed to do.

21. State of Wyoming Department of Administration & Information – This is the lease agreement for the Helitak base which has been finalized and is awaiting the review process. The Treasurer asked if this would be finalized before the end of the year. The Airport Director replied that it should be done before the end of the year.
22. USDOT FAA Small Lease for Real Property / ATCT – We have a fully executed lease amendment that extends the lease another 10 years.
23. Customs – Our new Customs agent, Christopher Barch, will be starting work the week of October 20th.
24. Flight Information Display System (FIDs) – We are moving forward with a new company.
25. Gate Holding Area Improvements – We have had some complaints that customers don't have any flat surfaces to put their drinks/laptops on while waiting in the holding area. There are a couple of areas in the holding area where we are looking at putting some flat surfaces and charging stations. We are also going to be purchasing some additional cup holders for the existing seating. The Secretary asked if the Airport Director had any plans that he could show the Board. The Airport Director replied that he did not at this time. The Secretary said he would like to see some visualization of this project. The Airport Director replied that we are looking at installing an L shaped counter in the gate 3 area and showed a rendering of the gate holding space.
26. Baggage Claim - The Airport Director displayed a layout of the baggage claim area to show the Board. He explained that this concept will include removing the last rental car office and using that space for the expanded baggage claim area. There will also be two bag belts instead of just one. We will also be adding a new restroom facility behind the existing rental car offices as well as a new area to hold oversized luggage. The main restrooms in the terminal need to be renovated and we are considering including that renovation as part of this project. This is a project that could be done in multiple phases with different allocations of funds. The Member asked if PFC funds could be used for this project. The Airport Director replied we could use PFC funds for a portion of the project. CFC funds can be used for the rental car portion of the renovation as well as AIP grant funds.
27. Jackson Hole Airport ARFF Vehicle – We are going to be taking delivery of this truck in the first half of November. We have reached out to the County to identify any departments that may be able to use our truck that is being replaced before we decide to auction the truck.
28. Parking - We have gathered up and are analyzing our parking capacity vs. demand so that we can better predict if or when we will exceed the capacity of the paid lot. We are consequently coming up with a contingency plan in the short term with a look to the future in terms of additional parking requirements.
29. ARFF Website – We are finishing up the content additions for the new ARFF website that we have provided to LUM. They have sent us a design with filler text to review so that once we have the final content the site can go live.

30. Leadership Casper – We hosted a Leadership Casper class on October 10, 2024, and gave them a tour of the Airport. The focus of the class was tourism.
31. Cyber Security Insurance – We are currently implementing multi-factor authentication for when we log into our network remotely. We are also going to sign up for a simulated phishing test to supplement the annual training we receive.
32. FY2024 Audit – On October 4th we received a draft audit report that we are currently reviewing. We will be writing the Management Discussion and Analysis (MDA) to include in the audit report. The Board will receive the audit report for review at least a week before the November Board meeting, and the auditors will be here for the November work session to present the audit and answer any questions the Board members may have.
33. Journeyman Electrician – We are currently advertising for a new Journeyman Electrician.
34. Customs – The dedication for Dale will be Friday, October 18th in the Customs Office at 2:00 pm.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations – Both runways are back open and operational. We have submitted our snow and ice control plan to the FAA as we have made some changes. Our annual snow and ice control briefing will be held later this month.
2. Personnel – We are fully staffed and have been working to get our newest hire fully trained. He will be ready and start working his shift rotations at the end of October.
3. ARFF Training Facility - The ARFF training facility has been winterized for the year.
4. New ARFF Truck - We have received confirmation that Jackson is able to release the Oshkosh Stryker 3,000-gallon fire truck to us. Once we have a date when they would like us to pick it up, we will get transportation of the truck finalized. The Secretary asked what the transportation costs were going to be for the new ARFF vehicle. The Director of Operations and Maintenance replied that the transportation costs were going to be \$3,000.
5. Emergency Medical Responder (EMR) Training – We are in our second week of EMR training. Classes are being held via Zoom and seem to be going well. We will have two in-person classes next month.
6. Badging – The Administrative Assistant, A/R and Property Management is working with a handful of folks that were unable to get their badges renewed in September.
7. New Firearms - The department has purchased, received, and trained with our new service weapons.
8. RSAT Item - As part of the last RSAT (runway safety action team) meeting another hot spot was brought up as a safety concern. As part of the runway 8/26 project, we had the contractor install ERGLS (elevated runway guard lights) for 8/26 on Alpha. These have been installed and are in operation currently. The Vice President asked if the safety lights on runway 8/26 are

permanent. The Airport Director replied that they were permanent. The Treasurer asked where the additional hotspot was on the runway. The Airport Director replied the spot was on Alpha at the 8/26 hold short line. The Airport Director clarified that this wasn't identified as a hotspot but more of a potential area of concern. It was decided to remedy this potential area of concern at the same time as the airfield electrical project work was being completed.

9. Part 139 - The annual Part 139 inspection will be in December. We have been getting all the documents ready for the upcoming inspection.
10. RT3 Friction Meter - Haliday was out last week to do the annual friction meter calibration. We are in the process of getting snow removal equipment ready for this upcoming winter.

ACTIVITY REPORT

- A. The Airport Director referred to the Board Activity Report for September 2024. The Airport Director stated that the only thing we are seeing a decrease in (compared to pre-Covid) is air freight, which is down 6.3% for the month and 12.7% for the year (this is comparing the data to 2019). If we look at the comparison from this year to last, there is nothing that has decreased. Passenger enplanements for September are up 29% which continues the increase trend of the three previous months. Parking, car rental, and fuel flowage revenue are all up. In the next couple of months, we will stop tracking the comparisons to pre-Covid statistics. The Member asked if the passenger statistics were shared with Delta. The Airport Director replied that he shares these numbers with all the airlines via a press release. The Member also asked if families in the Casper area had been affected by the Delta pullout. Specifically, individuals that worked for Delta. The Airport Director and other board members replied that they had no specific details about this.

OTHER

- A. From the Board – Joe Feiler thanked the Board for the new asphalt around the E and F hangars. He also reminded the members of the Christmas Party on December 7th in the observation deck of the Airport.

NEXT MEETING

The next board meeting will be November 20, 2024.

ADJOURNMENT

The meeting was adjourned by the Vice President at 2:03 pm.

APPROVED _____

