

Casper/Natrona County International Airport

January 15, 2025

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 the December 18, 2024 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Amendment 1 to Hangar Lease Agreement – William Clair
 - B. Amendment 1 to Hangar Lease Agreement – Jason Praska
 - C. Amendment 1 to Hangar Lease Agreement – Don Bitzenhofer
 - D. Amendment 1 to Hangar Lease Agreement – Tom Arnold
 - E. Amendment 1 to Hangar Lease Agreement – Romeo Tango Bravo
6. Election of Officers for 2025
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 19, 2025 11:00 a.m.
Next Board Meeting – February 19, 2025 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 15th at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery (via zoom), Rob Hendry, Joe MacGuire, and Tina Hoebelheinrich (incoming Board member via zoom). 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 1:08 pm.

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

BOARD MEMBERS' PRESENT

Kermit Willie, President
Joe MacGuire, Vice President
Rob Hendry, Treasurer
Steve Emery, Secretary (via zoom)
Tina Hoebelheinrich, Incoming Member (via zoom)

AIRPORT STAFF

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

COUNTY COMMISSIONER

Peter Nicolaysen (via zoom)

The President called the meeting to order at 1:08 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President asked for a motion to approve and sign the minutes of the November 20, 2024, Executive Session. The Treasurer moved, and the Vice President seconded the motion. The motion carried. The President asked for a motion to approve and sign the minutes of the November 20, 2024, Board Meeting. The Treasurer moved, 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. Amendment 1 to Hangar Lease Agreement – Green Wagon Sales and Holding, LLC. The Airport Director stated that this was an amendment to an existing lease to extend the lease terms.
- B. Amendment 1 to Hangar Lease Agreement – Mark McAtee. The Airport Director stated that this was an amendment to an existing lease to extend the lease terms.
- C. Amendment 1 to Land Lease and Building Rental Agreement – Alumitech, LLC. The Airport Director stated that this was an amendment to an existing lease to extend the lease terms.

- D. Foreign Trade Zone Magnet Site Operations Agreement – Advance Casper. The Airport Director explained that when the FTZ was originally approved it included a parcel of property on the airport itself. The Airport extended the FTZ to include the offload rail line and subsequently extended the FTZ to include most of the County. The original 2 parcels, 492 acres on the Airport and 984 acres for the Casper Logistics Hub, became magnet sites. A magnet site is like a business park where you can have multiple companies or multiple uses in the same area. A sub zone operation is for one business or one type of an operation. The Wyoming Reserve Operating Zone Fund Corporation will be a subzone operation. The Advance Casper Building or anyone else in the 492 acres is part of a magnet site. Advance Casper could do multiple operations or businesses out of their leased building (subject to the scope of their lease). The Airport Director stated that because we have a lease agreement with Advance Casper, we need to approve a magnet site operating agreement. This agreement is very similar to what we will be doing for a subzone operating agreement for the Wyoming Reserve.
- E. Assignment of Agreement and Consent – TP&L Aviation (Assignor) and Z-Holdings, LLC (Assignee). The Airport Director stated that TP&L Aviation owns a hangar on the Airport that they lease the land for. They would like to sell their hangar to Z-Holdings LLC before the end of the current year. As we have done in the past, where there is a sale of structures and a land lease, we have an assignment that transfers all the rights and obligations under the lease from TP&L Aviation to Z-Holdings, LLC.
- F. Hangar Land Lease Agreement Amendment 1 – Z-Holdings, LLC. The Airport Director explained that if the Airport does assign the agreement (Item E), Z-Holdings LLC has asked for an extension of the lease terms by 10 years. The Airport Director stated that the Airport enters into a lease agreement for hangar construction that has a set term and at the end of that term there are five-year extensions at the lessee's option. The existing term for that lease agreement ends in December 2025 and at that point the five-year options kick in. The Airport Director spoke to Mitch Zimmerman of Z-Holdings, LLC. Mr. Zimmerman asked to extend the base term instead of starting the five-year extensions in December 2025. The Airport Director stated that there is no change for Z-Holdings, LLC's options going forward, it will be that the base term will be another 10 years, and the five-year options continue after that point.

The President asked for a motion to approve the leases, contracts, agreements and resolutions. The Treasurer moved, and the Secretary seconded the motion. The motion carried.

The Airport Director stated that there are three sublease items that fall under the Lease Agreements category that are not approvals of lease agreements. The Airport Director explained that subleases must go before the Airport Board and if approved they must meet the following criteria:

1. Sublease agreement must be in writing.
2. The agreement is subject to the terms and conditions of the lease Agreement with the Airport.
3. The sublessees maintain liability insurance in the amounts the Airport sees fit.
4. The sublessees maintain other insurance coverages and amounts as the Airport prescribes.
5. The sublessees hold the Airport harmless.
6. The lessee accepts full responsibility and liability for the acts and omissions of its sublessee.

There are currently three sublease requests that must be approved.

1. Advance Aircraft Services – wants to sublease space to Rising Wing's Flight School to allow them to perform maintenance on flight school aircraft.
2. Business Aviators – wants to sublease space to Rising Wing's to allow for a flight training ground school in the Business Aviators hangar.
3. Z-Holdings, LLC – wants to sublease space to Rising Wing's Flight School to allow them to perform maintenance on the flight school aircraft.

The Treasurer moved to approve items 1 and 3 listed above and stated that the approval is subject to the six provisions previously explained. The Secretary seconded the motion. The motion carried.

The Treasurer moved to approve item 2 above, subject to the six provisions previously explained as well as Business Aviators receiving approval from Nerd Gas to permit these operations. The Secretary seconded the motion. The motion carried.

FINANCIAL REPORT

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

- For the month of November, the Airport recorded \$531,605 in revenue, which is \$35,360 over budget.
- Year-to-date revenues were \$2,917,702, which is \$436,476 over budget.
- Expenses for the month were \$463,948.
- Year-to-date expenses were \$2,119,388.
- Net income for the month was \$67,657, and Net Income for the year was \$798,314.

The Treasurer commented on the financials stating that the Airport does not request a lot of funds from the County for the day-to-day operations. The President stated that the day-to-day operations have always been funded by the Airport.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Air Traffic Control Tower – The Airport Director and the Board President met with FAA Airport District Office personnel in Denver. The Airport Director stated that the former ADO manager for Denver is now one of the people in charge of the BIL program, who determines which BIL projects get funded. The next ATCT project milestone will be the February 11th meeting where we will discuss the 60% design with the FAA and the facility requirements document. There are some requirements that we are not going to be able to comply with, such as a second elevator. We will go through the waiver process to eliminate the items that we are not going to be able to comply with. Once that is done, we will update the 60% drawings and get an updated construction cost estimate. This will allow us to apply for the last round of funding this fall. Going from 60% to getting out bid documents is relatively easy to hopefully get the funding by October 2025, with completion in the first quarter of 2027. The Treasurer asked if we were on a continuing resolution with the budget. The Airport Director replied that the BIL program was not part of the normal budget process and not subject to appropriations and reauthorizations. The Vice-President asked if the BIL funding will remain until we use the funds. The Airport Director replied that this is the case unless the funds are taken back. The

SLIB funds have an expiration date according to the Vice-President. The Airport Director replied that the SLIB funds are a 20% match, and we have been requesting reimbursements as we go along with this process. The Director of Finance and Administration stated that the funds had been received for the 20% match from SLIB, about \$220,000.

2. ARFF Training Facility – Kustom Koncepts has one item that needs to be completed to be able to close out the project. We should be able to finalize within the next week or two.
3. ASOS Emergency Power – We are waiting on updated pricing from Modern Electric.
4. Baggage Claim Area Improvements – We were hoping to be able to present at this meeting but that will not happen. There is a wall that is in the way that will be difficult to remove. Because of this we are having to review our concepts and hope to have this before the Board during the January/February Board meeting.
5. Energy Audit/Retrofit Grant – We have reached out to a company in Powell, WY that has done energy audits. We will be working with them to complete the audit for the BLM leased dispatch center building. We will pay for maintenance on this building and the grant funds will be used for this maintenance. The grant funds must be used by July 2025.
6. Fuel Farm Expansion – We met with Morrison Maierle and Bob Thompson with TWS (who did a lot of the design work on the original fuel farm) on the 16th to discuss the project scope. We want to increase capacity to accommodate the demands of fire season.
7. Gate Holding Area Improvements – The seating and tables for the gate holding area have been selected, ordered and should be here in January. We received a quote for the countertop that matches the other cabinetry, the problem being they are in Lincoln, NE and we would have to go get the countertop or pay to have it shipped. We do have Kustom Koncepts coming out to look at building the frame the countertop sits on. We received the cup holders and have started installing them in the gate holding area.
8. Helitak Base – We received a site layout for us to use as a lease exhibit, but it shows how the State envisions the site.
9. PCR – Pavement Condition Rating. We received the PCR data for the non-runway pavement that we are currently reviewing. We should be able to present these results at the next Board Meeting.
10. Plow Truck Replacement – Morrison Maierle sent us a scope of work, task order and fees that we have approved for two new plow trucks. We will be submitting this (scope and fees) to the FAA and Bureau of Aeronautics soon for their concurrence.
11. QTA – We are looking at installing a reverse osmosis system to remove the water spots that are forming on the cars. The President asked if we got the HOTSYS's fixed. The Director of Operations and Maintenance replied that we had to install stainless steel coils to rectify the issue.
12. Runway 8/26 Resurfacing – The RWIS items have come in and the remaining items will be installed starting on the 13th. We will not upgrade the Runway 3/21 back panel system (needed because the current system is becoming obsolete) until we are ready to commission the Runway 8/26 system, minimizing the time the 3/21 system is out of service. The President

asked if the runway could be used in the meantime and the Airport Director replied that it could, but not the weather system while it is being upgraded.

13. SEAT/LAT Base – We are still trying to work with the DEQ to get a certificate of completion.
14. Snow Blower – We have worked through a Motorola radio issue with MB. We anticipate that the blower will be completed the second week of April.
15. SRE Phase II – per the County, they believe the sand oil separator is too small. We have submitted information to them explaining why we believe the separator is adequate. We are waiting for a response from the County to determine the cost of enlarging the separator.
16. Terminal Building HVAC System – Installation is being done this week and should be operational very soon.
17. Atlantic Aviation Self Fueling Facility – The Airport Director received the amendment with Atlantic's comments/changes and hopes to have this before the Board next month.
18. State of Wyoming Department of Administration & Information-General Services Administration – We had a meeting December 4th with the A&I Senior Grants & Contacts Administration Specialist and Forestry people to discuss a couple final questions on the lease agreement. The Airport Director has received the final lease draft and is reviewing it prior to it being submitted to the AG for the review.
19. TSA – We are looking at expanding the old Customs space by constructing a wall which will allow us to remove another wall. Once this is done, we can swap some space TSA uses in the terminal for storage for the remaining garage space. We have ordered the steel studs for the wall and are looking at a month or so to have the work complete.
20. Flight Information Display System (FIDS) – We are working with the FIDS company on the design of the FIDS, and they are working with LUM to incorporate the FIDS information on our website. We are looking for a January 16th cutover from the current system to the new system.
21. Jackson Hole Airport ARFF Vehicle – We have removed the decals from the Jackson Hole truck, have installed radios, and we have taken all the tools off CR8-2 and put them in the Jackson Hole truck. The truck is in storage until we have room for it in the station and won't be put in service until we address the exhaust extraction system.

We have sent information to the airports and municipalities in Wyoming letting them know we have our 1995 truck available for transfer to those interested. We have received three inquiries, from Guernsey Airport, Riverton Airport, and Medicine Bow. The Airport Director stated that Riverton has a need for the truck and would also be able to lend it to other departments in the area. The President asked for a motion to donate the truck to Riverton. The Vice-President made the motion, and the Treasurer seconded. The motion carried. The Treasurer commented that he supported the deal because Riverton has commercial air service.

22. Parking – We will be implementing the same overflow parking procedures we had in place over Thanksgiving for Christmas travel.

23. ARFF Website – LUM is working to complete the final edits, and they plan to share the updated website with us before the 20th. We are looking at going live the first week of January.
24. Fly Casper Alliance – The next meeting of the Alliance will be in March.
25. Livability Magazine – We have had some discussions with the publishers of the magazine, and we hope to have a proof to review/approve in the next week or so. The audience for this magazine is for people that don't live in the area and for those who do. We have designed the ad to appeal to both. The Treasurer commented that he likes the photos included in the ad.
26. SCASDP Grant – Our Small Community Air Service Development Program (SCASDP) grant will expire January 6, 2025. We have submitted a request to extend the grant for an additional year.
27. ARPA concession Relief Grant – We finalized our concession plan and submitted it for review and approval. This was a grant that helped us with our terminal building concessions during COVID. These funds pay the Airport back for the relief funds already given to the Airport concessionaires.
28. Foreign Trade Zone – We received notice that our “request for a minor boundary modification of FTZ 157, Casper, Wyoming, under the alternative site framework (ASF) is approved pursuant to Section 400.38 of the FTZ Board’s regulations. This action involves establishing a subzone for the sole use of The Wyoming Reserve Opportunity Zone Fund Corporation as operator or user. The subzone is designated as 157A and includes the following site: Site 1 (4.16 acres) – 170 Star Lane, Casper, Natrona County.”
29. Journeyman Electrician – Mike Cook has accepted the Journeyman Electrician position. Mike has 20+ years of experience with Modern Electric working on the airfield and various other electrical experiences. Mike will be starting on January 6, 2025.
30. Airside Solutions Electrical Training – We were approached by Airside Solutions regarding hosting some electrical training they offer, at no cost to participants, if we would provide the space. That training occurred on the 10th with 21 individuals in attendance. This is something Airside Solutions does in other states and something we are going to work with them on to expand so others in Wyoming can take part in this training. The Airport had two employees attend the training. The Director of Maintenance and Operations provided additional comments on the training stating that there is not an abundance of available airfield electrical training, and this partnership would be very beneficial.
31. Casper Mural Project – The Airport Director has reached out to Brian Olsen with Aeronautics to see if the WYDOT sign people have the old “Welcome to Wyoming” sign designs. If they do, we will look at whether they can produce them and assess the cost.
32. WYDOT Aviation Economic Impact Study – The ADSB system will be installed at the Airport and will give the states some stats on aircraft. The stats will be used for the economic impact study. We will be receiving this equipment relatively soon.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations – FAA inspection occurred December 4th through the 6th. The inspection went well with only minor fixes. The FAA did have some issues with Aero Center's self-service set up and we had to take them out of service temporarily. Jen and her team were able to rectify the issues, and they were put back in service.
2. The runway weather information (RWIS) final install is scheduled for December 13th. After that, we are awaiting commissioning dates so we can put it back in service.
3. We have still been having issues with secure area gate three and will be installing a maglock soon, date to be determined.
4. All annual fire inspections and flow tests were completed December 11th for the SRE, Hangar 8, and the terminal.
5. ARFF/Fire – We took CR8-2 out of service at the end of November and are currently running on our other two trucks, CR8-1 and CR8-3. The transition to get the Jackson truck operational will take some time and we are looking at how best to update our exhaust system. We will also be simplifying the name of the trucks, ie: ARFF 1,2, and 3 which will require new decals on all three trucks.

The Operations and Public Safety Manager stated a Public Safety Captain in conjunction with a drug detection dog was dispatched to the Airport due to finding drugs and drug paraphernalia at one of the Airport owned buildings.

The Operations and Public Safety Manager also stated that the Capital Police were at the airport recently as part of Senator Barrasso's security detail and will be accompanying his trips to Casper in the future.

The Airport Director spoke about the Part 139 Inspection that was done recently and congratulated the Public Safety Department on passing this inspection.

ACTIVITY REPORT

The Airport Director referred to the Board Activity Report for November 2024. Everything continues to trend up with the exception of parking revenue which was down minimally for the month. Passenger enplanements were down by .6% for the month. From the YTD standpoint parking revenue is up 11% and enplanements are up 18.8%. When compared to 2019, we are up in every category except air freight.

OTHER

The Airport Director introduced Officer Chris Barch, the new Port Director for US Customs and Border Protection. Officer Barch commented that he processed his 37th Canadian aircraft today and the planes from Canada are coming every other day.

From the Board - The Treasurer asked what caused the spike in August on rental cars. The Airport Director replied this was due to two things. A shortage of cars due to increased fire activity and the availability of cars. The President commented that we may top 100,000 enplanements this year. The Airport Director replied that he sends out this information on a routine basis to every airline that we communicate with, so they are aware of our growing enplanement percentage. A leakage study is

being done by Mead and Hunt and these results showed that half of the people in our area (Natrona and Converse County) travel to Denver to fly. We share these results with airlines to try and capture that percentage that drive to Denver. We are currently having this market study updated since the departure of Delta. The President commented that Southwest Airlines is now operating out of Bozeman, MT.

From the Floor – A member from the floor commented there are five flights out of Bozeman on the 19th of December. They stated there are 3 nonstop flights to Denver and 2 to Las Vegas.

The President thanked Joe MacGuire for his service on the board.

NEXT MEETING

The next board meeting will be on January 15, 2025.

ADJOURNMENT

The meeting was adjourned by the President at 2:08 pm.

APPROVED 
