



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**February 19, 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 January 15, 2025 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Apartment Lease Agreement – Devin Hayden & Caitlynn Conley
  - B. Mobile Home Land Lease Agreement – David Schulte
  - C. Land Lease Agreement – Austin Abrams
  - D. Land Lease Agreement – Douglas Beran
  - E. Land Lease Agreement – Kevin Norcross
  - F. Amendment 1 to Lease Agreement – BME Powder Coating, LLC
  - G. Amendment 1 to Lease Agreement – Power & Communications
  - H. Certificate of Organization – Casper/Natrona County International Airport Board of Trustees
  - I. Commercial Aeronautical Service Lease and Operating Agreement Amendment 1 - Trajen Flight Support, LP dba Atlantic Aviation
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 – March 19, 2025 11:00 a.m.  
Next Board Meeting – March 19, 2025 1:00 p.m.
12. Executive Session
13. Adjourn

**CASPER/NATRONA COUNTY INTERNATIONAL AIRPORT BOARD OF  
TRUSTEES STUDY SESSION MINUTES**

Steve Emery convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on February 19<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore (via zoom), Rob Hendry, and Kermit Wille. 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  
February 19, 2025**

**BOARD MEMBERS' PRESENT**

Steve Emery, President  
Rob Hendry, Vice President  
Kermit Willie, Treasurer  
Fred DeVore, Secretary (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

The President called the meeting to order at 1:05 pm and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The President asked for a motion to approve and sign the minutes of the January 19, 2025, 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 Vice President moved and the Treasurer seconded the motion. The motion carried.

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

The following items were presented for approval:

- A. Apartment Lease Agreement – Devin Hayden and Caitlynn Conley
- B. Mobile Home Land Lease Agreement – David Schulte
- C. Land Lease Agreement – Austin Abrams
- D. Land Lease Agreement – Douglas Beran
- E. Land Lease Agreement – Kevin Norcross
- F. Amendment 1 to Lease Agreement – BME Powder Coating, LLC
- G. Amendment 1 to Lease Agreement – Power & Communications
- H. Certificate of Organization – Casper/Natrona County International Airport Board of Trustees

I. Commercial Aeronautical Service Lease and Operating Agreement Amendment 1 – Trajen Flight Support, LP dba Atlantic Aviation

The Airport Director explained that Items A-G were standard lease and amendment agreements. Item H is a state statute that requires us to send any changes in Airport Board officers to the Wyoming Secretary of State, Natrona County Clerk, and Natrona County Commissioners. Item I is an amendment to address giving up the 100 low lead tank and affirming the ownership of the self-fueling facility. The President stated that he recently read the governance documents of the Jackson Hole Airport and noticed they had a Certificate of Organization and suggested to the Airport Director that the Airport incorporate one also.

The President asked for a motion to approve the leases, contracts, agreements, and resolutions. The Treasurer moved and the Vice President seconded a motion to approve items A-I. The motion carried.

### FINANCIAL REPORT

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

- For the month of January, the Airport recorded \$482,634 in revenue, which is \$13,611 under budget.
- Year-to-date revenues were \$3,852,760, which is \$379,043 over budget.
- Expenses for the month were \$366,581.
- Year-to-date expenses were \$2,889,442.
- Net income for the month was \$116,053, and Net Income for the year was \$963,318.

### DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project and Airport Parkway Resurfacing – Projects are complete, and closeout reports have been submitted. We are currently waiting to receive grant closeout letters from the FAA. Once we receive those this project will drop off the report.
2. Air Traffic Control Tower – We are 60% through with the design of the new tower. We had to create a reimbursable agreement with the FAA for them to provide us with their requirements for the control tower. Some of their requirements add a significant amount to the overall cost. Due to this and other costly FAA requirements, a meeting was scheduled with the FAA Air Traffic Organization to discuss waivers. The day before the scheduled meeting, we were told that the FAA members could not attend the meeting in person or remotely, and it would have to be rescheduled. The meeting proceeded with our tower people and the Woolpert people but was not as productive as hoped. Since we have no idea when the meeting may get rescheduled, we are looking at March 15<sup>th</sup> as the date we send the waivers for the control tower. The Airport Director stated that we had to pay about \$100,000 for a wind study to be sure the proposed ATCT can sustain up to 120 mph winds and referenced the ATCT model that he brought to the board meeting. The Airport Director stated that we are proposing, in lieu of a second elevator, that we have critical replacement items (i.e., pumps and motors) sitting in reserve on location should the primary elevator experience mechanical issues. In addition, we would ensure that a local company is available to service the elevator. The Airport Director stated that he will be in DC next week to meet with our state representatives regarding the ATCT project.
3. ARFF Training Facility – The inspection panel has been installed, and we are waiting on a float

switch to be installed. Once this is done the system can be tested and will be complete.

4. ASOS Emergency Power – Modern Electric was out on the 12<sup>th</sup> and began pulling the wire and they were able to get everything operational on the 13<sup>th</sup>. The ASOS is now officially on the airfield backup power.
5. AWOS – This system is maintained by the National Weather Service. The Airport Director stated that it is very difficult to get someone from Riverton to come and service this system which means the Airport can have flights restricted if the ASOS it out of service (or key components of it). The FAA will allow a backup AWOS system. The State will fund this on a 90% / 10% basis. We are working with our engineers to bid for this project for us to have a backup AWOS system.
6. Baggage Claim Area Improvements – We will be setting up a meeting with the rental car agencies to go over all alternatives prepared and presented.
7. Energy Audit/Retrofit Grant – We have a grant to update/replace the lights in the BLM Dispatch Building. We also reached out to Rocky Mountain Power regarding their incentive program, and an application has been submitted to receive a rebate that should about cover our portion of the upgrade costs.
8. Fuel Farm Expansion – We met with Morrison Maierle on the 13<sup>th</sup> and are refining the scope of services to see how we get additional capacity to expand the fuel farm and to review the requirements to accommodate a different type of fuel.
9. Gate Holding Area Improvements – We are waiting for the countertop frame fabrication to be completed in about a week. Once the base is set it will take about 7-10 days to template the wall and then the countertops will be custom cut and installed. The Airport has received a lot of positive feedback on the bistro tables and chairs that have been installed.
10. Hangar 5 – Atlantic Aviation leases out half of Hangar 5 and they are working with us on some maintenance and remodel work. The Director of Operations & Maintenance stated that painting, new gutters, resealing hangar doors, and other overall improvements needed to be made to the hangar. The Airport will be improving the other half of the hangar so the entire hangar will get remodeled when the weather gets nicer.
11. Hangar Development – The Airport Director stated that there have been conversations with a couple different individuals on hangar development interests to be built.
12. Helitak Base – The State sent us the 65% construction documents on the 13<sup>th</sup>. The tentative plan is to have 100% construction documents (CD) by the end of March. Bid dates are not yet set and will be determined close to the CD set. The facility should be operational next fire season.
13. Office/Conference Room Remodel – The Airport Director stated that the current conference room will become his office, and his current office will become the Director of Finance & Administration's office. This is being done to accommodate the new Air Service and Marketing position that we have budgeted.
14. Plow Truck Replacement – We did receive concurrence from the FAA on the scope and fees for the project and have executed an amendment to our Morrison Maierle agreement. The project bid opening is February 20, 2025.

15. QTA – Culligan will be out on the 17<sup>th</sup> to start the installation of the reverse osmosis system. The Vice President asked if our water quality necessitated a RO system. The Airport Director replied that the reverse osmosis system reverses the spotting caused by the water softener system.
16. Runway 8/26 Resurfacing – Training for the RWIS will be February 25, 2025, and a presentation will be made on this system during the next board meeting. The Vice President commented that he took off on 21 and landed on 26 the other day and both runways are smooth as glass and the contractors did a good job on the resurfacing.
17. SEAT/LAT Base – Ardurra's subconsultant has sent the DEQ information to review so that we can be issued a Certificate of Closure. Once approved, we will need to work with the County Clerk on what needs to be recorded and filed. This will allow us to finalize the project financially. The Airport Director stated the SEAT/LAT base will be featured in an upcoming issue of the Airport Improvement Magazine.
18. Snow Blower – The Director of Operations & Maintenance stated that the updated delivery date is the middle of May.
19. SRE Phase II – The project is currently out for bid. There is a preconstruction meeting scheduled for the 25<sup>th</sup>, with a March 18<sup>th</sup> bid opening.
20. State Revolving Fund Project Solicitation and Application Process - This is the application for investigating and remediating lead pipe service lines. The Treasurer asked what pipes have been identified as having lead contamination. The Airport Director replied that we have to inventory 20% of what we have told them does not have any lead service lines, and then we must investigate all the other ones. The cost for someone to come in and investigate the lines was around \$450,000. We proposed that the Airport purchase the equipment and do the labor in house for \$240,000, then take the extra money available to cover the cost of any lead pipes identified.
21. Terminal Building Sliding Glass Doors – We received two quotes for replacing the four sets of terminal building sliding glass doors. We have selected Alumitech Window and Door Solutions to do the replacement work.
22. Wyoming Airport Capital Improvement Program (WACIP) – We have a meeting with Aeronautics Staff on the 13<sup>th</sup> to review the changes to the WACIP. The Aeronautics Division has requested we respond with any comments we may have by close of business on February 21<sup>st</sup>. The money for the baggage claim improvements was taken out, so the Airport Director has submitted his comments on this change requesting the funds be restored.
23. Sage Technical Services – Sage requested a cost estimate for removing a wall and constructing a 175' x 175' section of pavement. We are awaiting a response from them. The Vice President asked if the Airport determines how much base is applicable to the new pavement they are requesting. The Airport Director replied that we don't know where this pavement is going to go, and we are estimating a cost in the \$240,000 range. The Airport Director said we are looking at this as a stand-alone project, and we need to look at an area that makes sense for their training, but would also have some development possibilities for the Airport. The Treasurer asked what the dimensions were and about the cost. The Director of Operations & Maintenance replied the estimate was \$224,605 with 4 inches of sub grade

and 4 inches of asphalt. The Vice President asked if the Sage trucks were weighted or not. A floor attendee said that the trucks are weighted. The Treasurer commented that if you are putting down 175 x 175 footprint, do it in concrete 6 inches thick and have a place to put a building on top later. The Airport Director replied we would look at the location that works for the Airport and Sage that would be mutually beneficial going forward. The Airport Director will reach out to Sage and see what they have decided.

24. SkyWest Bond – We have received the updated \$130,000 bond.
25. TSA – The work on the wall is complete. Once TSA has moved the things they have stored in a room in the terminal we will take over that space.
26. ARFF – We received three quotes for Solberg F-3 foam (fluoride free foam) and the lowest price came in through a salesman in Casper. This will replace the foam in two trucks with a 200-gallon reserve.
27. ARFF Truck “Rinse” – We received quotes from three companies, two of them we feel are legitimate quotes, and we are moving forward with Clean Harbors. This will provide a rinse for two trucks.
28. Jackson Hole ARFF Vehicle – The new decals have arrived. The new exhaust extraction equipment is still 8 to 10 weeks out.
29. Runway Safety Action Team (RSAT) – The annual RSAT meeting will be held in the Public Safety Training Room on May 21<sup>st</sup> at 3:00 p.m. Our role has always been to host the meeting to discuss construction, wildlife, and operations, and to be there for any discussion on “hot spots” or items of concern with those in attendance.
30. Southwest Airlines – Southwest has reached out to us about using our airport as a diversion airport. We are filling out the inventory form regarding this.
31. Aerial Tanker Fees – We are looking at whether we should be charging landing fees for aerial tanker operators. We heard that charging them is typical, and we have reached out to a couple airports to see how and what they do.
32. Foreign Trade Zone – The Airport Director is still working on a Subzone Operating Agreement and participated in annual report training on February 6<sup>th</sup>.
33. Solicitation Policy – The Airport Director stated that our current solicitation policy does not have an appeals process and suggested that we amend the policy to include this process. Basically, if someone is not happy with a decision regarding solicitation, they can appeal that in writing to the board. After review by the board, their decision will become final. The Vice President moved, and the Treasurer seconded a motion to amend Article 7 to update the solicitation policy. The President said there were additional changes that needed to be made regarding this policy and the motion was amended to include those changes. The motion passed.
34. Structural Truck – We have a structural fire truck that the Board had previously agreed to dispose of. We reached out to the other departments in the County and Casper Mountain Fire District and Salt Creek Emergency Services responded with interest in the truck. The Vice President moved, and the President seconded a motion to donate the truck to the Casper

Mountain Fire District. This decision was made since Salt Creek Emergency Services has already received a donated vehicle. The motion carried.

## **OPERATIONS REPORT**

The Operations and Public Safety Manager gave the following report:

1. Operations/Public Safety – The TSA inspector will be here March 4<sup>th</sup> through the 6<sup>th</sup> to meet the new Federal Security Director (FSD). The Operations and Public Safety Manager will be meeting with him as well to get our Airport Security Plan revised and up to date.
2. Our full-scale exercise is required by the FAA this year and will be scheduled for August. The Operations and Public Safety Manager is coordinating with Emergency Management and other entities to begin the planning process. We will be having monthly meetings to ensure we are all on the same page and make sure that we have all the logistics lined out.
3. We are coordinating with the Natrona County Sherriff's Office to conduct joint training for our law enforcement certifications as well as to ensure their newer Deputies are familiar with the airport in the event they are responding to an incident at the airport. We will be utilizing the Public Safety training room to facilitate some of the training so that our folks can attend as well.
4. The back bathroom in the station is currently under construction after a crack was in an underground drainpipe. We will be remodeling the entire bathroom to include installing a shower. This will be a secondary shower and will enable us to continue normal operations when it comes time to remodel the bunk room bathroom.

## **ACTIVITY REPORT**

The Airport Director noted that the January Activity Report was not included in the board packet and will be sent out after the meeting. The Airport Director reviewed some of the highlights included in the December Activity Report. Year to date all numbers are positive. The decrease in fuel flowage/storage by almost \$10,000 is due to Delta pulling out of the market and will be taken into account during the FY26 budget process.

## **OTHER**

From the Board – The Vice President commented that he read that Southwest is merging with two other airlines, and wonders if we can get in front of them to see if they would like to fly out of Casper. The Airport Director responded that we are currently doing a passenger demand analysis (leakage study). In March the leakage study will be complete and then the Airport Director will be attending the Mead & Hunt air service conference in April. The conference will allow us to get in front of airlines with new data that we will put into business cases to present to them in one-on-one meetings. The Secretary stated that Southwest flies out of Bozeman and that they could potentially add Casper as a stop on the way to their final destination.

For the tower the FAA is doing an air space analysis where they look at the impact of the ATCT tower construction on whether or not it penetrates any of the approach surfaces and whether or not it impacts the minimums. This is only data to be used during the ATCT construction.

From the Floor – Nothing to add.

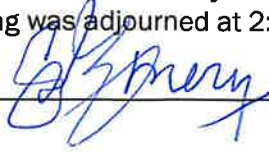
**NEXT MEETING**

The next board meeting will be on March 12, 2025, due to two board members not being available for the regularly scheduled March 19<sup>th</sup> meeting.

**ADJOURNMENT**

The President made a motion to adjourn the board meeting, and the Vice President seconded the motion. The meeting was adjourned at 2:10 pm.

APPROVED \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "S. J. Mery", is written over a horizontal line that extends to the right of the word "APPROVED".