



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**April 16, 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 March 12, 2025 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Lease Agreement – ARINC Incorporated
  - B. Lease Agreement – Visionary Communications
  - C. Land Lease and Building Rental Agreement – Randal Dietz
  - D. Land Lease and Building Rental Agreement – Dean Johnson
  - E. Land Lease and Building Rental Agreement – Buff N Fit
  - F. Advertising Concession Agreement – WSG Energy Services
6. Other action for Leases, Contracts, Agreements, and Resolutions
  - A. Land Lease and Building Rental Termination – Jake Hlavacek
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 – May 21, 2025 11:00 a.m.  
Next Board Meeting – May 21, 2025 1:00 p.m.
13. Executive Session
14. 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 April 16<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Rob Hendry, Tina Hoebelheinrich, 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  
April 16, 2025**

**BOARD MEMBERS' PRESENT**

Steve Emery, President  
Rob Hendry, Vice President  
Kermit Willie, Treasurer  
Fred DeVore, Secretary  
Tina Hoebelheinrich, Member

**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 COMMISSION**

Peter Nicolaysen, County Commissioner, via phone

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 March 12, 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 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. Lease Agreement – ARINC Incorporated
- B. Lease Agreement – Visionary Communications
- C. Land Lease and Building Rental Agreement – Randal Dietz
- D. Land Lease and Building Rental Agreement – Dean Johnson
- E. Land Lease and Building Rental Agreement – Buff N Fit
- F. Advertising Concession Agreement – WSG Energy Services

## OTHER ACTION FOR LEASES, CONTRACTS, AGREEMENTS AND RESOLUTIONS

The following item was presented for approval:

### 6A. Land Lease and Building Rental Termination – Jake Hlavacek

The President asked for a motion to approve the Leases, Contracts, Agreements and Resolutions. The Vice President moved, and the Secretary seconded the motion. The Airport Director explained that Item E was a land lease and building rental agreement that coincides with item 6A. Jake Hlavacek has asked to get out of his lease early and Buff N Fit would like to take over that space on a longer-term agreement, extending past the original lease expiration of July. The Secretary asked if this was a barracks building and the Airport Director replied it was one of the old warehouse buildings on Allen Street. The Secretary asked if there was a waiting list for this building and the Director of Finance and Administration replied that she believes the waiting list applies to the larger barracks buildings. The Vice President asked about an escalation clause on the original lease with Jake Hlavacek. The Airport Director replied there was an escalation clause, and it would be transferred to the new lessee. The Airport Director also stated that two years ago a rate analysis was performed and equalized all rates for similar buildings. The Treasurer moved to amend the motion to include item 6A and the Member seconded the motion. 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 \$518,368 in revenue, which is \$22,123 over budget.
- Year-to-date revenues were \$4,874,589, which is \$408,382 over budget.
- Expenses for the month were \$422,335.
- Year-to-date expenses were \$3,733,538.
- Net income for the month was \$96,033, and Net Income for the year was \$1,141,051.

## DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Airfield Electrical Project and Airport Parkway Resurfacing – We are waiting on the final close out letter.
2. Air Traffic Control Tower – The Airport Director stated that the American Association of Airport Executives (AAAE) reported that the next BIL ATP (Airport Terminal Program) NOFO (Notice of Funding Opportunity) will be released in the July-August timeframe (FY26 AIP grants). This is the process we use to apply for the tower funds out of the BIL program. We hope to know about the funds by November-December of this year. The Airport Director stated that he has drafted a funding solution for tower funding and submitted it to Senator Barrasso's office. A community project funding request was also submitted to Congresswoman Hageman's office. She has up to 15 of these requests that she can move forward for funding.
3. ARFF Training Facility – We are waiting for nicer weather to be able to test the new system and this project will be closed out.

4. AWOS – We have received a design scope of services from Ardurra that we are currently reviewing.
5. Baggage Claim Area Improvements – We received comments from the car rental agencies on the revised car rental counter/office concepts. The Airport Director presented both options to the Board at the work session.
6. Energy Audit/Retrofit Grant – This is a \$25,000 grant we received through the State. We are finalizing the bid documents that we plan on sending to electrical contractors early next week. We are looking at a pre-bid conference about a week after the bid opening, about two weeks after pre-bid. There are 100 light fixtures that we are looking to replace in the BLM dispatch facility.
7. Fire Truck – The fire truck we are giving to Casper Mountain Fire District is still on the premises; they have asked to store it here until their decals are ready to put on. The Vice President asked if we were keeping the radios, and the Director of Operations & Maintenance replied that the radios have been removed.

The Airport Director stated that the new truck from the Jackson Hole Fire Department was parked in front of the Public Safety building so the Board Members could see the new decals. We have also received a new door for the truck to replace the one that was torn off in Jackson Hole.

8. Gate Holding Area Improvements – Everything is complete in the gate holding area and passengers are using the tables and counters.
9. Helitak Base – The State has the plans and specs out on the street. There will be a pre-bid meeting on April 24, 2025. The Airport Director spoke to the State Forestry people to see if they wanted to do a groundbreaking ceremony, and we are waiting to hear back from them. We hope to have everything in place and operational for the next fire season. The Vice-President asked if the plan is still for two helicopters. The Airport Director replied that approval has been received for two helicopters and four SEATs as opposed to the one helicopter and two SEATs. The plan is to start positioning the helicopters here, but Rock Springs has a facility as well as Worland. The SEATs could also be moved to Rock Springs if the large tankers are brought to CPR in a bad fire season.
10. Office/Conference Room Remodel – The metal work for the glass divider will be installed on the 16<sup>th</sup> and 17<sup>th</sup>, with actual glass installation the week of the 21<sup>st</sup>.
11. Historic Building(s) in the Historic District – We are awaiting approval from the FAA to remove these buildings that are deteriorating.
12. Public Safety Restroom Renovation – All of the work is complete and looks very nice.
13. Runway 8/26 Resurfacing – We are waiting for the spare parts to arrive. Also, we are working through the reimbursement on the Geotech work that was completed through a separate grant.
14. SEAT/LAT Base – The trench drain concrete was poured and the contractor will be boring between the two basins to connect them with pipe. The Director of Operations and

Maintenance said the concrete work was complete and they were waiting for it to cure before they set the trench drains.

15. Snow Blower – We are still looking at a May 16<sup>th</sup> for a ship date.
16. SRE Phase II - Caspar Building Systems was the lowest bidder for the base bid and the alternate. The Airport Director stated that in the next few years most of our focus will be on ramp pavement. We are borrowing one year of ramp pavement funds to be able to complete this project. We are currently working with the FAA to sign the agreement with Caspar Builders.
17. State Revolving Funds Project Solicitation and Application Process – Our plan is to submit a formal application which will include an environmental review and a public meeting. We are shooting for the June 4<sup>th</sup> application deadline which would have our application before SLIB at their October 2<sup>nd</sup> meeting. The Airport Director had a meeting on the 10<sup>th</sup> to discuss how we have structured our funding request for this project. Because the funding is a partially forgivable loan, not a grant (without a funding match), it is not structured the way we thought. The Airport Director would like to discuss this with the Board moving forward.
18. Terminal Building Sliding Glass Doors – Terminal building main sliding glass door work will happen after the glass work for the new office space is complete.
19. Foreign Trade Zone – The Airport Director is finalizing a Subzone Operating Agreement for our use. A Grantee Concurrence with Request for Activation Letter for the Wyoming Reserve Opportunity Zone Fund Corporation has also been prepared. We have more interest in the Foreign Trade Zone considering the recent events on tariffs.
20. Hangar Operator Group (HOG)– It was discussed in the pre meeting to allow HOG to use some of the 40% reserve funds to pay for the pavement construction project work. The Treasurer moved that the Airport allow the HOG group to use a portion of the reserve funds. The specific amount will be in the modified lease that the Airport Director is going to prepare and will be considered at the next board meeting. The Vice President seconded the motion. The Airport Director stated that the exact amount was \$25,991.44. The Vice President asked if this amount reflected the 2022 amount that was left over. The Airport Director replied in the affirmative. The motion carried.
21. Mountain West – We should be receiving a diagram from Mountain West which will allow us to develop a fiber conduit use/access agreement.
22. Sage Technical Services – The Airport Director has submitted a draft lease for the Sage real estate people to review. A draft redlined copy has been received with comments from their attorney that we are reviewing.
23. ARFF Truck Rinse – Clean Harbors completed the truck rinse on Friday the 4<sup>th</sup> and the new foam has been inserted, and the trucks are in service. The President asked what was done with the wastewater. The Airport Director replied he did not know (other than it was taken off site as part of our agreement with them). The Treasurer asked how many rinses were done and the Operations and Public Safety Manager replied that there were three rinses done per truck. The Board President asked if there was any discharge of PFAS into the ground water and the Director of Operations and Maintenance replied there was not. The President asked how much this service was, and the Airport Director replied the cost was based on them being here for two days and they were only here for one. The Director of Finance and Administration

replied that she thought the cost was around \$54,000 and Clean Harbors assumed all liability for the proper disposal. The President asked if we received a certificate of completion from Clean Harbors and the Director of Operations and Maintenance said he would have to check. The Airport Director stated that the company took all the old foam and the rinse water with them. The President asked if the new foam was PFAS free and the Airport Director replied in the affirmative. The President said he was contacted by a law firm to see if the Airport wanted to join in the litigation regarding PFAS foam. Previously the Airport decided not to join the litigation and this decision stands. The Airport Director stated that as part of the 139 inspection they want to see that the Airport has dispensed foam in a timely manner. He also stated that since the airfield was prior military, we may have PFAS exposure outside of anything the Airport has done.

24. Air Stairs – We have cleaned up the airstairs and are working on a waiver of liability so other organizations can use the stairs without Airport liability.
25. Fly Casper Alliance – The Alliance met with representatives of WYDOT Aeronautics on April 8<sup>th</sup>.
26. Mead & Hunt Air Service Conference – The Airport Director is working on follow up correspondence which will be sent to the carriers he met with at the conference.
27. Passenger Demand Analysis – Doug Blisset, our air service consultant with Mead & Hunt, will be in Wyoming meeting with the Aeronautics Commission in May. We are working on coordinating a meeting with him during that time to present the results of the passenger demand analysis.
28. Record Retention, Disclosure, and Fee Structure for Records Requests Policy Update – The Director of Finance and Administration sent the Board the proposed policy changes. The Member moved to approve the changes to the Record Retention, Disclosure and Fee Structure. The Treasurer seconded the motion, and the motion carried.
29. Air Service and Marketing Manager – The Airport Director stated that we will be advertising this position soon. The job description is being finalized.
30. Employee Handbook Changes – The Airport Director stated that initially these were to be discussed at the pre meeting; however, he has now decided to do that at the next meeting. The Board President asked if all Board members had received the proposed changes. The Board members replied in the affirmative. The Airport Director replied that an updated handbook change would be emailed to the Board members prior to the next meeting.
31. Air Service Consultant Selection – The Airport Director is reviewing proposals received in anticipation of a meeting with the selection committee.
32. WYDOT Aviation Economic Impact Study – The data for this study will be collected over a one-year period through paper surveys and electronic means. We are not receiving very many paper surveys. The Director of Finance and Administration stated that we have had over 2,600 responses electronically when people request to use our free Wi-Fi and we have received about 15 paper copies.

The Treasurer moved that the ATCT move forward from 60% design plans to 100% completed design plans so that we can meet the building schedule in anticipation of receiving funding. The Vice President seconded the motion, and the motion carried.

## **OPERATIONS REPORT**

The Operations and Public Safety Manager gave the following report:

1. Operations/Public Safety – The back bathroom in the station was completed this past week and turned out nice. At some point soon (TBD), we will begin work on the remodel of the bathroom in the bunkroom.
2. Our first 40-hour ARFF class will be during the week of May 12th. The training pit will be de-winterized no later than May 1<sup>st</sup> and we will be working on getting a couple more folks trained on the operation of the tower portion.
3. Safety Training room – We hosted training put on by the FAA Law Enforcement Assistance Program on April 8<sup>th</sup> in the Public Safety training room. The training was about the rules and regulations on drone operations to assist in identifying what we as law enforcement can ask. We had folks from TSA as well as local departments in attendance.

## **ACTIVITY REPORT**

The Airport Director stated that all activity was up except for air freight. Passenger enplanements were up 14.5% for the month and 10.4% YTD. Fuel storage revenue for the month is down due to the loss of Delta and timing issues in revenue recognition at month end, flowage vs. storage.

## **OTHER**

From the Board – The Vice President asked about the buildings near the new tower site that are in disrepair and what the maintenance plan was for those buildings. The Director of Operations and Maintenance replied that those were the buildings the Airport is trying to declare condemned to be torn down. The Airport Director commented that these are the buildings that were sent to the FAA to get permission to remove them. He also commented that the area where these buildings currently stand will be used as a materials staging area when the new tower is being constructed. The President asked when the request was submitted and how long it takes to get permission to remove the buildings. The Airport Director replied he submitted the request about 5 weeks ago and does not know how long the process should take. He also stated that he is in frequent contact with our FAA contact regarding this issue.

The Secretary stated that we have very clean bathrooms and thanked the custodians for their hard work. He also stated that our jet bridge needs a good cleaning.

The Vice President asked when the customs agent would be attending the monthly board meetings since aircraft landings have increased. He also commented on the C-17 military plane landing last month and whether the Airport was given any prior notice. The Airport Director replied that we were not, but we do need that notice going forward to make sure our pavement can handle that big of an aircraft.

From the Floor – No comments from the floor were made.

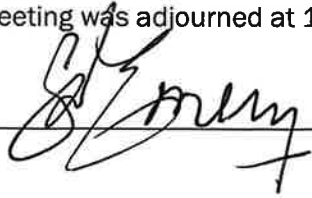
## **NEXT MEETING**

The next board meeting will be on May 21, 2025.

**ADJOURNMENT**

The Treasurer made a motion to adjourn the board meeting, and the Vice President seconded the motion. The meeting was adjourned at 1:50 pm.

APPROVED \_\_\_\_\_

A handwritten signature in black ink, appearing to be "G. J. [unclear]", is written over a horizontal line. The signature is cursive and somewhat stylized.