



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**June 18, 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 May 21, 2025 Board Meeting Minutes
4. Approve and sign the May 21, 2025 Executive Session Minutes
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
7. Financial Report
  - A. Discussion and Action on FY2026 Airport Operations Budget
  - B. Discussion and Action on Bad Debit
8. Director Report
9. Operations Report
10. Activity Report
11. Other
  - A. From the Board
  - B. From the Floor
12. Next Board Study Session – July 16, 2025 11:00 a.m.  
Next Board Meeting – July 16, 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 June 18<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Fred DeVore, Rob Hendry, and Tina Hoebelheinrich. 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  
June 18, 2025**

**BOARD MEMBERS' PRESENT**

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

**AIRPORT STAFF**

Glenn Januska, Airport Director  
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 11:07 am. The Vice President moved, and the Secretary seconded a motion to go into Executive Session. The motion carried.

The Board came out of Executive Session at 11:53 am. The Secretary moved to approve the salary adjustment and bonus for the Airport Director as discussed in the executive session. The Vice President seconded the motion, and the motion carried.

The President stated that the Board would be in recess until 1:00 pm.

The President reconvened the meeting at 1:02 pm and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The President asked for a motion to approve and sign the minutes of the May 21, 2025 Board Meeting. The Vice President moved, and the Member seconded the motion. The motion carried.

**APPROVAL OF EXECUTIVE SESSION MINUTES**

The President asked for a motion to approve and sign the minutes of the May 21, 2025 Executive Session minutes. The Member moved, and the Secretary 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 Secretary seconded the motion. The Airport Director explained one additional financial item stating that the Airport received reimbursement from the FAA in the amount of \$78,734.70 for a capital project. The FAA contacted us stating that this payment should have gone to the State of Wyoming instead of to the Airport and requested that we send the funds back to the FAA for proper routing. The Airport Director asked that the motion include this transfer. The President included the transfer in the motion and the motion carried.

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

No items were discussed.

## FINANCIAL REPORT

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

- For the month of May, the Airport recorded \$581,276 in revenue, which is \$85,031 over budget.
- Year-to-date revenues were \$5,924,972, which is \$466,274 over budget.
- Expenses for the month were \$423,988.
- Year-to-date expenses were \$4,685,754.
- Net income for the month was \$157,288, and Net Income for the year was \$1,239,218.

The Airport Director stated that the Proposed FY 2026 Operating Budget shows net income of \$367,293 which includes a 3% COLA adjustment and an increase in the parking rate from \$6 to \$7. The Vice President moved that the budget be accepted as presented with a 3% COLA and an increase from \$6 to \$7 in the parking rate. The Secretary seconded the motion.

The President asked the Airport Director how conservative this budget was compared to last year. The Airport Director replied that this budget is as conservative as it was in prior years and stated that the increase in net income this year is mostly due to increased passenger activity and the active prior years fire season. The Airport Director stated that he did not anticipate having a \$1.2 million net income next year but doesn't expect the Airport to be at a loss either. The Vice President stated that it has been great for the Airport that it has become a center for firefighting activities. The Airport Director replied that the budget did not factor in the increase from two to four SEATs for the upcoming fire season. The Vice President stated that no county tax money funds the Airport operations, and the Airport Director replied in the affirmative. The motion carried.

The Airport Director discussed the bad debts for FY 2025 and stated that we still strive to collect the bad debt even after it has been written off. The Airport Director asked that the Board approve writing off the bad debt of an individual regarding an abandoned RV in the amount of \$1,180 which was turned over to collections on April 8, 2025. The Vice President moved to write off the bad debt of \$1,180, the Member seconded the motion, the motion carried.

## DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Air Traffic Control Tower – A contract was signed with Woolpert that takes us from 60% to 100% design. Although we do not have a revised requirements document from the FAA, it is not believed that that will hold up the design. Woolpert is working on a schedule and believes the design will be completed by the end of January. We have not heard anything about the Notice of Funding Opportunity for the last round of the BIL funds but have been told we should expect something in July. In July we will be making a request for the \$14 million BIL funds needed to complete the project. Congresswoman Hageman made a request through the Department of Agriculture Rural Development for \$3 million for tower construction.
2. AWOS – There has been no definitive direction from the State as they are waiting for the new

Aeronautics Administrator to get on board. We should be hearing something relatively soon.

3. Baggage Claim Area Improvements – We are reviewing the draft concept and budget report from Mead and Hunt.
4. BLM Interagency Dispatch Center Windows – The windows have been ordered, and we are waiting for them to be delivered and installed.
5. Energy Audit/Retrofit Grant – The lighting replacement work is complete. A check has been signed for the work, and we will get the invoice submitted for reimbursement. We will also be working with Rocky Mountain Power to verify the lighting upgrade has been completed, which will trigger an approximately \$4,000 rebate. The rebate from Rocky Mountain Power should cover the Airport's portion of the project cost.
6. Helitak Base – The job trailer has been moved on site. The State has entered into a contract with Caspar Builders for the construction with an anticipated start date within a month. Substantial completion is projected for August of 2026. The groundbreaking ceremony was held on June 10<sup>th</sup> with approximately 100 people in attendance.
7. Historic Building(s) in the Historic District – The asbestos abatement work for the building on Bell is about halfway complete. We have a contractor lined up to do the asbestos removal for both buildings and are awaiting the approval from SHPO to remove the asbestos in the building by the old maintenance building. Once we receive that, we can move forward with the contractor to get the site restored. We should know something from SHPO within the next couple of weeks.
8. Office/Conference Room Remodel – We have been told the furniture should ship by July 15<sup>th</sup>. We are hoping to have the offices switched by August 1<sup>st</sup>.
9. Parking Lot Expansion – We met with Morrison Maierle on June 9<sup>th</sup> to discuss the project scope and how the work could be phased in.
10. Public Safety Station Doors – The three new overhead doors facing the airfield have been installed.
11. Runway 8/26 Resurfacing – We are still waiting for all the spare parts to arrive. Approximately 60% of what we ordered arrived on June 5<sup>th</sup> and the rest will ship on June 20<sup>th</sup>. The FAA still needs to close out the grant financially and should be able to do this relatively soon.
12. Seal Coat Work – The State is switching to an eight-year cycle for seal coat. Because of this change our pavement is not due to be seal coated again until 2032. Runway 8/26 needs to have a seal coat in 2026. We will be meeting with the State and the contractor sometime this year to discuss this work.
13. Snow Blower – We have been told that the spare windshield was shipped on the 5<sup>th</sup> or 6<sup>th</sup>, but we have not received it yet. We are in the middle of processing a 95% payment and withholding 5% retainage until everything is completed and received.
14. SRE Phase II – The Director of Operations & Maintenance commented that the concrete pads have been removed, the subgrade cut down, and everything is being leveled. He stated we have also received some submittals for the building. The Airport Director stated that Caspar

Building is doing this project as well as the Helitak Base. The Airport Director stated that the Airport executed a task order (agreement amendment) to cover the construction administration services by Mead & Hunt.

15. State Revolving Fund Project Solicitation and Application Process – We submitted our application materials with the anticipation that the application and funding will be discussed at the October 2<sup>nd</sup> SLIB meeting. We have received acknowledgement that the application was received. We are requesting a 100% reimbursement, but we believe they will pay for about 50% of the equipment in the form of a \$130,000 loan and \$130,000 in forgivable funds. The 20-year loan at no interest generates a payment of roughly \$5,000/year. The Airport Director stated that the Airport will be able to use the equipment for other purposes. For example, the Airport must clean out the sump for the QTA twice a year at a rough cost of \$4,000/year. Right there, the savings almost equals the loan repayment.
16. WACIP – Wyoming Airport Capital Improvement Program where we submit our capital improvements for the next 20 years to the state has started.
17. Sage Technical Services – Removal of the structural wall and restoration work started June 10<sup>th</sup>. After the County inspects the new structural beam, the flooring installation and finishing of the space will start. Having this additional space will allow Sage to host bigger classes.
18. TSA Lease Space Painting – The Airport Director stated that we are contractually obligated to paint the TSA space every five years and this work will start next week.
19. Exhaust Extraction System – Work on the exhaust extraction system continues. The Director of Operations and Maintenance stated that the work should be completed by June 16<sup>th</sup>.
20. Use of Sex-Designated Restrooms – We have developed a restroom signage design that we are working on getting produced and installed. The Airport Director sent an email with the Resolution/Rules to the tenants we believe may have multi occupancy restrooms with a request to let us know the email/Resolution/rule has been received. We have heard back from all but three of them. The Airport Director stated that we want to make sure that the businesses on the Airport understand that their buildings are covered by this resolution/rule also.
21. Small Community Air Service Development Program Grant – The Airport Director had a meeting with the DOT SCASDP people June 5<sup>th</sup> to see if we could modify our 2017 grant scope. In the past an airport could not apply for funds for a project which they previously received SCASDP funds for. With our 2012 grant, we used some funds for Las Vegas marketing, making Las Vegas support ineligible. The DOT changed that to “within 10 years” and most recently Congress changed that to “within 5 years”. Based on that, we would like to be able to use those funds for supporting Las Vegas and Mesa Arizona service should we want to pursue the funds for that. The DOT was receptive to that and told the Airport Director what information he would need to submit a letter of request to have them approve any scope and change.
22. Cyber Security Insurance – We have been told by WARM that we are only eligible for Level 1 Cyber coverage, which is \$100,000, and anyone is eligible for that level simply by completing an application. We are working to find out why we don't qualify for Level 4, \$2,000,000 coverage.

23. FY2025 Audit – We had a pre-planning meeting with the auditors on the 11<sup>th</sup> where they performed some account testing among other things.
24. Air Service and Marketing Manager – The job description is done, and we will start advertising the position next week.
25. Carnival Ride Storage – We were asked by the Fairgrounds Manager about storing approximately 10 semi loads of carnival rides around June 16<sup>th</sup> until the time they get moved to the Fair Grounds, and we have identified an area those semis can be parked.
26. Casper Mural Project – The Airport Director stated that the Casper Mural Project has really morphed into displaying past “Welcome to Wyoming” signs on the terminal brick wall south of the main doors. Brian Olsen with WYDOT said he has reached out to their graphic designer to find out where we are with the project.

### OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. We have had approximately 50 students come through our ARFF training facility since the middle of May. Our next weeklong 40-hour basic class will be June 23<sup>rd</sup> -27<sup>th</sup>. The training facility has been running well with minor adjustments during each burn session, as expected.
2. We were able to assist some Marines that arrived on June 8<sup>th</sup> with offloading their equipment from a C-130 and storing some large totes while they are doing training around the State. They will be departing on June 23<sup>rd</sup>, and we will help them get loaded up so they can get home.
3. We will have our annual wildlife training on June 19<sup>th</sup> by the USDA Wildlife Services.
4. Perimeter Solutions, the supplier of the new foam for our trucks, is coming out on July 8<sup>th</sup> and doing a new foam demonstration on July 9<sup>th</sup>.

### ACTIVITY REPORT

The Airport Director stated that everything is up for the month except car rental revenue. Air Freight is up even though air freight pounds are trending lower. Car rental revenue, although down for this month, is still up 12.8% YTD. The President asked if the Airport Director thought the increase in air freight was due to the new A-300 airplane being used. The Airport Director replied that Amazon packages are not being carried by FedEx anymore, and most Amazon packages around here arrive via ground transportation not by air.

### OTHER

From the Board – The Secretary asked if we could get information from our consultant regarding delays and cancellations by the size of aircraft. He stated that he feels like the bigger aircraft don't get delayed as much as the smaller aircraft that fly into this airport and that it may be a revenue issue that the smaller aircraft get delayed much more often than the bigger capacity aircraft. The Airport Director replied that he would find out if delays are tracked by aircraft type. The President stated that he was reading a legal newsletter regarding a \$6.2 million award from a former employee at Napoli Bern Ripka Shkolnik LLP. The President stated that this was the firm that the Airport was negotiating with to be our counsel in the PFAS litigation.

From the Floor – An audience member asked why there was a firetruck sitting outside the fence. The Airport Director replied that this is the truck we received from Jackson Hole and is an extra truck. We are waiting for the exhaust extraction system to be installed to be able to utilize the truck. An audience member asked what type of military aircraft was shown in the picture displayed on the screen during the meeting. The Airport Director replied that it was the new electronic warfare plane that the Air Force is using.

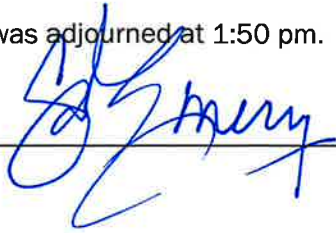
#### **NEXT MEETING**

The next board meeting will be on July 23, 2025.

#### **ADJOURNMENT**

The meeting was adjourned at 1:50 pm.

APPROVED \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "J. Mary", is written over a horizontal line that follows the word "APPROVED".