

Casper/Natrona County International Airport

July 23, 2025

Board Study Session - 12:00 p.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 June 18, 2025 Board Meeting Minutes
4. Approve and sign the June 18, 2025 Executive Session Minutes
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Scott Monroe
 - B. Land Lease and Building Rental Agreement - Scott & Lisa Gagnon & Justin Stetz
 - C. Land Lease and Building Rental Agreement – Nick & Laura Kofakis
 - D. Land Lease and Building Rental Agreement – Tyrell Anderson
 - E. Amendment 1 to Land Lease and Building Rental Agreement - Fowles Custom Cabinets
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 – August 20, 2025 11:00 a.m.
Next Board Meeting – August 20, 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 July 23rd at 12:00 p.m. in the Public Safety Training room.

Board members present included Rob Hendry, Kermit Wille 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 12:58 pm.

**Casper / Natrona County International Airport
Board Meeting
July 23, 2025**

BOARD MEMBERS' PRESENT

Steve Emery, President
Rob Hendry, Vice President
Kermit Wille, Treasurer
Tina Hoebelheinrich, Member

AIRPORT STAFF

Glenn Januska, Airport Director (via Zoom)
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

The President called the meeting to order at 12:58 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President asked for a motion to approve and sign the minutes of the June 18, 2025, Board Meeting. 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 June 18, 2025, Executive Session minutes. The Vice President moved, and the Treasurer 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. Land Lease and Building Rental Agreement – Scott Monroe
- B. Land Lese and Building Rental Agreement – Scott & Lisa Gagnon & Justin Stetz
- C. Land Lease and Building Rental Agreement – Nick & Laura Kofakis
- D. Land Lease and Building Rental Agreement – Tyrell Anderson
- E. Amendment 1 to Land Lease and Building Rental Agreement – Fowles Custom Cabinets

The Treasurer asked what item 6E was about. The Director of Finance and Administration replied that it was a renewal of the current lease for another 2-year term. The Vice President moved to approve items 6A-E, the Treasurer seconded the motion. The motion carried.

FINANCIAL REPORT

The Board President commented on the finances of the Airport last year and what a great job the Airport did in coming in so much over budget on our net income. The Airport Director commented that much of the increase in revenue resulted largely from the increase in passengers and related activities. He also stated that the active fire season last year contributed to the increase in net income.

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

- For the month of June, the Airport recorded \$529,327 in revenue, which is \$33,082 over budget.
- Year-to-date revenues were \$6,454,072, which is \$499,129 over budget.
- Expenses for the month were \$388,896.
- Year-to-date expenses were \$5,113,723.
- Net income for the month was \$140,432, and Net Income for the year was \$1,340,348.

The Vice President stated that with the Airport becoming a regional fire hub we will continue to translate into increased revenue. The Airport Director stated that he was contacted by Robbie Klein with the Forest Service who asked if the Airport had space available to lease for Erickson Air Cranes. The Airport Director said these cranes could be at the Airport within the next month.

The Treasurer asked if we had implemented the new parking rates (\$7.00) and the Airport Director replied that we had.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Air Traffic Control Tower – the Airport Director attended the Air Traffic Control Modernization summit in Washington, DC last week. Based on that meeting, he has some ideas on how to frame the need for funding for the tower and the next application for federal funding. The notice of funding opportunity (NOFO) should be coming out in August. The Airport Director stated that the application must be submitted with a strong funding plan since there is not going to be another round of funding applications. The updated Requirements Document Workbook (RDWB) is being routed for signature, and the FAA Engineering people are working with Woolpert to provide input on the 90% design package with a completion date of October 3, 2025. Woolpert will design extra space to support both a TRACON and TRACAB. The FAA has drafted the Siting Report and comments were due July 22nd. The full plans and specs should be ready in February 2026, with the project potentially under grant by the end of June 2026.
2. AWOS – The State is looking at \$150,000 per airport to provide a backup AWOS, with a 90/10 split. The Airport Director stated that it would be difficult to have the funds to pay for all the infrastructure costs if the state is only going to cover 90% of the cost of the equipment.
3. Baggage Claim Area Improvements – We received a revised final report based on our comments that we are reviewing.

4. BLM Interagency Dispatch Center Windows – We are currently waiting on the windows for replacement.
5. Energy Audit/Retrofit Grant – We are currently waiting for Rocky Mountain Power to come out and verify the work done so that they can process the rebate. The Airport will come out ahead on this project with no cost to us except for the cost of the labor to administer the grant.
6. Hangar 5 – The contractor is working on badging, so we anticipate work to start soon.
7. Helitak Base – We have a solution to the wingtip clearance that we are implementing. The operators of the SEAT/LAT base need a 30 ft wingtip clearance instead of the standard 20 ft. We are going to be able to change the taxiway center line and shift the entire thing over 10 feet and thus not have to change anything with the Helitak design. There was a pre-construction meeting on July 17th that, among other things, laid out project phasing, and it looks like the last phase of the project will be completed August 11, 2026. Currently the contractor has been working on digging the foundation with site prep all week. The Treasurer asked if the wing walkers were for private aircraft. The Airport Director replied that the wing walkers would be for any aircraft that doesn't have the 30-foot wingtip clearance from a building or a structure. If we get a C-130 then they will need a wing walker. The Treasurer asked if this would affect any of the aircraft in the existing hangars and the Airport Director replied there would not be an issue.
8. Historic Building(s) in the Historic District – The work on both buildings (asbestos removal and building removal) is complete and we are working on the site prep in both areas.
9. Office/Conference Room Remodel – All of the work is complete, and maintenance is working on power and data drops in Tatum's new office. The Airport Director asked the Director of Finance and Administration if she had heard of a delivery date for the new furniture and she replied she did not.
10. Parking Lot Expansion – The Director of Operations and Maintenance stated that he approved the scope of services, and the engineers are working on fees now. We will be working on the different phases of parking lot expansion including lighting, ADA accessibility, asphalt paving, landscaping, and installation of a revenue control system.
11. Seal Coat Work – The August 11th meeting has been moved to the Spring.
12. SEAT/LAT Base – We are still working on getting the certification completed and are hopeful to have this done by the next Board meeting.
13. Snow Blower – We are waiting for the FAA to review/approve the close out report. Once that is done, we can process the final RFR.
14. SRE Phase II – There has been a lot of back and forth between the contractor and engineers on the pre-engineered metal building. All the soil compactions except for one passed and the one that did not pass is being recompacted. The footings have all been cut out. The Director of Operations and Maintenance stated that he has a meeting on the 24th with the contractor and the engineers to discuss the issues further.
15. State Revolving Funds Project Solicitation and Application Process – The Airport Director stated

that everything has been submitted to the State for our application to move forward for funding. We are expecting 50% loan forgiveness with the interest at 0% for 20 years. This will allow us to use this equipment to do the lead pipe inspection.

16. WACIP – The Airport Director and the Director of Operations and Maintenance met on the 17th to discuss what needs to be done to update our WACIP (Wyoming Capital Improvement Program).
17. Transportation Network Providers – The Airport Director has received information from Jackson Hole on what they are charging their TNP's. They are not aware of any survey or study that shows what other airports are charging, so we don't really know what the industry average looks like. TNP's are Uber and Lyft that provide services at the Airport.
18. Use of Sex-Designated Restrooms – We have selected a sign vendor (Bar-D Signs) and the signs were ordered this week. Temporary signs are currently in place. The Airport Director stated that we did have a complaint regarding our bathrooms not all being unisex.
19. Cyber Security Insurance – We have received approval for the Level 4 cyber insurance, which provides us with \$2 million in coverage.
20. FY2025 Audit – The auditors were out the week of July 14th and went through payroll and retirement documentation, and everything looks good so far. The Director of Finance and Administration stated that the Auditors would be out the week of the 18th and in office the last week of August. She also stated that last year the auditors were here for 3 days, and she anticipates the same this year.
21. Air Service and Marketing Manager – The application due date is August 4th, and we have received 6 applications to date.
22. Casper Mural Project – We placed our order for the welcome signs on July 2nd. We will be getting 7 historic Welcome to Wyoming signs that will be placed on the brick wall outside the terminal. We have asked for an update but have not received a response.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. We hosted approximately 55 people from Wyoming, Colorado, and Nebraska for our foam demonstration put on by Perimeter Solutions July 9th. The live demonstration of how the new foam works on live fire was invaluable and it was a great opportunity to network and learn from other departments.
2. On July 13th we had a United Airlines Airbus A-321 divert to CPR from Chicago. The flight was headed for Portland, and they reported smoke in the cabin and an unresponsive passenger. The flight landed safely, and the passenger was taken to the hospital in stable condition. The smoke was from a separate passenger's laptop that started smoking for unknown reasons. All other passengers and crew were deplaned and taken to the hold room and the observation deck after it was secured. The passengers were here for approximately 12 hours before United was able to get another plane here to get them to Portland.

The Director of Finance and Administration commented that she had received very positive feedback on the way the Airport handled the diverted flight. The Operations Manager stated that there were

approximately 175 passengers on board the flight. The Board President asked if the Airport had an operating plan in place for when larger flights get diverted here. The Operations Manager said that the passengers were taken to the hold area and not allowed to leave the area unless they went back through security. The Airport Director stated that if TSA is available to screen the passengers, they are allowed to leave the secure area.

Referencing the potential new hangar build, the Vice President asked if the hangar building needed a separate meeting to sign documents. The Airport Director replied that if they are looking at starting operations on October 1st, the lease agreement would either be a land lease agreement or a lease agreement for their trailers. The Airport Director stated we could have these in place by the August meeting.

ACTIVITY REPORT

The Airport Director stated that aircraft operations and every other category we track are tracking up for the month and year-to-date. Aircraft Operations are up 70% and 21% year to date. Air Freight, car rental revenue, and parking revenue are all up. Passenger enplanements are up 7% for the month. Fuel flowage should continue to trend upwards due to the fire season, but may not be as high as last year. Miscellaneous concessions will be sent to the board once completed.

OTHER

From the Board – The Treasurer commented on the parking receipts report and stated that the change to all paid parking made the Airport close to \$800,000 in parking revenue last year.

From the Floor – Sam Saari from Atlantic asked the Airport Director if the current jet bridges could accommodate the larger aircraft. He stated that the jet bridge would not rise high enough to accommodate the diverted flight this month. The Airport Director replied that the aircraft could not have used the bridge due to the smoke in the cabin, they could not park by the terminal in case of fire. Mr. Saari commented that the jet bridge was measured, and it was indeed too short for the aircraft. The Director of Maintenance and Operations stated that the further the jet bridge is pushed out the higher it will go and stated that he would get Mr. Saari the measurements he requested. The Vice President asked if we were able to borrow the airstairs from FedEx and the Director of Maintenance and Operations replied that we used the bi-directional ramp. The Airport Director stated that the bridge can support an A320 aircraft, and the sill height goes from 46-114 inches.

NEXT MEETING

The next board meeting will be on August 20, 2025.

The Treasurer moved the Board go into Executive Session for the purpose of discussing a personnel issue. The Vice President seconded the motion. The motion carried.

EXECUTIVE SESSION

Upon exiting the Executive Session, the President moved the Board adjourn the regular board meeting and the Member seconded the motion. The motion carried. The meeting was adjourned at 2:03pm.

APPROVED _____

