

Casper/Natrona County International Airport

August 20, 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 July 23, 2025 Board Meeting Minutes
4. Approve and sign the July 23, 2025 Executive Session Minutes
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Lease Agreement – SITA Information Network Computing USA, INC.
 - B. Apartment Lease Agreement – Greg Brack
 - C. Land Lease and Building Rental Agreement – Mary Strieter
 - D. Land Lease and Building Rental Agreement – Tyler Ross
 - E. Advertising Agreement – Casper College
 - F. Amendment 1 to the Hangar Lease Agreement – Don Cooper
 - G. Hangar Land Lease Agreement – Wyoming NNN, LLC
 - H. Mobile Home Land Lease Agreement – GMR Health Systems
 - I. Apartment Lease Agreement - Chris Castaner
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 – September 17, 2025 11:00 a.m.
Next Board Meeting – September 17, 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 August 20, at 11:00 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 1:00 pm.

**Casper / Natrona County International Airport
Board Meeting
August 20, 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

The President called the meeting to order at 1:00 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The President asked for a motion to approve and sign the minutes of the July 23, 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 July 23, 2025, Executive Session minutes. The Treasurer moved, and the Member 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 – SITA Information Network Computing USA, INC.
- B. Apartment Lease Agreement – Greg Brack
- C. Land Lease and Building Rental Agreement – Mary Strieter
- D. Land Lease and Building Rental Agreement – Tyler Ross
- E. Advertising Agreement – Casper College
- F. Amendment 1 to Hangar Lease Agreement – Don Cooper
- G. Hangar Land Lease Agreement – Wyoming NNN, LLC
- H. Mobile Home Land Lease Agreement – GMR Health Systems
- I. Apartment Lease Agreement – Chris Castaner

The Vice President moved to approve items 6 A-I, the Member seconded the motion. The Airport Director gave a general overview of all the leases, no questions were asked. The motion carried.

It was stated by the Director, Finance and Administration that the GMR Health System lease is not available to the President to sign at this meeting, but if approved, will be forwarded to the President as soon as it's received by the Airport.

The President formally requested that all Advertising Agreements include the Advertising Policy as an Exhibit in the advertising agreements.

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 over budget on net income. The Airport Director commented that 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 July and stated that since this is the first month of the fiscal year, month-to-date and year-to-date have the same information.

- For the month of July, the Airport recorded \$572,591 in revenue, which is \$39,022 over budget.
- Expenses for the month were \$434,585, which is \$65,318 less than what we budgeted.
- Net income for the month was \$138,006, versus the \$33,666 budgeted.
- As of the month of July, we have \$104,340 of net income above what we had budgeted.

The Treasurer commented that we are off to a great start. The Vice President commented that we may see an increase next month due to all the fire aircraft.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Air Traffic Control Tower –The notice of funding opportunity (NOFO) should be coming out any day for the BIL program. We are anticipating the 90% design package completion date of October 3, 2025. The full plans and specs should be ready in February 2026, with the project potentially under grant by the end of June 2026. In order to position ourselves for the BIL funding we need additional funding. We anticipate a \$27 million project, we have \$13 million lined up, and we need an additional \$14 million. We will ask for \$14 million but will need to have a contingency plan with some additional funding, or other funding sources. We are waiting to hear if we are going to receive the Department of Agriculture Rural Development Program funds requested by Congresswoman Hageman.

The Treasurer made a motion to increase the Airports commitment out of retained earnings from \$2 million to \$3 million and to borrow up to \$5 million to help cover the cost of the ATCT project if we are not successful in getting the entire \$14 million funding. This shall be put into a resolution for the President to sign. The motion carried.

The Airport's credit debt was discussed. The gate holding area project loan is being paid back with PFC revenue, the QTA facility loan is being paid back using CFC revenue, and the fuel farm loan will be paid off in a couple of years. The Treasurer stated that he will provide a letter stating that the Airport is in a financial position where we have the borrowing capacity if we need to borrow and that the Board has voted in favor of allowing the airport to borrow up to \$5 million should the need arise.

It was discussed that the Airport will go out for bank bids if the \$5 million needs to be borrowed.

2. **Baggage Claim Area Improvements** – The Airport Director met with Mead & Hunt due to an increase in project cost. Due to us needing to break the project out in more than one phase, the mobilization and bidding costs increased by about \$700,000. The first phase would be to move the rental car counters, which would be paid for using CFC funds. Additionally, there is a portion of the project cost that we believe we can do in house, gutting the old rental car counter space. The last phase is the additional restrooms.
3. **Energy Audit/Retrofit Grant** – We are reporting on the energy savings on a monthly basis. We are anticipating approximately \$3,282 in rebates from Rocky Mountain Power.
4. **Hangar 5** – Work started today.
5. **Helitak Base** – Caspar poured the office footers and foundation, will then insulate the foundation work, and then will backfill.
6. **Office/Conference Room Remodel** – Everyone is getting settled into their new offices.
7. **Parking Lot Expansion** – The task order for the design has been signed.
8. **Plow Truck Replacement** – Original delivery date was October and December of 2026. We have been notified that the trucks could be delivered to us as early as January 2026. The Vice President asked what we are doing with the old trucks. The Director, Operations and Maintenance, said we will sell one of them and then keep the other one as a dedicated dump truck. We will reach out to the other Airports in the State first.
9. **Seal Coat** – Seal coat was being done by the State every four years, this has now been moved to every six years. We are not scheduled for seal coat work until 2032 but need to get Runway 8/26 and the taxi lane going to the seat base seal coated, as well as a few smaller areas. We will be working on getting that seal coat work done next year.
10. **SEAT/LAT Base** – We continue to work on getting the certificate of completion to close out the project.
11. **SRE Phase II** – The County Commission approved the AIP-77 grant two weeks ago and hopefully approved the AIP-78 grant August 19th. All the footings and foundation have been poured. The foundation walls are being worked on, and we should see the structural steel in about a month.
12. **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 (asking for) a 50% loan forgiveness with the interest at 0% for 20 years. This will allow us to use the purchased equipment to do the lead pipe inspection.
13. **WACIP** – The Airport Director and the Director of Operations and Maintenance continue to work on the WACIP (Wyoming Capital Improvement Program).
14. **Veteran's Museum** – The Airport Director had a meeting with the Museum Director on August 11th. They have \$2 million of major maintenance funds to make improvements to the Veterans Museum. The museum will be closed starting September 2nd. The roof will be replaced, new

gutters and downspouts will be installed, a new ADA ramp, construction of ADA restrooms, parking lot paved, installation of a new exterior sign, and landscaping. Contractor is scheduled to finish work in March – April time frame with a dedication reopening around Labor Day.

15. Use of Sex-Designated Restrooms – The signs are currently running about two weeks behind. Temporary signs are currently in place.
16. Leadership Casper – The Leadership Casper class is planning to come out to the Airport on September 11th to learn about the Airport and what we do.
17. Foreign Trade Zone – The CBP is planning on coming out to do a final inspection for the Advanced Casper / Pietta facility. The final walk through is planned for next week.
18. FY2025 Audit – The auditors are currently at the Airport to go over leasing information and will be back on-site August 27-29 to complete their on site auditing.
19. Air Service and Marketing Manager – We have four interviews set up next week.
20. Computer and Servers – We replaced one server, and everything has been migrated over. Several desktop and laptop computers had to be replaced because they were not Windows 11 compatible.
21. Casper Mural Project – Welcome signs from the DOT are anticipated to be printed within the next week and then we will make arrangements to pick them up and then have them installed on the terminal building.
22. Joint Appropriations Committee – The Airport Director went to Dubois on August 19th to discuss Wyoming Wildfire Mitigation Management Response Funding with the Joint Appropriations Committee. The Airport Director talked about how we got our SEAT/LAT base in place and last year's activity levels versus activity so far this year.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations/Public Safety – We finished our last 40-hour basic ARFF course on August 15th. The number of students this year was down to half of what we trained in 2025. Next year we will only offer two 40-hour classes unless we have enough students for a third class. The Treasurer asked if we knew why we had such fewer attendees for the 40-hour and it is assumed that there is less firefighter turnover. The Vice President suggested that we advertise outside the Rocky Mountain region. The Airport Director said that the new Marketing person will concentrate on marketing the ARFF Training Facility.
2. We are finalizing a few details and will be conducting our full-scale exercise next week, August 26th. Natrona County Emergency Management has been a tremendous help in the coordination and design of the exercise.
3. ARFF 2 (1500-gallon Rosenbauer) has been out of service for the last month. We had some air leaks on the truck and have replaced some of the lines and continue to troubleshoot some other issues. We hope to have it back in service within the next week or two.

ACTIVITY REPORT

The Airport Director stated that aircraft operations and most other categories we track are tracking up for the month and year-to-date. Air freight was down a little bit for the month but still up year to date. Car rental revenue and parking revenue are all up. Passenger enplanements for the month were down 2.8% compared to last year, but that number was still 2,000 passengers greater than 2023. Enplanements are up 5.7% year to date and then fuel storage/flowage revenue is up 26.8%.

The President commented that July was a huge month for Atlantic and Aero. Aero received twice the deliveries that they had been receiving.

OTHER

From the Board – The Vice President commented that he discussed the air traffic control tower with Joe Jackson from Cynthia Lummis' office. It was discussed that we really need some financial help to get the tower constructed. The Vice President heard the DOT Secretary Duffy may be coming to Jackson Hole and he suggested the Secretary stop into Casper as part of the trip.

The Member said that on September 10th Glenn and Officer Barch will be talking at the Chamber Luncheon about the Airport and what we have going on currently.

The President mentioned that some litigation surrounding PFAS is on hold. He asked if we could use the new vac truck to perform core sampling to see our PFAS impact. The Director, Operations and Maintenance, stated that it would not be the correct machine to use to take samples.

From the Floor – Nothing to add.

NEXT MEETING

The next board meeting will be on September 17, 2025. The President said that he will attend the meeting over zoom and that the Vice President would conduct the meeting since he'll be in attendance in person.

The President moved to adjourn the regular meeting. The Vice President seconded the motion. The motion carried.

APPROVED _____

