



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

September 17, 2025

Board Study Session - 12:00 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 August 20, 2025 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Plains Marketing, LP
 - B. Land Lease Agreement – Cooper Baalhorn
 - C. Land lease and Building Rental Agreement – Von LaFave
 - D. Transportation Network Company Operating Agreement – Lyft, Inc.
 - E. Transportation Network Company Operating Agreement – Rasier, LLC dba Uber
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 – October 15, 2025 11:00 a.m.
Next Board Meeting – October 15, 2025 1:00 p.m.
12. Executive Session
13. Adjourn

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

Rob Hendry convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on September 17, at 12:00 p.m. in the Public Safety Training room. Board members present included Steve Emery (via zoom), 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 1:02 pm.

**Casper / Natrona County International Airport
Board Meeting
September 17, 2025**

BOARD MEMBERS' PRESENT

Steve Emery, President (via Zoom)
Rob Hendry, Vice President
Kermit Wille, Treasurer
Tina Hoebelheinrich, Member (via Zoom)

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

The Vice President called the meeting to order at 1:02 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The Vice President asked for a motion to approve and sign the minutes of the August 20, 2025, Board Meeting. The Treasurer moved and the President seconded the motion. The motion carried.

APPROVAL OF EXPENSE CHECKS

The Vice 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 – Plains Marketing, LP
- B. Land Lease Agreement – Cooper Baalhorn
- C. Land Lease and Building Rental Agreement – Von LaFave
- D. Transportation Network Company Operating Agreement – Lyft, Inc.
- E. Transportation Network Company Operating Agreement – Raiser, LLC dba Uber

The Airport Director stated that Items A-C are renewals of existing agreements. Items D and E are agreements with Lyft and Uber. The Airport Director stated that years ago, the State Legislature addressed State Statute changes that would allow a transportation network provider to operate in the state. Prior to 2019 Wyoming was the last State that had legislation that allowed this. The Statutes require for transportation network providers that operate at a commercial service airport with more than 90,000 passenger enplanements an agreement to be in place. In 2019, Wyoming airports with more than 90,000 passenger enplanements were Casper and Jackson Hole. In 2019 the Airport

entered into an agreement with Uber and Lyft for 3 years, which was then renewed for three additional years. The second 3-year contract expires at the end of September. A new three-year agreement is before the board. The Lyft agreement has been signed, and we are still waiting for the Uber agreement to be signed. The Airport is asking for board approval so that the agreements can be executed before the end of the month.

The Vice President asked for a motion to approve and sign the leases and agreements. The President moved and the Treasurer second the motion. The motion carried.

FINANCIAL REPORT

The Airport Director gave the following report for the month of August.

- For the month of August, the Airport recorded \$623,403 in revenue, which is \$89,834 over budget. Year to date revenue is \$1,195,994.
- Expenses for the month were \$436,878. Year-to-date expenses were \$871,484.
- Net income for the month was \$186,525. Year-to-date net income was \$324,509.
- For August we have \$257,178 in net income above what we had budgeted.

The Treasurer asked if the change in monthly numbers was primarily due to fuel and parking revenue. The Airport Director replied that fuel flowage revenue was up \$31,000 and car rental revenue is up \$16,000, and WAC reimbursement is \$24,000 (done on a quarterly basis). He also stated that none of the expenses show much variance because they are not uniform throughout the year.

DIRECTOR'S REPORT

The Airport Director reported on the following:

1. Air Traffic Control Tower – Woolpert continues to work toward the 90% design set of plans and specs which we anticipate will be completed by October 3rd. As of September 8th, we (AAAE) have heard (from the DOT) that the NOFO is with OMB, and they anticipate it being released by the end of September. The Airport Director stated that he is hopeful that by the end of the year we will know if we have secured the funds for the tower.
2. Baggage Claim Area Improvements – We approved the final concept and budget document from Mead & Hunt.
3. BLM Interagency Dispatch Center Windows – Alumitech hopes to start on the window replacement September 18th or 19th.
4. Hangar 5 – The Director of Operations & Maintenance stated that the upper portions of the hangar have been painted, and they are currently working on the sides and the ends of the hangar. The Airport Director stated that the Airport is paying for half of this project and Atlantic is paying the other half because they lease half of the hangar.
5. Helitak Base – Caspar has backfilled the office foundation and have dug the hangar foundation. Next week they will complete the digging and will form/pour the hangar footer/foundation.
6. North Ramp Rehabilitation – We will be having a pre-design meeting on September 18th. We are continuing to renew our focus on the asphalt portions of the north ramp. This will be a

multi-phase and multiyear project with the first phase being bid out this year for construction next year.

7. NNN Hangar Construction – We (Airport and County) continue to respond to questions from the designer/developer for the project. The bank who apparently is loaning the funds for the project, is looking for a legal description, so we are working through that.
8. Painting Hangars – The HOG Group received a quote for painting the E, F, G, and H hangars and wanted permission to use the escrow funds, which we agreed to. The Airport Director is not sure how much work they may get done in the current year, but those hangars will be painted.
9. Parking Lot Expansion – There will be a meeting on the 23rd to talk about parking equipment, cameras, and lighting.
10. SRE Phase II – All the foundation walls have been poured; over the next 2-3 weeks Caspar will insulate the foundation walls and backfill. We have been told that the building should be delivered on the 29th of this month.
11. State Revolving Funds Project Solicitation and Application Process – September 12th is the deadline for the comments on the CATEX. As of 9:00 am on the 12th there have been no comments submitted. The Airport Director will be at the meeting in October for the State Loan and Investment Board meeting.
12. Fire Operations – Michael reached out to the people in Colorado Springs and our TSA inspector on how we can change our badging to make it easier for the Forest Service contractors (primarily helicopter) who are on fire orders to operate here. We are also working on some agreement language which would allow those helicopter operators to fuel their own aircraft. The Vice President asked if the fire fighter contractors could be TSA approved beforehand. The Airport Director replied that he is working through that right now and we are hoping to do what Colorado Springs is currently doing for this same process.
13. Chamber Monthly Luncheon – The Airport Director spoke at the Chamber monthly luncheon on the 10th.
14. Leadership Casper – The Airport Director spoke to the Leadership Casper group on the 11th.
15. Filming Project – A crew will be at the airport on September 22nd to film a reality TV series out of England.
16. Science Zone – The Science Zone reached out to the Airport Director to ask if the Science Zone could put some of their large exhibits in the Airport. Those exhibits have been placed in the former gift shop and in the baggage claim area and should be there through the middle of January.
17. Sun Country Charters – We have been notified of two upcoming Sun Country Charters, one mid-October and one mid-November. The Treasurer asked where the charters were going. The Airport Director replied he thought they were going to Arizona. The Airport Director stated that on the airline schedule for October we still show seven frequencies per day with two of the seven being a CRJ-700 that holds 66 passengers. The Vice President asked if the Chamber

asked the Airport Director anything about Delta returning. The Airport Director replied that no questions were asked regarding the topic of Delta returning to the Airport.

18. Air Service and Marketing Manager – We are excited to announce that Katherine (Katie) Reed has accepted the Airport Marketing, Communications, and Air Service Development Manager position. She has experience as a marketing Coordinator for Octane Marketing, Wyoming Cancer Coalition Coordinator for the Casper/Natrona County Health Department, and a Multi-Media Journalist/Anchor for KCWY/Wyoming News Now. She will start her new position on September 29th.

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations/Public Safety – ARFF training season has concluded for the year. We had approximately 128 firefighters come through our training facility this year which includes our 40-hour class folks as well as annual burns.
2. We conducted our full-scale exercise on August 26, 2025. The exercise was a success. The main take away was the fact we need to do more joint training with the County and municipal fire departments. We are working together to put on a shortened version of our 40-hour class for the local departments so they have a better understanding of what we do and what we would need from them. We are very appreciative of all departments that assisted us in the exercise as well as all the volunteers.

The Treasurer commented that 128 firefighters seemed like a good number and the Airport Director replied that it was down from last year. The Operations & Public Safety Manager said that the numbers were down from last year in the 40-hour class and we only had about half when compared to prior years. The Airport Director stated that the truck burns are more predictable and draw higher numbers of participants.

ACTIVITY REPORT

The Airport Director stated everything was up except for car rental revenue which he feels is not indicative of a changing market. Passenger enplanements for the month were down 4.9% with a year-to-date increase of 4.1%. We are also seeing what we can do to get some additional capacity through United.

OTHER

From the Board – The Treasurer stated that rental car revenue was looking good. The Vice President replied that he feels next month should be good too because of the active fire season. The Treasurer asked the Airport Director if the new parking fees had gone into effect. The Airport Director replied that they had gone into effect on July 10th and August was the first full month with the rate change. The Treasurer commented that we were up almost \$8,000 in the month of August with the new rates. The Airport Director stated that we have received no complaints regarding the increase in parking fees.

From the Floor – Nothing to add.

NEXT MEETING

The next board meeting will be on October 15, 2025.

The Treasurer moved to adjourn the regular meeting. The Member seconded the motion. The Airport Director stated that he would be participating in the next board meeting remotely. The motion carried and the meeting was adjourned at 1:28pm.

APPROVED _____

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