

Casper/Natrona County International Airport

November 19, 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 October 15, 2025 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Building Rental Agreement – P&K Motorcycles, Inc. DBA Casper Mountain Motorsports
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 – December 17, 2025 11:00 a.m.
Next Board Meeting – December 17, 2025 1:00 p.m.
12. Executive Session
13. 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 November 19, 2025 at 12:00 p.m. in the Public Safety Training room. Board members present included Tina Hoebelheinrich, Kermit Wille, and Rob Hendry. 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 1:04 pm.

**Casper / Natrona County International Airport
Board Meeting
November 19, 2025**

BOARD MEMBERS' PRESENT

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

AIRPORT STAFF

Glenn Januska, Airport Director
Jake Hlavacek, Director of Operations & Maintenance
Tatum Hlavacek, Director of Finance and Administration
Michael Gray, Operations & Public Safety Manager
Jana Quirin, A/P & Payroll Clerk
Katie Reed, Communications & Air Service Manager

COUNTY COMMISSIONER

Peter Nicolaysen

The President called the meeting to order at 12:31 pm and led the Pledge of Allegiance. The Vice President made a motion to go into Executive Session and the Treasurer seconded the motion. The motion carried.

The Board concluded the Executive Session at 1:04 pm.

APPROVAL OF MINUTES

The Board reviewed and approved the minutes of the October 15, 2025, meeting. The Treasurer moved and the Vice President seconded the motion. The motion carried unanimously.

APPROVAL OF EXPENSE CHECKS

The Board reviewed and approved the expense checks. The Treasurer moved, and the Vice President seconded the motion. The motion carried unanimously.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Building Rental Agreement – P&K Motorcycles, Inc. DBA Casper Mountain Motorsports.

The Board discussed a standard building rental agreement for a large storage unit. The building in question was identified as the blue building opposite FedEx, which had previously been considered for potential use by FedEx and by Pietta. The Vice President moved to approve item A, and the Treasurer seconded the motion. The motion carried unanimously.

FINANCIAL REPORT

The Airport Director gave the following report for the month of October, noting:

- For the month of October, the Airport recorded \$572,177 in revenue, which is \$38,608 over budget. Year to date revenue is \$2,406,999.
- Expenses for the month were \$547,409. Year-to-date expenses were \$1,798,584.
- Net income for the month was \$24,768. Year-to-date net income was \$608,414.

The Treasurer proposed a budget amendment to increase overall wages by an amount not to exceed \$45,000. The Member seconded the motion and the motion carried.

DIRECTOR'S REPORT

The Airport Director provided updates on various Airport projects and initiatives:

1. Air Traffic Control Tower

- A 90% design review meeting is scheduled for November 20, 2025
- Interior and exterior design options were being reviewed
- On November 13th there was a meeting to review new construction cost estimates based on the 90% design
- Congresswoman Hageman secured \$3 million in Department of Agriculture Rural Development Program funding for the control tower, which was approved as part of the government reopening minibuss appropriations bill

2. Helitack Base Operation

- Construction continues on the hangar facility
- Concrete has been poured for the administration portion of the building
- Work is ongoing on the main hangar portion

3. North Ramp Rehab

- An independent fee estimate (IFE) from Ardurra for design fees differed by less than 2% from the proposed fees
- A Record of Negotiations was submitted to the FAA and WYDOT Aeronautics for concurrence
- Geotech work was moving forward ahead of the contract to ensure timely bidding

4. NNN Hangar

- This hangar will house medical helicopter operations
- WLC, a local engineering firm, is handling site development work

5. Parking Lot Expansion

- A memo outlining our assumptions and depreciation schedule for repaying federal funds was prepared and submitted to the FAA
- A meeting has been requested with the FAA to discuss converting the Public Safety parking lot into a paid lot

6. Snow Blower

- A Buy America waiver was obtained
- Project closeout was pending FAA approval, after which final reimbursement can be processed

7. Snow Removal Equipment Phase 2

- Exterior building work was complete
- Interior mechanical, electrical, and plumbing work is in progress
- Concrete pouring is scheduled for the end of the week
- Work on exterior utilities for the sand oil separator, drain pan, and storm sewer replacement is ongoing

8. State Revolving Fund Project

- Loan documents are still under review by the attorney general
- The Airport is waiting for guidance on equipment purchase requirements

9. Veterans Museum

- Roof replacement was underway as of November 10th

10. Prospects

- Work continues on two prospects looking for larger parcels of airport property for non-aeronautical purposes
- A conservation designation issue with the Bureau of Reclamation was resolved

11. Annual Report

- Work is continuing on the content for an annual report.

12. Digital Terminal Displays

- The USA Artistic Swimming team was welcomed at the Airport on the 10th. The Airport Director is continuing to review the policy regarding digital terminal displays.

13. Small Community Air Service Development Program Grant

- Small Community Air Service Grant extension and scope change requests were submitted and are awaiting a response

14. FY2025 Audit

- The fiscal year 2025 audit draft was received, with PMCH scheduled to present their report at the December board meeting

15. General Maintenance

- A new general maintenance worker, Dawson Holdren, started a couple of weeks ago

16. DOT Welcome Signs

- DOT welcome signs were delayed due to equipment issues

17. Government Shutdown

- Government shutdown support continued with a food drive and gas cards for federal employees

18. Governor's Business Forum

- The Airport Director attended the Governor's Business Forum in Laramie

19. Planned Unit Development (PUD) Zoning

- The Airport will do a zone amendment to add the 241.8 acres currently zoned as Urban Agriculture. The documents will be prepared and discussed during the County Commission work session on December 2, 2025.

20. Wyoming Airports Coalition (WAC) Conference

- The Airport will be hosting the Wyoming Airports Coalition Conference in October 2026

OPERATIONS REPORT

The Operations and Public Safety Manager gave the following report:

1. Operations/Public Safety – Five members of the public safety department completed and passed their Firefighter 1 Certification Course.
2. One fire truck, the 2008 Rosenbauer 1,500-gallon truck, was out of service with transmission issues that may require a rebuild.
3. The annual FAA inspection, typically scheduled around this time, has been postponed likely due to the government shutdown.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- All metrics were up except for car rental revenue, which was down year-to-date but up for the month
- Fuel flowage revenue increased significantly in October
- Passenger enplanements were up 6.3% for the month and 3.9% year-to-date
- Parking revenue increased 21.8% for the month and 15% year-to-date, attributed to both rate increases and higher passenger numbers
- September was the highest September for passenger numbers since 1984
- Enplanements for October were the highest since October of 2014
- The airport is on track to exceed 100,000 annual passengers, potentially reaching 103,000 to 104,000. This would approach the previous high of 105,000, but notably without Allegiant Airlines, which had previously contributed about 12,000 annual passengers

OTHER

From the Board

The Member inquired about progress on an HR issue, which was acknowledged but not discussed in detail.

The Vice President noted that the customs agent was busy in October with 37 visits.

From the Floor

There were no comments from the floor.

NEXT MEETING

The next board study session was confirmed for December 17, 2025, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

The Treasurer moved to adjourn the regular meeting. The Vice President seconded the motion, the motion carried. The meeting was adjourned at 1:40 pm.

APPROVED


