



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**January 15, 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 December 18, 2024 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Amendment 1 to Hangar Lease Agreement – William Clair
  - B. Amendment 1 to Hangar Lease Agreement – Jason Praska
  - C. Amendment 1 to Hangar Lease Agreement – Don Bitzenhofer
  - D. Amendment 1 to Hangar Lease Agreement – Tom Arnold
  - E. Amendment 1 to Hangar Lease Agreement – Romeo Tango Bravo
6. Election of Officers for 2025
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 – February 19, 2025 11:00 a.m.  
Next Board Meeting – February 19, 2025 1:00 p.m.
13. Executive Session
14. Adjourn

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

Kermit Wille convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on January 15<sup>th</sup> at 11:00 a.m. in the Public Safety Training room. Board members present included Steve Emery (via zoom), 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 1:00 pm.

**Casper / Natrona County International Airport  
Board Meeting  
January 15, 2025**

**BOARD MEMBERS' PRESENT**

Kermit Willie, President  
Rob Hendry, Treasurer  
Steve Emery, Secretary (via zoom)  
Tina Hoebelheinrich, Member

**AIRPORT STAFF**

Glenn Januska, Airport Director  
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 COMMISSIONER**

Peter Nicolaysen

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 December 18, 2024, Board Meeting. 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 Member seconded the motion. The motion carried.

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

The following items were presented for approval:

- A. Amendment 1 to Hangar Lease Agreement - William Clair
- B. Amendment 1 to Hangar Lease Agreement - Jason Praska
- C. Amendment 1 to Hangar Lease Agreement - Don Bitzenhofer
- D. Amendment 1 to Hangar Lease Agreement - Tom Arnold
- E. Amendment 1 to Hangar Lease Agreement - Romeo Tango Bravo

The Airport Director explained that Items A-E are all hangar lease amendments to extend the lease term with the same lease structure and rate structure increases. The President asked for clarification

if the Romeo Tango Bravo lease was an LLC and the Director of Finance and Administration stated that the hangar is leased to an individual who chose to put their hangar lease in their business name. The President asked for a motion to approve the leases, contracts, agreements and resolutions. The Treasurer moved, and the Secretary seconded the motion. The motion carried.

### **ELECTION OF OFFICERS FOR 2025**

The President made a motion to accept the election of officials as follows:

President – Steve Emery  
Vice President – Rob Hendry  
Secretary – Fred DeVore  
Treasurer – Kermit Wille  
Member – Tina Hoebelheinrich

The Member seconded the motion. The motion carried.

Due to the new President attending the meeting via zoom it was requested that the past President continue conducting the meeting.

### **FINANCIAL REPORT**

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

- For the month of December, the Airport recorded \$508,897 in revenue, which is \$12,651 over budget.
- Year-to-date revenues were \$3,368,364, which is \$390,892 over budget.
- Expenses for the month were \$404,034.
- Year-to-date expenses were \$2,486,068.
- Net income for the month was \$104,863, and Net Income for the year was \$882,296.

The Member requested that the previous year's balance sheet be included in the board reports going forward, at least for the first year.

### **DIRECTOR'S REPORT**

The Airport Director reported on the following:

1. Airfield Electrical Project and Airport Parkway Resurfacing – Projects are complete and closeout reports have been submitted. We are currently waiting to receive grant closeout letters from the FAA.
2. Air Traffic Control Tower – We received our Transportation Enterprise Account grant agreement for review and the Airport Director is in the process of executing it. This will provide \$500,000 for the ATCT project, which is half of the money available in that program for the fiscal year. We are also scheduling a meeting with the US Department of Agriculture Rural Development office to discuss potential ATCT funding. Grants may be available through this agency. The Airport Director is attending a meeting with the FAA on February 11<sup>th</sup> to review the 60% drawings and to go over the FAA requirement documents. The Airport Director explained to the new Member what the FAA requirement documents are and their purpose. It is the Airports hope that after that meeting, we will be able to make revisions to the plans and have the 60%

drawings ready to go.

3. ARFF Training Facility – The new inspection tank was hung and the piping complete. We are waiting for the electrical connection and testing/commissioning when the weather gets warmer. Once the inspection tank is done and operational, that project will be complete.
4. ASOS Emergency Power – The power from the existing AWOS will be connected to the airfield electrical circuit which is on a backup generator. If the Airport loses power that system will continue to be operational. We are currently working with the contractors on updated costs on some electrical wiring.
5. Baggage Claim Area Improvements – Due to a structural wall in the way, we are looking at all our options. There is a goal to review updated drawings with the Board during the February meeting. It was discussed that the rental car counters would be shifted over to occupy one of the open airline counters. This shift would allow the Airport enough space to put two bag belts in the existing area. The President commented that it would save us a lot of money to not expand the building. This construction could potentially be complete in phases allowing the Airport different pots of money to complete the project. It was stated that if another Airline joins the Airport that a plan is already in place for counter space for them.
6. DBE Construction Goals – We completed our DBE construction goals for 2025-2027. The Airport Director explained what DBE and ACDBE's are and their purpose as well as how they correlate with Airport projects.
7. Energy Audit/Retrofit Grant – This is a program that is administered through the State which we are using to upgrade the BLM dispatch center building lighting. The grant pays 90% of the cost to complete the work, but an energy audit must be complete to qualify for the grant funds. A company through Powell Wyoming performed the energy audit today. During the first week of February, they will present us with a recommendation of what the funds can be used for.
8. Fuel Farm Expansion – We are reviewing the scope of services on how to expand the fuel farm. This will help us insure we have adequate capacity during fire seasons and for the potential VLAT flights.
9. Gate Holding Area Improvements – The seating and tables are now in the gate holding area. We are still waiting for a quote for the design of the countertop from Kustom Koncepts.
10. Helitak Base – The Geotech crew was on site Monday through Wednesday to conduct soil borings for the Helitak base. This project is moving forward, and we are working with the State on the design.
11. Plow Truck Replacement – We are ready to go out for bids on the two plow trucks we are looking at purchasing.
12. QTA - We are moving forward with the purchase and installation of the reverse osmosis system. The Director of Operations and Maintenance explained the purpose and operation of the reverse osmosis system and why it is a requirement for the QTA to remove water spotting off the vehicles.
13. Runway 8/26 Resurfacing – The Runway Weather Information System (RWIS) gives the Airport the condition of the runway surfaces as well as weather conditions. This helps the Airport know when to apply runway deicing chemicals. The RWIS system will be available on both runways

and is nearing completion for RW 8/26. We have established a list of \$10,000 of spare parts, which will be submitted against the project costs. All but 2.5% will be reimbursed by both the FAA and State.

14. SEAT/LAT Base – We are still working with the DEQ on the Certificate of Closure, which we need to relieve the BLM of any responsibility for the old SEAT base site. Once we receive the certificate of closure that project will be complete.
15. SRE Phase II – Currently we are reviewing the front-end specs and hope to have the project advertised next week.
16. WACIP - The Wyoming Airport Capital Improvement Program (WACIP) is going before the Aeronautics Commission during their January meeting. The Airport Director explained what the WACIP is and its purpose. The Aeronautics Commission reviews it, it gets submitted to the sponsors, and the sponsors have an opportunity to address any changes/issues with the Commission. Once those changes/issues are discussed with the Commission, they act on those in February and then take final action on the WACIP with any changes they approve.
17. Advanced Casper – Advanced Casper lease agreement had some tenant improvements requirements which they have completed. The County has inspected the improvements, and everything has passed.
18. Atlantic Aviation – The Airport Director is working with Atlantic's attorneys on the self- fueling facility lease addendum. We are hoping to have that resolved and ready to present at the February Board meeting.
19. Mountain West – The Airport Director is working with Mountain West on allowing them to use some of our fiber inner duct system to run fiber optic lines to a few of our tenants on Airport, Advance Casper and Air Methods.
20. Sage Technical Services – Their lease is coming due July 31, 2025. We have met with the new Director to discuss extending their lease agreement and to remove a structural wall to expand their classroom space. We are working with them to establish whether it will be a tenant or landlord improvement.
21. State of Wyoming Dept. of Admin. and Information – We are working with them on the Helitak base lease agreement. The AG's Office reviewed the lease agreement and submitted it back to the Airport Director with a couple comments that are being reviewed now. The goal is to have that to the President for execution relatively soon.
22. TSA - We are working on remodeling the old lawn shed portion of the terminal building for TSA storage. Their current storage space will be used for additional airline ticket counter space.
23. E-One Disposal - Riverton picked up the old 1,500-gallon E-One fire training truck yesterday.
24. Flight Information Display System (FIDS) – We have received the new FID system equipment and will go live once we make the new computer system live.
25. Global Entry – The Secretary brought to the Airport Directors attention that Wyoming does not have a Global Entry office. The Airport Director reached out to the Customs agent and set up a meeting to discuss establishing a Global Entry office here.

26. Jackson Hole ARFF Vehicle - We are looking into a more modern exhaust extraction system to replace our current system, a system that the Jackson Hole Airport uses. The current system fan motor is in the way of the new Jackson Hole truck being parked indoors at the Fire Station and cannot be relocated. We have received two very different price quotes from two different vendors, and we think that we can save money by purchasing the new system through a supplier and mount and connect to the electrical system in-house.
27. ARFF Website -The site should be ready and go live this week.
28. Guess the Passenger Enplanements - We announced the winner of the “guess the passenger enplanement” contest. With 686 “guesses”, Jordan Sanders was the winner and was one enplanement off.
29. SCASDP Grant – We received a grant extension which extended the current SCASDP grant until January 9, 2026.
30. Foreign Trade Zone –The Airport Directors is working on updating the Subzone Operating Agreement for The Wyoming Reserve Opportunity Zone Fund Corporation (part of the Scottsdale Mint operation). Our annual FTZ report is due March 31<sup>st</sup>. This year's report will be a bit different since we will finally have some activity to report.
31. Journeyman Electrician – Mike Cook, our new electrician, started work on December 6<sup>th</sup>.
32. Casper Mural Project – The Airport Director is working with Aeronautics on if we can get some of the old welcome to Wyoming signs manufactured to be placed on the outside of the Terminal Building.
33. WYDOT Aviation Economic Impact Study – This study is completed every 5 years with 2025 being a data gathering year. A survey of businesses on the Airport, that are here because of the Airport, will be completed as well as a survey of the passengers through general aviation; Atlantic Aviation and Aero Center. Also, we will conduct a survey at the terminal building connected through our Wi-Fi and will request some demographic information as well for our marketing purposes. The ADSB equipment should be on site the week of the 13<sup>th</sup> or the 20<sup>th</sup>. We are looking at about a ½ day of installation to get it operational.

The previous President, who was conducting the meeting, excused himself at 1:48 pm and the Vice President took over the meeting.

## **OPERATIONS REPORT**

The Operations and Public Safety Manager gave the following report:

1. Operations – The runway weather information (RWIS) should be commissioned by the end of the week.
2. Riverton Airport picked up their fire truck and it should be there now.
3. Our three ARFF trucks will be renamed ARFF 1, ARFF 2, and ARFF 3. We are in the process of getting a design for the decals and hope to order them soon. Graphic design and production of materials is being done locally.

4. The station has been having issues with one of its garage doors on the non-airfield side and it has been out of service for the last couple of weeks. GC Building Supply is coming out next week to hopefully resolve the problem so we can put the door back in service. Although the door could have been operated manually, they have been maneuvering the truck into the bay without having to open the door.
5. We have one quote for the revamped exhaust extraction system and should have a second one soon. Once we get the second quote, we can decide on how to move forward on the installation. We will do the demo of the old system in house to cut down on the cost. We will move the new ARFF truck over to the station once we get the exhaust system revamped.
6. The new ARFF website is in its final stages of development, and we hope to go live with it in the next week.
7. The alert channel on the station radios is not superseding all other channels, which may be a programming issue. That is being taken care of tomorrow.
8. The radio tower frequency, 118.3, is getting interference and has been moved to 119.0 while trying to mitigate the issues. This is an issue for us because we cannot get frequency 119.0 on our radios.

#### ACTIVITY REPORT

The Airport Director referred to the Board Activity Report for December 2024. This will be the last month that a comparison of 2019 to the current year will be reported. Aircraft operations for the month were down a little bit, passenger enplanements were down half of a percent but when looking at our comparison's year to date from 2024 to 2023 everything was tracking up. Fuel storage and fuel flowage revenue was up 37%, passenger enplanements were up just shy of 17% year to date, parking revenue was up 10.5%, car rental revenue was up 17%, and air freight was up as well. Operations and passenger enplanements are the only two that were tracking down a little bit. Everything else is tracking well compared to 2023. It was discussed that United is doing well and that we continue to talk to United about increased frequencies and bigger airplanes

#### OTHER

From the Board –

The Vice President asked if the lease changes for the pilot training school are working well for them. The Airport Directors said that he thinks so.

The Member asked if the Administration Department tracks on time departures and requested that we start looking at that. The Airport Director responded that if we can get that information from the Airlines that we can start reporting on that. The Member asked if we can start tracking if the flights are going out as scheduled on a weekly basis. It was stated that the new FIDS system should be able to track that information. The Member stated that on time departures is something we should be paying attention to and working with the service provider to address.

The Vice President asked if the Customs Officer gets the information about the Board Meetings and wondered if he didn't feel welcome yet to which the Airport Director responded that we will continue to invite him to each meeting

From the Floor – Nothing to add.

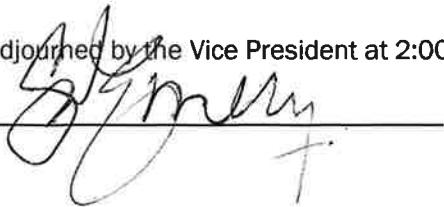
**NEXT MEETING**

The next board meeting will be on February 19, 2025.

**ADJOURNMENT**

The meeting was adjourned by the Vice President at 2:00 pm.

APPROVED

A handwritten signature in black ink, appearing to read "S. J. Murray", is written over a horizontal line. The signature is fluid and cursive, with a large, stylized 'S' at the beginning.