



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

December 17, 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 November 19, 2025 Board Meeting Minutes
4. Approve and sign the November 19, 2025 Closed Session Minutes
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Curt Beatty
 - B. Land Lease and Building Rental Agreement – Kyle Wilkinson
7. Financial Report
 - A. Action on FY25 Airport Audit
8. Director Report
9. Operations Report
10. Activity Report
11. Other
 - A. From the Board
 - B. From the Floor
12. Next Board Study Session – January 21, 2026 11:00 a.m.
Next Board Meeting – January 21, 2026 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 December 17, 2025 at 11:00 a.m. in the Public Safety Training room. Board members present included Kermit Wille, Fred DeVore, 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 1:08 pm.

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

BOARD MEMBERS' PRESENT

Steve Emery, President
Rob Hendry, Vice President
Kermit Wille, Treasurer
Fred DeVore, Secretary

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 1:08 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The Board reviewed the minutes of the November 19, 2025, meeting. The Treasurer moved to approve the minutes as presented, and the Vice President seconded the motion. The motion carried unanimously.

The Board agreed to move action on the November 19, 2025 closed session minutes to before adjournment as the minutes had not been distributed to all members yet.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Land Lease and Building Rental Agreement – Curt Beatty
- B. Land Lease and Building Rental Agreement – Kyle Wilkinson

The Treasurer moved, and the Vice President seconded the motion to approve the land lease and building rental agreements for Curt Beatty and Kyle Wilkinson. The motion carried unanimously.

FINANCIAL REPORT

Board members discussed the FY25 audit report. The conversation highlighted:

- Board members noted it was a clean audit with no issues identified;
- The auditors complimented the staff for providing all necessary information;
- Some discussion occurred regarding firefighter pensions and actuarial tables;
- A board member expressed that this was possibly the cleanest audit they had experienced; and
- The audit cost was approximately \$42,000.

The Treasurer moved, and the Vice President seconded the motion to approve the FY25 Airport Audit as presented. The motion carried unanimously.

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

- For the month of November, the Airport recorded \$559,037 in revenue, which is \$25,468 over budget. Year-to-date revenue is \$2,959,641, which is \$291,797 higher than budget.
- Expenses for the month were \$475,099. Year-to-date expenses were \$2,268,856.
- Net income for the month was \$83,938. Year-to-date net income was \$690,785.

The board discussed parking revenue, which is now generating approximately \$80,000 monthly, potentially reaching \$960,000 annually if the trend continues. This represents about one-sixth of the total Airport income, a significant increase from when parking initially became paid.

DIRECTOR'S REPORT

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

1. Air Traffic Control Tower

- The FAA released the Airport Terminals Program NOFO (Notice of Funding Opportunity) on December 8th.
- The application deadline is January 15th, with submission planned for next week.
- The Airport Director noted the complexity of managing multiple funding sources, as each has different rules and application processes.
- The Airport is working with the Department of Agriculture Rural Development program regarding the \$3,000,000 allocation.

2. Helitack Base Operation

- The contractor has completed pouring the floor and office structure.
- Half of the administration building has been framed.
- Sheeting work is in progress.
- Underground utility work is being done for the hangar portion.

3. North Ramp Rehab

- A contract was executed with Ardurra for the north ramp rehabilitation.
- Geotechnical work and survey work are underway.
- The first phase of construction is planned for next year.
- This will be a multi-year project.

4. NNN Hangar

- Plans were reviewed and comments submitted.
- The DEQ permit for water mains and hydrants has been received

5. HOG Group Hangar Painting

- No progress has occurred; likely to be postponed until better weather next year.

6. Parking Lot Expansion

- The FAA responded to the memo regarding revenue generation from federally funded parking areas.
- The Airport Director explained the process for repaying federal funds if parking becomes revenue-generating.
- A demonstration was held with a third parking company that may replace the current vendor.
- The new system would be more automated, using QR codes or license plate recognition.
- The system would require less equipment and have lower maintenance costs.
- No upfront capital costs would be required.

7. Plow Truck Replacement

- Both chassis are built.
- One truck has been delivered to Kois Brothers and the second is waiting to be delivered.
- Anticipating a delivery in early spring for one truck and the summer for the second.

8. Runway 8/26 Resurfacing

- Waiting for a close-out report from the FAA.

9. Sealcoat/Mark Pavements

- The scope of service has been reviewed and has been forwarded to WYDOT.

10. SRE Phase 2 Construction

- Three of six lanes of concrete have been paved inside.
- Work on exterior overhead doors and man doors is in progress.
- Underground utilities are expected to be completed next week.
- Substantial completion is projected for mid to late January.

11. State Revolving Fund Project

- Guidance was received for equipment purchases.
- Loan documents are expected soon.
- The equipment includes a vac truck and mini excavator for service line inspection.

12. Terminal Windows

- Work to address leaking windows in gate holding area and observation deck is underway by Alumitech.
- Issues identified included clogged weep holes and missing gaskets.

13. Development Prospects

- Two companies have expressed interest in leasing larger parcels of Airport property for non-aeronautical uses.

14. Taxi Operators

- The Airport is exploring agreements with taxi operators similar to what we have for Uber and Lyft.
- Working on a peer-to-peer vehicle sharing concession agreement with Turo.
- Considering a consistent revenue approach for all commercial transportation providers.

15. Use of Sex-Designated Restrooms

- Signs have been installed in the terminal. The cost was approximately \$3,600.

16. Fly Casper Alliance

- The alliance held its annual meeting on December 3rd.
- Expected to meet quarterly or bi-monthly going forward.

17. Small Community Air Service Development Grant

- A request for extension and modification was submitted.
- Awaiting response, possibly delayed due to government shutdown.
- Extension sought through 2026.

18. Property Rental Guidelines

- The Airport Director distributed guidelines that outline processes for lease advertising, waiting lists, and early lease terminations.
- The document was completed in June.

OPERATIONS REPORT

No report was provided

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Operations for the month showed a decrease, but year-to-date remains up 22.1%.
- Car rental revenue decreased slightly for both the month and year-to-date (down 2.5% year-to-date, not 13% as incorrectly stated in the report).
- Fuel storage revenue was down 28.5% for the month but still up 0.5% year-to-date.
- Variations in fuel revenue were attributed to fire season timing.

OTHER

From the Board

The Board President acknowledged that this was his last meeting as president and Board Member Kermit Willie's last meeting after serving for 20 years and 8 months. A presentation was made highlighting changes during Kermit's tenure:

- Parking revenue growth from \$250,390 in 2006 to \$829,000 in the last 12 months.
- Rental car commission increases from \$272,000 to \$589,000.
- Operating revenue growth from \$2.6 million to nearly \$4 million more currently.
- Passenger growth from 90,000 to approximately 103,000 expected this year.

A comprehensive list of capital projects completed during Kermit's tenure was presented, including terminal renovations, runway resurfacings, fuel farm construction, training facility construction, fire truck acquisitions, snow removal equipment, customs facility construction, hangar construction, and IT system upgrades.

Board members also discussed:

- The quality of United Airlines' service as the sole provider at the Airport.
- Concerns about limited customs clearance hours (currently Monday-Friday, 8-5).
- The decrease in customs clearances from previous years, particularly military aircraft.

From the Floor

No comments were noted.

NEXT MEETING

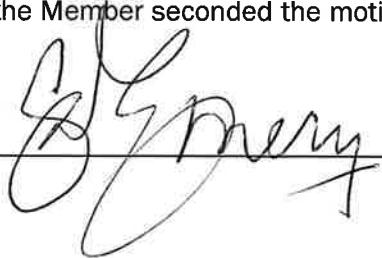
The next board study session was confirmed for January 21, 2025, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

EXECUTIVE SESSION

The Treasurer moved to go into Executive Session and the President seconded the motion. The motion carried.

The Executive session was ended and the Vice President made a motion to adjourn the regular board meeting and the Member seconded the motion. The motion carried. The meeting was adjourned at 2:00pm.

APPROVED

A handwritten signature in black ink, appearing to read "S. Emery". The signature is fluid and cursive, with the initials "S." at the beginning and "Emery" following.