



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

January 21, 2026

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 17, 2025 Board Meeting Minutes
4. Approve and sign the December 17, 2025 Closed Session Minutes
5. Approve Expenses and Sign Checks
6. Election of Officers for 2026
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Certificate of Reorganization
 - B. Land Lease and Building Rental Agreement – Calob Wassink
 - C. Apartment Lease Agreement – Kelly Winters
 - D. Advertising Concession Agreement – Alluvit, LLC
8. Financial Report
 - A. Action on FY25 Airport Audit
9. Director Report
10. Operations Report
11. Activity Report
12. Other
 - A. From the Board
 - B. From the Floor
13. Next Board Study Session – February 18, 2026 11:00 a.m.
Next Board Meeting – February 18, 2026 1:00 p.m.
14. Executive Session
15. 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 January 21, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones (via zoom), 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 1:00 pm.

Casper / Natrona County International Airport
Board Meeting
January 21, 2026

BOARD MEMBERS' PRESENT

Steve Emery, President
Rob Hendry, Vice President
Renee Penton-Jones, Member (via Zoom)
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

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

APPROVAL OF MINUTES

The Board reviewed the minutes of the December 17, 2025, meeting. The Secretary moved to approve the minutes as presented, and the Vice President seconded the motion. The motion carried unanimously.

The Board reviewed the minutes of the December 17, 2025, closed session meeting. The Secretary moved to approve the minutes as presented, and the Vice President seconded the motion. The motion carried unanimously.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

- A. Certificate of Reorganization
- B. Land Lease and Building Rental Agreement – Calob Wassink
- C. Apartment Lease Agreement – Kelly Winters
- D. Advertising Concession Agreement – Alluvit, LLC

The Board agreed to reorder the agenda items, moving item A (Certificate of Reorganization) to follow the Election of Officers, which was moved up in the agenda.

The Airport Director explained that item B is a land lease agreement with Calob Wassink for a new

tenant storage building, item C is an apartment lease agreement with Kelly Winters who is moving to a different apartment (not a new tenant), and item D is an advertising concession agreement with Starlink for two digital displays. The Secretary moved to approved items B, C and D, and the Vice-President seconded the motion. The motion passed unanimously.

The board reviewed the proposed slate of officers for 2026:

- Fred DeVore- President
- Rob Hendry- Vice President
- Tina Hobelheinrich - Treasurer
- Steve Emery - Secretary
- Renee Penton-Jones - Member

Motion to approve the slate of officers for 2026 was made by the Vice President, seconded by the Secretary, and carried unanimously.

The Certificate of Reorganization reflects the newly approved slate of officers. The Director of Finance and Administration noted that the certificate must be submitted to the Secretary of State's office and County Clerk's office when board positions change. She also mentioned that new signature cards would be needed to add the Member to the accounts.

Motion to approve the Certificate of Reorganization was made by the Secretary, seconded by the Vice President, and carried unanimously.

FINANCIAL REPORT

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

- For the month of December, the Airport recorded \$488,090 in revenue, which is \$45,478 less than budgeted. Year-to-date revenue is \$3,450,206, which is \$48,794 higher than budgeted.
- Expenses for the month were \$464,745. Year-to-date expenses were \$2,733,601.
- Net income for the month was \$23,345. Year-to-date net income was \$716,605.

The Airport Director also presented quarterly reports including fixed assets, checking and savings accounts as of December 31, 2025, showing account balances and interest rates. Also included was the Customer Facility Charge (CFC) quarterly report on car rental fees and expenditures.

The Board discussed the QTA trench drain cleaning with the Director of Operations and Maintenance confirming this maintenance is performed every six months and can be done in-house. Discussion also covered how CFC funds can be used for rental car-related expenses.

The Director of Finance and Administration mentioned that the audit cost approximately \$46,000, in line with the previous year's cost.

DIRECTOR'S REPORT

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

1. Air Traffic Control Tower

- Application submitted for IJA ATP funds
 - Plans and specs expected to reach 100% completion by early/mid-February
 - Decision on federal funding expected between March and June
 - If successful in securing funds, construction could begin in May-July timeframe with an 18-month construction schedule
 - Working with FAA and Charter Spectrum on fiber installation
2. ARFF Vehicle (Rosenbauer)
- The 18-year-old Rosenbauer 1500-gallon truck is having transmission issues
 - Exploring options for replacement or FAA funding for refurbishing/replacing the transmission
3. Helitack Base
- The Director of Maintenance and Operations stated that base work continues with office framing and utility installation, expected to be completed in August.
4. North Ramp Rehabilitation
- North ramp rehab design continues with mid-March advertising and bid opening planned
5. NNN Hangar Construction
- Hangar discussions are ongoing regarding roadway, lighting design, and taxi lane
6. Parking Lot Expansion
- Morrison Maierle continues with project design
 - The Airport Director saw a demonstration of the automated parking system while at the Aviation Issues Conference
7. Sealcoat/Mark Pavements
- Seal coat and pavement marking project at 50% design completion, with plans to cover taxiway 8/26, taxi lanes, parking areas and roadways
8. SEAT/LAT Base
- The Certificate of Completion has been received
9. SRE Phase II
- The project is nearing substantial completion with a walkthrough scheduled for January 26th
10. State Revolving Fund Project Solicitation and Application Process
- Loan secured for purchasing vac trailer and mini excavator (50% forgivable, 20-year, no interest)
11. Terminal Windows
- Repairs have been completed by Alumitech

12. Veterans Museum

- Renovation work continues

13. Car Rental Concession and service Facility Lease and Operating Agreements

- Leases expire in October and options will be discussed at March meeting

14. Customs (after hours)

- Customs after-hours process has been established for aircraft arriving outside of normal business hours

15. Annual Report

- The Communications and Air Service Manager reported that the report is nearing completion

16. Small Community Air Service Development Program Grant

- This grant has been extended through January 8, 2027

17. Snow Blower Naming Contest

- "Plowasaurus Rex" was selected as the name for the new snowblower through a contest.
- The winning child and potentially their school class will be invited for a tour

18. Aerial Tanker Fees

- We continue to explore the fee structure for aerial tankers

19. Wind Damage

- Wind damage affected approximately 14 buildings roofs
- Insurance will cover some while others were removed from coverage in 2022 to save on premiums

20. HR Activity Outsourcing

- Shannon Stick with HR Building blocks presented during the work session

21. Freight Advisory Committee

- The Airport Director will be working on the State Freight Advisory Committee

OPERATIONS REPORT

The Operations and Public Safety Manager reported on the following:

- Annual FAA inspection is scheduled for January 28-30
- Training dates for the 40-hour classes have been posted and have been reduced to two options instead of three due to lower enrollment last year
- Three alert Aircraft landed in the past month (two Alert 1 and one Alert 2) without incident

- The Operations and Public Safety Manager explained the difference between alert levels: Alert 1 is for minor issues like radio problems. Alert 2 is for issues like landing gear indicators. Alert 3 would involve more serious situations with passengers onboard.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Operations for the month showed an increase of 23.7%
- Car rental revenue is down 8% for the month and 2.3% YTD
- Fuel Flowage Revenue is down 29.5% for the month and 2.9% YTD
- Enplanements are up 3.9% for the month and 6% YTD
- Parking revenue is up 16.8% for the month and 16.7% YTD

The Board discussed airline service, noting that while maintaining the same number of daily flights (7), United is now using some CRJ-700 aircraft (branded as 550s) with first/business class seating and some 175s with 76 passenger capacity. They also discussed potential opportunities for additional carriers or routes, with Airport Director explaining that Delta service to Salt Lake City would be the most logical addition, with other possibilities including United service to Chicago or additional capacity.

OTHER

From the Board

Steve Emery was thanked for his years of service as President of the Board

From the Floor

Omar, a SkyWest Airlines employee, introduced himself and shared insights about aircraft operations, noting they receive 175s and 550s for overnight stays, with expectations for another 175 during the summer season. He said that passengers would appreciate having another airline option for rebooking during delays and mentioned operational challenges with Denver's cargo handling.

NEXT MEETING

The next board study session was confirmed for February 18, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

ADJOURNMENT

The meeting was adjourned at 1:56 p.m.

APPROVED


