



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

February 18, 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 January 21, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Assignment of Agreement and Consent – Greg Brack
 - B. Amendment 1 to the Land Lease and Building Agreement – Axel Nay & Justin Cobb
 - C. Amendment 1 to the Land Lease and Building Agreement – Totally Benign Enterprises, Inc
 - D. Mobile Home Land Lease Agreement – Shannon Peich & Allen Tabrizi
 - E. Land Lease and Building Rental Agreement – Kenny’s Mobile Home Movers (Termination)
 - F. Food and Beverage Concession – Copper Cup Coffee Company
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 – March 11, 2026 | 11:00 a.m.
Next Board Meeting – March 11, 2026 | 1:00 p.m.
12. Executive Session
13. Adjourn

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

Fred DeVore convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on February 18, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones, Steve Emery, 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 1:02 pm.

**Casper / Natrona County International Airport
Board Meeting
February 18, 2026**

BOARD MEMBERS' PRESENT

Fred DeVore, President
Rob Hendry, Vice President
Steve Emery, Secretary
Renee Penton-Jones, 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
Katie Reed, Communications & Air Service Manager

COUNTY COMMISSIONER

Peter Nicolaysen

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

APPROVAL OF MINUTES

The Board reviewed the minutes of the January 21, 2026, meeting. The Vice President moved to approve the minutes as presented, and the Secretary 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. Assignment of Agreement and Consent – Greg Brack
- B. Amendment 1 to the Land Lease and Building Agreement - Axel Nay and Justin Cobb
- C. Amendment 1 to the Land Lease and Building Agreement – Totally Benign Enterprises, Inc.
- D. Mobile Home Land Lease Agreement – Shannon Peich and Allen Tabrizi
- E. Land Lease and Building Rental Agreement – Kenny's Mobile Home Movers (termination)
- F. Food and Beverage Concession – Copper Cup Coffee Company

The Airport Director explained that Item A was an assignment of a storage building lease with six months remaining on the term. Item B is an annual lease amendment converting the lease to a month-to-month basis, as the lessees indicated they would be relocating out of the area. Item C is an amendment extending the existing one-year agreement by one additional year, with two one-year renewal options. Item D is a new mobile home land lease agreement that will occupy the last available mobile home lot at the Airport. Item E is the termination of the existing lease and rental agreement with the tenant. Item F is a food and beverage concession agreement authorizing Copper Cup Company to operate in both the gift shop area and the post-security area of the terminal.

The Vice President moved to approve items 5A-5F and the Member seconded the motion. The motion carried unanimously.

FINANCIAL REPORT

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

- For the month of January, the Airport recorded \$484,088 in revenue, which is \$49,480 less than budgeted. Year-to-date revenue is \$3,933,356, which is \$198,375 higher than budgeted.
- Expenses for the month were \$495,327. Year-to-date expenses were \$3,229,901.
- Net loss for the month was \$11,238. Year-to-date net income was \$703,455.
- The Airport Director highlighted that contracted services expenses of \$71,686 included foam removal and truck rinse contract that had been budgeted in the prior year but was not paid until the current year.
- The Airport Director reported that the older jet bridge had been repaired. Parts had been obtained, but finding new contacts following a company acquisition had been challenging. Both bridges were confirmed to be operational. The Airport Director noted the Airport was investigating options to purchase a new bridge to replace the oldest one, which has been experiencing more frequent maintenance issues and is at least 25 years old.

DIRECTOR'S REPORT

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

1. Air Traffic Control Tower

- 100% plans and specifications were anticipated to be received for review in February.
- An FAA decision announcing approved projects had been expected by the end of March but was now expected to slip to April.
- The Airport had applied for \$16,000,000 in Bipartisan Infrastructure Legislation funds (in its fifth and final year) toward an overall project cost of \$27,700,000, with the remaining funds already secured.
- If funds are awarded in April or May, the Airport anticipates reaching 100% design, going out to bid, and beginning construction on the control tower this year.

2. ARFF Vehicle (Rosenbauer)

- The Airport did not obtain quotes for a new transmission and is proceeding with a rebuilt transmission. Eligibility of this approach is still being reviewed with the FAA.

3. Helitack Base

- The contractor continued work on office framing, roof insulation and plywood, hangar floor pouring, roof ice and water shield installation, rough-ins, and doors and windows.
- The state is leasing the property from the Airport and constructing the facility to replace its existing operations at the Duncan Ranch in Glenrock. Estimated completion will remain in August, with notable progress reported the prior week.

4. North Ramp Rehabilitation

- The 25% plan set has been received and reviewed.
- The proposed method is "Crack and Seat," a modification to FAA standards. The existing pavement structure consists of concrete panels with asphalt on top; the panels have begun to shift, causing surface irregularities. The method involves milling the asphalt, breaking the concrete into 18-inch sections to stabilize it, and then laying geotextile fabric and new asphalt over the top. Some sections require fully concrete panel replacement. This approach is expected to be significantly less expensive than whole panel replacement.
- A modification to FAA standards is required. If the decision can be made at the Denver Airports District office, approval would be relatively quick; if it must go to Washington D.C., the timeline would be longer. The Airport Director stated he was uncertain whether all work could be completed this year, and that the project may be carried into next year depending on the FAA approval timeline.

5. NNN Hangar Construction

- A new hangar is planned for construction adjacent to the old Cercy hangar along Bill Sullivan Drive. The developer will be responsible for extending the roadway, utilities, and lighting as part of construction.
- This is associated with the Banner medical helicopter operation. Some back-and-forth with the County on building code issues had delayed the construction timeline. The property is under lease, and the Airport is currently receiving land lease payments.

6. Parking Lot Expansion

- Morrison Maierle Engineering is consolidating the first two plan phases into a single bid document covering lighting, handicap accessibility improvements, and infrastructure for future revenue control equipment.
- Subsequent phases will address revenue control equipment installation, paving of the unpaved half of the lot, and landscaping.
- The Airport Director noted that on a recent Monday, approximately 480 of the available parking spaces were occupied, representing over 80% capacity in February. With spring break in March, there is a possibility the lot could reach full capacity, as the Airport has historically run out of parking at Thanksgiving and Christmas. An unpaved overflow area currently exists as a non-revenue option.

7. Passenger Loading Bridge

- The Airport is investigating whether a new bridge can connect at the existing pivot point ("knuckle") anchored in the ground, potentially preserving the first section rather than requiring full removal and reconnection to the building. Cost analysis of this approach is ongoing.

8. Plow Truck Replacement

- The first truck is anticipated for delivery in early to mid-March; the second around early June. This represents a significant acceleration from the original delivery dates of October and December 2026. The schedule was moved up due to the successful and early procurement of Allison Transmissions, which had been a concern given limited manufacturing quantities.
- The Natrona County Commission approved the associated grant the prior evening.

9. Runway 8/26 Resurfacing

- The Airport is still awaiting a final FAA closeout letter for both the 8/26 project and the snowblower purchased in 2024.

10. Sealcoat/Mark Pavements

- 95% plan sets have been submitted to Morrison Maierle and are proceeding to the state.
- The state coordinates seal coat projects by grouping airports within quadrants to achieve economies of scale and better contractor pricing. The program is transitioning to a six-year cycle, and the Airport is due for treatment this year, covering runway 8/26, ramp pavement, parking lots, entrance roads, and similar surfaces. The state funds 90% of the cost of most of the work, with the Airport covering 10%.

11. SRE Phase II

- The projected substantial completion date was January 28. The building itself is largely complete, with the main outstanding issue being the overhead doors. Over approximately three weeks, issues ranged from tracks not being perfectly square to various other complications. As of the meeting this morning, three of the five doors were operational.
- The goal is to achieve substantial completion and take formal ownership of the building by Friday of this week.
- The Airport Director noted that substantial completion confers beneficial occupancy, and until that milestone is reached, the Airport technically cannot use the building. In the meantime, equipment must be backed in or out through a single operable door—less than ideal for large equipment but manageable given the relatively mild weather conditions.
- The general contractor, Caspar Construction, was praised for their work throughout the project, with the Airport Director noting that any challenges were not attributable to the contractor.

12. State Revolving Fund

- Federal regulations require water system operators to inventory and confirm that service lines to buildings are lead-free. Rather than hiring a consultant and contractor (estimated at \$450,000), the Airport pursued a state revolving fund loan to purchase a mini excavator and a vac truck to perform the inspections in-house.

- Equipment cost was approximately \$256,000. The loan is 50% forgivable (\$128,000 forgiven), with the remaining balance repaid over 20 years at 0% interest—equating to approximately \$6,000 per year, comparable to what the Airport was already spending to rent similar equipment. Loan documents and bid documents are under review, after which the equipment will be purchased, and lead investigations will begin.

13. Veterans Museum

- Work at the Veterans Museum continues. Legislation introduced by Representative Steve Harshman for funding the Veterans Museum and potentially Hangar 1 did not advance as a standalone bill. He was expected to attempt to incorporate the funding into the overall state budget, though board members noted that the legislature had been voting down numerous amendments and budget additions, making passage uncertain.

14. Car Rental Concession and Service Facility Lease and Operating Agreements

- Existing rental car agreements expire October 31st. A mandatory rental car interest meeting was held last Monday, and all three existing operators attended.
- The Airport will proceed with updating the concession agreement and the service facility agreement for the Quick Turn Around (QTA) facility, targeting execution by November 1st.

15. Prospects

- The Airport is in ongoing discussions with two new companies interested in development and operations at the Airport.

16. Customs (after hours)

- The Customs report included in board packets now separately identifies after-hours customs clearances to facilitate tracking and analysis.

17. Part 139 Inspection

- The Airport completed its annual FAA Part 139 inspection, which governs the requirements commercial service Airports must meet to maintain commercial air service

18. Air Service Conference

- We will be participating in an airline speed-dating conference. Airlines present information about their operations, and Airports have opportunities for one-on-one meetings. This is the reason the next board meeting was moved to March 11th rather than March 18th.

19. Annual Report

- The printed annual report had been distributed. A digital PDF version is also available on the Airport's website. A social media post has been published, and the report will be featured in the upcoming newsletter.

20. Fly Casper Alliance

- The Fly Casper Alliance is set to meet on March 12, 2026.

21. Small Community Air Service Development Program Grant

- Originally secured in 2017, the grant was successfully extended through the end of the current year. A scope change was also requested. The program makes approximately \$10,000,000 available annually to Airports facing air service challenges.

22. Snow Blower Naming Contest

- The winning name, selected through a public online vote from three finalists, is "Plowasaurus Rex." A vinyl sticker with the name will be ordered and applied to the snowblower. The winning child has been invited for a tour, and the school with approximately 14 participants was also invited as a thank-you for their engagement.

23. FY2027 Operating Budget

- The budget process officially commenced on February 15. The Airport Director noted the standard process involves the budget subcommittee conducting a more in-depth review, after which the budget is sent to the full board at least one week prior to the May meeting for action .

24. LEO Reimbursement

- The Airport has historically provided a law enforcement officer (LEO) at the TSA checkpoint, with TSA historically reimbursing a portion of that cost under a reimbursable agreement. That reimbursement provision was dropped through a reauthorization bill, and the Airport Board elected to continue providing the officer without reimbursement. The Homeland Security appropriations bill may add funds back for this program.

25. Natrona County Assessor

- The Airport Director will be having a meeting with the Chief Deputy Assessor regarding legislation on what is currently tax exempt at the Airport and what the assessment may be if legislation changes this.

26. Wind Damage

- The Director of Operations and Maintenance continues working with WARM on what they need to repair the wind damage to the roofs. Repair and replacement work on the roofs that were not covered is moving forward.

27. AAAE/ACC Airport Planning, Design and Construction Symposium

- The Airport Director will be a panelist speaking on "Innovative Finance and Revenue Generation at Airports" on March 4th in Indianapolis.

28. DOT Welcome Signs

- Sign printing should begin soon by the DOT.

29. WYDOT Statewide Freight Assessment

- There will be a stakeholder meeting on Thursday, February 19th.

30. Legislative Session

- The Airport Director has been in Cheyenne providing legislative coverage for the Wyoming Airports Coalition (WAC).

OPERATIONS REPORT

The Operations and Public Safety Manager reported on the following:

- Operations/Public Safety – Our newest addition to the Public Safety Department will start on March 2nd. Leo Malsom is coming to us from the Evansville Fire Department with almost two decades of fire experience and several years at the Sheriff's Office. We are excited to have him on board and are eager to be fully staffed again.
- 2026 ARFF training dates have been finalized and posted. Our first 40-hour basic course will kick off May 11th with our first training burns starting that week.
- We had one alert aircraft land last month that reported a hydraulic gear failure. The aircraft did a flyover, and it was confirmed the landing gear was down. The aircraft landed without incident.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft operations for the month showed an increase of 4.1% and 20.8% YTD
- Enplanements are up 4.1%
- Fuel Flowage Revenue is up 26.2% and down .6% YTD
- Parking revenue is up 13.4% and 16.2% YTD

NEXT MEETING

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

ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

APPROVED _____

