



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**March 11, 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 February 18, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Land Lease and Building Agreement – Movie Palace, Inc
  - B. Amendment 1 to the Agreement for the Operation of a Food and Beverage Concession – Grace Partners, LLC
  - C. Amendment 1 to the Hangar Lease Agreement – Civil Air Patrol
  - D. Amendment 1 to the Advertising Concession Agreement – Alluvit, LLC
  - E. Land Lease and Building Rental Agreement - Windor
  - F. Land Lease and Building Rental Agreement – IPA Machining
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 – April 15, 2026 | 11:00 a.m.  
Next Board Meeting – April 15, 2026 | 1:00 p.m.
12. Executive Session
13. Adjourn

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

Rob Hendry convened the study session of the Board of Trustees of the Casper / Natrona County International Airport on March 11, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones (via zoom), and Steve Emery. 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  
March 11, 2026**

**BOARD MEMBERS' PRESENT**

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

**AIRPORT STAFF**

Glenn Januska, Airport Director  
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 1:00 pm and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The Board reviewed the minutes of the February 18, 2026, meeting. The Secretary moved to approve the minutes as presented, and the Member seconded the motion. The motion carried unanimously.

**APPROVAL OF EXPENSE CHECKS**

The Board reviewed the expense checks. The Secretary moved to approve the expense checks, and the Member 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 Agreement – Movie Palace, Inc
- B. Amendment 1 to the Agreement for the Operation of a Food and Beverage Concession – Grace Partners, LLC
- C. Amendment 1 to the Hangar Lease Agreement – Civil Air Patrol
- D. Amendment 1 to the Advertising Concession Agreement – Alluvit, LLC
- E. Land Lease and Building Rental Agreement - Windor
- F. Land Lease and Building Rental Agreement – IPA Machining

The Airport Director explained that Item A is a new storage building lease agreement. Item B is an increase in the minimum monthly guarantee for Grace Partners. Item C updates the rates and charges with a term extension through March 31, 2027, including three one-year options. Item D is an extension of the existing agreement through January 20, 2027, with an additional six months. Item E

is a lease for the old fire station with tenant improvements to be made as part of the agreement. Item F is a lease for a new building with contemplated tenant improvements.

The Secretary moved to approve items 5A-5D and the Member seconded the motion. The motion carried unanimously. The Secretary moved to approve items 5E-5F with authorization for the President to sign the leases when prepared, allowing tenants to proceed with improvements. The Member seconded the motion. The motion carried unanimously.

The Secretary moved to approve an additional item (5G) for the donation of a front-end loader mounted snowblower to the Natrona County Road and Bridge Department. The Member seconded the motion. The motion carried unanimously.

HR manual changes were also addressed, with the Director of Finance and Administration explaining that the changes reflect the new HR contractor, updating verbiage from "Natrona County Human Resources Director" to reflect the HR consulting firm. This generic change allows future contractor updates without requiring manual revisions. The Secretary moved to approve the changes and the Member seconded the motion. The motion carried unanimously.

## FINANCIAL REPORT

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

- For the month of February, the Airport recorded \$540,881 in revenue, which is \$7,313 more than budgeted. Year-to-date revenue is \$4,470,473, which is \$201,923 higher than budgeted.
- Expenses for the month were \$411,114. Year-to-date expenses were \$3,364,596.
- Net income for the month was \$129,768. Year-to-date net income was \$828,876.
- The Airport Director noted a new \$3,000 customs income line item for after-hours customs clearing revenue.

## DIRECTOR'S REPORT

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

### 1. Air Traffic Control Tower

- One more FAA review scheduled for 100% plans and specifications within the next couple weeks
- FAA decision on BIL funding expected in late April per an AAAE Regulatory affairs call
- Airport awaiting determination on project funding under the latest BIL funds

### 2. ARFF Vehicle (Rosenbauer)

- Transmission is specifically not eligible for rehab funding under per FAA
- Transmission sent to Kansas for rebuild despite ineligibility, as Airport sees value in the repair

### 3. AWOS (Automated Weather Observation System)

- Ongoing challenge with no clear resolution since National Weather Service transferred weather reporting training to FAA
- Backup AWOS system funding at \$150,000 per airport, which will not cover all of the equipment nor site improvements and the State is unable to fund all airports simultaneously, requiring prioritization

### 4. Helitack Base

- Project completion is anticipated in August with the possibility of hangar completion before fire season even if the administration building is incomplete

### 5. IT Network Upgrades

- We are working with IT personnel to replace the aging network equipment including switches, access points, and cabling

### 6. Blight Study

- We are collaborating with a City of Casper contractor on a study of potential blighted areas with the focus on the hospital district area to determine eligibility for improvement funding
- A draft study with recommendations is expected by March 27

### 7. North Ramp Rehabilitation

- The FAA project engineer sent a "Modification to Standard" to their regional directors and are hoping to hear something soon

### 8. NNN Hangar Construction

- The Airport Director is waiting for a response from the hangar owners on roadway/utility/lighting extension costs that were proposed. Upon agreement, that number will be used for the land lease credit

### 9. Parking Lot Expansion

- Morrison Maierle have packaged the first two plan phases including lights, security cameras, and ADA accessibility
- Advertising planned for mid-March with bid opening the following month

### 10. Plow Truck Replacement

- We received a fully executed grant agreement (FAA and County) for the two plow trucks with an estimated delivery in April and August

### 11. Sealcoat/Mark Pavements

- The State began advertising the seal coat and marking project
- A bid opening of March 26<sup>th</sup> is planned with the project having a 60-day bid hold

12. SEAT/LAT Base

- We are waiting on the final reimbursement from the BLM so that we can release the payment to Ardurra

13. SRE Phase II

- Project substantially complete with equipment moved into the new building

14. State Revolving Fund Project Solicitation and Application Process

- Working on bid documents for water equipment purchase

15. Veterans Museum

- Work continues with update planned from the museum director at the next board meeting

16. Leasing Directory

- Developing a website directory for available Airport property leasing opportunities

17. Fiber Installation

- Working with a fiber provider for FAA
- Challenges with utility right-of-ways and easements along Commerce Drive
- Coordination needed for existing utility corridors and new developments

18. Fluorine-Free Firefighting Foam (F3)

- The Airport has fully transitioned to the F3 foam

19. Safety Management System (SMS)

- The Airport Director has requested a two-year waiver for implementing the approved SMS system

20. Air Service Conference

- The Airport Director and the Communications and Air Service Manager will be meeting with existing and potential new carriers at the conference in San Antonio

21. Snow Blower Naming Contest

- The Communications and Air Service Manager stated that the winning name is being installed on the equipment and school tours have been arranged for contest participants

22. Cyber Coverage Renewal

- Application submitted for Level 4 coverage providing \$2 million protection, this is the highest coverage level requiring enhanced security measures

23. Natrona County Assessor

- Analysis ongoing regarding potential tax liability if governmental use definitions change
- Follow-up meeting scheduled with presentation planned for future board meetings

24. Small Business Energy Retrofit Application

- Grant application submitted for Advance Casper building lighting and efficiency upgrades
- \$25,000 grant with 10% match, typically offset by Rocky Mountain Power incentives

25. AAAE/ACC Airport Planning, Design & Construction Symposium

- The Airport Director spoke/presented at the Airport Planning Design and Construction Symposium in Indianapolis

26. DOT Welcome Signs

- Six historical Wyoming welcome signs planned for terminal building installation
- Signs to be mounted on steel standoffs with illumination

**OPERATIONS REPORT**

The Operations and Public Safety Manager had nothing to report

**ACTIVITY REPORT**

The Director presented the activity report, highlighting:

- Aircraft operations for the month and YTD showed an increase of 9.2%
- Enplanements are up 8.9% for the month and 6.4% YTD
- Parking revenue is up 29% for the month and 17.7% YTD
- Air Freight is down 6.7% for the month and YTD
- Fuel Flowage/Storage revenue is up 6.4% for the month

**NEXT MEETING**

The next board study session was confirmed for April 15, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

**ADJOURNMENT**

The meeting was adjourned at 1:40 p.m.

APPROVED \_\_\_\_\_

