



CASPER  
NATRONA COUNTY  
INTERNATIONAL AIRPORT

**Casper/Natrona County International Airport**

**April 15, 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 March 11, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
  - A. Casper/Natrona County International Airport Board of Trustees Bylaw Modification
  - B. Certificate of Reorganization
  - C. Land Lease and Building Rental Agreement - Jim Mevissen
  - D. Land Lease and Building Rental Agreement - Steve Rabourn
  - E. Land Lease and Building Rental Agreement - John Saulsbury
  - F. Apartment Lease Agreement – Brett McCartney
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 – May 20, 2026 | 11:00 a.m.  
Next Board Meeting – May 20, 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 April 15, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones, Bill Thompson, 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  
April 15, 2026**

**BOARD MEMBERS' PRESENT**

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

**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 COMMISIONER**

Peter Nicolaysen (via Zoom)

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 March 11, 2026, meeting. The Member moved to approve the minutes as presented, and the Junior Member seconded the motion. The motion carried unanimously.

**APPROVAL OF EXPENSE CHECKS**

The Airport Director noted one additional check beyond those included in the packet - a check for the early payoff of the fuel farm loan in the amount of \$420,521.88. 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. Casper Natrona County International Airport Board of Trustees Bylaw Modification
- B. Certificate of Reorganization
- C. Land Lease and Building Rental Agreement – Jim Mevissen
- D. Land Lease and Building Rental Agreement – Steve Rabourn
- E. Land Lease and Building Rental Agreement – John Saulsbury
- F. Apartment Lease Agreement – Brett McCartney

The Airport Director explained that Item A is a bylaw modification that would combine the secretary and treasurer positions into one single position. Item B is the certificate of reorganization that must be submitted to the Secretary of State whenever there are changes in airport board officers. With Bill

Thompson joining the board and the secretary-treasurer position change, this recertification is required per state statute.

The Airport Director stated that Items C-F are standard agreements. A motion was made by the Member to approve items 5A-5F. The motion was seconded by the Junior Member and the motion carried unanimously.

## FINANCIAL REPORT

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

- For the month of March, the Airport recorded \$564,409 in revenue, which is \$30,841 more than budgeted. Year-to-date revenue is \$5,038,775 which is \$236,656 higher than budgeted.
- Expenses for the month were \$515,804. Year-to-date expenses were \$4,157,737.
- Net income for the month was \$48,606. Year-to-date net income was \$881,038.
- The Airport Director noted two additional quarterly reports were included in the packet - fixed assets/checking and savings account summary, and the Customer Facility Charge (CFC) quarterly report for rental car improvements.

The Airport Director addressed a request from the Hangar Operators Group. They are requesting to use \$13,134 from their maintenance escrow funds (40% of rent set aside for maintenance) to apply toward their pavement repayment obligation. This would be taken from the 2023 escrow funds on a first-in, first-out basis.

A motion was made by the Junior Member to approve the hangar operators' use of maintenance escrow funds for pavement repayment. The motion was seconded by the Secretary. The motion carried unanimously.

## DIRECTOR'S REPORT

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

### 1. Air Traffic Control Tower

- Received 100% plans and specifications
- Plans review meeting scheduled for April 28th
- Awaiting IJJA ATP funding decision by end of April
- If approved, we could see July groundbreaking with late fall 2027 completion

### 2. Helitack Base

- Contractor working on drywall in admin building
- Project includes \$100,000 public art requirement (paintings inside, sculpture outside)
- About 2 weeks ahead of schedule, targeting August completion

3. IT Network Upgrade

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

4. Blight Study

- We are awaiting a revised copy of the Blight Report that is due on the 10<sup>th</sup> of the month

5. North Ramp Rehabilitation Project

- Involves crack-and-seal process on concrete panels with asphalt overlay
- Requires FAA modification of standards approval
- Project delayed to next year to give contractors more time and better weather window

6. NNN Hangar Construction

- Agreement has been reached on a roadway/utility/lighting extension cost
- The contractor is currently working on the CATEX application
- Site work should begin on May 1

7. HOG Hangar Painting

- Hangar E, F, G and H painting scheduled to begin this Spring

8. Parking Lot Expansion

- Bid opening moved to April 21<sup>st</sup>
- Will add lights, handicap accessibility, and revenue control infrastructure in Phase I

9. Plow Truck Replacement

- Two new trucks ordered, first expected to arrive at the end of May, second in July
- Originally scheduled for October/December

10. Sealcoat/Mark Pavements

- Straight Stripe was awarded the contract
- State pays 90% of eligible costs, Airport pays 10%
- A schedule from the contractor is pending

12. SEAT/LAT Base

- Final reimbursement payment from BLM has been received
- Our agreement with the BLM was that the Airport would loan up to \$600,000 for a 15-year term at a specified interest rate

13. Sign Upgrade/Replacement

- The Airport will be replacing 85 road signs
- We have received two quotes currently for this work

#### 14. SRE Phase II

- We are waiting on the contractor to complete some punch list items for us to be able to close this project.

#### 15. State Revolving Fund Project Solicitation and Application Process

- Currently working with our consultant on the bid documents

#### 16. Vehicle Replacement Plan

- Developed a plan to replace 2 of 17 maintenance and operations vehicles per year

#### 17. Grace Partners

- New tables and chairs delivered for bar and restaurant area as part of minimum guarantee increase

#### 18. Leasing Director

- The Communications and Air Service Manager is working with LUM on getting leasing information on our website

#### 19. United Airlines Lease and Operating Agreement

- United contacted Airport to transition lease agreement from SkyWest Airlines to United directly, though current agreement doesn't expire until June 2027

#### 20. Fiber Installation

- We have been working with Spectrum on the extension of fiber for the FAA and with Visionary with the extension of fiber from some of their customers

#### 21. Banners

- New banners designed for light poles along entrance road celebrating the nation's 250th anniversary. The Communications and Air Service Manager presented an example of the banners

#### 22. Runway Run

- Scheduled for July 11th, requiring FAA approval for non-aeronautical event

#### 23. Small community Air Service Development Program Grant

- Biannual report to US DOT has been submitted

#### 24. United Diversion

- Currently working on a parking map that will help us with diversion parking and aerial tanker parking

#### 25. FTZ Annual Report

- Annual report has been completed and submitted

#### 26. FY2027 Operating Budget

- Internal budget meetings with departments are scheduled for April 20 and 21

#### 27. LEO Reimbursement

- Currently awaiting House and Senate approval which may include LEO reimbursement funds

#### 28. Natrona County Assessor

- County assessor provided property profile showing potential \$450,000-\$500,000 annual tax liability if governmental use exemptions change through proposed legislation

#### 29. Small Business Energy Audit/Retrofit Application

- Currently awaiting updated status

#### 30. Airfield Marking Training Course

- Training course scheduled for May 5-7 which WYDOT Aeronautics is running and we are hosting

#### 31. DOT Welcome Signs

- Signs will be picked up on April 13<sup>th</sup>

#### 32. Wyoming Airports Coalition (WAC) Conference

- Planning meetings scheduled for us to host the conference

#### 33. President's Budget Request

- President's budget proposal could affect TSA screening by potentially contracting out Category 3 and 4 airports (over 300 airports, 8,000 positions)

### OPERATIONS REPORT

The Operations and Public Safety Manager had nothing to report. The Airport Director noted that going forward, reporting responsibilities will be redistributed among staff, with the Director, Operations and Maintenance handling more construction matters, the Director, Finance and Administration covering financial items, and the Communications and Air Service Manager addressing public relations and marketing

### ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft operations for the month are up 13.9% and YTD showed an increase of 11.6%
- Enplanements are up 10.8% for the month and 8.0% YTD
- Parking revenue is up 29% for the month and 19.1% YTD
- Air Freight is up 16.9% for the month and YTD is up 4.7% YTD
- Fuel Flowage/Storage revenue is up 23.3% for the month

### FROM THE FLOOR

Marcus and Daniel from the air traffic control tower addressed the board regarding staffing challenges:

- Due to staffing shortages, the tower will reduce operating hours from the current 5 AM to 9 PM schedule to 7 AM to 8 PM beginning Sunday, April 19<sup>th</sup>
- The reduced hours eliminate times with lowest traffic volume
- Five trainees are currently in various stages of certification, with full certification taking 12-18 months.
- Hours will return to normal as soon as more controllers complete certification

**NEXT MEETING**

The next board study session was confirmed for May 20, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

**ADJOURNMENT**

The meeting was adjourned at 2:05 p.m.

APPROVED \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "R. Ad...". The signature is written over a horizontal line that is part of the "APPROVED" text.