



CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

May 20, 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 April 15, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
 - A. Land Lease and Building Rental Agreement – Calvin Funk
 - B. Amendment 1 to the Commercial Agricultural Aircraft Operating Agreement – AG Flyers
 - C. Amendment 1 to the Hangar Agreement – Chris McAtee
 - D. Amendment 1 to the Building and Land Lease Agreement – MCJ Enterprises
6. Directors Report
 - A. Capital Project / Development
 - B. Operations / Maintenance
 - C. Marketing / Public Relations / Air Service
 - D. Finance / Administration
 - E. Discussion and Action on FY2027 Airport Operations Budget
7. Activities Report
8. Other
 - A. From the Board
 - B. From the Floor
9. Next Board Study Session – June 17, 2026 | 11:00 a.m.
Next Board Meeting – June 17, 2026 | 1:00 p.m.
10. Executive Session
11. 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 May 20, 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 12:58 pm.

**Casper / Natrona County International Airport
Board Meeting
May 20, 2026**

BOARD MEMBERS' PRESENT

Fred DeVore, President
Rob Hendry, Vice President
Renee Penton-Jones, Member
Bill Thompson, Junior Member

AIRPORT STAFF

Glenn Januska, Airport Director
Jake Hlavacek, Director of Operations & Maintenance
Tatum Hlavacek, Director of Finance & Administration
Michael Gray, Operations & Public Safety Manager
Jana Quirin, A/P & Payroll

COUNTY COMMISIONER

Peter Nicolaysen

The President called the meeting to order at 12:58 pm and led the Pledge of Allegiance.

APPROVAL OF MINUTES

The Board reviewed the minutes of the April 15, 2026, meeting. The Vice President moved to approve the minutes as presented, and the Member seconded the motion. The motion carried unanimously.

APPROVAL OF EXPENSE CHECKS

The Vice President moved to approve the expense checks, and the Junior 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 Rental Agreement – Calvin Funk
- B. Amendment 1 to the Commercial Agricultural Aircraft Operating Agreement – AG Flyers
- C. Amendment 1 to the Hangar Agreement – Chris McAtee
- D. Amendment 1 to the Building and Land Lease Agreement – MCJ Enterprises

The Junior Member moved to approve the leases and amendments as presented. The Member seconded the motion. The motion carried unanimously.

AIRPORT CAPITAL PROJECTS/DEVELOPMENT

The Director of Operations and Maintenance provided the following updates:

1. Air Traffic Control Tower

- The design firm, Woolpert, reached 100% plans and specifications. Following a review, final revisions are being incorporated, with advertising for bids targeted to begin June 3, 2026, and a bid opening anticipated in mid-July.
- On Monday preceding the meeting, the Airport received notification of a \$9,500,000 award from the Airport Terminal Program (ATP) funds — a federal program created under the Bipartisan Infrastructure Law specifically to fund terminal buildings and control towers. This was described as the final year of a five-year, \$5 billion program, with approximately 450–500 applications competing for the funds.
- Total identified funding now stands at approximately \$26,500,000, leaving a remaining gap of approximately \$1,400,000. Construction is expected to begin mid-August, with an estimated 18-month construction timeline.

2. ARFF Vehicle

- The transmission was sent to a repair facility in Kansas, and a detailed cost and timeline estimate is pending receipt, with the expectation that repairs would be less costly than a full transmission replacement.

3. Helitack Base

- Exterior building work is largely complete. Roofing is underway, and the approach and parking lot have been excavated

4. IT Network Upgrade

- Teams is conducting a significant upgrade of network infrastructure to consolidate multiple platforms onto a single, unified system

5. North Ramp Rehabilitation Project

- Involves crack-and-seat process on concrete panels with asphalt overlay
- Requires FAA modification of standards approval
- The full ramp rehabilitation is a two-year project; most of the work has been deferred to the following summer to allow time for thorough planning and full funding

6. NNN Hangar Construction

- The building has been delivered and grading work is underway. A consultant has been retained to provide construction observation to protect the airport's interests

7. Parking Lot Expansion

- The parking lot is being connected to the generator panel in the Public Safety Building for backup power. ADA-compliant ramp and sidewalk improvements are also included in the scope. Completion is targeted for early August.

8. Plow Truck Replacement

- A procurement complication arose regarding Motorola radios, which cannot be sold to a third-party vendor; the airport will purchase the radios directly and back the cost out of the contract.
- Two new trucks ordered, first expected to arrive at the end of May, second in July.

9. Small Business Energy Audit/Retrofit Grant

- An application has been submitted, and the airport is awaiting a determination

10. SRE Phase II

- The project is substantially complete
- Outstanding items include overhead door issues being reviewed with the manufacturer, and trench drain catch basins that were not adequately sealed. We are working with the manufacturer to identify a remediation solution

11. State Revolving Fund Project Solicitation and Application Process

- A DEQ requirement mandates that airports operating their own water systems verify that underground piping does not contain lead or black iron pipe
- The Airport applied for and received a 50%-forgivable SRF loan to procure equipment for this purpose
- Bid documents have been reviewed by the state and we are preparing to advertise

12. Veterans Museum

- Renovation work — including a new concrete parking lot, ADA ramp, updated lighting, new roof, and new siding — is nearing completion. The dedication ceremony has already taken place

LEASES/AGREEMENTS

The Airport Director provided the following updates:

1. Car Rental Concession and Service Facility Lease and Operating Agreement

- Updated agreements have been sent to the car rental companies with a comment deadline of May 22nd

2. LEO Reimbursement

- Funding for the LEO Reimbursement project has been approved in the recently signed appropriations bill
- The Airport is awaiting details on specifics of this funding

OPERATIONS/MAINTENANCE

The Operations and Public Safety Manager gave the following updates:

1. ARFF Training

- Currently have 38 in-state and 60 out of state participants

2. Runway Safety Action Team (RSAT) Meeting

- The annual RSAT meeting was held May 18 to review runway incursion data from the prior year. No active hotspots were identified at the airport

3. TSA

- Staff met with TSA's cybersecurity division to ensure proper cybersecurity incident reporting procedures are in place. TSA's annual inspection was also conducted the day before and the day of the meeting, with no significant findings noted

4. Wildlife Training

- Annual wildlife hazard training has been conducted

MARKETING/PUBLIC RELATIONS/AIR SERVICE

The Airport Director gave the following updates:

1. Enplanements for April

- April enplanements showed a 19.6% increase compared to the prior year. Staff attributed a portion of this increase to the closure of Gillette's Northeast Wyoming Regional Airport. The Airport concluded that 16-17% of the growth reflects genuine growth independent of the Gillette closure

2. Runway Run

- We have been working with the FAA to fulfill the expanded requirements for hosting non-aeronautical events on aeronautical surfaces

3. United Airlines Additional Flight Service

- An eighth United Airlines flight — described as a seasonal addition — is scheduled to begin service in May

FINANCE/ADMINISTRATION/INSURANCE/LEGAL/HR

The Director of Finance and Administration gave the following updates:

1. Financial Report

- For the month of April, the airport recorded \$556,680 in revenue, which is \$23,111 more than budgeted. Year-to-date revenue is \$5,594,208 which is \$258,520 higher than budgeted.
- Expenses for the month were \$920,182, resulting in a net loss for the month of \$363,502, which was primarily attributable to the \$420,000 payoff of the fuel farm loan. Year to date expenses were \$5,116,495.
- Net loss for the month was \$363,502. Year-to-date net income was \$477,713.

2. FY2026 Audit

- Auditors will conduct a preliminary payroll and retirement review and a session with staff on lease requirements and GASB 87 compliance before the full week-long on-site audit, scheduled for late August.

3. FY2027 Operating Budget

- The FY2027 Airport Operations Budget was presented as reviewed during the pre-meeting Board Study Session
- The Vice President moved to approve the FY2027 Airport Operations Budget as presented, with budgeted revenues of \$6,796,649 and expenses of \$6,539,170, and the Member seconded. The motion carried unanimously

4. Salary Study

- The Director of Finance and Administration presented a proposal from Baker Tilly to conduct a compensation study at an estimated cost of approximately \$28,500

5. Wind Damage

- The fire station roof repair has been completed. Repair work has moved on to the large warehouse buildings on Allen, with two of three buildings reported to be near or at completion

6. Banking Fraud Controls

- The Junior Member inquired whether the airport uses positive pay with its bank to protect against altered checks and fraudulent payees. The Director and Finance and Administration committed to investigating positive pay implementation and reviewing ACH controls

MISCELLANEOUS

The Airport Director gave the following updates:

1. DOT Welcome Signs

- We are currently working on the dimension and layout of the signs

2. GIS

- A meeting was held on May 12th with the Regional County GIS representative and Ardurra

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft operations for the month are up 21.5% and YTD showed an increase of 15.1%
- Enplanements are up 19.6% for the month and 10.9% YTD
- Parking revenue is up 38.6% for the month and 21% YTD
- Air Freight is up 7.8% for the month and YTD is up 5.8% YTD
- Fuel Flowage/Storage revenue is down 21.2% for the month

FROM THE FLOOR

- An Attendee inquired about savings from the LED lighting conversion. The Airport Director acknowledged that meaningful savings are being realized but explained that isolating the savings is difficult because the airport tracks electricity as an expense rather than by kilowatt-hour consumption, and because rate changes can mask usage reductions. It was noted that in most conversion projects, the airport paid a small fraction of the total replacement cost while retaining 100% of the ongoing savings
- An Attendee advised the Board that there is a possibility of significant heavy cargo and military aircraft traffic at the airport during the summer. The incoming aircraft operators were advised to coordinate in advance.

NEXT MEETING

The next board study session was confirmed for June 17, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

ADJOURNMENT

The meeting was adjourned at 1:57 p.m.

APPROVED


