CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

June 17, 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 May 20, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
   A. Building Rental Agreement Amendment 1 - Glenn Januska
6. Reports
   A. Capital Project / Maintenance / Development
   B. Leases / Agreements
   C. Operations / Public Safety
   D. Marketing / Public Relations / Air Service
   E. Finance / Administration / Insurance / Legal / HR
      i Discussion and Action on Bad Debit
   F. Director
7. Activity Report
8. Other
   A. From the Board
   B. From the Floor
9. Next Board Study Session – July 15, 2026 | 11:00 a.m.
   Next Board Meeting – July 15, 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 June 17, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones, Bill Thompson, 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 1:00 pm.

Casper / Natrona County International Airport
Board Meeting
June 17, 2026

BOARD MEMBERS' PRESENT

Fred DeVore, President
Rob Hendry, Vice President
Steve Emery, Secretary/Treasurer
Renee Penton-Jones, Senior Member
Bill Thompson, Junior Member

AIRPORT STAFF

Glenn Januska, Airport Director
Jake Hlavacek, Director of Operations & Maintenance
Tatum Hlavacek, Director of Finance & Administration
Katie Reed, Communications and Air Service Manager
Jana Quirin, A/P & Payroll

COUNTY COMMISIONER

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 May 20, 2026, meeting. The Senior Member moved to approve the minutes as presented, and the Vice President seconded the motion. The Secretary/Treasurer abstained due to absence from that meeting. The motion carried unanimously.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

A. Building Rental Agreement Amendment 1 – Glenn Januska

The Airport Director presented an amendment to his existing building rental agreement which reflects a rate increase consistent with addendums being applied to all other tenants. The Board noted that the rate increase applied equally to the Director as to any other tenant. The Vice President moved to approve the amendment as presented. The Secretary/Treasurer seconded the motion. The motion carried unanimously.

- Both plow trucks procured through Floyd's are built and ready. Radios have been ordered and the project is awaiting an installation date before delivery.

11. Sealcoat/Mark Pavements

- Work is targeted for approximately September 15th, covering both landside areas and some airside surfaces.

12. Traffic Sign Upgrade/Replacement

- All parts are in-house. Stop signs remain to be ordered, after which installation can be scheduled for the industrial area road and stop signs.

13. SRE Phase II

- Staff are working to get the door manufacturer on-site to verify installation. Epoxy coating of catch basins was completed and is curing; a fill test will follow.

14. State Revolving Fund Project Solicitation and Application Process

- Bids have been solicited from five companies for a vac-truck and mini excavator. The bid opening is scheduled for July 16th. The project is funded through a 50% forgivable loan at 0% interest over 20 years.

15. WACIP

- Staff and WYDOT Aeronautics are updating the capital improvement plan, focusing on a detailed five-year plan while also programming a twenty-year outlook as required by Wyoming Aeronautics and the FAA.

16. New Airfield Gate

- Staff are in the process of adding a new automatic slide gate off Commerce Drive near Gate 13 to provide dedicated access for the air tanker base and related activity. The current SRE gate is experiencing high traffic volumes that are creating operational challenges.

LEASES/AGREEMENTS

The Airport Director provided the following updates:

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

- Draft lease agreements have been exchanged with the three car rental companies. Tenant comments have been incorporated, including a provision to reallocate ready lot spaces based on annual market share. Executed agreements are anticipated to come before the Board for approval in the July–August timeframe.

2. LEO Reimbursement

- The federal appropriations bill for fiscal year 2026 included funding for the Law Enforcement Officer reimbursement program.

3. True Drilling

- The Airport is coordinating with Aero Center for a Special Olympics fly-out, in which athletes from around Wyoming will depart from the airport on donated Cessna aircraft to travel to the National games in Minneapolis.

FINANCE/ADMINISTRATION/INSURANCE/LEGAL/HR

The Director of Finance and Administration gave the following updates:

1. Financial Report

   - For the month of May, the Airport recorded $550,578 in revenue, which is $17,010 more than budgeted. Year-to-date revenue is $6,139,126 which is $269,870 higher than budgeted.
   - Expenses for the month were $419,002, resulting in net income for the month of $27,565. Year to date expenses were $5,580,186.
   - Net income for the month was $131,576. Year-to-date net income was $558,940.

2. Fuel Farm Loan Payoff

   - Total principal and interest paid year-to-date was $575,919, compared to the budgeted $155,000 annual payment. The difference of approximately $420,000 reflects the early payoff amount. As a result, a budget amendment was necessary to reflect the increased expense.

3. Salary Study

   - The Airport has executed an engagement letter with Baker Tilly to conduct a comprehensive wage study. An initial kickoff meeting has been held, and a follow-up meeting with management staff is scheduled for June 24th.

4. Health Insurance

   - The County notified the airport that health insurance costs will increase for fiscal year 2027. The Natrona County Commission will act on the matter on July 20th. The Airport had budgeted an 8% increase. In addition, a new benefit taking effect July 1st offering reduced or free prescription medications through a County partnership.

5. First State Bank

   - We are working with First State Bank to implement positive pay and are evaluating a QuickBooks-compatible software solution to automate accounts payable, enable ACH payments, and work toward a paperless process.
   - The Secretary noted a discrepancy between parking income figures reported in the financial statements ($69,000) and those shown in the activity graphs ($98,000). The Director of Finance and Administration acknowledged the difference—attributing it to timing and the inclusion of monthly and annual parking pass revenues processed through the administrative office versus SKIDATA only transactions—and committed to investigating and reporting back to the Board.

6. Wind Damage

   - The Director of Operations & Maintenance stated that the flat roof work has been completed, and the Airport is now working to complete the shingled roofs.

7. Bad Debts

   - The Director of Finance and Administration requested Board approval to write off a balance of scheduled for that evening at Washington Park, with the Governor's candidates to follow the subsequent week. The President noted that staff would prepare a brief talking-points document on Airport air service efforts for board members to use when engaging with the community and elected officials.

FROM THE FLOOR

- A question was raised regarding the control tower hours of operation, which were confirmed to be from 7:00 AM to 8:00 PM. Discussion also took place regarding current jet fuel pricing. The FBO representative noted that the posted retail price for jet fuel at Casper is approximately $8.95 per gallon, with most customers purchasing fuel at contracted or CAA rates rather than the posted rate.

NEXT MEETING

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

EXECUTIVE SESSION

The Vice President made a motion to enter Executive Session at 2:14 pm for the purpose of personnel matters and the Secretary seconded. The motion carried. The Vice President made a motion to go out of Executive Session at 2:40 pm, seconded by the Junior Member and the motion carried.

PERSONNEL MATTERS

- The Vice President made a motion to approve a bonus for the Airport Director as discussed, along with a 5% COLA increase to his salary. The Junior Member seconded the motion and the motion passed.

ADJOURNMENT

- The Secretary moved to adjourn the meeting at 2:43 pm seconded by the Junior Member. The motion carried.

APPROVED ____________________