CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

July 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 June 17, 2026 Board Meeting Minutes
4. Approve and sign the June 17, 2026 Board Executive Session Meeting Minutes
5. Approve Expenses and Sign Checks
6. Approve and Sign Leases, Contracts, Agreements, and Resolutions
   - A. Amendment 2 to the Hangar Lease Agreement – Quinn Clark
   - B. Amendment 1 to the Lease Agreement – Jim Anderson
   - C. Amendment 3 to the Land Lease and Building Rental Agreement - XPO Logistics Freight, Inc.
   - D. Assignment of Agreement and Consent – True Drilling to Yankee Tango Aircraft LLC
7. 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
   - F. Director
8. Activity Report
9. Other
   - A. From the Board
   - B. From the Floor
10. Next Board Study Session – August 19, 2026 | 11:00 a.m.
    Next Board Meeting – August 19, 2026 | 1:00 p.m.
11. Executive Session
12. 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 July 15, 2026, at 11:00 a.m. in the Public Safety Training room. Board members present included Renee Penton-Jones, Bill Thompson, 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
July 15, 2026

BOARD MEMBERS' PRESENT

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
Michael Gray, Operations & Public Safety Manager
Jana Quirin, A/P & Payroll

APPROVAL OF MINUTES

The Board reviewed the minutes of the June 15, 2026, meeting. The Senior Member moved to approve the minutes as presented, and the Secretary/Treasurer seconded the motion. The motion carried unanimously.

APPROVAL OF EXECUTIVE SESSION MINUTES

The Board reviewed the minutes of the June 15, 2026, Executive session. The Secretary/Treasurer moved to approve the minutes as presented, and the Junior Member seconded the motion. The motion carried unanimously.

APPROVAL OF EXPENSE CHECKS

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

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

A. Amendment 2 to the Hangar lease Agreement – Quinn Clark
B. Amendment 1 to the Lease Agreement – Jim Anderson
C. Amendment 3 to the Land Lease and Building Rental Agreement – XPO Logistics Freight, Inc.
D. Assignment of Agreement and Consent – True Drilling to Yankee Tango Aircraft LLC

The Airport Director summarized items 6A through 6D. Regarding item 6C (XPO Logistics), the Board discussed the decision to proceed with a lease amendment rather than a new lease agreement, noting that XPO preferred an amendment and that it limits the scope of attorney review to amended language only. The Board confirmed approval of all four items as presented. The Secretary/Treasurer made a motion to approve and sign lease items 6A-6D. The Senior Member seconded the motion. The motion carried unanimously.

CAPITAL PROJECT/MAINTENANCE/DEVELOPMENT

The Director of Operations & Maintenance provided the following updates:

1. Air Traffic Control Tower
    - Bids received from GH Phipps and Sampson; Sampson is the apparent low bidder. Engineering team reviewing for completeness before FAA recommendation.
2. Helitack Base
    - Fencing and landscaping nearing completion; estimated finish mid-August. A tour of the facility prior to the August board meeting was suggested.
3. IT Network Upgrade
    - Ongoing; headaches continue but improving.
4. North Ramp Rehabilitation
    - 65% design prints are expected by end of July.
5. NNN Hangar Construction
    - Foundation complete; underground piping, gas, plumbing, and electrical permits in progress.
6. HOG Hangar Painting
    - All work is completed.
7. Plow Truck Replacement
    - Awaiting radio installation; likely delayed to following week.
8. Runway 8/26 Resurfacing
    - FAA approval received to close out; project removed from active list.
9. Sealcoat/Mark Pavements
    - Planned for September 15th on Runway 8-26, taxiways, and various landside pavements.
10. Traffic Sign Upgrade/Replacement
    - Materials in place; scheduled as fill-in work for maintenance staff.
11. Small Business Energy Audit Retrofit Grant
    - Re-engaged with program administrators; funding delayed due to federal Department of Energy processing.
12. SRE Phase II
    - Substantially complete; awaiting third-party vendor inspection of door installations.
13. State Revolving Fund Project Solicitation and Application Process
    - Bids opening on July 16, 2026, for a mini excavator and vac trailer.

14. WACIP

- 20-year plan in progress; submission deadline August 19, 2026

15. Vehicle Gate

- Installation underway to improve SEAT Base traffic flow and SRE safety.

LEASES/AGREEMENTS

The Airport Director provided the following updates:

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

- Finalizing documents for execution; current agreements expire at the end of October.

2. Federal Express Corporation

- FedEx is seeking to construct an approximately 4,170 sq. ft. facility for ground vehicle maintenance, currently performed inside the hangar. Staff are evaluating whether the addition falls within or outside the existing lease boundary.

3. TSA

- GSA conducted its annual lease compliance review. A contractor incident damaged carpet in the TSA space; partial replacement was completed. A quote for remaining carpet was obtained, and TSA is determining how to proceed.

4. United Airlines Lease and Operating Agreement

- Staff are initiating negotiations with United Airlines to transition the current SkyWest lease agreement to United, consistent with the arrangement at other Wyoming airports. The Board raised questions regarding sublease provisions and United's right to designate ground service vendors; staff committed to seeking clarification.

OPERATIONS/MAINTENANCE

The Director of Operations and Maintenance provided the following updates:

1. Parade Day

- Airport entered vehicle ARFF 3 in the July 7 parade.

2. Badging

- Badge renewal is scheduled for September, authorized signatory classes to be held every Tuesday in August in preparation.

The Board was asked to approve an updated badge fee schedule reflecting actual costs including labor, production, and criminal background checks.

A motion to approve the updated ID badge fee schedule was made by the Senior Member and seconded by the Junior Member. The motion carried.

MARKETING/PUBLIC RELATIONS/AIR SERVICE

The Communications and Air Service Manager gave the following updates:

1. Runway Run
   - 159 participants registered; 6 sponsors; approximately $5,000 raised for the Fly Casper Alliance scholarship fund. An aviation encouragement grant from WYDOT Aeronautics offset expenses.
2. FlyMyAirport
   - This tool has launched on the airport homepage; over 400 users in the first two weeks, with most conducting at least two searches. Data collection is ongoing for optimization.
3. Leakage Study
   - Mead & Hunt air service consultants are conducting the study funded through WYDOT Aeronautics at no cost to the Airport; expected to conclude late July or early August. Staff coordinating WYDOT to ensure the airport's catchment area is accurately defined and does not overlap with Sheridan or Riverton.
4. Social Media Maintenance/Archiving
   - The Communications and Air Service Manager is evaluating platforms for social listening, archiving, and ADA compliance; update expected next month.
5. Economic Impact Study
   - The State's Airport Economic Impact Study will be presented on August 25th from 1:00–2:30 p.m. in the observation deck. The Airport carries an estimated $220 million annual economic impact.

FINANCE/ADMINISTRATION/INSURANCE/LEGAL/HR

The Director of Finance and Administration gave the following updates:

1. Financial Report
   - For the month of June, the Airport recorded $633,735 in revenue, which is $100,167 more than budgeted. Year-to-date revenue is $6,784,535 which is $381,710 higher than budgeted.
   - Expenses for the month were $486,927, resulting in net income for the month of $146,808. Year to date expenses were $6,111,687.
   - Year to date net income was $672,848 which would have been $1,093,370 had the $420,522 fuel farm loan payoff not been included.
2. First State Bank
   - Positive Pay has been implemented for the operating account; projects account implementation underway.
3. FY26 Audit
   - Documentation being uploaded for PMCH; on-site audit expected last week of August.
4. Health Insurance
   - Natrona County Commission to make a decision on the rate increase at its July 20th meeting. An 8% increase was budgeted however we are probably looking at close to a 25% increase.

- Workers Comp rate increased from 1.23% to 1.51%, reflecting an approximate $6,788 increase over budget.

5. LEO Reimbursement Program

- Application was submitted on July 14, 2026.

6. Salary Study

- Position analysis questionnaires distributed to all employees; due July 21, then forwarded to supervisors and on to Baker Tilley.

7. Wind Damage

- All roofs have been replaced; awaiting final invoices for insurance submission.

MISCELLANEOUS

The Airport Director gave the following updates:

1. DOT Welcome Signs

- Pending installation on the terminal building as staff availability allows.

2. GIS

- Kickoff meeting scheduled with Ardurra Engineering to begin incorporating airport infrastructure into the county GIS system and establish update protocols.

3. WYDOT Statewide Freight Assessment

- The Airport Director will be participating in the advisory committee; second meeting is being held this week.

4. Air Traffic Control Tower Groundbreaking

- Scheduled for August 14 at 11:00 a.m. on-site. Governor confirmed to speak. A tent will be erected due to lack of shade. Board members were encouraged to add the event to their calendars.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft operations showed a month-over-month decrease but remained positive YTD at 5.7%.
- Passenger enplanements were up 13.8% for the month and 11.6% YTD.
- Parking revenue was up 45% for the month and 23.2% YTD.
- Air freight was up 5.1% for the month and 5.6% YTD.
- Fuel Flowage/Storage revenue is up 17.3% for the month and .8% YTD.
- Car Rental Revenue is up 12.7% for the month and down 10.3% YTD.

FROM THE BOARD

- The Senior Member raised the question of maintenance responsibility for aging Sky Terrace equipment, noting that some units are approximately 20 years old and that the definition of maintenance versus replacement obligations in the lease was unclear. Following discussion, the Board agreed to approve payment of the $537.50 repair invoice and directed staff to conduct a full assessment of the Sky Terrace equipment condition and better define maintenance responsibilities going forward.

- A motion to approve payment of the Sky Terrace equipment repair in the amount of $537.50 was made by the Secretary/Treasurer and seconded by the Senior Member. The motion carried.
- A Board member noted that Sampson had constructed an air traffic control tower at Phoenix-Mesa Gateway Airport and suggested staff contact them regarding construction costs. The Airport Director confirmed he had already been in contact with Gateway as part of research into the transition from a contract tower to an FAA-staffed tower, including questions around equipment funding.

FROM THE FLOOR

- A resident and leaseholder, Mike Stein, addressed the Board regarding notices he had received to remove a tractor from his leased unit, citing that his tractor is not a licensed vehicle and expressed concern about inconsistent enforcement across leaseholders. The Airport Director clarified that the lease agreement specifies a maximum of three vehicles and that any leaseholder with additional vehicles is assessed an additional charge, consistent with all agreements. The Board suggested Mr. Stein considers parking the tractor in the adjacent corral area he leases as a practical resolution. The Airport Director indicated Mr. Stein could also elect to pay the additional vehicle fee. Mr. Stein was directed to contact the Airport Director directly to discuss options.

NEXT MEETING

The next board study session was confirmed for August 19,2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

ADJOURNMENT

The meeting was adjourned at 1:02 pm.

APPROVED ______________________