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 August 19, 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

August 19, 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 July 15, 2026 Board Meeting Minutes
4. Approve Expenses and Sign Checks
5. Approve and Sign Leases, Contracts, Agreements, and Resolutions
   A. Advertising Concession Agreement – Big Horn Resort Holdings
   B. Amendment 1 to the Land Lease and Building Agreement – Daniel Gilbert
   C. Amendment 1 to the Lease Agreement – Bradley Shoefelt
   D. TNP Operating Agreement – Rasier, LLC
   E. Cancellation of Advertising Concession Agreement – Wind River Casino and Hotel
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
   F. Director
7. Activity Report
8. Other
   A. From the Board
   B. From the Floor
9. Next Board Study Session – September 16, 2026 | 11:00 a.m.
   Next Board Meeting – September 16, 2026 | 1:00 p.m.
10. Executive Session
11. Adjourn

Casper / Natrona County International Airport
Board Meeting
August 19, 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 July 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 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. Advertising Concession Agreement – Big Horn Resort Holdings
B. Amendment 1 to the Land Lease and Building Agreement – Daniel Gilbert
C. Amendment 1 to the Lease Agreement – Bradley Shoefelt
D. TNP Operating Agreement – Raiser, LLC
E. Cancellation of Advertising Concession Agreement – Wind River Casino and Hotel

The Airport Director summarized items 5A through 5E. Item 5D was removed from consideration and deferred to the September board meeting. Items 5A, 5B, 5C and 5E were presented for approval. The Secretary/Treasurer moved to approve the items. The Junior 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
   - Groundbreaking ceremony was held. Notice to proceed pending final signed contracts.
2. ARFF Vehicle (Rosenbauer)
   - Transmission delivered and sent to Floyd's for installation.
3. IT Network Upgrade
   - Ongoing issues; nearing resolution but not yet complete.
4. Maintenance Vehicle Replacement
   - Light bars received, seeking a second quote for tool bodies due to pricing concerns.
5. North Ramp Rehabilitation
   - Eleven high spots ground down and resealed: concrete panels heaving caused asphalt buckling.
6. NNN Hangar Construction
   - Exterior erected and dried in; interior work and flatwork/helipad next.
7. Parking Lot Expansion
   - Light poles expected Friday; work resuming Monday with cameras included.
8. Plow Truck Replacement
   - Two new trucks delivered: awaiting decals and numbering.
9. Sealcoat/Mark Pavements
   - Rubber removal and centerline repainting added to existing contract at a 90/10 state/airport split: approximately $60,000 total.
10. Small Business Energy Audit/Retrofit Grant
    - HiQ Technologies completed audit; results expected by end of August. Focus anticipated to be lighting replacement.
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
    - Contractor on-site; materials for two of three doors on hand.
13. State Revolving Fund Project Solicitation and Application Process
    - Excavator delivered; two attachments pending. Trailer in production.
14. WACIP

- Meeting with state and federal partners scheduled, submission due at the end of month. Fire truck replacement timeline under consideration.

LEASES/AGREEMENTS

The Airport Director provided the following updates:

1. Car Rental Concession and Service Facility Lease and Operating Agreement
   - Final agreements are still being finalized; expected soon.
2. Federal Express Corporation
   - In discussions regarding construction of a separate ground support equipment maintenance building.
3. Prospect
   - A prospect was on site August 12, 2026, to look at available parcels.
4. Raiser, LLC
   - Agreement is deferred to September meeting.
5. United Airlines Lease and Operating Agreement
   - New lease and operating agreement in progress.

OPERATIONS/MAINTENANCE

The Director of Operations and Maintenance provided the following updates:

1. Airport Parking in the Terminal Area
   - Policy Admin 2026-01 adopted, prohibiting passenger parking in employee/airline areas between 1:00 AM and 3:00 AM daily, violators subject to tow into paid lot.
   - The Secretary/Treasurer made a motion to adopt Policy Admin 2026-01 regarding airport terminal parking. The Junior Member seconded the motion. The motion carried.
2. ARFF Training
   - The next training burns will be on August 20th and 26th, with the 26th being a night burn.
3. Badging
   - New badging program begins in September; all badge holders are required to obtain new badges in mid-September.
   - The Senior Member made a motion to approve badge fee exemptions for CAP, FAA, NOAA, and mutual aid firefighting and EMS entities. The Secretary/Treasurer seconded the motion. The motion carried.
4. Airport Security Program (ASP)

- Updates are ongoing; Gate 13 near fire operations now operational. TSA annual inspection in progress.

5. Training
   - Annual FAA tabletop exercise is scheduled for August 27th at Public Safety.

MARKETING/PUBLIC RELATIONS/AIR SERVICE

The Communications and Air Service Manager gave the following updates:

1. Leakage Study
   - Results expected early September.
2. Social Median Management
   - Partnering with Social Assurance/Mind Mixer for scheduling, archiving, and keyword monitoring across Instagram, Facebook, and LinkedIn, as federally required.
3. ADA Compliance
   - Website near full compliance; social media compliance training underway.

The Board expressed strong appreciation for the airport's diversion availability. Approximately 4,000 gallons of fuel sold during recent diversion event involving multiple aircraft.

The September flight schedule has been received. Eight daily flights currently; outlook through the fall travel season remains cautiously optimistic.

FINANCE/ADMINISTRATION/INSURANCE/LEGAL/HR

The Director of Finance and Administration gave the following updates:

1. Financial Report
   - For the month of July, the Airport recorded $606,930 in revenue, which is $39,709 more than budgeted.
   - Expenses for the month were $501,177, resulting in net income for the month of $105,753.
   - Year to date revenue and expenses were the same as month to date revenue and expenses due to July being the first month in the fiscal year.
2. FY26 Audit
   - Auditors will be on site during the week of August 24th - 28th.
3. Health Insurance
   - The Secretary/Treasurer made a motion to maintain the same employee cost-sharing percentages as the prior year despite the increase. The Senior Member seconded the motion. The motion carried.
4. Staffing
   - Both carpenter positions filled; one started Monday, the other starts September 1st.

5. LEO Reimbursement Program

- Reimbursements to begin September or October 1st at $25/hour; estimated $91,000–$93,000 in revenue.

6. Salary Study

- Data review underway with ten market peers; revised job descriptions being reviewed; on or ahead of schedule.

7. WARM Insurance

- Mini excavator and two new plow trucks were added to WARM insurance policy.

8. Sky Terrace

- All coolers were inspected and showed no obvious issues.

9. Checks

- Starting in September checks will be printed the week of the board meeting.

MISCELLANEOUS

The Airport Director gave the following updates:

1. DOT Welcome Signs

- All but one of the signs has been installed.

2. GIS

- Kickoff meeting was held on the 22nd. Ardurra is working on their contract.

3. Wyoming Aviation Economic Impact Study

- A study presentation will be held at the Airport on August 25th.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft Operations were down 13.2% for the month; down slightly year-to-date; impacted by fire season variability.
- Passenger enplanements were up 13% for the month and 11.1% YTD.
- Parking revenue was up 12.2% for the month and YTD.
- Air freight was up 11.7% for the month and 5% YTD.
- Fuel Flowage/Storage revenue is down 4.3% and YTD.
- Car Rental Revenue is down 15.5% for the month and YTD.
- Customs Aircraft Arrivals are up 52% for the month and 24.7% YTD.

- Approximately 258,000 gallons of retardant deployed year-to-date. Tentative ribbon cutting for the Helitack base set for September 24th, pending governor's schedule confirmation.

FROM THE BOARD

- The Secretary/Treasurer thanked staff for the successful groundbreaking ceremony held the prior Friday.
- The Secretary/Treasurer reported that the DC Circuit Court of Appeals affirmed the Biden-era EPA rule designating PFAS as a hazardous substance. While innocent users (including airports mandated by the FAA to use PFAS foam) are exempt from EPA enforcement, airports remain potentially liable to private lawsuits. The complexity of attributing foam contamination between historical military use and current airport operations was noted as a significant challenge.
- Sampson Construction was confirmed as the contractor for the new air traffic control tower, with prior experience building a tower at Phoenix-Mesa Gateway Airport.

FROM THE FLOOR

- No comments from the floor.

NEXT MEETING

The next board study session was confirmed for September 16, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

EXECUTIVE SESSION

The board entered Executive Session at 1:58 pm for the purpose of personnel matters. The Board returned from Executive Session at 2:03pm.

ADJOURNMENT

The meeting was adjourned at 2:03 pm.

APPROVED ______________________

Casper / Natrona County International Airport
Special Board Meeting
August 21, 2026

BOARD MEMBERS' PRESENT

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

AIRPORT STAFF

Glenn Januska, Airport Director (via Zoom)
Tatum Hlavacek, Director of Finance & Administration (via Zoom)
Jana Quirin, A/P & Payroll (via Zoom)

SPECIAL MEETING

The meeting commenced at 9:07 am. The Director of Finance and Administration spoke regarding the increase in health insurance rates and the burden this is putting on our employees making insurance decisions with such short notice. Employee spouses are running into qualifying event/open enrollment issues when trying to switch coverage. The Secretary/Treasurer made a motion to defer the premium increases until open enrollment in December. The Vice President seconded the motion and the motion carried. The Secretary/Treasurer made a motion to adjourn the meeting. The Junior Member seconded the motion. The motion carried.

ADJOURNMENT

The meeting was adjourned at 9:15 am.

APPROVED ______________________