CASPER
NATRONA COUNTY
INTERNATIONAL AIRPORT

Casper/Natrona County International Airport

September 16, 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 August 19, 2026 Board Meeting Minutes
4. Approve and sign the August 19, 2026 Executive Session Meeting Minutes
5. Approve and sign the August 21, 2026 Board Meeting Minutes
6. Approve Expenses and Sign Checks
7. Approve and Sign Leases, Contracts, Agreements, and Resolutions
   - A. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Enterprise RAC Company of Montana/Wyoming, LLC
   - B. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Avis Budget Car Rental, LLC
   - C. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Overland West, Inc
   - D. Amendment 1 to the Land Lease and Building Rental Agreement – Ted Harvall
   - E. Land Lease and Building Rental Agreement – Kyle Wilkinson
   - F. Amendment 2 to the Hangar Lease Agreement – Mark McAtee
   - G. TNC Operating Agreement – Rasier, LLC
   - H. Monetary Agreement – Visionary Communications, LLC (Right-of-Way easement for fiber optic line)
8. 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
9. Activity Report
10. Other
    - A. From the Board
    - B. From the Floor
11. Next Board Study Session – October 21, 2026 | 11:00 a.m.
    Next Board Meeting – October 21, 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 September 16, 2026 at 11:00 a.m. in the Public Safety Training room. Board members present included Bill Thompson, Rob Hendry, 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
September 16, 2026

BOARD MEMBERS' PRESENT

Fred Devore, President
Rob Hendry, Vice President
Steve Emery, Secretary/Treasurer (via Zoom)
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 August 19, 2026, meeting. The Vice President moved to approve the minutes as presented, and the Junior Member seconded the motion. The motion carried unanimously. The Board reviewed the minutes of August 21, 2026, meeting. The Vice President moved to approve the minutes as presented, and the Junior Member seconded the motion. The motion carried unanimously.

APPROVAL OF EXECUTIVE SESSION MINUTES

Approval of Executive Session minutes was deferred to the October board meeting.

APPROVAL OF EXPENSE CHECKS

The Junior Member moved to approve the expense checks, and the Vice President seconded the motion. The motion carried unanimously.

APPROVAL OF LEASES, CONTRACTS, AGREEMENTS, AND RESOLUTIONS

The following items were presented for approval:

A. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Enterprise RAC Company of Montana/Wyoming, LLC.
B. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Avis Budget Car Rental, LLC.
C. Automobile Rental Concession and Service Facility Lease and Operating Agreement – Overland West, Inc.
D. Amendment 1 to the Land Lease and Building Rental Agreement – Ted Harvall
E. Land Lease and Building Rental Agreement – Kyle Wilkinson
F. Amendment 2 to the Hangar Lease Agreement – Mark McAtee
G. TNC Operating Agreement – Raiser, LLC

H. Monetary Agreement – Visionary Communications, LLC (Right-of-Way easement for fiber optic line)

The Airport Director summarized items 7A through 7H. The Vice President moved to approve the items A-H and 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
   - Contracts with funding agencies are in progress; site walk completed with Sampson Construction; boots on the ground anticipated September 28. Building permits are expected to be finalized within days.
2. ARFF Vehicle (Rosenbauer)
   - Reassembled and expected to return to service imminently after being out of service since June 25.
3. Entrance Road Sign
   - Performance spec being developed for solicitation to sign companies.
4. Interior Road Reconstruction
   - Project submittal to the county for 1-cent fund consideration due September 30.
5. IT Network Upgrade
   - Parts received; installation delayed due to technician illness.
6. Maintenance Vehicle Replacement
   - Both trucks delivered; tool body expected within one to two weeks.
7. North Ramp Rehabilitation
   - 65% scope review completed with FAA; bid opening targeted for early December.
8. NNN Hangar Construction
   - Building dried in, roadways complete, underground utilities near completion; taxiway construction plans under engineering review.
9. Parking Lot Expansion
   - Project substantially complete; awaiting pole cover documentation.
10. Passenger Loading Bridge (DEW Bridge)
    - Repair bid received at approximately $95,000, primarily for rotunda bearing replacement requiring crane work. Staff also confirmed that the DEW bridge (old bridge) can be replaced from the pivot point forward, reducing future replacement costs.

11. Plow Truck Replacement
    - Punch list complete; titles pending.
12. Sealcoat/Mark Pavements
    - Audit review in progress.
13. Small Business Energy Audit/Retrofit Grant
    - Audit review in progress.
14. SRE Phase II
    - Project complete with contractors; one remaining engineering item to close out.
15. State Revolving Fund Project Solicitation and Application Process
    - Mini-ex on site; vac trailer build slot confirmed for November with targeted late-November delivery.

LEASES/AGREEMENTS

The Airport Director provided the following updates:

1. Car Rental Concession and Service Facility Lease and Operating Agreement
    - New 5-year agreements executed effective November 1 for Enterprise, Avis/Budget, and Overland West (Hertz).
2. Federal Express Corporation
    - Awaiting response regarding potential maintenance building construction on or adjacent to leased facility.
3. Prospect
    - An undisclosed prospective tenant is being actively pursued.
5. United Airlines Lease and Operating Agreement
    - SkyWest agreement expires April 30, 2027; draft lease to be prepared under United Airlines going forward.
6. Verizon Wireless
    - Approved equipment upgrade to 5G; no formal approval required under existing agreement; permitting process underway.

OPERATIONS/PUBLIC SAFETY

The Director of Operations and Maintenance provided the following updates:

1. ARFF Training

- 112 personnel completed annual training burns: Wyoming State Fire Marshal scheduled for additional training October 7–9.

2. Badging
   - Over 200 new badges were processed as of September 9.
3. ARFF
   - ARFF participated in the 5th Annual Emergency Expo on September 5 with strong public turnout.
4. Airport Security Program (ASP)
   - Inspection completed satisfactorily.
5. Training
   - Annual exercise was held August 27; FAA inspector visit scheduled for early October.
6. Aircraft Incident
   - On September 8, an MD-87 air tanker struck the runway with a wingtip after a last-minute runway realignment from 26 to 21 upon approach. Minor aircraft damage; no runway damage. Incident documented.

MARKETING/PUBLIC RELATIONS/AIR SERVICE

The Communications and Air Service Manager gave the following updates:

1. Leakage Study
   - Received from WYDOT; 63% of catchment area passengers use the airport.
2. ADA Compliance
   - Primary airport website review complete with no further changes needed; main website secondary review pending. PDF document audit also planned.
3. Annual Report
   - Draft work underway with marketing agency; final year-end numbers to be incorporated in January.
4. Leadership Casper Tour
   - Scheduled for September 17; to be led by airport staff.
5. Air Service Outreach
   - Director and Communications and Air Service Manager to meet with United Airlines representatives and other Wyoming commercial service airports in Chicago in November.

FINANCE/ADMINISTRATION/INSURANCE/LEGAL/HR

The Director of Finance and Administration gave the following updates:

1. Financial Report
   - For the month of August, the Airport recorded $586,006 in revenue, which is $18,785 more than budgeted. Year to date revenue is $1,196,302 which is $61,861 higher than budgeted.

- Expenses for the month were $508,320, resulting in net income for the month of $77,686. Year to date expenses were $1,012,803 and year to date net income is $183,500.

2. ACDBE/DBE

- FAA is overhauling the disadvantaged business enterprise concessions program following legal challenges to its definition of "disadvantaged." Reporting requirements suspended for the current year pending revised federal guidance.

3. FY26 Audit

- Fieldwork complete; final report issuance may be delayed pending federal compliance supplement.

4. Human Resources

- HR consultant Shannon (HR Building Blocks) conducted on-site sessions August 31–September 1 and attended the September employee meeting, staff engagement ongoing.

5. LEO Reimbursement Program

- Reimbursement for law enforcement checkpoint coverage resumed September 1; up to $91,250 in annual revenue anticipated.

6. PFC Application #11

- Director of Finance and Administration is attending PFC training in October; application to advance thereafter.

7. Salary Study

- Currently in Phase 4 of 6 with Baker Tilly; job descriptions drafted and pay plan development underway; supervisor review meetings to follow.

MISCELLANEOUS

The Airport Director gave the following updates:

1. DOT Welcome Signs

- One remaining sign is needed to complete the project.

2. Helibase Ribbon Cutting

- Ceremony to be held on September 24th at 1 pm.

ACTIVITY REPORT

The Director presented the activity report, highlighting:

- Aircraft Operations were down 15.9% for the month; and down 4.3% year-to-date; impacted by fire season variability.
- Passenger enplanements were up 7.5% for the month and 10.6% YTD.
- Parking revenue was up 17.2% for the month and 14.7% YTD.

- Air freight was up 3.9% for the month and 4.9% YTD.
- Fuel Flowage/Storage revenue is down 53.9% and 32.2% YTD.
- Car Rental Revenue is down 12.8% for the month and 14.2% YTD.
- Customs Aircraft Arrivals are up 30% for the month and 25.5% YTD.

FROM THE BOARD

The President commended the custodial staff for maintaining exceptionally clean restroom facilities. A brief discussion followed regarding the departure of Copper Cup coffee concession and ongoing efforts to identify a viable food and beverage solution, including potential food truck options.

FROM THE FLOOR

The fixed base operator (Aero Center) reported aviation fuel sales are approximately 50% below the prior year due to significantly reduced wildfire tanker activity. Resources have been redeployed to Texas.

NEXT MEETING

The next board study session was confirmed for October 21, 2026, at 11:00 a.m., followed by the regular board meeting at 1:00 p.m.

ADJOURNMENT

A motion to adjourn was made by the Vice President. The Junior Member seconded the motion, and the meeting was adjourned at 2:10 pm.

APPROVED 