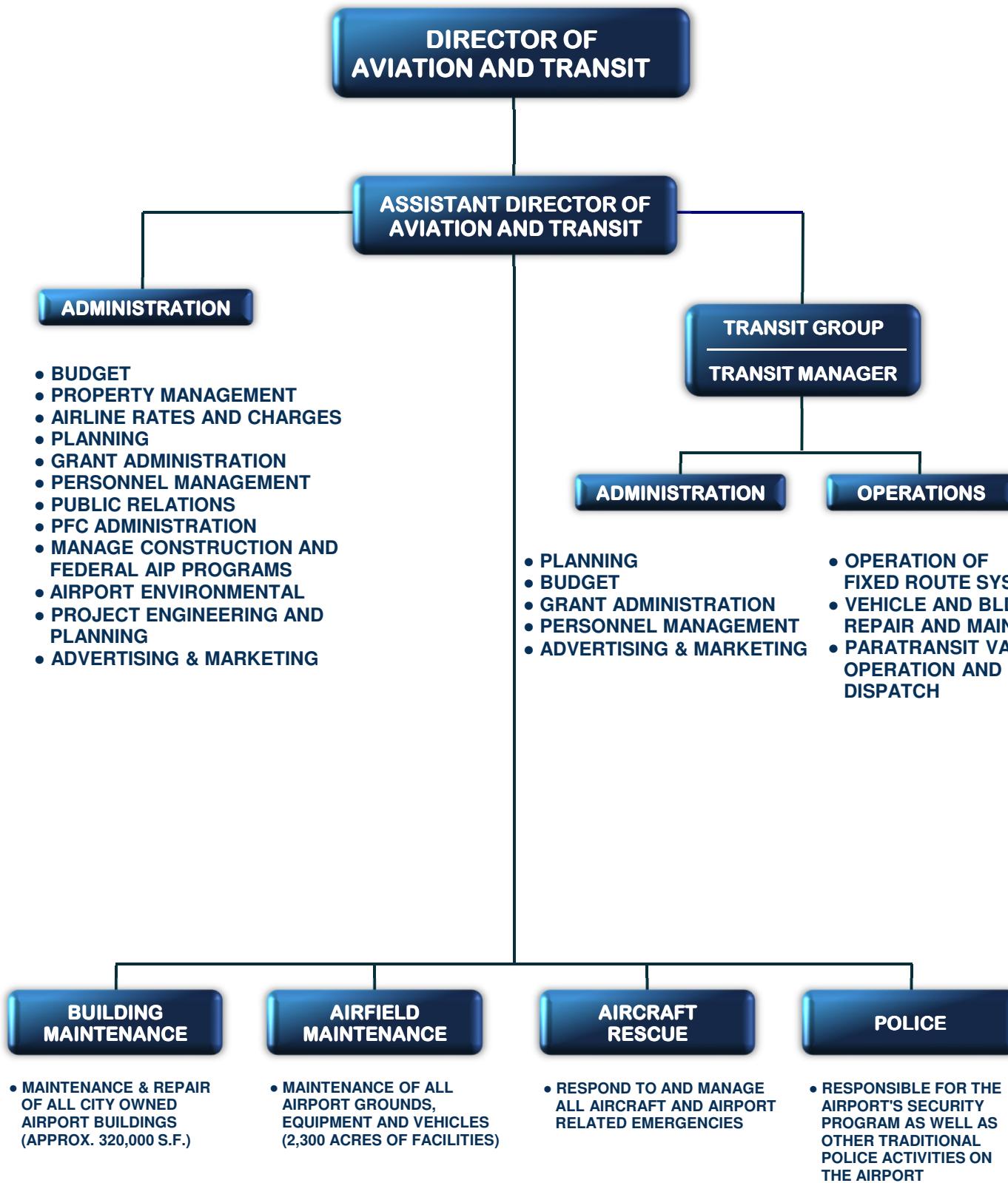




CITY OF BILLINGS AVIATION & TRANSIT DEPARTMENT



CITY OF BILLINGS DEPARTMENT OF AVIATION AND TRANSIT ORGANIZATIONAL CHART



GENERAL INFORMATION ON THE CITY OF BILLINGS AVIATION AND TRANSIT DEPARTMENT FEBRUARY 2022

BILLINGS LOGAN INTERNATIONAL AIRPORT OPERATION



PHYSICAL PLANT

- » 2,300 acre facility.
- » City owned and operated (operated 24 hours/day all year long).
- » Over 320,000 square feet of City owned and operated buildings.
- » Three runways and associated taxiways.
- » Two Instrument Landing Systems (ILS) and other navigational aids.

LANDLORD FUNCTION

Department responsible for developing, negotiating, and administering approximately 100 tenant leases and numerous operating agreements, including:

- » Multiple passenger and cargo airlines: Delta, United, Alaska, Cape Air, Allegiant Air, American, UPS, Federal Express, Alpine Air, and Richland Aviation.
- » One Fixed Base Operator (FBO) Edwards Jet Center.
- » Terminal Building tenants:
 - Restaurant, Deli, and Lounge.
 - Five car rental concessionaires (Enterprise, Hertz, Alamo/National, Thrifty/Dollar, Avis/Budget).
 - Gift Shop.
 - TSA.
- » Public parking lot concessionaire.
- » 15 executive hangar site leases.
- » Airport Business Park tenants:
 - Interagency Fire Cache.
 - Montana Department of Environmental Quality.
 - Montana Department of Natural Resources and Conservation.
 - Corporate Air.
 - Bureau of Land Management - Regional Air Tanker Facility and Wildlands Fire Fighting Station.
- » Car wash facility for all rental car companies.
- » T-Hangar and general aviation site on west end of Airport.
- » West end office building.
- » Aerotronics radio/navigational equipment shop/hangar.
- » Aero Interiors (aircraft interiors).
- » FBO/tenant fuel farm facility and self fueling facility.

LANDLORD FUNCTION (Cont.)

- » U. S. Postal Service (mail sort facility).
- » Rocky Mountain College (aviation school).
- » Marchi office building and hangar.
- » Patton Aviation (aircraft maintenance).
- » Ridgeline Aviation (flight instruction).
- » Yellowstone County Museum (log cabin at entrance to Airport).

STAFFING

The Aviation Division has 55 full-time employees in five divisions. The employees in the Aircraft Rescue Fire Fighting and Airfield Operations Divisions are cross trained for staffing efficiencies and most divisions must meet and maintain Federally mandated programs.

» ADMINISTRATION

- Budgeting, accounting, and financial services.
- Property management, lease contracts, operating agreements, tenant relations.
- Grant and funding management.
- Air service development.
- Personnel services, including employee development and oversight.
- Community services and outreach.
- Growth and development planning.
- Web Site development and administration.
- Advertising and marketing.
- Capital improvement, equipment, and technology replacement planning.
- Planning, bidding, and construction activities.
- Environmental services and monitoring.
- Federal Disadvantaged Business Enterprise (DBE) Program.
- Federal Airport Concession Disadvantaged Business Enterprise (ACDBE) Program.
- Federal Aviation Administration (FAA) capital grant program.

» AIRCRAFT RESCUE FIRE FIGHTING

- 24-hour Aircraft Rescue Fire Fighting Division.
- Manages Federally mandated Emergency Plan and employee training program.
- 110 to 150 responses per year.

» AIRFIELD OPERATIONS

- Manages Federally mandated airfield compliance program, Snow Removal Plan and Wildlife Management Program.
- Airfield, ground, pavements, and fleet maintenance.
- Construction management and safety oversight.
- Maintenance of runways, taxiways, directional signing, and navigational lighting.

STAFFING (Cont.)

» **BUILDING MAINTENANCE**

- 24-hour Terminal cleaning and systems maintenance.
- Street side snow removal.
- Construction and contract maintenance.
- Property and leasehold assistance.
- Tenant relations.

» **AIRPORT POLICE**

- 20+ hours of coverage per day.
- Manages Federally mandated Aviation Security Program.
- Provides all Airport related law enforcement services.
- Manages Interactive Security Training Program.
- Provide law enforcement coverage for TSA passenger and baggage screening.

FISCAL

- » AIRPORT DEPARTMENT IS A SELF SUPPORTING ENTERPRISE FUND. The costs of the operation are offset through user/tenant rates and charges. NO GENERAL FUND SUPPORT HAS BEEN RECEIVED SINCE 1975. It is important that rates and charges are consistently large enough to meet operating costs in order to ensure the enterprise nature of the operation.
- » Annual operations and maintenance budget is approximately \$8.5 million.
- » Annual Federal Aviation Administration administered grant program for necessary facility improvements based on 90% Federal share, 10% local share. The funds for this program nationally are generated by system wide user fees and Billings Logan International Airport's annual entitlements are approximately \$3,200,000. Airport has also been very successful capturing discretionary funds in recent years, including over \$11,000,000 for the Terminal Building Concourse Expansion project. Beginning in 2022 through 2026, the Airport will also receive annually \$3,700,000 from the Infrastructure Bill to use on Airport capital projects. The Passenger Facility Charge (PFC) program generates \$1,700,000 annually for capital infrastructure needs and debt service. The Customer Facility Charge (CFC) program generates approximately \$800,000 annually for debt service and capital replacement needs.

OPERATIONS STATISTICS (2021)

- » Approximately 37 passenger flights per day (approximately 13,600 annually).
- » Approximately 261 aircraft operations per day.
- » 384,070 passengers boarded in 2021 (474,962 in 2019).
- » Over one million people utilize the Terminal each year.
- » 150+ aircraft based on Logan Field.
- » 100 million pounds of freight/mail handled in 2021.
- » Economic impact of the Airport on our community exceeds \$409,000,000 annually.
- » Approximately 800 people employed at the Airport.

MISCELLANEOUS FACTS AND FIGURES

- » 4,600,000 square feet of pavement.
- » 1,250 runway and taxiway lights.
- » 120 airfield guidance signs.
- » 350,000 square feet of paint markings.
- » 60 pieces of fleet equipment.
- » Maintain 641,380 square feet of lawn area or approximately 15 acres of grass.
- » 1,730 automobile parking spaces.
- » Five passenger loading bridges (soon to be eight), eight elevators, two lifts, and two escalators.
- » Nine miles of security fencing.
- » 40 automated security access control points.
- » 177 security cameras.
- » Ten automated access control gates.
- » 400 fire alarm devices.
- » 1,230 security checkpoint calls per year.
- » 1,637 active security badge holders.
- » 3 Terminal generators capable of producing 1,500 kW per hour of electricity.
- » The Terminal Building has 80,000 square feet of carpet, 100,000 square feet of hard flooring, 150,000 square feet of ceiling tiles, 500 stair steps, and 3,000 light fixtures, which will all increase with the new concourse expansion.
- » Over 37,000 man-hours each year are required to clean and maintain the Terminal Building. Over 26,000 pairs of rubber gloves and 50,000 trash bags are used each year.
- » The Terminal heating system has a ten million BTU per hour capacity, while the cooling system can produce 600 tons per hour.
- » The Airport's Car Rental Quick Turn Around (QTA) facility averages over 95,000 automated car washes per year at an average cost of \$1.65 per wash.



PHYSICAL PLANT

- » METroplex Complex – Administration, operations, and maintenance facility, 40,000 square feet, opened in 1983, and located at 1705 Monad Road.
- » 25 heavy and medium duty Transit buses (all are ramp equipped for accessibility).
- » Two major transfer centers (Downtown, Stewart Park).
- » 15 paratransit light duty buses.

OPERATIONS INFORMATION

- » The Transit Division currently provides bus service to the City of Billings through ten full service routes (all day service), four peak service routes (used to supplement full service routes at busy times), one mid-day route, and one student tripper route. These routes operate on a fixed route pulse type schedule (buses meeting at the transfer points at the same times), Monday through Friday, between 5:50 a.m. and 6:48 p.m. Seven routes provide Saturday service between 8:10 a.m. and 6:09 p.m. Approximately 635,000 bus miles are driven annually.
- » Passengers for FY 2021 totaled 284,306 on fixed route. Pre COVID numbers were over 450,000 annual passengers.
- » Transportation for Billings residents who cannot utilize a MET bus, due to a disabling condition, is provided through the City's paratransit service, referred to as MET-Plus. This service consists of 15 small buses operating during hours that mirror fixed route service. This service helps to address transportation needs in the community and meets the requirement for demand response service in accordance with the Americans with Disabilities Act, as outlined in our community paratransit plan. Approximately 145,000 paratransit bus miles are driven annually.
- » Paratransit passengers for FY 2021 totaled 20,794. Pre COVID numbers were over 46,000 annual passengers.

STAFFING

The Transit Division has 56 full-time employees, including 41 operators, 5 fleet and facility maintenance staff members, 6 administrative and management personnel, 4 dispatch and customer service positions, and one Marketing and Advertising Coordinator position that is shared with the Aviation Division. Similar to the Airport Operation, the MET must meet and maintain Federally mandated programs.

- » **ADMINISTRATION**
 - Management, accounting, and financial services.
 - Grant management.
 - Compliance with Federal regulations, including creation and implementation of required plans, activities, and policies.
 - Compliance with Federal reporting requirements.
 - Bus service analysis and planning.
 - Community services and outreach.
 - Coordination of transportation services with human services organizations.
 - Coordination of planning activities and projects with the local area Municipal Planning Organization.
 - Marketing.

STAFFING (Cont.)

» **OPERATIONS**

- Fixed route bus service.
- Facility maintenance.
- Fleet maintenance.
- Personnel services and training.
- ADA certifications for service.
- Trip reservations/transportation.
- Schedule vehicles/dispatch drivers.

FISCAL

- » For FY 2022, FTA operating assistance is budgeted at \$1,891,495 and FTA capital assistance at \$513,967.
- » The Transit tax levies are 10.0 mills. These funds are used to support operations as well as provide a 50% match to the FTA operating assistance grants and a 20% match for capital grant items.
- » The annual operating budget for FY 2022 is \$5,896,055.

MISCELLANEOUS FACTS AND FIGURES

- » Fixed route ridership is comprised of full fare passengers (40%), students (34%), individuals with disabilities (17%), and seniors (9%).
- » Staff answers approximately 200 calls per day for inquiries and ride scheduling, and approximately 25-30 trip planner inquiries per month.
- » MET sells approximately 19,250 bus passes per year through MET's digital fares system.
- » In recent years, MET has added a number of technology systems to enhance operations and customer experience including real time bus tracking, an enhanced paratransit dispatching system, a digital fares system, fixed route voice annunciators to support accessibility, and on board Wi-Fi and infotainment.
- » MET drivers participate in the Community Watch Program and are consistently ranked high in customer service.
- » MET-Plus added over 550 new clients for service this past year.
- » 25 shelters are placed throughout the community.
- » 6,054 bike rack usages were recorded last year.
- » Approximately 117,000 gallons of diesel and 33,000 gallons of unleaded gas are used each year.