



Billings Logan International Airport
Aviation and Transit Department
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Travel With Us

AVIATION AND TRANSIT BOARD MINUTES

Tuesday, May 3, 2022

The Aviation and Transit Board met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, May 3, 2022. Those in attendance included:

Aviation and Transit Board Members

Dan Farmer, Chair
Ron Spence, Vice Chair
Ken Behling
Mark Astle
Chuck Tooley
David Hummel, Jr.
Steve Tostenrud

City Staff and Guests

Kevin Ploehn, Director of Aviation & Transit
Shane Ketterling, Assistant Director of Aviation & Transit
Rusty Logan, Transit Manager
Garett Robson, Accountant

PUBLIC COMMENT PERIOD

A public comment period was offered. No public comments were received.

AVIATION AND TRANSIT FY 23 BUDGET

Mr. Ploehn and Mr. Logan provided the Board with a PowerPoint presentation on the Department's FY 2023 budget, which will be presented to the City Council on May 16. The presentation covered accomplishments, challenges, enplanements, ridership, operating revenues/expenses, capital revenues/expenses, capital grants/bonding, and personnel requests.

AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS

- ▶ Mr. Logan gave a PowerPoint presentation on the Transit Development Plan that will be used for a public meeting on Thursday, May 5, at the Library; stating that the reason for this meeting is to go over the purpose of the plan, what the plan is about, and why we are looking at the plan. Mr. Logan stated that the plan covers the peer analysis that was done and the results from the public survey that was recently conducted. After the presentation, they will open the meeting up for public discussion and feedback.
- ▶ Mr. Logan advised the Board that ridership is up 9.3% overall this year and paratransit is up 60% from the previous year, overall MET is almost back to full operational status. MET is adding one more van back into service as demand is increasing.
- ▶ Mr. Logan stated that the advertising policy and contracts have been finalized and reviewed by Legal. Mr. Logan advised that since we have moved the advertising in house, there have been many surprises on how it had been handled. The consultant that is working on our Transit Development Plan stated that comparatively, the revenue that MET was generating from existing advertising is significantly higher than most transit operations our size, and that MET has the potential opportunity to generate hundreds of thousands of dollars of advertising revenue.
- ▶ Mr. Ketterling advised the Board on the following projects:
 - Only one bid was received for the West Taxilane Extension project, from Knife River - Billings for \$810,358. This was below the engineer's estimate of \$876,000. This will go to Council for approval on May 9. The first phase of this project will be the utility work, which if weather cooperates, should start up this month and then we would pave west taxilane late Summer or

early Fall. Knife River bid on the Transit Parking Lot project as well, so we are hoping they can do this at the same time.

- The Airport only received one proposal for the Request for Qualifications for the Five-Year Engineering Agreement, which was from Morrison-Maierle, who has been the Airport engineer for many years. The new contract is on for City Council approval next Monday.
- ▶ Mr. Ploehn stated that there would be an open house, ribbon cutting ceremony for the opening of the new Concourse A and would let the Board know when the date and time has been chosen.
- ▶ Mr. Ketterling provided the following updates on the projects:
 - The contractors are working on the floor tile around the bar and the barn wood on the ceiling of the bar.
 - Work continues on the Yellowstone River Wall and will look great when it is done.
 - Sky Dine has ordered the equipment for the restaurant but it is still 14-16 weeks out, so when the new concourse does open up there will be a need to set up temporary equipment to serve food at a location in the Great Room area.
 - A company contracted with TSA came in to do a site survey on the new TSA screening area where the new equipment will be located, and preliminary electrical layouts were correct. Now the Airport is set up for all communications and power so that new equipment can be installed during the first three weeks of June when the contractor will put in place a new analogic, x-ray screening device each week. TSA will then need to do training on the new equipment.
 - The Airport is currently advertising for Car Rental Proposals for a new five-year agreement.
 - Shane and Kevin are attending Air Show meetings; they have about one meeting per month. The main thing at this point in time is the subcommittees that need to occur for parking, concessions, etc. The Airport is hosting one for safety and security this Thursday that will have downtown police and fire, the Airport's police and fire, AMR, the Sheriff, as a kick off meeting to go over what the plan is, provide dates, go over problem areas we experienced from the air show in 2000, staffing, etc.
- ▶ Mr. Ploehn advised the Board that Cape Air has ordered 75 all electric Alice commuter airplanes manufactured by Eviation that accommodates up to nine passengers and two crewmembers.
- ▶ Mr. Ketterling shared that due to the pilot shortage, United and American on some of the smaller routes, instead of flying are running buses between Denver, Breckenridge, and Fort Collins, and out on the east coast ferrying passengers on buses between Philadelphia, New Jersey and Pennsylvania. That is how bad the pilot shortage has affected the aviation industry.

ITEMS FROM THE BOARD

There were no items from the Board.

There being no further business, the meeting was adjourned.

KP:mdb

cc: Aviation and Transit Board
Chrono
Via E-mail: City Administrator
Mayor
City Clerk