



**AVIATION AND TRANSIT COMMISSION MINUTES**  
**Tuesday, April 5, 2016**

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, April 5, 2016. Those in attendance included:

**Aviation and Transit Commission Members**

Ken Behling, Chair  
Dan Farmer, Vice Chair  
Stan Hill  
Peggie Gahen  
Ron Spence  
Mark Astle

**City Staff and Guests**

Kevin Ploehn, Director of Aviation & Transit  
Jim Perez, Transit Manager  
Kim Annin, Manager of Construction Engineering

**PUBLIC COMMENT PERIOD**

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

**CONCOURSE B PROJECT UPDATE**

Mr. Ploehn started by saying that there has been some significant progress made in the design of the new Concourse B Concession and Restroom relocation. He then introduced Mr. Kim Annin, Manager of Construction Engineering and Facilities Planning, to the Commission. Mr. Annin provided the Commission with a presentation on the design and phasing of the project. Of interest was the new design for the individual bathroom pods. Mr. Annin pointed out that a typical restroom stall had about 15 square feet of space, which is not much if you have a piece of luggage in tow. These new restroom pods will be approximately 48 square feet in size with their own toilet, sink, changing table, and space for luggage. He then pointed out the area where the new Concourse B Food Concession will be located. One of the highlights of this new concession area is that it is the only location on the concourse with south facing windows, allowing patrons to sit in the sunshine at various times of the day. Kim pointed out that the bid opening was set for May, with construction probably starting in July or August.

**AIR SERVICE MEETING UPDATE**

Mr. Ploehn discussed the Air Service Meeting put on by the Airport's air service development consultants, Mead & Hunt. He described it as speed dating with airlines. He informed the Commission that the Billings team met with six different airlines, including Frontier, Southwest, Alaska, United, SkyWest, and American. He then provided details on the meetings with the airlines and the other presentations from the conference.

**AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS**

- ▶ Mr. Ploehn informed the Commission that the easement needed to do the Pond D storm water improvements was approved by the City Council on March 28. He also met with the County Commissioners to discuss the project and they appeared to support the project.

- ▶ Mr. Ploehn discussed the two planter areas that are being renovated. In the area upstairs by the concourse exit, the walls had to be skim coated so that the vinyl coverings that are planned for the walls will adhere properly. The expansion of the lower information area is continuing. The carpeting for this area is combined in a bid with the carpet replacement for baggage claim and will be bid later this month. Both projects should be finished before the Summer travel season gets underway.
- ▶ Mr. Ploehn told the Commission that the Airport hosted an active shooter session at the Operations Building, put on by the Billings Police Department. The content was geared toward office personnel and was open to all City departments to attend. The information was very informative.
- ▶ Mr. Ploehn announced that on March 24, Commissioner Gaghen, Deputy Public Works Director Heiser, and he interviewed five candidates from around the country for the Assistant Director position. He indicated that it came down to two of the candidates and that he selected Shane Ketterling our Operations/Airfield Maintenance Supervisor. With Shane's background and familiarity with the Airport, he would be able to hit the ground running.
- ▶ Mr. Perez showed the Commission some of the new route changes that staff was contemplating that would supplement the presentation given at the last meeting. The first was the new Route 24 that will utilize Poly Drive. This route would operate geographically between the Rimrock and Parkhill routes that were being considered for elimination. He also discussed the new modifications to the west end route, in particular going to all day service, entering into the Shiloh Crossing area and then traveling over into the Montana Sapphire subdivision west of Shiloh Road.
- ▶ Mr. Perez discussed that they are hoping for a good turnout at the four public meetings scheduled this month. These public meetings will inform the community about the route changes and fare adjustments. Staff printed up some "Take One" pamphlets that will be on all the coaches and vans for their riders to take and read. The information on the "Take One" discusses the route changes and fare adjustments, as well as meeting dates. There was also a media release announcing the meetings.
- ▶ Mr. Perez then discussed the implementation of the new smaller buses into service. The first bus is in service, and is being rotated into service on most of the routes so the majority of the drivers get a chance to operate this style of bus. Most of the drivers were surprised at how easy it was to maneuver. The second bus had a compressor fail right out of the gate and that will take about two weeks to be repaired. He said that MET is anticipating four more of these vehicles in May.

#### **ITEMS FROM THE COMMISSION**

There were no new items from the Commission Members.

There being no further business, the meeting was adjourned.

KP:mdb

cc: Aviation and Transit Commission  
Chrono  
City Administrator  
Mayor  
City Clerk