



**AVIATION AND TRANSIT COMMISSION MINUTES**  
**Tuesday, May 3, 2016**

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, May 3, 2016. Those in attendance included:

**Aviation and Transit Commission Members**

Ken Behling, Chair  
Dan Farmer, Vice Chair  
Peggie Gaghen  
Ron Spence

**City Staff and Guests**

Kevin Ploehn, Director of Aviation & Transit  
Shane Ketterling, Assistant Director of Aviation & Transit  
Jim Perez, Transit Manager

**PUBLIC COMMENT PERIOD**

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

**INTRODUCTION OF ASSISTANT DIRECTOR**

Aviation and Transit Director, Kevin Ploehn, introduced Shane Ketterling as the new Assistant Director for the Department. Mr. Ploehn told the Commission that Shane was the long time Airfield Operations Supervisor for the Airport and while the interview competition was stiff, he still was the best fit for the job. Commissioner Gaghen, who was on the selection committee, also commented favorably on the selection of Mr. Ketterling.

**TRANSIT UPDATE ON ROUTE CHANGES AND ADJUSTMENTS**

Mr. Perez provided a presentation on Route Changes and Fare Adjustments that would be shown to the City Council on May 23, 2016. The presentation provided a summary of the comments received during the four public meetings held during April, an overview and update of the route changes and fare adjustments, discussed the removal of the new tripper route to the new Medicine Crow middle school, now that School District 2 was going to provide that service, and showed new route maps that were not in the original presentation reflecting changes to a number of the school tripper routes.

**SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM (SCASDP) GRANT APPLICATION**

Mr. Ploehn discussed that with all the recent air service development work that has been going on, the one thing the Billings community has never pursued was additional funding from the U.S. Department of Transportation (DOT) for a SCASDP grant to enhance the revenue guarantee that the community can use to entice new air service. Mr. Ploehn told the Commission that with the help of the Airport's air service consultant, Mead & Hunt, the Airport and community worked hard to put together a competitive grant request that was sent to the U.S. DOT. The grant application asked for \$700,000 in grant funds to supplement the local pot of funds. If successful, that would provide approximately \$1,300,000 of revenue guarantee and marketing funds to entice direct service from Dallas on American Airlines. Mr. Ploehn indicated that he should know the outcome of the application process near the end of June or early July.

## **AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS**

- ▶ Mr. Ploehn started by providing a budget presentation for the Department that was going to be shown to the City Council on May 10, 2016. The highlights of the presentation showed that the Airport would be able to cover all of its costs with the revenues generated. However, in the Transit budget, the anticipated revenues would fall short of the operational expenses by \$136,530, and with the proposed capital program, Transit would need to spend \$552,275 of its reserves. Mr. Ploehn reflected that it was his hope that the pending routes and fares changes would help to generate enough new revenue to help offset the operational expenses.
- ▶ Mr. Perez reported that the MET's bus wash had been out of service for the past two weeks while repair parts were being shipped. The wash was now operational again.
- ▶ Mr. Perez informed the Commission that while the two new, smaller buses had been delivered a couple of months ago, there have been a few issues getting them into service. Some of the issues have been mechanical and there have been some struggles in finding a local shop to handle the warranty work. He anticipated having both buses operational in the next week or so.
- ▶ Mr. Perez also told the Commission that an application was submitted for a FTA Bus and Facilities Grant through the 5339 (b) program. The application asked for the funding for five new buses; however, this is a competitive grant program that many transit agencies around the country will also be applying for. The greater the need, the more likely the success. Mr. Ploehn added that we would be fortunate to be awarded the funds for one bus.
- ▶ Mr. Perez finished up by letting the Commission know that the MET staff is working to finalize the new route maps and schedules so in the event City Council approves the changes, the new information on the routes and schedules can be printed and dispersed to the public.
- ▶ Mr. Ketterling updated the Commission on the upcoming Airport construction projects. On May 16, 2016, contractor Knife River would begin the East Taxilane Construction. He added that the Storm Water Detention Pond D project was recently bid and the low bidder was COP Construction. He also noted that the Airport would soon be advertising the Concourse B Improvements with a bid opening scheduled for May 31.
- ▶ Mr. Ketterling pointed out that every year the Airport goes through a FAA Certification Inspection of the airfield and the Airport's record keeping on training and airfield inspections. He said this year's inspection would be held May 25-27.
- ▶ Mr. Ketterling also informed the Commission that each year the Airport is mandated to hold either a full scale emergency drill or a table top exercise. This year on May 17 and 18, the Airport would hold a table top exercise for emergency responders revolving around an active shooter in the Terminal Building scenario. Additionally, we are going to hold a separate active shooter session open to all Terminal staff, including airline, car rental, and Airport employees.

## **ITEMS FROM THE COMMISSION**

Commissioner Gaghen told the group that she had been selected to participate in a survey put on by the U.S. Department of Transportation regarding a Neighborhood Environment Survey with some questions regarding airport noise. She also provided an article on the changes airlines are making to intercontinental aircraft to make them more comfortable to reduce jet lag.

There being no further business, the meeting was adjourned.

KP:mdb

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