



AVIATION AND TRANSIT COMMISSION MINUTES
Tuesday, June 7, 2016

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, June 7, 2016. Those in attendance included:

Aviation and Transit Commission Members

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

City Staff and Guests

Kevin Ploehn, Director of Aviation & Transit
Shane Ketterling, Assistant Director of Aviation & Transit
Jim Perez, Transit Manager
Marita Herold, Airport Business Manager

PUBLIC COMMENT PERIOD

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

WEST END GENERAL AVIATION HANGAR SITE EXPANSION

Mr. Ploehn explained to the Commission that recently the interest in new hangar construction has centered on the larger sized hangars. With the recent construction of three larger hangars, the Billings Airport is running out of locations to continue to build larger hangars. Subsequently, staff has been working with the Airport's contracted engineering firm, Morrison-Maierle, to design and develop a new General Aviation (GA) large hangar site. The project includes constructing taxiways, public ramp, drive lanes, and water and sewer infrastructure. The project will be advertised starting this week and the bid opening will be on June 28. The construction project to develop the GA large hangar area is estimated at \$1,463,686 and is eligible for Airport Improvement Program (AIP) grant funding at 90%. The water and sewer work is being advertised and bid separately, and is estimated at \$340,890 and is not AIP eligible. The budget for this project is in FY 2017 so the project is being scheduled to be approved at the first City Council meeting in July.

AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS

- ▶ Airport Business Manager, Marita Herold, provided the Commission with an overview of the Airport's new Website. She identified the improvements over the current Web page, including eventually being able to make payments on line via the Web page.
- ▶ Mr. Ketterling informed the Commission that for the first time in many years, the Billings Airport received an error free FAA Certification Inspection. This is a big deal and a news announcement will be posted on the City/Airport Website.
- ▶ Mr. Ketterling also informed the Commission that the annual Table Top exercise was held in May on the topic of a Terminal Building active shooter scenario. One session was held for the response folks, and another session was held for the tenants. This was very well attended and appreciated.
- ▶ Mr. Ketterling updated the Commission on the damages received during the May 21 hailstorm. This storm, while damaging, was not of the intensity of the May 2014 storm, subsequently the damage was not nearly as bad as in the past.

- ▶ Mr. Ketterling provided the Commission with an update on the Airport's construction projects. Regarding the Terminal Concourse B project, bids were recently opened and of the four received, General Contractors was the lowest bidder at \$1,239,260. Work should start later this Summer and last about eight months. Mr. Ketterling continued by telling the Commission that the East Taxilane project was moving along quickly and the contractor would begin paving this week. This project will be basically completed within the next couple of weeks. He then informed the Commission that the contractor for the Pond D project, COP Construction, is slated to begin construction on June 20.
- ▶ Mr. Ketterling advised the Commission that the three campaign visits from Bernie Sanders, Bill Clinton, and Donald Trump all went smoothly, and on Thursday evening, June 9, there would be a fundraiser for candidate for Governor, Greg Gianforte. Former Texas Governor Rick Perry will be attending as a special guest. This event will be held in the Skysource hangar on the west end of the Airport. Staff was taking the initiative to ensure security will not be an issue and parking is accommodated.
- ▶ Mr. Perez informed the Commission that at the May 23 City Council meeting, the route changes and fare increases were approved, so staff has been busy readying the new route map and schedule booklets for printing. Mr. Perez showed the Commission a concept for the future that he would like to consider in which the individual routes are printed instead of a route book. Most folks only ride a few select routes and this may help reduce the MET's printing costs in the future. Staff is also looking at a number of different ways to get the word out regarding the upcoming route changes including using radio, TV, and posters.
- ▶ Mr. Perez told the Commission that on Sunday, June 12, the local bus Roadeo would take place at the Airport, with the State competition being held in Butte later this Fall. The winners at the State competition then go to the national competition. MET had two drivers in the national competition this year, one each in the bus and paratransit divisions.
- ▶ Mr. Perez said that with all the road construction taking place this year and into the future, he has contacted Public Works Engineering to request that bus pull outs and ADA acceptable bus stops be incorporated into the design. Since the Grand project is already in construction, he was hopeful that some east/west bound ADA bus stops at Grand and Country Manor will be incorporated into the project. He said that since the upcoming Central project is only at 30% design, the engineers are looking at two bus stop pullouts in front of City College.
- ▶ Mr. Perez finished up by announcing that the MET just received notice that the FTA 2013 Triennial Review was finally closed out as of June 7, 2016, just in time for the next Triennial Review to start on July 12, 2016.
- ▶ Mr. Ploehn reminded the Commission that Airport Consultants Leigh Fisher had been involved in the original Terminal remodel concepts that were presented last Fall. He pointed out that after staff spent some time reviewing the presented concepts, that there were three things with those designs that were troubling to staff. 1. The price tag. 2. The amount of disruption that would be incurred during the construction process. 3. That no additional aircraft loading bridge gate space was added, something that will eventually be needed as the community grows. Airport staff subsequently tasked them with refining another alternative for the Terminal remodel that would address these three issues. They will be back in Billings June 15 to show staff some new concepts.
- ▶ Mr. Ploehn noted that last night the Council Work Session was dedicated to the budget process and specifically, at what level the allocated mill levies would be set at. Council opted to go with a total of 104 of the 109 mills. This impacts MET by reducing their tax revenues by approximately \$75,000. Subsequently, MET is facing a projected operating shortfall of \$211,530 and once capital is added, a total shortfall of \$627,275. Staff will watch this very closely and hopefully the new route and fare changes can help mitigate some of these shortfalls.

ITEMS FROM THE COMMISSION

Commissioner Gaghen noted that the pay phones in the ticket lobby were out of service. Mr. Ketterling said he had just been made aware of that issue and had not had a chance to check into the situation fully. Apparently, the vendor that had been providing the service has pulled out of the State of Montana. He committed to look into the matter and update the Commission at the next meeting.

JULY 2015 MEETING DISCUSSION

Mr. Ploehn explained that there is typically no July meeting held since the 4th of July holiday is usually near the regular meeting date. This year the 4th of July is on Monday and the Aviation and Transit meeting would be on July 5. The Commission voted unanimously to not have a July meeting in 2016.

There being no further business, the meeting was adjourned.

KP:mdb

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