



AVIATION AND TRANSIT COMMISSION MINUTES
Tuesday, August 7, 2018

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, August 7, 2018. Those in attendance included:

Aviation and Transit Commission Members

Peggie Gaghen, Chair
Dan Farmer, Vice Chair
Ken Behling
Ron Spence
Chuck Tooley
David Hummel, Jr.

City Staff and Guests

Kevin Ploehn, Director of Aviation & Transit
Shane Ketterling, Assistant Director of Aviation & Transit

PUBLIC COMMENT PERIOD

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

UPDATE ON TERMINAL DESIGN PROCESS

Mr. Ploehn provided the Commission with an overview of the Terminal project to date. The presentation also had some still shots of what the new structure would look like to walk through it. He explained that the architects are now working on putting some finishes on the walls to make it look more realistic.

AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS

- ▶ Mr. Ploehn announced that Sletten Construction Company was selected as the General Contractor/Construction Manager for the Terminal Expansion project and is now engaged in the process, reviewing the work completed so far, and working on cost projections and constructability of the design.
- ▶ Mr. Ploehn informed the Commission that since the public is becoming aware that a large Terminal project is imminent, a number of organizations have approached the Airport regarding art or other ideas about a Billings theme, including the Billings Depot, Billings Cultural Partners, the Billings Chamber Air Service committee, and the Yellowstone Art Museum. Mr. Ploehn also told the Commission that in September, the design group would be holding some public open houses for community input and what they might want to suggest as the theme for what defines Billings. He also asked the Commission's opinion regarding putting in place a committee for the art work component of the Terminal project. This was well received and Commissioner Hummel was selected to head up this committee.
- ▶ Mr. Ploehn provided the Commission with the final American Airline numbers for the first year of service. While a lot of the revenue guarantee was spent, there was still \$166,258 left over that the Chamber Air Service Committee will be determining how to use in the future. Of interest was the statistic that of the \$905,636 that was paid to American, \$298,156 was for the fuel subsidy.
- ▶ He also pointed out that the June numbers were very good, and American had a 95% load factor coming from Dallas for the month and 92% going to Dallas. The rest of the airlines ranged between 85% and 92%. Currently, enplanements for the year are up just over 6% and

if that holds for the rest of the year, the numbers could reach a new passenger high for the calendar year.

- ▶ Mr. Ploehn told the Commission that the MET is currently advertising a Request for Proposal (RFP) for the remanufacture of six buses. This would be the alternative to purchasing new buses to replace the aging fleet.
- ▶ Mr. Ploehn also announced that MET submitted a grant application for competitive grant funds with the Federal Transit Administration for five more remanufactured buses. Should MET receive a grant through this process; it would go a long ways toward solving the aging fleet system issues.
- ▶ Mr. Ploehn then pointed out that MET received word from the State that the FY 2018 capital funding for facilities and bus replacement (5339 funds) went up from \$400,000 to \$734,000. This will certainly help MET.
- ▶ Mr. Ploehn informed the Commission that tomorrow there is a kickoff meeting with the vendor (DoubleMAP) to begin the Automatic Vehicle Location (AVL) project for MET's bus fleet, so anyone who would like to could download the accompanying cell phone app and see where all of the buses are, or just pull up a route. He felt that the AVL system would be operational by October, just in time for Winter.
- ▶ Mr. Ploehn pointed out that MET has also been analyzing all of the bus bench locations on the State Right-of-Ways (ROW). The State is starting to enforce a number of State laws regarding advertising in the State ROW and so MET has been working to be compliant. The State ROWs include North 27th, Main Street, 1st Avenue North, Laurel Frontage Road, and King Avenue West. At least six of the benches must be removed or relocated. Once that is complete, the State DOT will perform an audit and then issue a State encroachment permit. Once MET has that, they will need to apply for a State approved advertising permit as well.
- ▶ Mr. Ketterling updated the Commissioners on staffing at the Airport. He explained that fortunately, we have hired two new Airport Operations Supervisors and they are Mick McCarthy and Paul Totton. Mr. McCarthy has worked for us as an ARFF/Airfield Maintenance Leadworker at the Airport for the past 25 years; therefore, he is a seasoned veteran who understands how we do everything, and he should be able to hit the ground running and will do well in the position. Mr. Totton has a Bachelors Degree in Fire Service Administration and previously worked for us as the ARFF Supervisor from 1985–1999. Paul left the Billings Airport as he was offered the Assistant Fire Chief position for Rural Metro in Scottsdale, Arizona from 1999–2004. Paul then pursued additional interests and he moved to Dallas, Texas where he was hired to be the ARFF Sales Manager for Crash Rescue Equipment Services from 2004–2011. Most recently, Paul was the president of Coventry-Wren Associates where he provided Airport consulting services to small airports in order for them to maintain their Part 139 compliance as required by the FAA. Mr. Ketterling also explained that since we promoted Mr. McCarthy, we would have to hire a replacement for his position, and we are also trying to hire an AFM/Equipment Operator, and two custodians for the Terminal Building.
- ▶ Mr. Ketterling provided an update on construction at the Airport. He stated that our roofing contractors have replaced the entire roof on the Airport Operations Center, including a section of the Terminal roof, and above each of the revolving doors. Work on the Concourse B bathroom remodel project has finally finished and we are generating a punch list of work items to be completed by the contractor. Additionally, Knife River Construction will continue repaving the ramp around the Airport Operations Center, and Swank Construction will begin building the Airline Support Facility (ASF), which should be available for the airlines to use this Fall. We are also looking to rehab the pavement in the long term parking lot as the asphalt is over 20 years old, and needs to be repaired to extend its service life.
- ▶ Mr. Ketterling reminded Commissioners that we also coordinated two VIP visits this Summer. Both Donald Trump, Jr. and Vice President, Mike Pence were in Billings to campaign for Republican candidates. Although both visits went well, a few issues occurred with the Vice

President's visit. Specifically, our ARFF employees had to render first aid to a young man who collapsed in the waiting area. Additionally, when the C-17 Military Aircraft that transported the motorcade into Billings went to leave, one of the engines flared up and had to be shut down (our CCTV system captured the moment and the photo was shown to the group). Another C-17 was flown into Billings to assist with flying the motorcade to the next location, and the aircraft was repaired and left Billings a few days later.

- ▶ Mr. Ketterling let everyone know that we have installed an automated speed limit display sign in front of the Terminal that notifies drivers of their speed and if/when they need to slow down. The new radar detection sign appears to be working well; therefore, we are purchasing another one to be installed on Overlook Drive to slow car rental vehicles down that are travelling to/from the Car Wash Facility.

ITEMS FROM THE COMMISSION

- ▶ Commissioner Spence asked if there were any remote parking lots that were not on the Airport. Mr. Ploehn said he was not aware of any.
- ▶ Commissioner Spence asked how the new MET service to the Airport was working out. Mr. Ploehn commented that the MET staff is considering it successful. It usually averages about six rides per day, mostly people employed at the Airport. However, just a couple days ago about 15 folks with luggage used the MET to go downtown where their hotel reservations were.
- ▶ Commissioner Hummel asked if the Airport did tours. Mr. Ploehn confirmed that the Airport staff will do tours and all that is needed is to call the Airport's main number, and the person seeking the tour will be helped.
- ▶ Chair Gaghen acknowledged that former Commission Member, Sterling Starr recently passed away. He will be missed.
- ▶ Commissioner Behling said that he had heard that Airport Engineer, Kim Annin is retiring. Mr. Ploehn confirmed that Mr. Annin's last day would be October 5, 2018 and that we would have a retirement event for him and invite the Commission.

There being no further business, the meeting was adjourned.

KP:mdb

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