



**AVIATION AND TRANSIT COMMISSION MINUTES**  
**Tuesday, September 3, 2019**

The Aviation and Transit Commission met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, September 3, 2019. Those in attendance included:

**Aviation and Transit Commission Members**

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

**City Staff and Guests**

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

**PUBLIC COMMENT PERIOD**

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

**IMPACT OF AUGUST STORMS**

Mr. Ketterling showed Commission Members a slide show regarding the two storms that impacted the City of Billings and the Airport on August 11 and 22, 2019. He referenced pictures, identified damage including repairs and the costs associated with the two storms. Both storms included high winds, rainfall, and hail, although the August 22 storm was much more powerful. It rained approximately one inch every 15 minutes during the short duration of the storm and the hail looked like piles of snow on the airfield. The Airport's new detention ponds worked well and were able to handle most all of the storm water. Fortunately, the damage was limited to rooftop HVAC units, air conditioning coils, vent caps, and some of the exterior dryvit/stucco finishes. Due to previous insurance claims, including the City's high deductible and insurance costs, the Airport will not be submitting a claim; therefore, all of the repairs will be completed in house by staff.

**FTA TRIANNUAL REVIEW UPDATE**

Transit Manager, Rusty Logan provided the Commission with a PowerPoint presentation regarding the recent Federal Transit Administration (FTA) Triannual Review that took place at MET on August 20 and 21. The presentation pointed out that the Triennial Review is one of the FTA's tools for examining grant recipient performance and adherence to current FTA requirements and policies. He also stressed that these reviews give the FTA an opportunity to provide technical assistance on requirements and aid in FTA reporting. Mr. Logan identified some of the areas the review covered including financial and grant management, program and project management, asset management, procurement procedures, DBE, ADA, Title VI, and EEO compliance, public participation plans, and drug and alcohol testing/drug free workplace programs. He pointed out that the on-site visit lasts for the better part of two days and this review actually turned out much better than past ones. Mr. Logan said there were some minor findings in the procurement area, Title VI, EEO requirements, and in the public participation processes. A number of these items were addressed immediately and the balance will be fixed over the next few months. Overall, he felt that this review was a good process.

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

- ▶ Mr. Ketterling updated Commissioners on the Commercial Concrete Ramp Replacement project that is currently underway on the east side of the Terminal. He explained that the contractor would be pouring the new slabs of concrete on the north phase over the course of the next week. It will take approximately two weeks to cure before they can open and then begin work on the south section of concrete. Additionally, the contractor has also started concrete and asphalt demo work on the west side of the Terminal next to the A3 Delta gate. The Airport is hopeful that the weather will cooperate and that all work will be completed by November.
- ▶ Mr. Ketterling informed the group that the Asphalt Rehabilitation project in the Long Term Parking Lot has been completed.
- ▶ Mr. Ketterling announced that the Aircraft Rescue Fire Fighting (ARFF) Division would be conducting live fire training burns at 7:00 p.m. on September 26, 2019. He invited Commissioners to attend, explained that it is very interesting to observe, and to let him know who will be attending so that he can coordinate all of the details.
- ▶ Mr. Ketterling informed Commissioners that the Yellowstone County Museum would be commemorating their 65th anniversary with a special event titled "How we got here" on Friday night, September 6 and during the day on September 7, 2019. The event will take place at the Edwards Jet Center hangar and include a dinner and entertainment on Friday night. Saturday's activities are open to the public where visitors can enjoy an exhibit of vintage and rare forms of transportation to include wagons, cars, and aircraft.
- ▶ Mr. Ploehn reminded the Commission of the Terminal Concourse Construction Ground Breaking event on September 23 at 11:00 a.m.
- ▶ Mr. Ploehn also reminded the Commission of the State of the Airport and Air Service Update on the morning of September 10.
- ▶ Mr. Ploehn then discussed that following the State of the Airport event, that Mr. Ketterling, our air service consultant, Trina Froehlich, and himself were headed to Big Sky for the second annual Montana Airline Rendezvous. This is basically an airline speed dating event where the airline route planners are brought to Montana to experience what there is to offer since many of these planners have never been in Montana. He pointed out that they would get the opportunity to talk to eight different airlines about Billings and what the local area has to offer as the Airport seeks additional new service.
- ▶ Mr. Ploehn noted that the Airport was making some headway in the land purchase of the parcel on the west end. He hoped that they might be able to take something to City Council in the next month or so.
- ▶ Mr. Ploehn provided the Commission with a save the date flyer for the City of Billings Board and Commissions Volunteer Appreciation Dinner on October 17.
- ▶ Mr. Logan provided updates on some of the MET projects including the start of the Phase II Roofing Project, Security Camera Upgrades, which MET is getting pricing on, and the status of the new bus purchases. For the new buses, staff is working with the State of Montana on the procurement and should have all the kinks worked out soon.
- ▶ Mr. Logan announced that Cape Air now has a bus wrap and that bus is the one that is coming to the Airport.
- ▶ Mr. Logan informed the Commission that MET has entered into a pass program with MSU-B for an initial purchase of 40 passes at \$63 each. The passes are good for the semester and it is anticipated that students will mostly use the passes to get between City College and the MSU-B campus.

## **ITEMS FROM THE COMMISSION**

- ▶ Commissioner Spence briefed the Commission on the events held for the USS Billings inauguration down in Florida.

- ▶ Commissioner Spence told the Commission that the 800 U.S. Marine Corp members that came to Billings raved about Billings and the surrounding area. He felt they might be back in a few years.
- ▶ Commissioner Spence discussed that in the next week between 500 and 600 travel bloggers would arrive in Billings for a conference and that this was a great opportunity for Billings to put its best foot forward.
- ▶ Commissioner Hummel noted that the United flights he has been on seem to be constantly late.

There being no further business, the meeting was adjourned.

KP:mdb

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