



**AVIATION AND TRANSIT BOARD MINUTES**  
**Tuesday, August 3, 2021**

The Aviation and Transit Board met in the Administration Conference Room at the Billings Logan International Airport on Tuesday, August 3, 2021. Those in attendance included:

**Aviation and Transit Board Members**

Dan Farmer, Chair  
Ron Spence, Vice Chair  
Mark Astle  
Chuck Tooley  
Steve Tostenrud

**City Staff and Guests**

Shane Ketterling, Assistant Director of Aviation & Transit  
Rusty Logan, Transit Manager  
Paul Totton, Airport Operations Supervisor  
Mark Evangeline, Airport Facilities Superintendent  
Council Member Mike Yakawich

The Board began with a Terminal Construction progress tour.

**PUBLIC COMMENT PERIOD**

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

**AIRCRAFT RESCUE FIRE FIGHTING REVIEW OF 2021 DISCUSSION EXERCISE**

Shane Ketterling introduced Paul Totton, Airport Operations Supervisor, to the Board. Mr. Totton explained that the FAA does not necessarily require, but their Advisory Circular dictates that airports should be doing an exercise every year and on every third year a full scale exercise. In the intervening years, we typically have a preparatory exercise, which is the discussion exercise we will talk about tonight. We will then do an actual scenario based exercise a year from now, which then prepares us for the following year full scale exercise. He then provided a PowerPoint presentation on the Airport Emergency Plan Discussion that was conducted on May 21, 2021.

**AIRPORT AND TRANSIT ADMINISTRATIVE/OPERATIONS REPORTS**

- ▶ Shane Ketterling stated that on June 9–11 the FAA Certification Inspector was here and had not been here in two years. The Airport received an error free inspection and the inspector provided a few suggestions, which have already been implemented.
- ▶ Mr. Ketterling advised that the Airport went out for bid for Electrical Vehicle Charging Stations. The engineer's estimate was \$60,000 and we received four bids: Elcon \$59,899, Ace \$54,360, Yellowstone \$46,810, and Winn-Marion \$37,489. The bid was awarded to Winn-Marion and the electrical vehicle chargers will be installed this Fall. There will be no cost to the customer to use the electrical vehicle chargers at this point, other than the parking fee.
- ▶ Mr. Ketterling stated that the Airport had the Fiber Optic Installation out for bid previously and bids came back substantially over the engineer's estimate of \$115,000. After a few months, the project was advertised for re-bid and the Airport received three bids and the project was awarded to Elcon at \$117,100. Boring for the cable pull is being performed now.

- ▶ Mr. Ketterling and Mark Evangeline explained that boring is being completed for the Montana-Dakota Utilities gas line coming into the Terminal Building. The size of the line had to be upsized to accommodate the larger Terminal.
- ▶ Mr. Ketterling stated that on July 1, crew members of the USS Billings came in and their aircraft was given a water cannon salute.
- ▶ Mr. Ketterling advised that on July 19 the remains of a Wyoming airman killed during the Vietnam War were shipped by aircraft to Billings. The transport to Wyoming received a lot of attention on the news.
- ▶ Mr. Ketterling informed the Board that on July 27, regional managers for the Transportation Security Administration (TSA) regulatory were here, interested in the Terminal remodel. Shane mentioned the new screening area and that the Airport would be responsible for paying for moving the TSA equipment to the new screening area.
- ▶ Shane stated that the Air Traffic Control Tower Manager held the Runway Safety Action Team meeting at the Operations Center on July 28, in person and on Zoom. One safety action item was addressed, which was snow removal.
- ▶ Shane mentioned the nation has a jet fuel shortage problem and that we are not immune. Staff has been in constant communications with Edwards Jet Center (EJC) on what the status is. EJC has a 100,000-gallon capacity and so far, none of our air carriers have been denied fuel.
- ▶ Mr. Ketterling informed the Board that the issue with FirstMark Construction, the company that was awarded the Rimtop Drive Overlay project and went out of business, has been resolved. The Airport received a settlement of \$30,000 from the bonding company. This project will go out again for bid this Winter to be constructed next Spring or Summer.
- ▶ Mr. Ketterling and Mr. Evangeline talked about the Terminal construction left on the ramps, windows, and roofing. Getting the building sealed up before Winter and continuing with the interior are the priorities.
- ▶ Mr. Logan advised the Board that the first new bus arrived July 30, and that he actually went to Riverside, California to visit the plant.
- ▶ Mr. Logan stated that there is an Amendment to the 2021 Urban Area Unified Planning and Work Program. This year the Montana Department of Transportation had extra funds and Transit is eligible for another \$75,000 that will go toward the Transit Development Plan and the Marketing Plan. Next year's Program will also include area emergency action integration, accident investigation, and human trafficking, as well as focus on the Public Transportation Agency Safety Plan updates.
- ▶ Mr. Logan then advised the Board regarding personnel issues. They are currently down four driver positions and are having a hard time competing with the competition paying other CDL operators high sign on bonuses and more per hour than what we pay our drivers. Also, staff is in contact with the Department of Justice at the State level, as they indicated they are working on a plan to fast track CDL applicants and trainees.
- ▶ Mr. Logan then gave an update on commercial driver's license (CDL) training. The Moving Ahead for Progress (MAP-21) legislation requires entry level driver training certification, which goes into effect in February. It also requires documented training hours, as well as certification of trainers. The training is required for new or upgraded CDL holders, which mirrors Federal motor carrier requirements.
- ▶ Mr. Logan stated that due to difficulty hiring drivers, school tripper routes are being canceled. T1 (Castlerock), T2 (Riverside), and T4 (Lewis and Clark) are redundant services and can be covered by all day and peak routes. T3 (Will James) would continue to operate.
- ▶ Mr. Logan advised that they are having initial discussions on their capital projects, with the two main ones being the bus wash replacement and the driver training lot.
- ▶ Mr. Logan stated that the City is done with contract negotiations with the Teamsters and it has gone out to the Union members for a vote. The City hopes to have the new contract in front of Council by the end of the month.

**ITEMS FROM THE BOARD**

There were no items from the Board.

There being no further business, the meeting was adjourned.

KP:mdb

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