

## **ADA/504 Policy**

### **Billings Logan International Airport**

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504), Billings Logan International Airport (BIL) will not discriminate against individuals on the basis of disability in its services, programs or activities receiving federal financial assistance.

A complaint procedure has been established to meet the requirements of the ADA/504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, employment, benefits or facilities of BIL, its tenants or service providers.

The complaint should be in writing and contain information about the alleged discrimination, including name, address and phone number of Complainant, date and description of the problem. To file your complaint, you may use the ADA/504 Complaint Form. Alternative means of filing complaints, will be made available for persons with disabilities, upon request. A separate ADA Complaint Form should be filed for each alleged act of discrimination.

The complaint should be submitted by the Complainant, or his/her designee, as soon as possible but no later than one hundred eighty (180) days after the alleged violation to the Billings Logan International Airport's ADA/504 Coordinator in accordance with the Complaint Procedures. The ADA/504 Complaint Procedures are available from the ADA/504 Coordinator, or by visiting the ADA/504 section of the Airport website.