

MASTER PLAN
UPDATE



APPENDIX F

**Bismarck Airport
Master Plan Public
Involvement Program**

APPENDIX F

1. Introduction

The purpose of a public involvement plan is to document the time and effort spent to include the thoughts and ideas of interested parties both internal and external to the Bismarck Airport Master Plan Update. The Airport and the Federal Aviation Administration (FAA), who are financing this master plan update, place great importance on being able to connect with the public, BIS's tenants, businesses and municipal partners, and to listen and document their views as critical to the BIS Master Plan Update. The Bismarck Airport together with the master plan consultants have developed a public involvement plan and processes to gather feedback from constituents for use in the process.

2. Public Involvement

The public has been invited into the planning process in a variety of ways. A Study Work Group (SWG) has been chosen to guide the process along with airport and interested party focus groups to gather valuable information for planning. Three separate public input meetings and a dedicated master plan website (see Figure 4 and 5) have been initiated so interested parties can post questions and comments and receive feedback pertaining to the master plan. The dedicated page can be found on BIS's main webpage www.bismarckairport.com.

2.1 What is a Master Plan?

The airport master plan is a comprehensive study of the airport that catalogs and discusses many issues for BIS related to growth and development. The plan develops the short-, medium- and long-term infrastructure alternatives by synchronizing BIS's growth with the community's growth (see Figure 1 for the flow of the process). A master plan is considered a "roadmap" for future airport development. The key elements to consider are:

- The airfield—runways, taxiways, and aprons
- The landside—roadways, parking lots, and ground transportation needs
- Land use—the airspace and safety areas and land surrounding the Airport

- The terminal—gate space, security, airline needs, and concessions
- Environmental considerations—ground water and storm water runoff
- Other future issues that may impact the Airport’s growth strategy.

Figure 1. Master Plan Process and Flow Chart



2.1.1 Public Involvement Opportunities

The Bismarck Airport together with the master plan consultants outlined several ways the public, tenants, and interested parties could be involved in the process. First, the Airport and the consultants named an SWG to steer the planning process. In addition, ten focus groups assembled to discuss the airport, and three public input meetings were advertised and held in the airport terminal lobby. As referenced, the Airport also posted a master plan link on their website, where anyone can read the planning materials and documents, and submit a comment.

2.1.2 Study Work Group (SWG)

The consultant and airport administration determined the Master Plan study would be guided by an SWG. The SWG consisted of airport tenants, federal, state, city and county representatives, and business groups from the city of Bismarck/Mandan and Burleigh County. The SWG held a kick off meeting on Tuesday December 1, 2015, with five subsequent meetings throughout the course of the master plan work period. **Table 1** lists the SWG roster.

Table 1. Original Study Work Group (SWG) Membership Roster

Group Member	Representing:
Steve Colberg	Basin Electric Corporate Flight Department
Paul Helten	ND Army National Guard
Doug Hilson	FAA Tower
Tom Painter	ARFF Chief
Jared Wingo	NDAC Aviation Planner
Kyle Wanner	NDAC Director
Tim Thorsen	BIS
Greg Haug	BIS
Josh Askvig	City Commissioner – Bismarck
Jon Simmers	Bismarck Aero Center
Chris Brown	Motix
Matt Reichert	Aspen Group
Kelvin Hullet	Chamber of Commerce – President
Carl Hokenstad	City of Bismarck – Community Development
Brian Ritter	Bismarck-Mandan Development Association
Steve Saunders	MPO – Bismarck
Steve Kopyy	FAA Tech Ops
Mark Holzer	FAA
Scott Brownlee	FAA
Kathleen Jones	Burleigh County Commission
Paul Vetter	Executive Air Taxi
Ervin Fisher	City of Lincoln

*There were substitutions during the planning period, due to employment changes.



The second SWG meeting was held on Tuesday, March 15, 2016. The discussion

centered on the working draft of Chapter 1.0: Inventory of Existing Conditions. The conversation focused on the needs of the terminal and air service development and the changing dynamic of the airline industry business models and aircraft fleet mix.



The third SWG meeting was held on Tuesday, November 29, 2016. The discussion centered on facility planning and future forecasts of airport growth. In the near term, the items of concern were public parking at the terminal, Unmanned Aerial Systems (UAS/drones) and their impact, as well as future plans for the fixed based operators (FBOs) on the field.

The fourth meeting was held on Wednesday, July 12, 2017. It was scheduled to last the longest (four hours) to allow adequate time for the consulting team to present the design alternatives. Two alternatives were presented for each of the following areas on the Airport: Airside, Landside, Terminal, and Parking areas.

Most of conversation revolved around the landside and parking alternatives. The conversation was robust, and it was apparent that neither alternative would be accepted in totality. Instead, a hybrid concept would be developed based on input from the SWG and the public outreach meeting later that evening. It was determined that the Airside was nearly built out, aside from some possible future general aviation expansion that will be triggered upon request. The main air carrier runway is currently under a full rehabilitation, and that will be completed by 2018.



There was also discussion of the terminal that was built in 2001 and is undergoing some growing pains. The alternatives

focused on the secure/gate area of the terminal and its expansion, along with the Transportation Security Administration (TSA) checkpoint, passenger egress, vehicle parking and roadways.

The Airport has seen substantial growth in the number of vehicle and rental car parking spaces needed since the area was developed in 2001. As mentioned, the discussion will be incorporated into the final design alternatives of the Master Plan Update.

The fifth SWG meeting was held on March 21, 2018. At this meeting the consulting team reviewed the progress made to date.



The critical aircraft for the Airport was established as an MD 80 for the short-term period and would transition to the Airbus A-320 as the MD 80 reaches its useful life span sometime during the next 20 years. The forecast chapter had been approved by the FAA, and there was a short review of the preferred

alternative chosen as it pertained to the airside, landside, and terminal areas.

Most of the conversation and questions revolved around the terminal expansion, vehicle parking and associated roadways. The airside is currently built out as needed, and the focus for the next 10-20 years will be the terminal and landside components.

During the final portion of the meeting, the consulting team demonstrated the Airport's Geographical Information System (AGIS) built for the master plan. The FAA requires AGIS, which is also a valuable tool that the planners of the City of Bismarck, Burleigh County, and real estate developers can use to check all future building sites for land use compliance with the Airport's airspace.



The sixth and final meeting of the SWG was held on Monday April 8, 2019, where discussion focused on the master plan in total, including the financial review and airport layout plan. During the short review of the master plan to date that started the meeting, it was noted that the critical aircraft

for the runway will [transition to be the Airbus 320 as the MD80 is withdrawn from service.](#)

The conversation with the SWG then transitioned to parking alternatives, the impact of transportation network companies (TNCs), and the Airport's financial position.



The Airport is nearing completion of a significant runway reconstruction and with funding from FAA, the State, and City of Bismarck, the Airport's financial position is good. In the future, the Airport may use passenger facility charge (PFC) revenue to pay for the runway project, which may limit the number of future projects in the near term. Overall, the Airport is fiscally responsible, resulting in a positive cash position. This fiscal responsibility makes the Airport competitive for attracting and expanding air service.

The SWG met a total of six times during the master planning process. Specific meeting note details are shown at the end of this appendix, as Exhibit 1.

Internal and External Focus Group Meetings

The second point of public involvement was to form ten unique focus groups. Group membership came from internal and external stakeholders at BIS. The focus groups

gathered on December 15-16, 2015, and January 8, 2016 (due to a blizzard in December). Groups consisted of 10-12 members totaling approximately 120 participants. The focus groups received advance details of the purpose of master planning, and then a series of airport-specific questions were asked each focus group. Members represented the areas below.

Focus Group Membership

- 1) Chamber of Commerce
- 2) Ground Services (taxi, bus, public transit)
- 3) Air Cargo Providers
- 4) Terminal Services (airline ground handlers, rental cars, restaurant)
- 5) Air Carriers
- 6) Government Partners
- 7) General Aviation Partners
- 8) Adjacent Landowners
- 9) Airport Employees
- 10) Economic Development/City and County Planners

Questions Posed to the Focus Group Members

Internal Stakeholder Group Questions

- Long-term vision for the Airport
- Customer service levels
- Infrastructure and facility need
- Policies and procedure
- Training and professional development
- Succession planning
- Technology improvements
- Performance metrics

External Stakeholder Group Questions

- Long-term vision for the Airport
- Customer service levels
- Marketing/branding opportunities
- Airport accessibility (landside, terminal and GA)
- Business development opportunities
- Stakeholder organization's long-term plans
- Infrastructure needs

These themes emerged:

- Terminal expansion needs
- Landside expansion needs
- SRE/ARFF facility requirements
- General aviation future plans
- Website/technology considerations
- Organizational elements

The information gathered from the focus group meetings was compiled and shared with the Airport's management team. The focus group members were also individually invited to the public input meetings.

2.1.3 Public Input Meetings

The third option for public involvement was open house meetings. The first public open house was held on Wednesday, March 16, 2016, from 5-7 p.m. in the Airport Terminal lobby. The Airport management sent press releases through the public information officer at the City of Bismarck to properly advise the



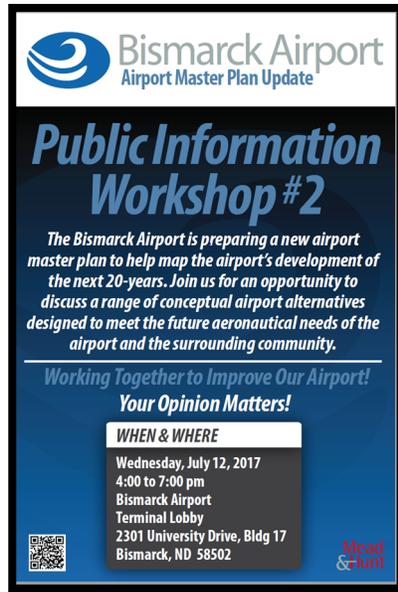
public of the meeting time, date, and location. The consultant team and the Airport manager staffed the open houses.

Attendance was low at the first public meeting, so the marketing efforts for the next open house were increased, and public information was distributed through various media outlets prior to the second public input meeting (Figure 2).

The second public open meeting was held on the evening of Wednesday, July 12, 2017, from 4-7 p.m. in the Airport Terminal lobby. This open house was held the same day as the fourth SWG meeting.

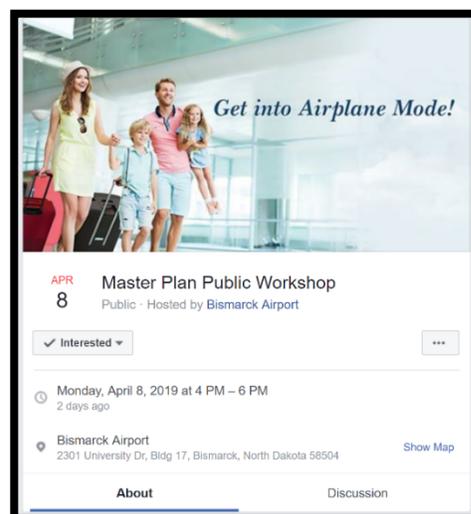
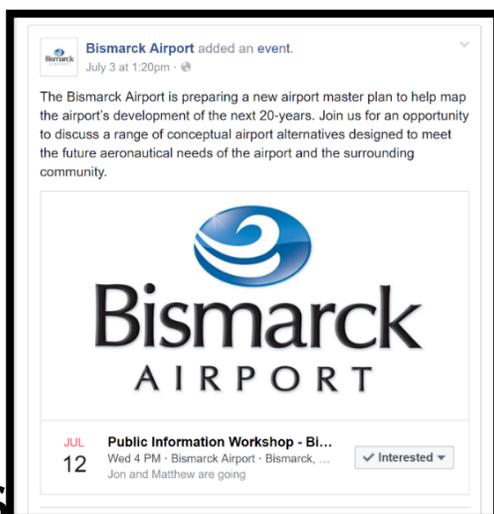
At the second public open meeting, the consulting team and Airport management discussed the design alternatives for the Airside, Landside, Terminal, and Parking. There were two alternatives developed for each of the four areas. The consulting team reached out to each individual focus group member inviting them to attend the open house, and the Airport publicized the event on their Facebook page (see Figure 2). More participants attended the second open house, and there were many good conversations to frame the continued development of the Airport Master Plan Update.

Figure 2. Mead and Hunt Invitation to Second Open House



The third and final public input meeting was held Monday, April 8, 2019, from 4-6 p.m. At this meeting the consulting team and Airport management discussed the design alternatives that had been selected for the Airside, Landside, Terminal, and Parking. The consulting team reached out to each individual focus group member inviting them to attend the open house, and the Airport publicized the event on their Facebook page inviting the general public (see Figure 3). There were two participants at the third open house.

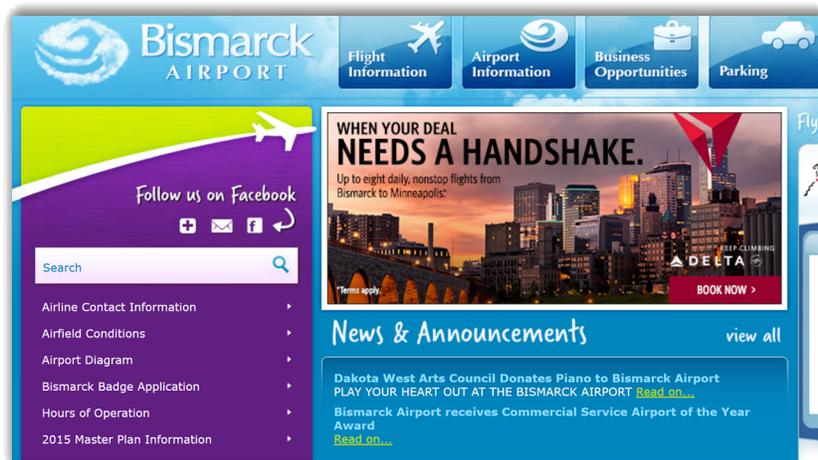
Figure 3. Bismarck Airport Facebook Page Advertisement Examples



Master Plan Update Website

As shown below, the Bismarck Airport Website has a link that directs the reader to the master plan process, documents and schedules (see Figures 4 and 5). This provided an opportunity for anyone interested in the project to make comments that were cataloged, reviewed, and answered in a timely fashion (see Table 2 for full comments and responses).

Figure 4. Bismarck Airport Website



www.bismarckairport.com

Figure 5. Master Plan Website Public Involvement Opportunities

[Home](#) > 2015 Airport Master Plan

2015 Airport Master Plan

The Bismarck Airport is in the process of updating the airport master plan. The airport master plan will examine the Airport's needs over a 20-year period and include a detailed focus on numerous areas of interest which will have a bearing on the management and development of the Airport over the short, medium, and long-term period. The elements of an airport master plan will vary in complexity and the level of detail, depending on the size, function, issues, and challenges facing an airport. The Bismarck Airport Master Plan will be developed using the Federal Aviation Administration's [Advisory Circular 150/5070-6B, entitled "Airport Master Plans"](#). In addition, the Bismarck Airport Master Plan includes a public involvement program which provides Bismarck residents, airport tenants, and other airport users with the opportunity to provide feedback and comments throughout the airport master planning process. This Airport master plan will serve as an opportunity to incorporate fresh thinking and innovative ideas on how to prepare for future aviation activity over the next twenty years. Once complete, the Bismarck Airport Master Plan will serve as the roadmap for future development, establish a plan to minimize waste, and demonstrate the long-term commitment to provide first-class facilities for the airport's users – all while maintaining a focus on cost and benefit. For a more thorough description of the master planning process [click here](#).



[Click here to provide comments for the Bismarck Airport Master Plan](#)

[Public Involvement Information](#)

[Schedule](#)

[Master Plan Chapters](#)

Table 2. Bismarck Airport Master Plan Comments (online)

Airline Comments	
<i>Comment 1</i>	<i>Are you planning to add another airline such like Alaska Airlines, so North Dakotans can have a chance to reach the Seattle hub?</i>
Airport Response	The decision to add additional airline service from Bismarck is a goal of the Airport Administration. The Airport Administration works with all interested airlines to identify future routes; however, the ultimate decision to establish new service rests with the airlines themselves. As activity at Bismarck continues to increase, so does the likelihood of additional airline service.
Customer Service Comments	
<i>Comment 1</i>	<i>Have you thought of replacing "municipal" with "regional"? Since Bismarck airport is serving to the region area. Bismarck Regional Airport, Bismarck-Mandan Regional Airport or whatever you want to call.</i>
Airport Response	A name change has been discussed internally in the past; however, changing the official name of the Airport requires significant coordination with the Federal Aviation Administration. A name change has not been ruled out. For the immediate future we will refer to the Airport as Bismarck Airport for

Table 2. Bismarck Airport Master Plan Comments (online)

	purposes of advertising and signage. The Airport will consider the idea in the near future.
<i>Comment 2</i>	<i>I love the terminal, it is "easy in, easy out"</i>
Airport Response	Thank you for your comment. The Airport Staff strive to maintain the terminal building as a safe and convenient facility with the kinds of amenities that air traveler's desire.
General Aviation Comments	
<i>Comment 1</i>	<i>Will the master plan look at corporate expansion possibilities?</i>
Airport Response	Yes, the airport master plan will evaluate the expansion of corporate facilities to meet the anticipated level of demand occurring within the 5-, 10- and 20-year planning periods. Key support facilities such as access roads, aircraft aprons, hangar size and location will also be considered during the development of airside alternatives to support future demand.
<i>Comment 2</i>	<i>How does the GA community at Bismarck compare to other airports of similar size? Do we have a larger or smaller GA community?</i>
Airport Response	It is difficult to make a one-to-one comparison of the level of general aviation activity occurring at Bismarck as opposed to similar sized airports. All airports operate differently; however, one common comparison made among airports is the type of general aviation activity they serve. The general aviation community at Bismarck Airport consists of two primary types of general aviation users, recreational and business users. Recreational users fly less frequently and do not typically require the use of advanced facilities such as an Instrument Landing System (ILS), sophisticated weather information and the presence of an Air Traffic Control Tower (ATCT). In contrast, business users (also known as corporate aviation users) do depend on the Airport's advanced facilities for purposes of conducting business. In addition, business users rely on the Airport being open during bad weather as well as the presence of rental cars, fuel, and accessibility to major transportation networks to complete their trip. See also answer to comment 3 below.
<i>Comment 3</i>	<i>What has changed in regard to general aviation?</i>
Airport Response	The last 10 years of general aviation activity at Bismarck Airport represents a period of fluctuation for based aircraft while general aviation aircraft operations remained fairly consistent. With respect to based aircraft, total counts have been as high as 111 (in 2005) and as low as 78 (in 2010). The principal source of this fluctuation are periodic changes in the number of single-engine aircraft, which make up the majority

Table 2. Bismarck Airport Master Plan Comments (online)

	<p>of the based aircraft fleet. To a lesser degree, multi-engine aircraft have also contributed to the changes in based aircraft. During this same time period, the general trend for multi-engine aircraft has been of minor year-to-year variability with totals around 20 aircraft. The trend for jet aircraft has generally been one of growth over this time period. The greatest year-to-year increase in based jets occurred in the 2004-2011 period, when the number increased from four to ten. Helicopters are a small part of the fleet and have remained stable over recent years.</p> <p>Despite the many changes that have occurred in aviation over the last two decades, there is surprising consistency in the total number of general aviation aircraft operations occurring at Bismarck Airport. Total general aviation aircraft operations have ranged from approximately 35,000 in 2005 to nearly 40,000 in 2015. The recession of 2008-09 did see a slight decline in general aviation aircraft operations; however, 2010 began a five-year period of growth which resulted in general aviation operations returning to previous levels.</p>
<p>Parking Comments</p>	
<p><i>Comment 1</i></p>	<p><i>Public transit has an interest in serving this part of town. What are some different ways public transit can be used to get to/from the Airport?</i></p>
<p>Airport Response</p>	<p>The Bismarck Airport Master Plan will address the options for establishing public transit to and from the Airport during the identification of facility requirements task. One of the key considerations given during the preparation of this task is access and mobility. The master plan team will coordinate with the local public transit service to determine the requirements necessary in establishing public transit service as well as estimate potential ridership. Those interested in the findings of this task should continue to check the Bismarck Airport Master Plan webpage for future working papers and attend the second airport master plan workshop anticipated in late summer 2016.</p>
<p><i>Comment 2</i></p>	<p><i>Previous master plans had determined the current location of the terminal as the best alternative knowing that parking was going to be one of the first limiting factors. The Airport needs to evaluate new alternatives for parking since they are very fast.</i></p>
<p>Airport Response</p>	<p>The Airport Master Plan will include future vehicular parking alternatives as part of the alternatives analysis task. Consideration for access and connectivity to the terminal building will be used as criteria for evaluating multiple landside alternatives. The selection of a preferred landside alternative will include vehicular parking improvements that meet the anticipated demand for future parking over the 20-year airport master planning period.</p>

Table 2. Bismarck Airport Master Plan Comments (online)

Terminal Comments	
<i>Comment 1</i>	<i>We should add a new restaurant and 2-4 new gates for more boarding areas for passengers.</i>
Airport Response	The Airport Master Plan will address the need for additional concession opportunities during the facility requirements task. Leased concession space serves as an important source of airport revenue and will be further reviewed during the preparation of the financial plan developed near the end of the master planning process. The need for additional aircraft gates (passenger boarding bridges) will be determined based on the estimated number of passengers expected to utilize the Airport over the next 20-years. The specific type, number of gates and location will be identified during the facility requirements task of the master plan.
<i>Comment 2</i>	<i>Is Bismarck gaining passengers from DIK and Minot?</i>
Airport Response	As airlines reduce the number of flights from competing airports such as Dickenson and Minot, passengers will begin to utilize Bismarck Airport more. This is primarily due to fewer available seats on aircraft operating from smaller markets. It is important to mention that cost is also a contributing factor in a passenger’s choice of airport. Average airfares are a result of many factors including length of haul, availability of seats, business verses leisure, and airline competition. Data assembled for use in the Bismarck Airport Master Plan indicates that on average one-way fares for passengers traveling from Bismarck was approximately \$227. Bismarck’s fare was approximately \$24 lower than the average fare from Minot.
<i>Comment 3</i>	<i>Will funding challenges be addressed as part of the master plan? Commented that a plan is great but if we can’t fund it then the plan does us no good.</i>
Airport Response	The Airport Master Plan will address potential funding sources for all recommended capital improvements included in the plan. The financial development plan to be included near the end of the master planning process will included a breakdown of the federal, state, and local funding shares. In addition, the financial plan will also include the anticipated level of revenue to be generated through the Airport’s other funding sources such as lease revenue, landing fees, vehicular parking, and gross receipts. The overall intent of this task is to describe how each recommended project will be funded, by whom and when.
<i>Comment 4</i>	<i>What are BIS passenger boardings?</i>
Airport Response	A passenger enplanement is defined as the act of one passenger boarding a commercial service aircraft that departs an airport. Passenger enplanements include scheduled and non-scheduled flights of over nine passenger seats, and do not include airline crew. Passenger enplanements at Bismarck Airport have grown from 120,589 in 1998 to 259,734 in 2015. Average annual growth rates were over 4% during the oil exploration boom years (2011-2015), compared to 1.6% in the pre-oil boom years.

Note: These comments are transcribed directly from the link listed here.

<http://meadhunt.maps.arcgis.com/apps/CrowdsourceReporter/index.html?appid=b2d6fa9cb2924c499d5a221683c12bff>

3. Conclusion

The consulting team, along with the Bismarck Airport management worked diligently throughout the master planning process to involve the airport tenants, stakeholders, federal, state, and municipal representatives into the master planning process. The SWG was a large, intentionally diverse group of community and business members that included Airport stakeholders. A series of smaller focus group meetings were held with both internal and external stakeholders to allow for flexibility and greater conversation.

Three separate public input meetings occurred at regular intervals. These meetings also gave the community an opportunity to view and comment on the future direction of their airport. If people could not attend, or they preferred to use technology as a communication tool, the master plan website was in service for the duration of the planning process. Overall, every effort was made to incorporate the public into the Bismarck Airport Master Plan Update.

Exhibit 1: Bismarck Airport Masterplan – Study Work Group Meeting Notes**A. SWG Meeting #1 - Wednesday, December 9, 2015, 10:30 a.m.**

Notes by JSB

Questions from the Group

1. Question: Kelvin Hullet – What are BIS airports passenger boardings?
Response: Greg Haug – 250,000 – 260,000

2. Comment: Greg commented that previous master plans had determined the current location of the terminal as the best alternative knowing that parking was going to be one of the first limiting factors. The Airport needs to evaluate new alternatives for parking since they are very fast approaching max parking capacity.

3. Question: Kelvin Hullet – What has changed in regard to general aviation?
Response: Jon Simmers – Two years ago he would have said that not much has changed. The same people were flying just flying more often. Now, lots of new people are flying into the area. Some are due to the energy market, but there are just more people coming in to the airport.

4. Question: Josh Askvig – Will funding challenges be addressed as part of the masterplan? Commented that a plan is great but if we can't fund it then the plan does us no good.
Response: Bart – Yes, we will look at funding in the financial sections towards the end of the planning process.

5. Question: Matt Reichert – Is Bismarck gaining passengers from DIK and Minot?
Response: Greg Haug – Yes, the airport has gained some from reduced service

in DIK and Minot. BIS also has more opportunities for getting places and continues to gain service. These additional opportunities also play a part in higher passenger boardings in addition to the reduced services at other airports. Bismarck has continued to see boardings rise over the years.

6. Question: Matt Reichert – How does the GA community at Bismarck compare to other airports of similar size? Do we have a larger or smaller GA community?

Response: Jared Wingo – Corporate GA has a larger presence at the BIS airport. Mentioned that the airport may have seen a reduction in smaller GA aircraft due to the Mandan airport that is just across the river.

Response: Kim – Bismarck/Mandan are really the only true sister city airports in the state. As such, BIS has to deal with competition from Mandan for the smaller GA aircraft. People flying smaller GA planes very infrequently tend to use Mandan due to less rules, less traffic, lower costs and less general hassle.

Response: Tim – Bismarck gets the larger corporate GA planes because they have more of the services that they are looking for (fuel, rental cars, accessibility, etc.).

Response: Bart – The master plan will look at the forecast and growth trends at the BIS airport. This is important when looking at what facilities are needed and why.

Expectations from the Group

1. Bart – Revenue generating opportunities
2. Bart – Communicating and improving customer experience

3. Matt Reichert – State of facilities/review of existing conditions.
 - a. Bart responded that this would be provided prior to the next study work group meeting.
4. Matt Reichert – Asked Bart to provide a list of things that other airports have done as a jumping off point for the group to think about.
5. Josh Askvig – Expressed public transit opportunities. Public transit has an interest in serving this part of town. What are some different ways public transit can be used to get to/from the airport? His personal experience when flying is to walk to the airport due to one of the following reasons; a) he doesn't want to pay for parking, b) he doesn't want to leave his car parked at the airport, or c) doesn't want to wake his family to drive him to/from the airport. These could be similar issues for others in the community.
6. Question: Chris Brown – Will the master plan look at corporate expansion possibilities?
 - a. Response: Bart – We will investigate this.

General Meeting Comments

- 1 – Study Work Group Meeting #2 - March 15, 10:30-12:30
- 2 – Public Meeting in the terminal – March 16, 2016
- 3 – Everyone was ok with submittals being in electronic form.

B. SWG Meeting #2 Tuesday, March 15, 2016, 10:30 a.m.

Notes by JSB

Comments from the Group – Matt Dubbe (Architect) Presentation

1. Greg commented to the group that this meeting was just to discuss an inventory of the existing conditions. Alternatives in regard to the terminal and any possible changes will be part of the next meeting.

Comments from the Group – Joseph Pickering (Air Service Development) Presentation

2. Question/Comment: Josh Askvig – Why was the average week of June used in the analysis and how does that differ throughout the year?

Response: Joe – Future enplanements are tied to year projections.

3. Questions/Comment: Josh Askvig – Can we somehow mitigate travelers leaving Bismarck to use another airport?

Response: Joe – We can take a look at demand by month, showing peaks and valleys, and also tie it to what is happening locally that drives the demand. This information can then be taken to carriers and accurately show them what happens and why locally. This helps them decide on what and how much air service to provide throughout the year.

4. Questions/Comment: Matt Reichert – How is forecast reflecting downturn in oil?

Response: Joe/Bart – We have taken a conservative approach. We don't want to over develop. Trigger points will be developed as part of the process that will help us decide when additional facilities are needed.

5. Questions/Comment: What has caused the downturn in capacity?

Response: Greg – In some instances, capacity was pulled and moved to Williston and Minot to chase demand. That is why Bismarck showed a decline in one year but was back up after that.

6. Greg commented that as we move to larger aircraft, our schedule will change. The larger aircraft will restrict schedule options but allows for more cargo, hunting dogs and human remains to be moved in and out of the community.

Comments from the Group – Dave Dietz Presentation

7. Question/Comment: Josh Askvig – Do we make scenario-based forecasts based on what is happening with oil?

Response: Dave – We will be digging into this farther. Kyle Wanner – This is what is needed as we start to go through this process. Development of the trigger points will help us be prepared. Bart – Trigger points are a key part, and these will be included as we move forward. We want to make sure we give ourselves options that can be modified to work as necessary for the conditions.

General Meeting Comments

1. Study Work Group Meeting #3 – Late August, Early September 3-hour meeting, 10:30 a.m.-1:30 p.m.
2. Public input meeting March 16, 2016; 5-7 p.m. Airport Terminal Lobby

C. SWG Meeting #3 - Tuesday, November 29, 2016, 10:00 a.m.

Notes by JSB

Comments from the Group – Catchment Area

1. Question/Comment: Jon Simmers – how was the catchment area developed?

Response: Greg – When the airport meets with airport users each year, they use a map based on drive times from the airport.

Response: Bart – We developed a map based on the zip codes of actual passengers. This could change slightly every time you pull the information depending on time of year or what services are available at a specific time.

Comments from the Group – Facility Requirements

2. Question/Comment: Greg/Mark – Runway 13 ILS change due to terrain.

Response: Possible MALSR upgrade. ~~Not able to reliably fly a coupled ILS approach.~~

Comments from the Group – Parking

3. Question/Comment: Greg – to accommodate some of these parking spots, we may need to make significant existing infrastructure changes and those have some significant costs. An example would be relocating the road system into the airport and shifting it closer to the southwest. As we move forward in the Master Plan, this will be a challenge that Mead & Hunt will be looking at.

Response: Tim – commented that a parking garage could cost ~\$25,000/stall versus a surface lot being \$2,200/stall so the cost difference is a big deal. Also need to consider how far of a walk is acceptable.

4. Question/Comment: Jerry – Asked if we have done any customer surveys to get a feel about what their main concerns are.

Response: Greg – We have not done customer surveys. The airport tries to monitor lines and make sure any areas that are getting backed up are fixed. They have recently made improvements to the parking system including signage, computer systems and how customers get out of the lot. TSA has also improved by adding a TSA precheck line. Airport also would like to increase the size of the mezzanine to help with passenger flow.

5. Question/Comment: Jerry – Who pays for parking garage or surface lots?

Response: Greg – The airport would have to pay for parking upgrades.

Response: Kyle – It is allowable per the state, but it has a very low priority, so they never get around to having enough funding.

6. Question/Comment: Mark – Can PFCs be used to help pay for the parking lot?

Response: Tim – No, PFC can't be used on anything that is revenue generating.

General Meeting Comments

7. Question/Comment: Jon Simmers – Who/When can he provide his comments to and share his future plans?

Response: Bart/Matt – Jon can talk to them directly after the meeting or on a phone call.

8. Question/Comment: Jon Simmers – Does the study look at existing and future growth?

Response: Bart – Need to have a conversation with the airport and FBOs soon.

9. Question/Comment: Kyle – Has UAS operations been mentioned and looked at as part of the master plan. Should we mention UAS in the report?

Response: Greg – Liked the idea of adding in a couple paragraphs about UAS.

Response: Kyle – Added that he thought it would be good to acknowledge UAS and add in any info that is currently out there.

Response: Mark – Would UAS get its own designated area on the airfield?

Response: Bart – UAS are tough to account for but we need to be aware if this is something that is in the future for the airport. Add a section about UAS opportunities for the airport to the report and reference where appropriate.

Response: Jon – Mentioned that UAS operations mostly differ from other operators in their ground operation. Add a paragraph about this in the report.

10. Question/Comment: Jon Simmers – He currently has a list of people looking for hangar space but it's not as long as it used to be.

11. Study Work Group Meeting #4 – April sometime, a little longer meeting due to amount of material to cover.

12. Public Meeting #2 in the terminal – Same day as study work group meeting #4 in April.

D. SWG Meeting #4 – Wednesday July 13, 2017 – 9:00 a.m. – 1:00 p.m.

Notes by JSB

Comments from the Group – Forecast

1. Question/Comment: Greg – The airport has noticed a reduction in the number of twin-engine piston aircraft on the airfield. They have also seen a reduction in the number of single-engine airplanes in the past but that has leveled off lately.

Turbo props and jets seem to be trending up. Is this typical to what is happening across the country?

Response: Bart – Yes, this is the class of aircraft that seems to be suffering and is a typical trend across the country.

2. Question/Comment: Josh Askvig – Noted that the reduction in operations may help the airport as far as pavements but that the increase in enplanements will result in more people being in and using the facilities which will have a huge impact on the terminal and parking areas.

Comments from the Group – Airside Alternate 1

3. Question/Comment: Greg – Maintenance would like to see the two grass areas North of the restripe on the GA apron, paved to allow for easier snow removal. If we pave these areas and stripe them to make sure that aircraft to use that portion of pavement, would we be in compliance?

Response: Bart – Yes, this would be something to help the airport operate and would be in compliance. It's an advantage for the airport to deal with the snow and could be justified.

4. Question/Comment: Mark – Were the crosswind runway RSA grades checked for compliance?

Response: Bart – Thought the RSA was in compliance, but we will double check them. The ALP would also dive into this issue a little further.

Comments from the Group – Airside Alternate 2

5. Question/Comment: Tim – We are building TW C1, C3, and C5 one category larger than the others to handle the occasional larger aircraft that do actually come to the airport.
6. Question/Comment: Greg – The current project is a Runway project, so the runway is being redone and the taxiways are being redone to the hold bar + 50 feet. The remaining portions of the taxiways will be redone when the airport completes the taxiway project.

Comments from the Group – Landside Alternate 1

SRE

7. Question/Comment: Greg – Having a drive through building with larger garage doors on both sides would help the staff and allow for the larger, wider equipment. The short-term proposal wouldn't be as efficient. The building would be getting quite long, and the layout would not be very efficient. Currently maintenance has to shift equipment between buildings based on the season for snow removal operations and mowing operations. It is just not efficient.
8. Question/Comment: Tim – There is a mandatory limit for how much time they have to clear certain areas of pavement during the winter. As the airfield activity increases, more machinery would be required to meet this limit. This will require more space for the new equipment the airport would have to purchase.

HANGARS

9. Question/Comment: Greg – With the lower number of small aircraft, is our shown plan for development too aggressive? Also noted that just because a T-Hangar is shown on the plan doesn't mean that they can't build some other kind of hangar in that location.

Response: Bart – A staged approach may be the best plan for hangar development. Our preferred Alternative will most likely be a staged approach to our options.

Response: Tim – It is ok to show all the hangar development since these are only built by a trigger point and allows the airport to make decisions at that time.

Response: Mark – It is always good to show more in the master plan, so the airport has options when the plan to develop is triggered.

FBOs

10. Question/Comment: Mark – Can you talk about FBO development?

Response: Bart – The most natural place for FBO development to occur is in the same area as the current FBO operations. Ultimately the FBO decides what they want and makes the request to the airport.

Response: Greg – The FBO brings the plan of what they want to the airport and the airport makes decisions. The airport does try to minimize the space between buildings since the space along the ramp is prime real estate and they want to make sure they protect it for future development.

Response: Tim – FBOs want to keep their operations close to their existing buildings otherwise it's just not economical. The proposed locations shown in the alternatives is what the FBO wants. They don't want them anywhere else.

Service Roads

11. Question/Comment: Mark – Can you show an access road on how to get to the area “reserved for future aeronautical development” shown in the blue box? Access from Trade Street.
12. Question/Comment: – Add a south service road.

Comments from the Group – Landside Alternate 2

13. Question/Comment: Kyle Wanner – How old is the SRE building? At some point it might be beyond its useful life so maybe moving it would be a logical choice versus adding on to it.
14. Question/Comment: Josh Askvig – Will the terminal alternatives drive the landside alternative options?
Response: Bart – It could be a mix of both, but one doesn’t necessarily drive the other.
15. Question/Comment: Mark – Where is the critical area and is our development clear of it?
Response: Bart – Any development would have to be run through airspace before development occurs.
Response: Greg – The airports radar is a 17-foot tower with 3-degree angle and 1500-foot circle.

Comments from the Group – Parking Alternate 1

16. Question/Comment: Josh Askvig – Lyft and Uber are in town and public access is improving around town. Are these services factored into calculations when determining number of parking spaces needed?
Response: Bart – It is tough to factor in. Calculations take into account the out of town people traveling to the airport, the market, and cost of parking. Parking is a significant part of revenue at airports and needs to be planned for accordingly.
Response: Tim/ Greg – Noted that state law does not allow the airport to charge a fee for Uber and Lyft. Something the state might want to look at changing.

17. Question/Comment: Kyle Wanner – How is the current toll going to be utilized to access the 150 spots next to existing parking? How will the lot be divided for short and long term? May want to consider moving the current toll access for the short and long term lots to a different area. May provide additional spots by moving it versus keeping the current location.

Comments from the Group – Parking Alternate 2

18. Question/Comment: Josh Askvig – Have we explored partnerships for off airport parking service with a shuttle? Have we looked at a walkway/enclosure from the economy lot to the terminal building?

Response: Greg – The airport has not looked at partnerships in depth. They have looked into moving the rental car storage off site. The enclosed walkway has been talked about a little but haven't explored it in detail.

19. Question/Comment: Kim – Has the airport received any requests from parking companies like ABC, etc.

Response: Tim – No, the airport hasn't had these requests.

Response: Jon – Another trend in corporate policies is shifting from parking at the airport to requiring employees to take an Uber/Lyft/Taxi.

20. Question/Comment: Bart – Has the airport noticed an increase in Uber/Lyft service at the airport?

Response: Greg – Yes, but it is a quick service. Similar to having a family member pick up curbside.

Response: Kim – The airport could provide a staging lot for Uber/Lyft and eventually charge them to stage. Portland does this.

Comments from the Group – Terminal Alternate 1

21. Question/Comment: Greg – Need to figure out what airlines need? Seeing more self-service kiosks in and they are requiring less space. This is part of the reason that a larger expansion in the ticketing area is not being shown.

22. Question/Comment: Josh Askvig – How often do aircraft need to shift to different gates?

Response: Greg – Occasionally an aircraft will have to shift to another gate. With this option, the deice operation causes the most concern. Aircraft push back to deice and then block enough of the ramp that others can't get by them.

Response: Kim – Noted that this Alternative would most likely not have a favorable outcome if a Risk Management Panel were to take a look at it.

Comments from the Group – Terminal Alternate 2

23. Question/Comment: Kathleen Jones – Currently it gets very congested in the exit lane area. When we expand the TSA area this could get worse.

Response: Jon – Exit lanes and inbound lanes could be separated at some point to help with the flow of people.

24. Question/Comment: Josh Askvig – The center bump by TSA needs to go out further. If the gates in the center were being used there is not enough room for passengers who are boarding, passengers in the composure area and the flow of passengers to work correctly.

Response: Greg – Agrees this bump would need to be larger.

25. Question/Comment: Josh Askvig – Which side/direction of the proposed terminal would get built first?

Response: Greg – Perhaps terminal expansion should be shown in phases, so it is clear which direction gets built first.

26. Question/Comment: Tom Painter – Make sure there is enough room between jetways to allow ARFF to get close enough to the building to be able to fight fires efficiently.

27. Question/Comment: Kim – Could maintenance move somewhere close to the ARFF facility? This would help recover some landside area back for additional parking expansion or other landside development. If they were airside it might help to improve response time for snow removal.

Comments from Public Meeting

28. Question/Comment: Kim – Representative from Basin noted that there is a future building shown where their parking lot currently is.

E. SWG Meeting #5 – Wednesday March 21, 2018 10:00 am – 1:00 pm

Notes by JSB

Comments from the Group – Forecast

1. Question/Comment: Tim – The airport had 272,000 enplanements in 2017 which helps further prove our forecast.

Comments from the Group – Parking

2. Question/Comment: Clark Johnson – How long does it take to get to the terminal from the economy lot that is farthest from the airport? What is the industry standard for walk length that is recommended and tolerated by customers?

Response: Bart – The industry standard is about 750 feet. The lot here is about 1,000 feet which is a little farther than the standard but could still be appealing to the cost-conscious people.

Response: Tim – The customers view this as a better deal and can justify the longer walk time. Plus, a surface lot is cheaper for both the customer and for construction.

F. SWG Meeting #6 – Monday April 8, 2019 10:00 am – 1:00 p m

Submitted by Kim Kenville

Meeting began at 10:00 a.m. in the Airport Conference Room, Bismarck Airport Terminal. The meeting had 13 SWG members in attendance along with the consultants of Mead and Hunt, Kim Kenville Consulting and Leibowitz and Horton. The FAA representatives were not in attendance.

Bart Gover, M & H took the committee through the work to date and focused on the alternatives for airside, landside, terminal and parking for the future. Monica Weddle from L & H led the group through a discussion of the financials for the airport and Matt Blankenship finished the presentation with a discussion of the Airport's proposed airport layout plan.

Discussion points:

Landside

Discussion of the impending impacts of Transportation Network Companies (TNCs) to the parking and roadway system at the airport. ND Legislature does not allow airports or other public entities to charge the TNCs access fees, so for the foreseeable future the amount of TNCs that utilize the airport is difficult to track. The airport is in communication with other commercial service airports across the state to track the TNC overall impact to the landside.

Parking & Roadways

The personal vehicle parking issues at BIS are imminent and expansion is in the near term. The airport will develop economy parking, and the goal is no further than a 1000-foot walk to the terminal. Pricing strategies will accompany the expansion.

Geothermal wells exist for the terminal, and closer study to determine if short-term, close-in parking can be added in that area will be explored.

Airside

The airline representative said he has been in discussion with Delta and they are looking at more and larger aircraft into BIS and are looking at increasing the amount of de-icing equipment (6500-gallon truck) and supplies to the airport for the next snow season. The airport is prepared with a designated area on the ALP.

The airport and airline are discussing the number of aircraft that remain overnight (RON) and how to accommodate future needs.

Financial

The airport is in a good financial position, the runway project was funded by FAA, State and City. The portion of the city funding will be paid back via passenger facility charges (PFC) which will stretch out for the next 10-15 years.

A discussion of the recent passage of Prairie Dog may contribute to funding future airport capital improvement plans

The airport could raise fees, but it is an overall good place in terms of revenue and expenses per passenger. Lower fee structure is used as promotional technique to market to air carriers for new or enhanced service, which has been successful to date.

The final public open house will be from 4-6 p.m. today (4/8/2019) in the terminal lobby. The meeting concluded at 1:00 p.m.