



Bozeman Yellowstone International Airport Media Guide

BZN 

The logo consists of the letters 'BZN' in a bold, serif font. A horizontal line is positioned below the letters, and a stylized airplane icon is placed at the end of this line, pointing to the right.

Bozeman Yellowstone
INTERNATIONAL AIRPORT

www.bozemanairport.com

Bozeman Yellowstone International Airport Media Guide

The goal of public relations staff at the Bozeman Yellowstone International Airport (BZN) is to provide all local, state and regional media with accurate and timely information. This media guide was designed with that goal in mind and should serve as a roadmap for obtaining clear, consistent information and procedures from the public relations staff at BZN.

This guide will aid the media in finding the appropriate contacts for various informational needs, and demonstrates our promise to be open and available in all of our media communications.

General Airport Information

Bozeman Yellowstone International Airport, operated by the Gallatin Airport Authority, serves as a year-round gateway to Yellowstone National Park. BZN also serves the recreation areas of Big Sky Resort, Moonlight Basin and the Bridger Bowl Ski Area as well as the business centers of Bozeman, Belgrade and Livingston and higher education at Montana State University. Over 500 people are employed by the 28 entities with offices at the airport.

BZN is served by five airline brands, Alaska Airlines, Allegiant Air, Delta Air Lines, Frontier Airlines and United Airlines with non-stop service to Atlanta*, Chicago, Denver, Las Vegas, Los Angeles*, Minneapolis/St. Paul, Newark/New York*, Phoenix-Mesa, Portland*, Salt Lake City, San Francisco*, and Seattle/Tacoma. * Denotes seasonal service.

BZN is located in the Gallatin Valley in Belgrade, near Interstate-90, eight miles west of Bozeman.

In 2013, the Bozeman Yellowstone International Airport:

- ◆ **Served more than 880,000 passengers**
- ◆ **Facilitated the transportation of 1.4 million pounds of cargo**
- ◆ **Supported 75,000 total aircraft operations**

The Bozeman Yellowstone International Airport has a cargo building that supports the operations of FedEx. Arlin's Aircraft Service and Yellowstone Jetcenter by Signature Flight Service operate as full-service fixed base operators. Summit Aviation and Gallatin Flying Service provide flying lessons. Also located on the BZN airfield are Central Copters and Rocky Mountain Rotors, which offer helicopter flight training, services and tours. Summit Air Ambulance is also located at the airport.

Media Access

The Bozeman Yellowstone International Airport terminal is a public building and members of the media are allowed in all public areas without an escort. As a courtesy, please call ahead to coordinate a visit to BZN when covering a story. This will allow for airport operations staff, law enforcement personnel, and Transportation Security Administration supervisors to be made aware of the presence of reporters and camera crews. Media escorts into the secured areas are possible when deemed appropriate and arrangements are made in advance. Every effort will be made to be flexible in accommodating the

media at the airport. Since safety is always a primary concern, we ask for the media's understanding of and cooperation of with all rules and operational concerns.

TSA officials have specifically requested that no pictures or video be taken of security screens in the terminal checkpoints. In addition, they request that no pictures or video be taken of secondary screening procedures. Compliance with this request has a direct impact on safety and security at BZN.

The media is allowed in all public areas of the terminal (parking areas, terminal lobbies, etc.) with the exception of leased space (restaurants, rental car counters, gift shops, etc.), secured areas (past security checkpoints), or anywhere that could block or interfere with airport operations such as entrances and exits.

Media access to leased areas should be coordinated with the lessee. In the event that a tenant requests media coverage, we ask that the tenant and/or media notify BZN administration prior to reporting, as a general courtesy. All media personnel must identify themselves to anyone they interview.

Media *must* be escorted at all times anywhere in the secure area and on the airfield.

Inquiries and Interview Requests

Inquiries and interview requests should be directed to Airport Director Brian Sprenger at 406-388-6632 x102 or brian.sprenger@bozemanairport.com.

Media Parking

No parking is allowed at terminal curbside. Vehicles parked there are subject to being ticketed or towed. Members of the media are welcome to park in the short or long term parking lots.

Working media may obtain a validation stamp from the Airport Office. Live truck parking is allowed at the northernmost space in the long-term parking lot. Other locations may also be approved by airport officials.

News Releases

News releases will be distributed via email unless another form of communication is requested. To be added to the news release email list contact Brian Sprenger at 406-388-6632 x102 or brian.sprenger@bozemanairport.com.

Emergency Procedures

In the event of an emergency, such as an aircraft incident/accident, the National Transportation Safety Board and the airline will release information only after an investigation is conducted. Speculation about accident details prior to the investigation and the release of that information is inappropriate.

Information regarding the communications between the air traffic control tower and

aircraft pilots is released by the Federal Aviation Administration (FAA), not the Airport administration.

The passenger manifest is released by the airline, and any deaths resulting from an aircraft crash are announced by a coroner or designated law enforcement official, not the Airport Administration.

The Airport Administration responds to an emergency first by quickly sending airport safety personnel to the scene, coordinating with local law enforcement, fire and rescue teams, communicating with the airline's emergency response team, setting up a media staging area and issuing informational updates.

News Releases – During Emergency

News releases and or other informational materials will be used to release information in the event of an emergency. Possible topics include:

- The nature of incident/accident
- Date and time of incident/accident
- Any risks posed based on the nature of the emergency
- Steps taken by Airport staff in response to incident/accident
- Evacuation instructions
- Other do's and don'ts relevant to the incident/accident
- Operations at the airport, any closures of runways, etc.

In order to avoid the distortion or spread of rumors, authorized Airport representatives will only confirm **known** facts about an aircraft emergency or incident, such as:

- The general nature of the problem, as reported by the pilot of the aircraft (e.g. mechanical issues)
- Type of aircraft and number of seats
- Aircraft owner (or N number)
- Status of the aircraft (such as being towed to a gate)
- Flight number
- Origin and destination

Gallatin Airport Authority Contacts

Brian Sprenger, A.A.E.

brian.sprenger@bozemanairport.com
Airport Director
406-388-6632 x102

Scott Humphrey, A.A.E.

scott.humphrey@bozemanairport.com
Deputy Airport Director
406-388-6632 x117

Airline Contacts

Allegiant Air

Brian Davis
brian.davis@allegiantair.com
Director of Communications
702-853-4625

Alaska Airlines

Bobbie Egan
Bobbie.Egan@AlaskaAir.com
Media Relations Manager
206-392-5101

Delta Air Lines

Morgan Durrant
morgan.durrant@delta.com
General Manager Corporate Communications
404-715-2554

Frontier Airlines

Kate O'Malley
kateomalley@flyfrontier.com
Manager of Corporate Communications
720-374-4279

Skywest Airlines

Wes Horrocks
wes.horrocks@skywest.com
Manager Corporate Communications
435-634-3547

United Airlines

Megan McCarthy
megan.mccarthy@united.com
Media Relations
312-997-8632

U.S. Government Agencies

Department of Transportation

202-366-1111

Director of Public Affairs

202-366-4570

Federal Aviation Administration

Regional Public Affairs Office, Seattle

425-227-1389 (24 hr)

425-227-2004

Public Affairs Office, Washington D.C.

202-267-3883

202-267-3333 (24 hr)

National Transportation Safety Board

Public Affairs Office, Washington D.C.

202-314-6100

TSA Public Affairs

Washington D.C.

571-227-2829

TSA Regional Public Affairs

Tina Burke, Public Relations Manager

503-889-3055

Airport Terminology

ARFF	Aircraft Rescue and Fire Fighting
ATC	Air Traffic Control (FAA)
ATCT	Air Traffic Control Tower (FAA)
Concourse	Post-security portion of the terminal building where aircraft arrive and depart/passenger gate areas
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
NTSB	National Transportation Safety Board
Taxiway	Paved surfaces between the ramp and the runway
Tenant	Airlines or concessionaires; companies that do business on airport property
Terminal	Pre-screening portion of the building where ticket counters and baggage claim are located
TSA	Transportation Security Administration