



Media Guide

Gallatin Airport Authority (GAA) | 850 Gallatin Field Rd. Suite 6 Belgrade, MT 59714 | 406-388-6632 | www.bozemanairport.com

BZN Bozeman Yellowstone
INTERNATIONAL AIRPORT 

Welcome to Bozeman Yellowstone International Airport

The Bozeman Yellowstone International Airport (BZN) strives to provide all local, state, and regional media with useful, accurate and timely information. This guide, designed by the Gallatin Airport Authority (GAA), serves as the “Flight Plan” for accredited members of the media seeking clear and concise information on airport occurrences, business, and events. All media requests, procedures, and relations are overseen and at the discretion of the Airport President and Chief Executive Officer.

About BZN

BZN, operated by the GAA, provides the only year-round service for two Yellowstone National Park entrances, access to southwest Montana’s greatest recreation, the business centers of Bozeman, Belgrade, Big Sky, and Livingston, and higher education at Montana State University and the Gallatin College. As Montana’s busiest airport, we host nine airline brands and provide nonstop service to over 20 cities in the United States with connections all over the world. In 2023, BZN handled a record-breaking 2.4 million passengers.

BZN is home to a thriving General Aviation (GA) with three world-class fixed-base operators (FBOs), two award-winning flight schools, and numerous other organizations that further define the character of our airport.

To learn more about BZN, visit our website: www.bozemanairport.com.

Routine Media Approval

All media requests, whether of a routine or one-time nature, seeking access to BZN property must receive prior approval from the Airport President and Chief Executive Officer, Brian Sprenger. It is recommended that members of the media inquire, with the Administrative Office, as early as possible.

The GAA does not represent BZN’s lessees. When covering events that concern: airlines, concessions, rental car brands or other terminal businesses, members of the media must coordinate with each respective business directly. As a general courtesy to the GAA, if a lessee at BZN requests media coverage, we ask that the lessee and/or media notify the Administrative Office prior to reporting. This ensures that GAA staff, law enforcement, and Transportation Security Administration (TSA) management are made aware of media presence in the terminal.

How to contact the Administrative Office:

Hours of operation are Monday – Friday 8:00am – 5:00pm MST. Please call, 406-388-6632 or “Contact Us” at: <https://bozemanairport.com/contact-us>.

Media Standards and Regulations

The safety and security of everyone at BZN is critical and will always take top priority. Requirements for enhanced safety measures are ever-changing and we ask for the media's full understanding and cooperation with all rules and operational concerns. Deviation from the security measures listed throughout this guide may result in the denial of future media inquiries.

Members of the media:

1. Must obtain approval and inform the appropriate parties prior to interviewing, filming, reporting, photographing, etc. on BZN property.
2. Must not block or interfere with airport operations such as: entrances and exits, passenger traffic, vehicle traffic, or the business of the airport's lessees.
3. Must display credentials when at BZN and must identify themselves to anyone they interview, film, photograph, etc.
4. Must not leave equipment bags staged or unattended in the terminal.
5. Must follow the TSA's request that no pictures or video be taken of the security screens at the terminal checkpoint or in the baggage handling area and 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.

Media Access in Public Areas

Members of the media are granted unescorted access to all public areas of the terminal (parking facilities and terminal lobbies such as: ticketing, baggage claim, and rental car) to film, photograph, interview, etc. with the exception of leased space (airlines, concessions, rental car brands) unless prior arrangements have been made and approved.

Media Access on Airfield and in Secured Areas

BZN's airfield and secured areas are strictly controlled and access is granted on a case-by-case basis. All members of the media **must** have a prearranged appointment with the GAA for access to these areas. Members of the media will be under escort by an approved BZN badge holder when in the secured areas and on the airfield. While under escort, members of the media must remain within eyesight and auditory range of their escort. Every effort will be made to remain flexible in accommodating members of the media however, prearranged escorts may be cancelled if a situation arises that requires the full attention of the GAA.

If at any time, members of the media have questions about the security boundary, please refer to our terminal map: <https://bozemanairport.com/airport-amenities> or call the Administration

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Office. Unauthorized access, to a restricted area, will result in the notification of airport police with a request they take appropriate action.

Media Access to News Releases

News releases and announcements will be posted on BZN's website:

<https://bozemanairport.com/blog> as information becomes available. Members of the media may subscribe to our quarterly newsletter, request to be added to media event distribution lists, and/or request additional forms of communication on our website:

<https://bozemanairport.com/contact-us>.

Media Parking

Members of the media are **not** permitted to park at the terminal curbside. Any media vehicles parked alongside the curb will be ticketed and towed.

Working members of the media **are** permitted to park in the one-hour free lot located behind the Arrivals Lane. Any media parked over one hour may obtain a validation sticker from the Administrative Office.

Live truck parking is allowed at BZN. Please coordinate with the Administrative Office for approved parking locations.

A map of the parking area can be found on our website: <https://bozemanairport.com/parking>.

Emergency Event Procedures

In the event of an emergency, such as an aircraft incident/accident, the National Transportation Safety Board (NTSB) 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 the aircraft's pilots are released by the Federal Aviation Administration (FAA) and 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 and 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 airlines' emergency response team, setting up a media staging area and issuing informational updates.

Emergency Event – News Releases

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

- Nature of the 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 the incident/accident
- Evacuation instructions
- Other do's and don'ts relevant to the incident/accident
- Operations at the airport (closures of runways, etc.)

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

- 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

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Gallatin Airport Authority Contacts:

Brian Sprenger, A.A.E.

Brian.sprenger@bozemanairport.com

Airport President & Chief Executive Officer

406-388-6632 ext. 102

Scott Humphrey, A.A.E.

Scott.humphrey@bozemanairport.com

Airport Vice President and Chief Operating Officer

406-388-6632 ext. 117

Airline Contacts:

Alaska Airlines

newsroom@alaskaair.com

206-304-0008

Allegiant Air

mediarelations@allegiantair.com

Sonya Padgett

American Airlines

mediarelations@aa.com

Avelo Airlines

Media-inquiries@aveloair.com

Courtney Goff

Delta Air Lines

404-715-2554

JetBlue Airways

corporatecommunications@jetblue.com

corpcomm@jetblue.com

718-709-3089

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Southwest Airlines

swamedia@wnco.com

214-792-4847

Sun Country

mediarelations@united.com

United Airlines

media.relations@united.com

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U.S. Government Agencies:

Department of Transportation

202-366-1111

Director of Public Affairs

pressoffice@dot.gov

202-366-4570

Federal Aviation Administration (FAA)

Regional Public Affairs Office, Seattle

425-227-1389 (24hr)

425-227-2004

pressoffice@faa.gov

Public Affairs Office, Washington D.C.

202-267-3333 (24hr)

202-267-3883

pressoffice@faa.gov

National Transportation Safety Board (NTSB)

Public Affairs Office, Washington D.C.

202-314-6100

ntsbmediarelations@ntsb.gov

TSA Public Affairs

Washington D.C.

571-227-2829

tsamedia@tsa.dhs.gov

TSA Regional Public Affairs

Lorie Dankers, Spokesperson

206-743-1497

Lorie.dankers@tsa.dhs.gov

Airport Terminology:

ARFF	Aircraft Rescue and Fire Fighting
ATC	Air Traffic Control (FAA)
ATCT	Air Traffic Control Tower (FAA)
Concourse	Post-security where aircraft arrive and depart and passenger gate areas
FAA	Federal Aviation Administration
FBO	Fixed Based Operator
NTSB	National Transportation Safety Board
Taxiway	Paved surfaces between the ramp and runway
Tenant	Companies who conduct business on airport property
Terminal	Pre-screening (ticket counters, baggage claim, rental car lobby)
TSA	Transportation Security Administration