

**FLATHEAD MUNICIPAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

**DATE:** February 11, 2025

**PLACE:** Glacier Park International Airport, Kalispell, Montana

**TIME:** 4:00 P.M.

**BOARD MEMBERS PRESENT:** Marc Liechti  
Curt McIntyre  
Dennis Beams  
Duncan Scott  
Rick Janisse  
Michael Jackola

**BOARD MEMBERS ABSENT:** Giuseppe Caltabiano

**STAFF PRESENT:** Rob Ratkowski, Airport Director  
Ian McKay, Deputy Airport Director  
Laurie Pein, Director of Administration  
Daniel Reimer, Director of Development  
Michael Dickerson, Dev. and Project Coord.  
Bradley Ruben, Management Intern  
Will Monin, Management Intern  
Jennifer Donofiro, Director of Finance  
Ashley Hahn, Staff Accountant  
Julie Salyer, Office Manager

**OTHERS PRESENT:** Matt Dubbe, Mead & Hunt; LaMont Forgays and Justin Williams,  
SQD; Sean Baker, Swank; Mike Talbot, Glacier Jet Center.

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**CALL TO ORDER**

The regular monthly meeting of the Flathead Municipal Airport Authority (FMAA) was called to order at 4:00 P.M. by Mr. Janisse.

**INTRODUCTION OF GUESTS**

Mr. Ratkowski introduced the guests.

**PUBLIC COMMENTS**

None

## APPROVAL OF MEETING MINUTES

The meeting minutes from the January 14, 2025, regular meeting were presented and considered.

**MOTION:** Mr. Jackola moved to approve the December 10, 2024, Regular Meeting minutes.

**SECOND:** Mr. Liechti

**MOTION PASSED: 6-0**

## GENERAL UPDATES

### **Terminal Project Update**

Matt Dubbe of Mead & Hunt updated the Board regarding the terminal project and indicated that the central core should be completed for a grand opening between May 28, 2025 and June 4, 2025.

### **Master Development RFQ**

Mr. McKay updated the Board regarding the Master Development RFQ.

## BUSINESS ITEMS

### **Business Item 1 – Change Order 220 – Reconciliation of Well Drilling**

Mr. Reimer presented this item to the Board. Brief discussion ensued.

**MOTION:** Mr. Jackola moved to approve and authorize the Airport Director to sign Change Order 220 in the amount of \$284,729.27 for Reconciliation of Well Drilling for the terminal project.

**SECOND:** Mr. Liechti

**MOTION PASSED: 6-0**

### **Business Item 2 – Masonry Scope Gap at Stone Column Bases**

Mr. Reimer presented this item to the Board. Brief discussion ensued

**MOTION:** Mr. McIntyre moved to approve and authorize the Airport Director to sign Change Order 231 in the amount of \$64,408.98 for the Masonry Scope Gap of Stone Column Bases.

**SECOND:** Mr. Beams

**MOTION PASSED: 6-0**

### **Business Item 3 – Construction Change Directive 013**

Mr. Reimer presented this item to the Board. Brief discussion ensued

**MOTION:** Mr. Liechti moved to approve and authorize the Airport Director to sign CCD 013

in the not-to-exceed (NTE) amount of \$60,000.00 for column and soffit adjustments in the bag claim area.

**SECOND: Mr. Jackola**  
**MOTION PASSED: 6-0**

### **DISCUSSION ITEMS**

#### **Discussion Item 1 – Rental Car CFC Amendment**

Mr. Ratkowski and Ms. Donofiro presented this item to the Board. Brief discussion ensued with the Board asking what other airports do.

#### **Discussion Item 2 – Rental Car Ready/Return Lot Construction and Financing**

Mr. Dickerson and Mr. Ratkowski presented this item to the Board with the Board asking when the project would be completed.

#### **Discussion Item 3 – Establish Compensation and Review Committee**

Mr. Ratkowski presented this item to the Board. The Board agreed that Mr. Caltabiano and Mr. Scott would be on this committee. Mr. McIntyre volunteered to serve if Mr. Caltabiano was unable to serve.

#### **Discussion Item 4 – Terminal Project Historical Assumptions Presentation**

Ms. Donofiro presented this item to the Board. Brief discussion ensued.

#### **Discussion Item 5 – Fuse Advertising Presentation**

Ms. Salyer presented this item to the Board. The Board inquired if this was replacing another advertising contractor and if the job scope is different from that of the PR firm.

### **FINANCIALS**

**Financial Statements** – Ms. Donofiro presented the December 2024 Financials.

**January Check Summaries** – Ms. Donofiro presented the January 2025 check summaries for checks numbered 50613 through 50743 and the direct deposits for the January payroll periods.

**MOTION:** Mr. Liechti made a motion to approve the December 2024 financials, and the January 2025 check summaries as presented.

**SECOND: Mr. Jackola**  
**MOTION PASSED: 6-0**

### **MANAGEMENT REPORT – ATTACHED**

**COMMISSIONERS' COMMENTS** – Mr. Jackola commented that he is looking forward to the grand opening of the central core. Mr. Liechti commented that he used the viewing room

on the third floor with his grandkids and they loved it. Mr. McIntyre asked how snow removal was going. Mr. Beams stated that he liked the comparison to Mr. Wolinetz' original projection.

**CHAIRMAN'S COMMENTS – None**

**MEETING ANNOUNCEMENT**

Mr. Janisse announced the date for the regular Board meeting on March 11, 2025.

**ADJOURN**

Mr. Janisse adjourned the meeting at 5:20 P.M.

Approved:

  
Rick Janisse  
Board Chairman

Attest:

  
Rob Ratkowski  
Airport Director