

**FLATHEAD MUNICIPAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

**DATE:** March 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  
Giuseppe Caltabiano

**BOARD MEMBERS ABSENT:** None

**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 Donofrio, Director of Finance  
Charlie House, Receptionist  
Julie Salyer, Office Manager

**OTHERS PRESENT:** Jeff Mason and Tim Dacey, Mead & Hunt; Justin Williams and Shawn Baker, SQD; Mike Talbot, Glacier Jet Center; Dave McNutt, Glacier Bank.

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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 February 11, 2025, regular meeting were presented and considered.

**MOTION:** Mr. Scott moved to approve the February 11, 2025, Regular Meeting minutes.

**SECOND:** Mr. Liechti

**MOTION PASSED:** 7-0

### **GENERAL UPDATES**

#### **Terminal Project Update**

Jeff Mason of Mead & Hunt updated the Board regarding the terminal project.

#### **Master Development RFQ**

Mr. McKay updated the Board regarding the Master Development RFQ. Three companies submitted RFQ's, one of which did not submit the required bond. The other two companies were chosen for interviews, which will be held prior to the Board Meeting on Tuesday, April 8<sup>th</sup> at 10:00 A.M. and 1:00 P.M.

### **BUSINESS ITEMS**

#### **Business Item 1 – Terminal CO 50 – Addition of Third Bag Claim Device**

Mr. Reimer presented this item to the Board. Mr. Reimer reminded the Board that this is the bag device that was not included in the original scope of Phase 2. Due to the receipt of additional grant funding plus the availability of surplus Phase 2 contingency, the third bag claim device has been added back to the project. The Board asked about a warranty for the new device and staff explained that there will be a warranty that covers various time periods for different components of the device but that much of the work is done in-house.

**MOTION:** Mr. Liechti moved to approve and authorize the Airport Director to sign Change Order 50 in the amount of \$957,456.85 for the addition of a third bag claim device to Phase 2 of the terminal project.

**SECOND:** Mr. Scott

**MOTION PASSED:** 7-0

### **DISCUSSION ITEMS**

#### **Discussion Item 1 – Phase 1B Open House**

Mr. Ratkowski presented this item to the Board. It is anticipated the Open House celebration is tentatively planned for mid-June in the late afternoon or evening. Food will be provided. The Central Core with the exception of Concessions should be open and complete.

Mr. Scott expressed his desire for the Open House to recognize Airport Development Staff, members of the Board, and the staff of Mead and Hunt and SQD who have all worked so hard to complete the project. Mr. Scott also requested that Matt Dubbe of Mead and Hunt speak at the Open Hous. He would also like to see a full-page ad in the Daily Interlake featuring the Board and the SQD team.

## **FINANCIALS**

**Financial Statements** – Ms. Donofiro presented the January 2025 Financials.

**February Check Summaries** – Ms. Donofiro presented the February 2025 check summaries for checks numbered 50744 through 50872 and the direct deposits for the February payroll periods.

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

**SECOND:** Mr. Jackola

**MOTION PASSED: 7-0**

## **MANAGEMENT REPORT** – ATTACHED

## **COMMISSIONERS' COMMENTS**

Mr. Caltabiano commended staff for a job well done.

Mr. Beams indicated that passengers seem to love the new spaces.

Mr. Scott requested plenty of time to review proposals on the Master Development Agreement due to the size of the project,

Mr. Jackola requested an update on ATC staffing. Staff informed Board the ATC is fully staffed.

**CHAIRMAN'S COMMENTS** – Mr. Janisse thanked the Director for an excellent presentation to the Bigfork Rotary Club.

## **MEETING ANNOUNCEMENT**

Mr. Janisse announced the date for the regular Board meeting on April 8, 2025.

ADJOURN

Mr. Janisse adjourned the meeting at 4:58 P.M.

Approved:

  
Rick Janisse

Board Chairman

Attest:

  
Rob Ratkowski  
Airport Director