

**FLATHEAD MUNICIPAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

**DATE:** May 13, 2025

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

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

**BOARD MEMBERS PRESENT:** Marc Liechti  
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 Donofiro, Director of Finance  
Ashley Hahn, Staff Accountant  
Charlie House, Receptionist  
Julie Salyer, Office Manager  
Elias Majnarich, Airport Operations Medical Specialist  
Bethanie Hicks, Airport Operations Specialist  
Jacob Thomas, Airport Operations Specialist  
Jonathan Szczesniak, Airport Operations Specialist

**OTHERS PRESENT:** Jeff Mason, Mead & Hunt; Justin Williams and Shawn Baker, SQD/Swank; Bobby Femia, Lou Pepper, Clive Lowe and Kyle Schultz, Atlantic Aviation; Duke Pucommun, David Austin, Mike Talbot and Chris Holden, Glacier Jet Center; Iver Retrum, Barry Sherman, Business Aviation Group; Scott Jacobson and Dustin Caris, Fuse; Jonathan Reeser and Tomaso Rock, SR Aviation; Dave McNutt, Glacier Bank; Dave Adams; Jackie Smith.

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## **CALL TO ORDER**

The regular monthly meeting of the Flathead Municipal Airport Authority (FMAA) was called to order at 4:01 P.M. by Mr. Janisse.

## **INTRODUCTION OF GUESTS**

Mr. Ratkowski introduced the guests.

## **PUBLIC COMMENTS**

Jackie Smith addressed the Board regarding concerns about the recent reorganization of the former ARFF Department.

Mike Talbot of Glacier Jet Center announced that Glacier Jet Center is in the process of being sold to Atlantic Aviation.

## **APPROVAL OF MEETING MINUTES**

The meeting minutes from the April 8, 2025, regular meeting were presented and considered.

**MOTION:** Mr. Jackola moved to approve the April 8, 2025, Regular Meeting minutes.

**SECOND:** Mr. Caltabiano

**MOTION PASSED: 6-0**

## **GENERAL UPDATES**

### **Terminal Project Update**

Jeff Mason of Mead & Hunt and Shawn Baker of SQD Enterprises updated the Board regarding the terminal project.

### **Runway 2-20 Project Update**

Mr. Reimer updated the Board regarding the runway 2-20 project.

## **CONSENT AGENDA**

1. CBP IT Equipment Procurement
2. Runway CCR Procurement
3. Terminal Change Order Phase II – CO56
4. Award of Contract – Talos – Airport Security Services

**MOTION:** Mr. Liechti moved to approve the Consent Agenda as presented.

**SECOND:** Mr. Caltabiano

**MOTION PASSED: 6-0**

## **FINANCIALS**

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

**March Check Summaries** – Ms. Donofiro presented the April 2025 check summaries for checks numbered 51055 through 51181 and the direct deposits for the April payroll periods.

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

**SECOND:** Mr. Scott

**MOTION PASSED: 6-0**

## **MANAGEMENT REPORT**

In response to Ms. Smith's public comment, Mr. Ratkowski replied that the vacancies in the Operations Department were because of the voluntary resignation of numerous prior ARFF employees. He shared that they were all welcome to stay because, as Ms. Smith herself stated, it was a title change; job duties did not change with the reorganization.

## **BUSINESS ITEMS**

**Business Item 1 – Award of Contract – Fuse Connect, LLC – Airport Advertising Services.**

Mr. Ratkowski and Ms. Salyer presented this item to the Board. The Board asked who pays the capital expenses and were told that Fuse would cover the capital expenses. The Board also asked about the Art Program and it was explained that the Art Program is done as community outreach and does not typically generate revenue.

**MOTION:** Mr. Jackola moved to approve the Airport Director to execute an Agreement with Fuse Connect, LLC.

**SECOND:** Mr. Caltabiano

**MOTION PASSED: 6-0**

**Business Item 2 – Award of Contract – Business Aviation Group, LLC and SR Aviation Infrastructure - Airport Master Developer Pre-Development Agreement.**

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

**MOTION:** Mr. Liechti moved to approve the Airport Director to execute a Pre-Development Agreement with Business Aviation Group and SR Aviation Infrastructure or their joint venture.

**SECOND:** Mr. Beams

**MOTION PASSED: 6-0**

**Business Item 3 – FY2026 Budget Approval.**

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

**MOTION:** Mr. Caltabiano moved to approve the FY2026 Budget.  
**SECOND:** Mr. Jackola  
**MOTION PASSED: 6-0**

**Business Item 4 – Executive Session – Personnel.**

The Board entered into Executive Session at 4:55 PM.  
The Board returned from Executive Session at 6:07 PM.

**Business Item 5 – Compensation and Review Committee Report and Airport Director FY26 Compensation.**

The Compensation and Review Committee made a final decision regarding the FY26 Director Compensation at the 05/13/25 board meeting. The compensation details were provided via email from Duncan Scott to the Director of Finance on 05/15/2025 for implementation.

**Business Item 6 – Airport Hiring Policy.**

Ms. Pein presented this item to the Board. Brief discussion ensued. The Board determined that the policy for the Employee Handbook be modified to include “if the proposed employee is a relative of the Airport Director, then the Board must approve the employment of the proposed employee.”

**MOTION:** Mr. Scott moved to adopt the Employment of Relatives policy for inclusion in the Employee Handbook with the addition of the requested modification.

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

**Business Item 7 – Ratification of Operations Specialist Hire.**

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

**MOTION:** Mr. Beams moved to ratify the hiring of Tate Ratkowski as an Airport Operations Specialist.

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

**DISCUSSION ITEMS**

None.

**COMMISSIONERS' COMMENTS**

None.

**CHAIRMAN'S COMMENTS** – Mr. Janisse commended Mr. McKay for all of the years of hard work leading up to the award of contract for the Airport Master Developer Pre-Development Agreement.

**MEETING ANNOUNCEMENT**

Mr. Janisse announced the date for the regular Board meeting on June 10, 2025.

**ADJOURN**

Mr. Janisse adjourned the meeting at 6:36 P.M.

Approved:

  
Rick Janisse  
Board Chairman

Attest:

  
Rob Ratkowski  
Airport Director