

**FLATHEAD MUNICIPAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

**DATE:** July 8, 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  
Daniel Reimer, Director of Development  
Michael Dickerson, Dev. and Project Coord.  
Jennifer Donofrio, Director of Finance  
Ashley Hahn, Staff Accountant  
Laurie Pein, Director of Administration  
Julie Salyer, Office Manager  
Tate Ratkowski, Ops Specialist  
Scott Minton, Ops Specialist  
Sarah Peterson, Medical Ops Specialist  
Caira Frank, Management Intern

**OTHERS PRESENT:** Jeff Mason, Mead & Hunt; Shawn Baker and LaMont Forgays, SQD/Swank; Mike Talbot, David Ducommun, Dave Austin and Chris Holden, Glacier Jet Center; Bill Moseley, Kalispell Chamber of Commerce; Kim Thomas, Marsh McClellan Agency; Clyde Lowe, Atlantic Aviation; Iver Retrum, Business Aviation Group.

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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. Liechti.

## INTRODUCTION OF GUESTS

Mr. Ratkowski introduced the guests.

## PUBLIC COMMENTS

Mr. Moseley expressed concerns regarding the closing of the runway for the 2026 runway project. Glacier Jet Center asked when they would have a lease document for signature.

## GENERAL UPDATES

None

## TERMINAL PROJECT UPDATE

Jeff Mason informed the Board that he was retiring in a month and expressed appreciation for the opportunity to work with the team and credits Rob and Daniel for helping to make the project so successful.

## APPROVAL OF CONSENT AGENDA

1. The meeting minutes from the June 10, 2025
2. Airfield Generator Procurement
3. Tenant T7AMR Robotic Floor Scrubber Procurement
4. Runway Closure Marker Procurement
5. Jacobs TO 58 – Parking Lot Design Services

**MOTION:** Mr. Beams moved to approve the Consent Agenda

**SECOND:** Mr. Jackola

**MOTION PASSED: 6-0**

## BUSINESS ITEMS

### **Business Item 1 – FY26 Insurance Renewal Presentation – Jim Thomas from Marsh McLennan**

Kim Thomas presented the insurance rates for FY26. A brief discussion amongst the Board ensued.

**MOTION:** Mr. Scott made a motion to approve and authorize the Airport Director to sign insurance renewals in an amount not to exceed \$690,000.00.

**SECOND:** Mr. Leichti

**MOTION PASSED: 6-0**

### **Business Item 2 – Election of Airport Board Vice-Chairman**

Mr. Beams nominated Mr. Scott to serve as Board Vice-Chairman.

**MOTION:** Mr. Beams made a motion to elect Mr. Scott as Board Vice Chairman  
**SECOND:** Mr. Caltabiano  
**MOTION PASSED: 6-0**

**Business Item 3 – ARFF Truck Procurement**

Mr. Reimer presented this item to the Board. The Board wondered why there was a second turret on this truck when there was only one on the last truck purchased. Mr. Reimer stated that while it isn't required, it is preferred.

**MOTION:** Mr. Jackola made a motion to approve and authorize the Airport Director to sign a contract with Oshkosh in the amount of \$1,301,252.00 for procurement of a new ARFF truck.  
**SECOND:** Mr. Scott  
**MOTION PASSED: 6-0**

**Business Item 4 – Terminal Phase 2 GMP Amendment 12 – Adding Owners Contingency for South Parking Lot Expansion**

Mr. Reimer presented this item to the Board. A brief discussion ensued.

**MOTION:** Mr. Scott made a motion to approve and authorize the Airport Director to sign GMP Amendment A-12.  
**SECOND:** Mr. Janisse  
**MOTION PASSED: 6-0**

**Business Item 5 – GSA/TSA Lease and Lease Amendment 1**

Mr. McKay presented this item to the Board. The Board asked if there is a CPI component in the Agreement for future rate increases. Ms. Donofiro confirmed that they are subject to annual CPI adjustments.

**MOTION:** Mr. Jackola made a motion to approve and authorize the Airport Director to execute a lease agreement with the United States Federal Government for use by TSA and its contractor and the capital expenditure of \$151,817.06 under Amendment 1.

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

**Business Item 6 – Phase 2 Change Order 73 – TSA Tenant Improvements**

Mr. McKay presented this item to the Board. A brief discussion ensued.

**MOTION:** Mr. Jackola made a motion to approve and authorize the Airport Director to sign Phase 2 CO 73 in the amount of \$151,817.06 for TSA Tenant Improvements.  
**SECOND:** Mr. Beams  
**MOTION PASSED: 6-0**

**Business Item 7 – Award of Contract – Runway 2-20 Rehabilitation**

Mr. Reimer presented this item to the Board. The Board asked if the Air Traffic Control Tower would be staffed during that time and how long the new runway would last. Staff indicated that the Air Traffic Control Tower will be staffed, and the new runway will last 15 to 20 years.

**MOTION:** Mr. Janisse made a motion to conditionally approve and authorize the Airport Director to sign a contract with LHC in the amount of \$20,942,636.00 for Rehabilitation of Runway 2-20 subject to award of grant.

**SECOND:** Mr. Beams

**MOTION PASSED: 6-0**

#### **Business Item 8 – Jacobs Task Order 57 – Runway 2-20 Construction Administration**

Mr. Reimer presented this item to the Board. A brief discussion ensued.

**MOTION:** Mr. Janisse made a motion to conditionally approve and authorize the Airport Director to sign Jacobs Task order 57 in the amount of \$1,572,491.25 for Construction Administration of the Runway 2-20 Rehabilitation Project subject to award of grant.

**SECOND:** Mr. Scott

**MOTION PASSED: 6-0**

#### **DISCUSSION ITEMS**

##### **Discussion Item 1 – Changing the standing date of Board Meetings**

This discussion was a continuation from the June 10, 2025 Board Meeting. Mr. Ratkowski indicated that the specific day of the week wasn't important, however moving the meeting date to the third week of the month would allow staff to provide more accurate stats and financials. The Board agreed to move the standing Board Meeting date to the third Wednesday of every month. In addition, Mr. Scott suggested terminating the by-laws

#### **FINANCIALS**

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

**June Check Summaries** – Ms. Donofiro presented the June 2025 check summaries for checks numbered 51324 through 51471 and the direct deposits for the June payroll periods.

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

**SECOND:** Mr. Jackola

**MOTION PASSED: 6-0**

#### **MANAGEMENT REPORT - ATTACHED**

**COMMISSIONERS' COMMENTS** – The Board thanked Mr. Janisse for his time spent as Board Chairman this past year and congratulated Mr. Liechti on becoming the new Board Chairman. Mr. Beams thanked Jeff Mason of Mead and Hunt for all of his exceptional work on the project and wished him a happy retirement.

**CHAIRMAN'S COMMENTS** – None

**MEETING ANNOUNCEMENT**

Mr. Liechti announced the date for the next regular Board meeting on Wednesday, August 20, 2025.

**ADJOURN**

Mr. Liechti adjourned the meeting at 5:27 P.M.

Approved:



Marc Liechti  
Board Chairman

Attest:



Rob Ratkowski  
Airport Director