FLATHEAD MUNICIPAL AIRPORT AUTHORITY
BOARD MEETING MINUTES

DATE:	June 17, 2026
PLACE:	Glacier Park International Airport, Kalispell, Montana
TIME:	4:00 P.M.
BOARD MEMBERS PRESENT:	Marc Liechti Rick Janisse Michael Jackola Dennis Beams Duncan Scott
BOARD MEMBERS VIRTUAL:	Giuseppe Caltabiano Tarn Abell
BOARD MEMBERS ABSENT:	None
STAFF PRESENT:	Rob Ratkowski, Airport Director Ian McKay, Deputy Airport Director Jennifer Donofiro, Director of Finance Stephanie Denys, Receptionist Charlie House, Contract Specialist Will Monin, Projects & Development Coordinator Ashley Hahn, Staff Accountant
STAFF VIRTUAL:	None
OTHERS PRESENT:	None
OTHERS VIRTUAL:	Shawn Baker, SQD; Tim Dacey, Mead & Hunt; Iver Retrum, Business Aviation Group; Marty Brown, Jacob's Engineering

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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. Liechti.

INTRODUCTION OF GUESTS

Mr. Ratkowski introduced the guests.

PUBLIC COMMENTS

None

APPROVAL OF MEETING MINUTES – MAY 20, 2026

The meeting minutes from the May 20, 2026, regular meeting were presented and considered.

MOTION: Mr. Scott moved to approve the May 20, 2026, Regular Meeting minutes.
SECOND: Mr. Beams
MOTION PASSED: 7-0

GENERAL UPDATES

Terminal Project Update

Mr. Baker provided an update on the terminal expansion project. He reported that SQD has largely completed its work inside the terminal and is now focused primarily on landscaping, sidewalks, and punch list items. He noted that the majority of the landscaping work will take place during the July runway closure.

Mr. Monin reported that construction of the third-floor administrative offices has begun. Additionally, he noted that Phase 1 of the terminal expansion project is essentially complete and in the closeout process.

Runway Project Update

Mr. Brown reported that work outside the safety area is progressing as planned. Taxiway Delta is approximately 75% complete, with the goal of reaching the safety area before main runway construction begins. Utility work is on schedule to be completed within the next week, and approximately 80% of the taxiway edge lights have been installed. He also noted that all testing to date has met specifications.

Mr. Caltabiano asked Mr. Brown about coordination with the Airport Traffic Control Tower and general aviation traffic. Mr. Brown reported that coordination with the Operations Department and the Tower has gone smoothly, with no issues.

BUSINESS ITEMS

Business Items 1 – Appointment of Officer Positions

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

MOTION: Mr. Beams made a motion to elect Mr. Scott as Chairman and Mr. Jackola as Vice Chairman.
SECOND: Mr. Caltabiano
MOTION PASSED: 7-0

Business Item 2 – AAAE Interactive Employee Training (IET) Videos – Updated Training Video Content Agreement

Mr. Dickerson presented the Video Content Agreement to the Board and explained that the airport's training videos need to be updated to reflect the new terminal and other operational changes throughout the airport. Mr. Ratkowski reiterated that representatives from AAAE would be onsite to produce the videos, and airport staff would collaborate with them in developing the script.

MOTION: Mr. Scott made a motion to approve and authorize the Airport Director to sign the proposal for new interactive employee training with the American Association of Airport Executives in the amount of $134,300.00.
SECOND: Mr. Janisse
MOTION PASSED: 7-0

Business Items 3 and 4 – Amendment A-13 - Phase 1 Contingency Decrease, Amendment A-14 - Phase 2 Contingency Increase

Mr. Monin presented these items to the Board, explaining that the remaining Owner's Contingency from Phase 1 is being transferred to Phase 2 as Phase 1 nears completion.

MOTION: Mr. Scott made a motion to approve and authorize the Airport Director to sign Amendment A-13 reducing the Phase 1 GMP by $740,705.63 to $75,060,997.37 and Amendment A-14 increasing the Phase 2 GMP by $740,705.63 to $52,372,715.63.
SECOND: Mr. Janisse
MOTION PASSED: 7-0

Business Item 5 – Runway 2/20 Project - Change Order #3

Mr. Monin presented this item to the Board, explaining that an electrical subcontractor identified a conflict between the communication cable and the airfield lighting cable. Based on the FAA's recommendation, the communication cable will be rerouted.

MOTION: Mr. Jackola made a motion to approve and authorize the Airport Director to sign Runway 2/20 Project - Change Order #3 in the amount of $98,632.98.
SECOND: Mr. Scott
MOTION PASSED: 7-0

Business Item 6 - Airport Director's Authority to Purchase Limit

Mr. Ratkowski presented this item to the Board, explaining that the complexity and fast-paced nature of the Runway 2/20 Project may require timely approval of high-priority changes. He requested an increase to the Airport Director's purchasing authority to allow for quicker response times. Following discussion, Mr. Scott and Mr. Liechti recommended increasing the limit to $250,000, with the Airport Director required to consult with the Board Chair prior to approval and notify the full Board by email immediately after execution. Any purchase exceeding $250,000 would require an emergency Board meeting.

MOTION: Mr. Scott made a motion to approve the requested action, as amended, authorizing the

Airport Director to sign Runway 2/20 Project-related contracts and contract amendments not to exceed $250,000, subject to consultation with the Board Chair prior to approval and notification of the full Board following execution.
SECOND: Mr. Janisse
MOTION PASSED: 7-0

Business Item 7– 457(b) Resolution – Establish Deferred Compensation Plan

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

MOTION: Mr. Scott made a motion to approve Resolution 2026-02 to Establish and Participate in the State of Montana 457(b) Deferred Compensation Plan and authorize the Airport Director to sign the Adoption Agreement with the Public Employees' Retirement Board to implement the plan for eligible employees.
SECOND: Mr. Beams
MOTION PASSED: 7-0

Business Item 8– Flexible Spending Account (FSA) Resolution – Expanding Employee Benefit Offering

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

MOTION: Mr. Beams made a motion to approve Resolution 2026-03 to Establish a Flexible Spending Account (FSA) Plan and authorize the Airport Director to execute agreements with the selected plan administrator to implement the FSA program for eligible employees.
SECOND: Mr. Jackola
MOTION PASSED: 7-0

DISCUSSION ITEMS

None

FINANCIALS

Financial Statements – Ms. Donofiro presented the April 2026 financials.

May Check Summaries – Ms. Donofiro presented the May 2026 check summaries for checks numbered 52956 through 53096 and the direct deposits for the May payroll periods.

MOTION: Mr. Beams made a motion to approve the April 2026 financials and the May 2026 check summaries as presented.
SECOND: Mr. Scott
MOTION PASSED: 7-0

MANAGEMENT REPORT – ATTACHED

EXECUTIVE SESSION

The Board entered into Executive Session at 5:07 PM

The Board returned from Executive Session at 6:49 PM

COMPENSATION AND REVIEW COMMITTEE REPORT

The Compensation and Review Committee made a final decision regarding the FY27 Director Compensation. The compensation details were provided via email from Mr. Scott to the Director of Finance.

COMMISSIONERS' COMMENTS – None

CHAIRMAN'S COMMENTS - None

MEETING ANNOUNCEMENT

Mr. Liechti announced the date for the next regular board meeting will be Thursday, July 16, 2026.

ADJOURN

Mr. Liechti adjourned the meeting at 6:50 P.M.

Approved: ______________________
Marc Liechti
Board Chairman

Attest: ______________________
Rob Ratkowski
Airport Director