



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Monday, June 20, 2022**



- 1. Call to Order & Roll Call:** The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President Jeannie Quirk on Monday, June 20, 2022, at 5:00 pm.

**Members Present:**

Jeannie Quirk, Vice President  
Jon Timpane, Treasurer  
David Isaacson  
Roger Saccoman  
Terry Samsa

Barrett Ziemer, Executive Director  
Travis Marsh, Assistant Director  
Richard Prebich, Airport Attorney

**Others Present:** Darren Christopher, RS&H  
Joe Sjoberg, RS&H  
Jeff Sterle, Sterle & Company

- 2. Acceptance of Agenda:**

A motion to accept the agenda with the following changes:  
New Business F: Drivers Training Course  
Old Business E 3: RSA Construction Administration

Motion was made by Director Timpane supported by Director Saccoman. Motion carried. Director Furlong absent.

- 3. Approval of Minutes:**

Motion was made by Director Isaacson supported by Director Samsa to approve the meeting minutes of the May 16, 2022, regular meeting. Motion carried. Director Furlong absent.

**4. Communications:**

A. Airline Enplanement Report for May 2022 to be discussed in Executive Director Report.

**5. Public Forum:**

There was no public forum.

**6. Tenant Forum:**

There was no tenant forum.

**7. Old Business:**

A. Master Plan update and payment request

1. No payment due. Project Completion at 90%.
2. Master Plan TAC Meeting is scheduled for June 28, 2022 at 1:00 PM
3. Master Plan Public Meeting is scheduled for June 28, 2022 at 5:00 PM hosted at the airport terminal.

B. FBO Interior Remodel update and payment request:

1. RS&H Invoice# 2141934003-3. \$3,821.20. Motion to accept and authorize payment made by Director Isaacson, supported by Director Timpane. Motion carried. Director Furlong absent.
2. Max Gray Construction Pay Application. No payment due.

C. Runway 4-22 Crack Seal, Seal coat project update and payment request  
No payments due

D. FBO Hangar Construction project update and payment request:

1. RS&H C/A-- No payment due
2. Max Gray Construction—Pay App # 5 for \$19,925.30. Motion to accept and authorize payment made by Director Timpane, supported by Director Saccoman. Motion carried. Director Furlong absent.

E. RSA EA/CATEX project update and payment request(s)

1. RS&H invoice#--No payment due
2. RS&H invoice# 10141934002-2 for \$99,730.60.  
Motion to accept and authorize payment was made by Director Saccoman and supported by Director Timpane. Motion carried. Director Furlong absent.
3. RS&H 2022-03 RS&H for Construction Administration during the RSA project. \$449,228 which required an IFE (independent fee estimate) Karvaako. A motion to accept and authorize the payment for the work order was made by Director Issacson and supported by Director Timpane. Motion carried. Director Furlong absent.

F. Industrial Park building expansion and project update

1. No payment due and project update will be forthcoming

**8. New Business:**

- A. Approval of FY2021 Audit Report presented by Jeff & Bonnie Sterle of Sterle & Company. Audit was successfully completed. However, as noted in the past a deficiency for lack of segregation of duties exists. This is not unexpected as the CHAA consists of a small staff.
- B. City of Hibbing Land Use Proposal—The city of Hibbing is possibly looking at acquiring property from the airport for a potential business.
- C. Approve Titan Aviation Fuel Contract Renewal—A motion was made Director Timpane, supported by Director Samsa to renew the Titan Aviation Fuel contract for 5 years. Motion passed. Director Furlong absent.

- D. Set Joint Levy Meeting with City of Chisholm and Hibbing for August 15<sup>th</sup> at 6PM  
Motion was made by Director Timpane, supported by Director Samsa. Motion passed. Director Furlong absent.
- E. Approve MNDOT Office of Aeronautics Grant# A6902-M022 & MO03 State M&O for \$103,739. Motion was made by Director Timpane, supported by Director Samsa. Motion passed. Director Furlong absent.

9. **Attorney's Report:** Attorney Prebich had nothing new to report.

10. **Executive Director's Report:**

- A. May 2022 had a total of 852 enplanements, which is an 12.5% decrease from last year at this time. June 2022 has a new schedule (flight times) and is being closely monitored.
- B. FAA Part 139 Certification and Safety Inspection has been successfully completed. A few discrepancies were noted including some surface markings that need to be adjusted, day/night inspections needing to have one completed during daylight hours and one completed during hours of darkness, as well as RSA improvements. All have been discussed and scheduled to address.

11. **Committee Report:** None

12. **Accounts Payable:**

Motion was made by Director Timpane, supported by Director Samsa to approve the May 2022 payables to date in the amount of \$635,445.45. Motion carried. Director Furlong absent.

13. **Accounts Payable:**

Motion was made by Director Samsa, supported by Director Isaacson to approve the June 2022 payables to date in the amount of \$173,975.06. Motion carried. Director Furlong absent.

14. **Treasurer's Report and Review of Financial Records:**

Director Timpane presented the following report(s):

**Chisholm-Hibbing Airport Authority**

**Treasurer's Report of Cash Holdings**

	<b>Current Month May 31, 2022</b>	<b>Past Month April 30, 2022</b>	<b>Percentage of Change</b>	<b>Last Year May 31, 2021</b>	<b>Percentage of Change</b>
<b>Cash Account:</b>					
Petty Cash	\$ 400.00	\$ 400.00	0.0000%	\$ 400.00	0.0000%
Fueling Facility Petty Cash	\$ 200.00	\$ 200.00	0.0000%	\$ 200.00	0.0000%
General Checking	\$ 1,117,918.46	\$ 618,972.58	80.6087%	\$ 32,949.65	3292.8083%
Fueling Facility Checking	\$ 65,542.56	\$ 47,801.45	37.1142%	\$ 44,566.65	47.0664%
General Savings	\$ 25,005.41	\$ 25,004.31	0.0044%	\$ 363,801.20	-93.1266%
Fueling Facility Savings	\$ 525,225.66	\$ 520,203.61	0.9654%	\$ 415,063.77	26.5410%
EDA Savings	\$ 683,804.20	\$ 683,673.08	0.0192%	\$ 1,041,511.22	-34.3450%
PFC Savings	\$ 648,602.82	\$ 642,897.46	0.8874%	\$ 593,723.76	9.2432%
OPEB Fund	\$ 154,221.92	\$ 154,192.35	0.0192%	\$ 153,965.24	0.1667%
<b>Total of Cash Accounts</b>	<b>\$ 3,220,921.03</b>	<b>\$ 2,693,344.84</b>	<b>0.20</b>	<b>\$ 2,646,181.49</b>	<b>3248%</b>

**MISC ACCOUNT NOTES**

(Please see attached cash account register report for details.)

1. **Petty Cash Accounts** - Normal Account Balances
2. **General Checking Expenses** - Total Payments: \$537,014.51 (\$53,222.18 Max Gray, \$265,631.05 RS&H.)
3. **General Checking Revenue** - Total Receipts \$1,038,924.18 (\$749,530 MNDOT ARFF Truck & MP Reimbursement, 138,906.06 April ARPA)
4. **Fuel Checking Expenses** - Total Payments: \$98,430.94 (\$34,565.11 JETA purchased, \$15,723.57 AvGas Purchased & \$30,000 transferred to fuelsv)
5. **Fuel Checking Receipts** - Total Receipts \$116,172.05 (\$25,000 transferred from Fuel Savings)
6. **General Savings** - Interest Earned = \$1.10 Total Transfers From General Checking = \$0, Total transferred to Gen Checking=\$0
7. **Fuel Savings** - Interest Earned = \$22.05 Total Transfers to Fuel Checking= \$25,000 Total Receipts from Fuel Checking= \$30,000
8. **EDA Savings**- Interest Earned = \$131.12
9. **PFC Savings**- Interest Earned = \$97.30 Total Receipts = \$5,608.06
10. **OPEB Fund** - Interest Earned = \$29.57

Motion was made by Director Samsa and supported by Director Saccoman to approve the Treasurer's Report and Financial Records as presented. Motion carried. Director Furlong absent.

**15. Board Concerns:** None stated

**16. Adjournment:**

There being no further discussion, it was moved by Director Timpone, supported by Director Samsa to adjourn the meeting at 6:30 P.M. Motion carried. Director Furlong absent.

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Chisholm-Hibbing Airport Authority  
Michael Furlong, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Travis Marsh, Assistant Director