



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Monday, July 18, 2022**



1. **Call to Order & Roll Call:** The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President Michael Furlong on Monday, July 18, 2022, at 5:00 pm.

**Members Present:**

Michael Furlong, President  
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  
Aaron Baudeck  
Shaun, Red Rock Hotel

2. **Acceptance of Agenda:**

A motion to accept the agenda with the following changes:  
New Business: B1 Worker's Compensation Insurance  
B2 Annual Liability Insurance

Motion was made by Director Quirk supported by Director Isaacson. Motion carried unanimously.

**3. Approval of Minutes:**

Motion was made by Director Samsa supported by Director Quirk to approve the meeting minutes of the June, 2022, Regular Meeting. Motion carried unanimously.

Motion was made by Director Timpane supported by Director Quirk to approve the meeting minutes of the June 28, 2022 Special Meeting of the Public Plan Master Plan Presentation from 5:30 to 7 PM. Motion carried unanimously.

**4. Communications:**

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

B. Letter of Support—Minnesota Forest Zone Trappers Association—A motion was made to approve submitted a letter of support by Director Isaacson and supported by Director Quirk. Motion carried unanimously.

C. MN/DOT Aeronautics SFY2023 Funding Letter. MNDOT has stated they support the new airport zoning project, and a grant is expected.

**5. Public Forum:**

A. Red Rock Hotel Renovation Update. Aaron Baudeck and Shaun (owner of the Red Rock Hotel) informed the board of the hotel renovations taking place and expressed their support for the area.

**6. Tenant Forum:**

There was no tenant forum.

**7. Old Business:**

A. Master Plan update and payment request. Master Plan is winding down and needs final FAA approval before last 10% of funds can be reimbursed. That is expected to take up to a year for final closeout.

B. FBO Interior Remodel update and payment request:

1. AbateTek Invoice: \$14,600 A motion was made by Director Timpane and supported by Director Quirk to authorize the payment. Motion carried unanimously.

C. Runway 4-22 Crack Seal, Seal coat project update and payment request

No payment is due. Work is expected to begin July 25, 2022 and last roughly ten days. It will require both runways to be closed at times but is not expected to have any impacts to the scheduled commercial flights.

D. FBO Hangar Construction project update and payment request:

1. RS&H C/A Invoice# 2141934001-
2. Max Gray Construction—Pay App # 6 for \$843,586.55. Motion to accept and authorize payment made by Director, supported by Director  
Motion carried unanimously.

D. Industrial Park building expansion and project update. Project is expected to be bid in August and thus have known cost in September.

**8. New Business:**

A. Resolution to apply for IRRRB Community Infrastructure Grant for taxi lane rehabilitation improvement. Motion was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

B. League of Minnesota Insurance

1. Worker's Compensation had a decrease to \$23, 973 Premium. Motion to accept new premium was made by Director Timpane and supported by Director Saccoman. Motion carried unanimously.
2. Airport Liability Premium increased \$1,000 but will lock in for an additional three years. Annual Premium \$10,768 Premium. Motion to accept was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.

9. **Attorney's Report:** Attorney Prebich sent a letter, to the individual who damaged the airport perimeter fence, regarding working out a payment plan.

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

A. June 2022 had a total of 845 enplanements, which is an 27.3% decrease from last year at this time. June 2022 has a new schedule (flight times), the evening outbound flight makes it difficult to make connections at MSP.

B. Local Airline Service Action Committee (LSAC) meeting update. Meeting took place in Bemidji and the owner of Landline was the guest speaker.

11. **Committee Report:**

A. Finance Committee—2023 Budget Review—It is expected a 13.5% levy increase will be needed. This is still below the 2019 levy. The next joint meeting to approve the levy is scheduled for Monday August 15 at 6pm (following the Regular CHAA Meeting at 5PM).

12. **Accounts Payable:**

Motion was made by Director Timpane, supported by Director Quirk to approve the June 2022 payables to date in the amount of \$378,127.85. Motion carried unanimously.

13. **Accounts Payable:**

Motion was made by Director Samsa, supported by Director Quirk to approve the July 2022 payables to date in the amount of \$89,145.51. Motion carried unanimously.

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**

	Current Month June 30, 2022	Past Month May 31, 2022	Percentage of Change	Last Year June 30, 2021	Percentage of Change
<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	\$ 1,448,057.67	\$ 1,117,918.46	29.5316%	\$ 38,744.96	3637.4091%
Fueling Facility Checking	\$ 61,578.95	\$ 65,542.56	-6.0474%	\$ 47,125.62	30.6698%
General Savings	\$ 25,007.40	\$ 25,005.41	0.0080%	\$ 354,293.17	-92.9416%
Fueling Facility Savings	\$ 525,247.24	\$ 525,225.66	0.0041%	\$ 410,081.93	28.0835%
EDA Savings	\$ 683,968.13	\$ 683,804.20	0.0240%	\$ 1,041,661.03	-34.3387%
PFC Savings	\$ 652,918.38	\$ 648,602.82	0.6654%	\$ 597,928.70	9.1967%
OPEB Fund	\$ 154,258.89	\$ 154,221.92	0.0240%	\$ 153,987.39	0.1763%
<b>Total of Cash Accounts</b>	<b>\$ 3,551,636.66</b>	<b>\$ 3,220,921.03</b>	<b>10.27%</b>	<b>\$ 2,644,422.80</b>	<b>3578%</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: \$255,839.75 (\$19,925.30 Max Gray, \$18,887.62 City of Hibbing.)
3. General Checking Revenue - Total Receipts \$585,978.96 (\$122,184.86 May22 ARPA, \$234,030 St. Louis Cty Tax Adv, \$78,382 MP Reimbursement)
4. Fuel Checking Expenses - Total Payments: \$122,288.10 (\$101,557.86 JETA purchased, \$0 AvGas Purchased & \$0 transferred to fuelsv)
5. Fuel Checking Receipts - Total Receipts \$118,324.49 (\$0 transferred from Fuel Savings)
6. General Savings - Interest Earned = \$1.99 Total Transfers From General Checking = \$0, Total transferred to Gen Checking=\$0
7. Fuel Savings - Interest Earned = \$21.58 Total Transfers to Fuel Checking= \$0 Total Receipts from Fuel Checking= \$0
8. EDA Savings- Interest Earned = \$163.93
9. PFC Savings- Interest Earned = \$156.11 Total Receipts = \$4,159.45
10. OPEB Fund - Interest Earned = \$36.97

Motion was made by Director Timpane and supported by Director Quirk to approve the Treasurer's Report and Financial Records as presented. Motion carried unanimously.

**15. Board Concerns:** None stated

**16. Adjournment:**

There being no further discussion, it was moved by Director, supported by Director to adjourn the meeting at P.M. Motion carried unanimously.

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Chisholm-Hibbing Airport Authority  
Michael Furlong, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Travis Marsh, Assistant Director