



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting & Joint Meeting,
City Councils of Chisholm, Hibbing & Airport Authority
Monday, August 15, 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, August 15, 2022, at 5:10 pm.

Members Present:

Michael Furlong, President
Jon Timpane, Treasurer
David Isaacson
Roger Saccoman

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

Others Present: Darren Christopher, RS&H

2. Acceptance of Agenda:

A motion to accept the agenda with the following changes:

Motion was made by Director Isaacson supported by Director Saccoman. Motion carried. Director Quirk & Samsa absent.

3. Approval of Minutes:

Motion was made by Director Timpane supported by Director Isaacson to approve the meeting minutes of the July 18, 2022, Regular Meeting. Motion carried. Director Quirk & Samsa absent.

4. Communications:

- A. Airline Enplanement Report for July 2022 to be discussed in Executive Director Report.
- B. FAA reauthorization reform letter from Airport's Council International (ACI) and American Association of Airport Executives (AAAE). Discussion of ongoing funding regarding Passenger Facility Charges (PFCs).

5. Public Forum:

There was no public forum.

6. Tenant Forum:

There was no tenant forum.

7. Old Business:

- A. FBO Interior Remodel update and payment request:
 - 1. A motion to accept and authorize Max Gray Construction Pay App#1 for \$20,587.54 was made by director Saccoman, supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.
- B. Runway 4-22 Crack Seal, Seal coat project update and payment request
 - 1. RS&H design invoice# 2141934005-2: \$13,891.50 Motion to accept and authorize payment made by Director Timpane and supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.
 - 2. RS&H CA invoice# 10141735011-7: \$4,400 Motion to accept and authorize payment made by Director Timpane and supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.
- C. FBO Hangar Construction project update and payment request:
 - 1. RS&H C/A Invoice# 2141934001-2 \$16,400. Motion to accept and authorize payment made by Director Saccoman and supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.

2. Max Gray Construction—Pay app#7 for \$308,747.61. Motion to accept and authorize payment made by Director Isaacson and supported by Director Saccoman. Motion carried. Director Quirk & Samsa absent.

D. Runway Safety Area Improvement project update:

1. FAA grant agreement 3-27-0041-047-2022 \$4,158,282.00 90% Federal and 10% local. With additional funding sources agreement will be reviewed and updated.
2. Approve MNDOT companion agreement 1051176 state project# A6902154. This contributes to cutting the local share to 5%. Motion to authorize Executive Director and CHAA President to accept and execute grant made by Director Timpane and supported by Director Saccoman. Motion carried. Director Quirk & Samsa absent.
3. RS&H Design invoice# 10141934002-3: \$49,865.30. Motion to accept and authorize payment was made by Director Timpane and supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.

E. Industrial Park building expansion and project update.

1. Approve RS&H invoice# 10191934004-1: \$234,320.85 Motion to accept and authorize payment was made by Director Isaacson and supported by Director Timpane. Motion carried. Director Quirk & Samsa absent.
2. Motion to authorize lease amendment of deferred rent from 1.9 million to 3.8 million made by Director Saccoman and supported by Director Timpane. Motion carried. Director Quirk & Samsa absent.

8. New Business:

- A. 6:00 PM Joint meeting with city of Chisholm and Hibbing to approve 2023 tax levy of \$666,468. Motion to accept and approve proposed levy was made by Director Timpane and supported by Director Isaacson. Motion carried. Director Quirk & Samsa absent.

At joint meeting City of Chisholm voted and approved levy. City of Hibbing expected to approve the levy soon but wanted to give the new city administrator more time for review.

B. Minnesota Pollution Control Agency. PFAS sampling template and RS&H work order. Tabled until next meeting.

C. Hibbing Public Utility Land Purchase proposal. City of Hibbing is interested in purchasing up to 5 acres of property owned by the Airport Authority.

D. TSA baggage equipment upgrade project:

1. Max Gray Proposal. Time and Material not to exceed \$9,300. Motion to accept and authorize proposal made by Director Timpone and supported by Director Saccoman. Motion carried. Director Quirk & Samsa absent.

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

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

A. July 2022 had a total of 1,207 enplanements, which is an 24.75% decrease from last year at this time. September 2022 has a new schedule (flight times) and will tag the mid-day flight with International Falls Airport.

B. Sun Country Airlines expected to resume service in the fall.

11. **Committee Report:**

No Committee report.

12. **Accounts Payable:**

Motion was made by Director Isaacson, supported by Director Saccoman to approve the July 2022 payables to date in the amount of \$1,237,214.54. Motion carried. Director Quirk & Samsa absent.

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 \$107,263.23. Motion carried. Director Quirk & Samsa 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**

	Current Month July 31, 2022	Past Month June 30, 2022	Percentage of Change	Last Year July 31, 2021	Percentage of Change
Cash Account:					
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	\$ 753,247.48	\$ 1,448,057.67	-47.9822%	\$ 37,572.91	1904.7622%
Fueling Facility Checking	\$ 87,512.31	\$ 61,578.95	42.1140%	\$ 41,913.46	108.7929%
General Savings	\$ 25,009.39	\$ 25,007.40	0.0080%	\$ 107,412.45	-76.7165%
Fueling Facility Savings	\$ 550,268.24	\$ 525,247.24	4.7637%	\$ 475,017.89	15.8416%
EDA Savings	\$ 684,061.82	\$ 683,968.13	0.0137%	\$ 1,041,780.89	-34.3373%
PFC Savings	\$ 656,630.94	\$ 652,918.38	0.5686%	\$ 603,254.67	8.8480%
OPEB Fund	\$ 154,280.02	\$ 154,258.89	0.0137%	\$ 154,005.12	0.1785%
Total of Cash Accounts	\$ 2,911,610.20	\$ 3,551,636.66	-18.02%	\$ 2,461,557.39	1927%

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: \$1,148,380.41 (\$843,586.55 Max Gray, \$109,179.40 RS&H)
3. General Checking Revenue - Total Receipts \$453,570.22 (\$95,001.53 JUNE22 ARPA, \$112,196.92 IRRR #1 RSA, \$100,298.14 STL CTY Tax App)
4. Fuel Checking Expenses - Total Payments: \$88,834.13 (\$36,588.13 JETA purchased, \$0 AvGas Purchased & \$25,000 transferred to Fuel Savings)
5. Fuel Checking Receipts - Total Receipts \$114,767.49 (\$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 = \$21.00 Total Transfers to Fuel Checking= \$0 Total Receipts from Fuel Checking= \$25,000
8. EDA Savings- Interest Earned = \$93.69
9. PFC Savings- Interest Earned = \$89.61 Total Receipts = \$3,622.95
10. OPEB Fund - Interest Earned = \$21.13

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

15. **Board Concerns:** None stated

16. **Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Isaacson to adjourn the meeting at 6:55 P.M. Motion carried. Director Quirk and Director Samsa absent.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Travis Marsh, Assistant Director