



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, October 17, 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, October 17 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
Darren Christopher, RS&H

Others Present:

- 2. Acceptance of Agenda:**

A motion to accept the agenda with the following changes:
Old Business item C. 4 Amendment to MNDOT Grant

Motion was made by Director Jeannie Quirk supported by Director Terry Samsa.
Motion carried unanimously.

- 3. Approval of Minutes:**

Motion was made by Director Quirk supported by Director Timpane to approve the meeting minutes of the September 19th 2022, Regular Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for September 2022 to be discussed in Executive Director Report.
- B. Resolution 9-19-2022-1: Accept Loan Funding from IRRR and mortgage closing cost expense with First American Title for Detroit Reman 60,000 sq ft. expansion project.

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. Max Gray Construction Pay App request #3 for \$86, 785.40 (70/30 State Grant) end date expected 10/31/22. Motion to authorize and submit payment was made by Director Quirk and supported by Director Timpane. Motion carried unanimously.
- B. Runway 4-22 Crack Seal, Seal coat project update and payment request
 - 1. RS&H CA/RPR Engineering invoice# 10141934005-4 \$5,485.00. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
 - 2. Fahrner Asphalt construction pay app waiting on retainage.
- C. FBO Hangar Construction project update and payment request:

1. RS&H C/A Invoice# 3 \$ 16,400. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
2. Max Gray Construction—Pay App #9 for \$402,097.59. Motion to accept and authorize payment made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
3. KGM Pay Site Prep Construction App #3 (Final)-\$54, 418.24 Motion to accept and authorize payment was made by Director Timpane and supported by Director Saccoman. Motion carried unanimously.
4. Amendment MNDOT Grant Parking Lot Lighting (60/40) Motion to approve grant amendment made by Director Samsa and supported by Director Quirk. Motion carried unanimously.

D. Runway Safety Area Improvement project update:

1. RS&H Invoice#-- No pay app was due
2. Runway Closure Schedule: May 30th through June 18th, 2023

E. Industrial Park building expansion and project update.

1. Approve RS&H Design invoice# 10191934004-3: \$86,785.50 Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
2. Lease Amendment
3. Max Gray GMP contract amendment

8. New Business:

- A. League of MN Cities Property & Mobile Equipment Insurance Policy Renewal—October 17, 2022- October 17, 2023 \$49,333—4.4% less than 2021 renewal. Motion to Accept and Authorize property renewal was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.

9. **Attorney's Report:** Attorney Prebich made the recommendation to adopt city ordinance regarding political campaign signs once those become established.

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

A. September 2022 had a total of 1,133 enplanements, which is an 2.44% increase from last year at this time. Total enplanements for the year are at 9,962.

Sun Country Airlines has two charter flights schedule currently November 11-14th and December 12-16th

B. PFAS Sampling- awaiting results

C. Sale of property to Hibbing Public Utilities—LOI was drafted by the city of Hibbing for purchase of 3 acres of land owned by the CHAA.

D. Rescind resolution 9-19-2022: Authorizing City of Hibbing to apply for, accept and administer a \$1.5 million grant from MN/DEED Innovative Business Development Public Infrastructure Grant. Motion was made by Director Quirk and supported by Director Saccoman. Motion carried unanimously.

11. **Committee Report:**

No Committee reports.

12. **Accounts Payable:**

Motion was made by Director Quirk, supported by Director Timpane to approve the September 2022 payables to date in the amount of \$1,132,247.36. Motion carried unanimously.

13. **Accounts Payable:**

Motion was made by Director Quirk, supported by Director Isaacson to approve the September 2022 payables to date in the amount of \$161,958.26. 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 September 30, 2022	Past Month August 31, 2022	Percentage of Change	Last Year September 30, 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	\$ 68,786.38	\$ 649,530.83	-89.4098%	\$ 31,424.08	118.8970%
Fueling Facility Checking	\$ 70,597.97	\$ 105,634.77	-33.1679%	\$ 63,663.31	10.8927%
General Savings	\$ 25,013.77	\$ 25,011.65	0.0085%	\$ 52,418.13	-52.2803%
Fueling Facility Savings	\$ 446,677.75	\$ 550,293.12	-18.8291%	\$ 365,058.62	22.3578%
EDA Savings	\$ 100,345.74	\$ 100,304.25	0.0414%	\$ 1,042,050.63	-90.3704%
PFC Savings	\$ 665,227.58	\$ 154,356.53	330.9682%	\$ 614,020.34	8.3397%
OPEB Fund	\$ 154,420.39	\$ 154,356.53	0.0414%	\$ 154,044.99	0.2437%
Total of Cash Accounts	\$ 1,531,669.58	\$ 1,740,087.68	-11.98%	\$ 2,323,280.10	18%

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: \$1,014,813.94 (\$320,352.68 Max Gray, \$332,965.50 RS&H, \$149,578.60 Fahrner Asphalt)

3. General Checking Revenue - Total Receipts \$434,069.49 (\$100,000 borrowed from Fuel Savings, \$101,403.64 Aug ARPA)

4. Fuel Checking Expenses - Total Payments: \$117,433.42 (\$31,398.15 JETA purchased, \$0 AvGas Purchased & \$70,000 transferred to Fuel Savings)

5. Fuel Checking Receipts - Total Receipts \$82,396.62 (\$0 transferred from Fuel Savings)

6. General Savings - Interest Earned = \$2.12 Total Transfers From General Checking = \$0, Total transferred to Gen Checking=\$0

7. Fuel Savings - Interest Earned = \$24.53 Total Transfers to Fuel Checking= \$173,639 Total Receipts from Fuel Checking= \$70,000

8. EDA Savings- Interest Earned = \$41.49

9. PFC Savings- Interest Earned = \$274.80 Total Receipts = \$4.39

10. OPEB Fund - Interest Earned = \$63.86

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

15. Board Concerns: Director Samsa commended the career of local pilot and Master Pilot Award winner Keith Knoop, who recently sold a plane Keith has flown for many years.

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Quirk to adjourn the meeting at 6:10 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Travis Marsh, Assistant Director