



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, November 21, 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, November 21 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
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 D: ARFF Truck that was previously donated from Grand Rapids

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

- 3. Approval of Minutes:**

Motion was made by Director Quirk supported by Director Timpane to approve the meeting minutes of the October 17th 2022, Regular Meeting. Motion carried unanimously.

Motion was made by Director Timpane supported by Director Quirk to approve the meeting minutes of the November 7th 2022, Special Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for October 2022 to be discussed in Executive Director Report.
- B. Chisholm & Hibbing City Council Resolutions approving sale of property to Hibbing PUC.
- C. SkyWest Part 135 commuter authority letter of support.
- D. Press Release: Reduction to weekly SkyWest flight schedule below EAS contract levels.

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 #4 for \$132,227.30 (70/30 State Grant). Motion to authorize and submit payment was made by Director Isaacson and supported by Director Timpane. Motion carried unanimously. It was noted that the Fuel Savings Account would be used to assist with purchase of furniture, television sets, etc. Additionally, the airport will dispose of the old furniture and supplies deemed to be unfit for the new remodel.
- B. FBO Hangar Construction project update and payment request(s):

1. RS&H CA invoice# 10141934001-4 \$32,800. 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 # 10 \$369,614.85. Motion to accept and authorize payment was made by Director Isaacson and supported by Director Quirk. Motion carried unanimously.

C. Industrial Park building expansion, project update & payment request(s)

1. RS&H design Invoice# 4 \$ 86,785.50. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
2. IRRR Loan and closing date update

D. The Chisholm Hibbing Airport Authority deemed the ARFF truck donated by Grand Rapids as excess inventory and was planning to auction it. However, St. Cloud Airport needed an ARFF truck and expressed interest in the truck. A motion to rescind the previous motion to sell the ARFF truck and now instead donate it to St. Cloud Airport was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

8. New Business:

- A. 2023 hourly, salary and wage benefit updates. Increase of 5% for hourly rate. Motion to set the hourly and salary wage as stated in the budget made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
- B. Set January (Martin Luther King Jr. Day) meeting date as third Tuesday of the month (January 17th). Motion was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.
- C. Set February (Presidents' Day) meeting date as third Tuesday of the month (February 21st). Motion was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

9. Attorney's Report: Attorney Prebich and Executive Director Ziemer are looking into the tree obstruction file.

10. Executive Director’s Report:

A. October 2022 had a total of 1,144 enplanements, which is an 8.75% increase from last year at this time. Total enplanements for the year are at 11,106.

Sun Country Airlines charter flights November 11 experienced issues causing a delay to depart until the 12th and returned the 14th. Currently, have another charter flight scheduled December 12-16th

B. PFAS Sampling results-Still awaiting tests results

C. Sale of property to Hibbing Public Utilities—No update

D. Terminal movie filming update—Completed last Tuesday.

11. Committee Report:

No Committee reports.

12. Accounts Payable:

Motion was made by Director Samsa, supported by Director Quirk to approve the October 2022 payables to date in the amount of \$649,034.71. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Quirk, supported by Director Isaacson to approve the November 2022 payables to date in the amount of \$95,562.76. 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						
	<u>Current Month</u>		<u>Past Month</u>	<u>Percentage</u>	<u>Last Year</u>	<u>Percentage</u>
	<u>October 31, 2022</u>		<u>September 30, 2022</u>	<u>of Change</u>	<u>October 31, 2021</u>	<u>of Change</u>
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	\$ 611,800.10		\$ 68,786.38	789.4204%	\$ 461,828.28	32.4735%

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

15. Board Concerns:

- A. Chisholm Board member term expiring 12/31/2022—Jeannie Quirk
- B. Hibbing Board member term expiring 12/31/2022—Michael Furlong

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Saccoman to adjourn the meeting at 6:13 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Travis Marsh, Assistant Director