



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, December 19, 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, December 19 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:  
Communications B: Bill of Sale to St. Cloud Aviation for Av Gas truck.  
Old Business A 3.) Change Order #1 FBO Project

Motion was made by Director Samsa supported by Director Quirk. Director Timpane was tardy, motion carried.

**3. Approval of Minutes:**

Motion was made by Director Quirk supported by Director Samsa to approve the meeting minutes of the November 21 2022, Regular Meeting. Director Timpane was tardy, motion carried.

Motion was made by Director Quirk supported by Director Saccoman to approve the meeting minutes of the December 9 2022, Special Meeting. Director Timpane was tardy, motion carried.

**4. Communications:**

- A. Airline Enplanement Report for November 2022 to be discussed in Executive Director Report.
- B. Bill of Sale AvGas truck 1990 Ford was donated to St. Cloud Aviation after it was taken out of service and MNDOT approved the transaction. Motion to approve bill of sale made by Director Quirk and supported by Director Isaacson. Director Timpane was tardy, motion carried.

**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. RS&H invoice# 10141934003-4 \$3,821.20. This is the final engineering invoice. Motion to accept and authorize payment was made by Director Quirk and supported by Director Samsa. Motion carried unanimously.
  - 2. Max Gray Construction—Pay App# 5 \$97,292.93 Motion to accept and authorize payment was made by Director Quirk and supported by Director Samsa. Motion carried unanimously.

3. Change Order#1 \$4,004 additional payment bringing total to \$468,954. Change order included led lighting and upgraded ceiling tile for employee training room, and additional painting for FBO offices. Motion to accept and authorize the change order was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.

B. FBO Hangar Construction project update and payment request(s):

1. RS&H Hangar Site CA invoice# 10141934001-5 \$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 # 11 \$105,995.15. Motion to accept and authorize payment was made by Director Quirk and supported by Director Timpane. Motion carried unanimously.

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

1. RS&H design Invoice# 10141934004-5 \$130,178.25. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.

- D. Runway Safety Area project update: RS&H invoice#4 \$99,730.60. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.

**8. New Business:**

- A. Master Agreement between CHAA & Sun Country Airlines. Sun Country approached the airport to check if in the event of a special event such as they are unable to land at MSP due to weather would they be allowed to divert to HIB. It would be noted the CHAA would have the final call to determine if they could accommodate the aircraft at that time. No decision has been made; it is only informative for consideration at this time.
- B. Sterle & Company annual audit proposal. Costs are not to exceed \$8,900. Motion to accept and authorize the proposal was made by Director Samsa and supported by Director Isaacson. Motion carried unanimously.

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

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

A. November 2022 had a total of 940 enplanements, which is a 5.25% decrease from last year at this time.

Sun Country Airlines charter flights December 12th and 16<sup>th</sup> went very well. However, the passenger count was lower than usual.

11. **Committee Report:**

No Committee reports.

12. **Accounts Payable:**

Motion was made by Director Quirk, supported by Director Isaacson to approve the November 2022 payables to date in the amount of \$653,211.50. Director Saccoman was absent, motion carried.

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 \$141,107.37. Director Saccoman was absent, motion carried.

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 November 30, 2022	Past Month October 31, 2022	Percentage of Change	Last Year October 31, 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	\$ 823,972.39	\$ 611,800.10	34.6800%	\$ 145,543.91	466.1332%
Fueling Facility Checking	\$ 98,890.34	\$ 79,156.70	24.9298%	\$ 36,787.78	168.8130%
General Savings	\$ 25,023.09	\$ 25,018.02	0.0203%	\$ 102,422.48	-75.5688%
Fueling Facility Savings	\$ 516,869.82	\$ 546,763.49	-5.4674%	\$ 190,075.42	171.9288%
EDA Savings	\$ 100,458.35	\$ 100,397.02	0.0611%	\$ 1,042,290.46	-90.3618%
PFC Savings	\$ 674,908.27	\$ 670,287.43	0.6894%	\$ 621,627.18	8.5712%
OPEB Fund	\$ 154,593.68	\$ 154,499.29	0.0611%	\$ 154,080.45	0.3331%
<b>Total of Cash Accounts</b>	<b>\$ 2,395,315.94</b>	<b>\$ 2,188,522.05</b>	<b>9.45%</b>	<b>\$ 2,293,427.68</b>	<b>650%</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: \$527,506.70 (\$60,000 IRRR-2mo pmt, Max Gray \$132,227.30 FBO Remodel, RS&H \$119,585.50)
3. General Checking Revenue - Total Receipts \$739,478.99 (\$262,007.65 MNDOT, \$60,302 Final ARPA, Stl Cty Tax Apportionment \$244,992.01)
4. Fuel Checking Expenses - Total Payments: \$125,784.22 (\$64,631.08 JETA purchased, \$21,298.42 AvGas Purchased & \$0 transferred to Fuel Savings)
5. Fuel Checking Receipts - Total Receipts \$90,503.81 (\$30,000 transferred from Fuel Savings)
6. General Savings - Interest Earned = \$4.25 Total Transfers From General Checking = \$0, Total transferred to Gen Checking=\$0
7. Fuel Savings - Interest Earned = \$85.74 Total Transfers to Fuel Checking= \$173,639 Total Receipts from General Checking= \$100,000
8. EDA Savings- Interest Earned = \$61.33
9. PFC Savings- Interest Earned = \$411.59 Total Receipts = \$4,209.25
10. OPEB Fund - Interest Earned = \$94.39

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

**15. Board Concerns:**

None Stated.

**16. Adjournment:**

There being no further discussion, it was moved by Director Quirk, supported by Director Timpane to adjourn the meeting at 6:15 P.M. Director Saccoman was absent, motion carried.

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Chisholm-Hibbing Airport Authority  
Michael Furlong, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Travis Marsh, Assistant Director