



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, January 17, 2023**



- 1. Call to Order & Roll Call:** The regular and reorganizational meeting of the Chisholm-Hibbing Airport Authority was called to order by President Michael Furlong on Tuesday, January 17, 2023, 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: None

- 2. Acceptance of Agenda:**

A motion to accept the agenda with the following changes:

New Business C: Integris Quote to migrate email hosting to Office 365

Old Business E – Final Runway 4/22 Crack seal, Sealcoat Pay App to Fahrner Asphalt

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

- 3. Approval of Minutes:**

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

4. Communications:

- A. Airline Enplanement Report for December 2023 to be discussed in Executive Director Report.
- B. Sick leave pay out request letter to be discussed in New Business B.
- C. 2023 CHAA Director conflict of interest handouts were provided to Directors and will be on file in the CHAA office.

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# 6 \$12,163.80. Motion to accept and authorize payment was made by Director Issacson and supported by Director Quirk. Motion carried unanimously.
- B. FBO Hangar Construction project update and payment request(s):
 - 1. Max Gray Construction—Pay App # 12 \$332,141.67. Motion to accept and authorize payment was made by Director Timpane and supported by Director Quirk. Motion carried unanimously.
- C. Industrial Park building expansion, project update & payment request(s)
There were no pay applications submitted for approval. Awaiting IRRR to finalize the loan agreement and schedule a mortgage closing date.
- D. Runway Safety Area project update: A motion was made by Director Timpane, supported by Director Isaacson to approve change order (CO) #1 with Uhland Brothers in the amount of \$270,286.00. CO #1 increases the contract amount to \$3,844,286.00. CO #1 consists of the installation of 328 LF of 36" HDPE pipe and

404 LF of 24" x 38" class IV elliptical RCP as well as additional catch basins and subsequent asphalt. CO #1 is eligible for the existing FAA grant. Motion carried unanimously.

- E. Runway 4/22 Crack seal and Sealcoat Project update and payment request: A motion was made by Director Quirk, supported by Director Timpane to make the final payment to Fahrner Asphalt in the amount of \$7,872.56. This payment releases the project retainage. All work has been completed and the project has been closed out with MNDOT Office of Aeronautics. Motion carried unanimously.

8. New Business:

- A. Motion was made by Director Timpane, supported by Director Quirk, to approve the master agreement between Sun Country airlines and CHAA. The agreement would allow Sun Country to use Range Regional Airport as a diversionary airport in the event that they were unable to land at their destination airport. An executed copy of the agreement is on file in the CHAA office. Motion carried unanimously.
- B. A motion was made by Director Timpane, supported by Director Saccoman, to deny the sick leave payout benefit request by Travis Marsh. Travis had earned 494.5 hours of sick leave but his employment agreements specifically states that the payout is only authorized upon retirement and eligible for PERA benefits. Motion carried. Director Isaacson abstained. Executive Director Ziemer will inform Mr. Marsh of the decision.
- C. A motion was made by Director Timpane, supported by Director Quirk to approve the Integris (Compudyne) work order to migrate the CHAA email to Office 365 from its current POP mail service. Integris will also redesign Office 365 and move shared files to domain joined Azure AD. The approved work order is \$7,804.00. Motion approved unanimously.

9. Attorney's Report: No report

10. Executive Director's Report:

- A. December 2022 had a total of 879 Delta enplanements. Delta's tracked enplanements for 2022 totaled 12,407 which was 0.49% higher than 2021.

Sun Country Airlines December charter to Laughlin, NV enplaned 142 passengers. Sun Country operated 5 charter flights to Laughlin for a total of 836

passengers. There are scheduled charters on January 30th – February 3rd and March 16th – 19th.

- B. The owner of the Airway Restaurant contacted the CHAA office indicating that he was putting the property for sale. It was not determined if he would be listing the property and business through a realtor. CHAA has taken this opportunity under advisement but took no further action. There was lengthy discussion about the need for the property as well as the historical use of the property and the possibility of contaminated soil from underground storage tanks.

11. Committee Report:

Personnel Committee: A motion was made by Director Timpane, supported by Director Saccoman to approve the Airport Office Director job description and benefit package, and authorize the Executive Director to advertise, interview, negotiate, and make an offer to the selected candidate. Motion carried unanimously.

12. Accounts Payable:

Motion was made by Director Quirk, supported by Director Isaacson to approve the December 2022 payables to date in the amount of \$883,836.75. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Quirk, supported by Director Isaacson to approve the January 2023 payables to date in the amount of \$63,180.13. Motion carried unanimously.

14. Treasurer's Report and Review of Financial Records:

Motion was made by Director Quirk, supported by Director Isaacson to approve the December 2022 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

None Stated.

16. Adjournment:

There being no further discussion, it was moved by Director Timpone, supported by Director Quirk to adjourn the meeting at 6:30 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Barrett Ziemer, Executive Director