



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, April 17, 2023**

**1. Call to Order & Roll Call:**

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President Jeannie Quirk on Monday, April 17, 2023, at 5:00 pm.

**Members Present:**

Jeannie Quirk, President  
Jon Timpane, Vice President  
Terry Samsa, Treasurer  
Michael Furlong  
David Isaacson

Barrett Ziemer, Executive Director  
Jill Fatticci, Office Administrator  
Richard Prebich, Airport Attorney

**Others Present:**

Mark Vosburg

**2. Acceptance of Agenda:**

A motion was made by Director Furlong supported by Director Samsa to accept the agenda. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Timpane supported by Director Isaacson to approve the meeting minutes of the March 20, 2023, Regular Meeting. Motion carried unanimously.

#### **4. Communications:**

- A. Airline Enplanement Report for March 2023 to be discussed in Executive Director Report.
- B. CHAA Director resignation letter from Roger Saccoman. A motion was made by Director Furlong and supported by Director Isaacson to accept the resignation of Director Saccoman. Motion carried unanimously.

#### **5. Public Forum:**

Mr. Mark Vosburg addressed CHAA stating his terms and timeline for the purchase of Airway Bar and Restaurant.

#### **6. Tenant Forum:**

There was no tenant forum.

#### **7. Old Business:**

- A. FBO Hangar Construction project update and payment request(s):
  - 1. Max Gray Construction—Testing hangar doors today. Hangar scheduled completion date May 15<sup>th</sup>. Pay App # 15, \$364,993.54 to Max Gray Construction. The motion to authorize payment was made by Director Timpane and supported by Director Isaacson. Motion carried unanimously.
- B. Detroit Diesel Industrial Park building expansion, project update:
  - 1. Currently there are no pay applications for Max Gray or invoices for RS&H. Closed on the loan, payments will now be made directly to the contractor. The groundbreaking ceremony is scheduled for May 2<sup>nd</sup>.

#### **8. New Business:**

- A. Motion was made by Director Samsa, supported by Director Timpane, to approve payment for RS&H Work Order #2023-01 for Snow Removal Equipment (SRE) procurement and grant assistance and administration services in the amount of \$10,000.00. Motion carried unanimously.

- B. A motion was made by Director Timpane, supported by Director Furlong, to accept MNDOT office of Aeronautics grant A6902-SM025-Air Service marketing in the amount of \$32,095.71. Motion carried unanimously.

**9. Attorney's Report:**

A motion was made by Director Timpane and supported by Director Furlong to authorize Executive Director Ziemer to contact Mr. Vosburg for more clarification and further negotiation on the Airway property purchase agreement. Motion carried unanimously.

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

- A. Delta Connections and Sun Country March 2023 Enplanement report
  - a. March 2023 had a total of 834 Delta enplanements. Executive Director Ziemer is working on the new airport security program to meet the new TSA requirements. The new security requirements are now due in October.
  - b. The March Sun Country flight was cancelled and rescheduled in April. Sun Country Airlines had 175 passengers for their April flight.
- B. SkyWest Air Service Update
  - a. SkyWest Charter, an affiliate of SkyWest Airlines, has applied for a FAA Part 135 commuter authority air charter certificate. If approved by the DOT, SkyWest Charter would apply for the HIB Essential Air Service (EAS) contract, which expires May 31, 2024. SkyWest Charter would apply for the EAS contract and service HIB with daily jet service, but seating would be limited to 30 instead of the 50-seat aircraft currently serving HIB.

**11. Committee Report:**

Personnel Committee Report tabled until the May 15<sup>th</sup> regular meeting.

**12. Accounts Payable:**

Motion was made by Director Timpane, supported by Director Furlong to approve the March 2023 payables to date in the amount of \$1,130,945.20. Motion carried unanimously.

**13. Accounts Payable:**

Motion was made by Director Furlong, supported by Director Timpane to approve the April 2023 payables to date in the amount of \$416,972.52. Motion carried unanimously.

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

The motion was made by Director Furlong, supported by Director Isaacson to approve the March 2023 treasurers report and report of cash holdings as presented. Motion carried unanimously.

**15. Board Concerns:**

On the weekend of April 9<sup>th</sup>, there was flooding in our Life Link III building due to frozen culverts and ditches being full. CHAA was able to sandbag around the area and had Dave Petrich Cleaning bring in fans and dehumidifiers. The DOT was able to get the drain open first thing on Monday morning. Need to task RS&H to investigate better solution for drainage.

Sent letters to T-hangar tenants who do not currently store aircraft in the hangar. The letter addressed the requirements of the lease stating that the space is to be utilized for the hangaring of an active and licensed aircraft. Most tenants have responded stating that they will be vacating the hangar or will be purchasing another aircraft. Currently there is a waiting list for t-hangars.

T-hangar electricity usage has been elevated significantly in the past few months. Currently monitoring electrical power usage and may increase the t-hangar rent and utility rates.

Sterle and Company will be presenting the 2022 annual audit at the June 19<sup>th</sup> regular meeting.

Director Isaacson asked that we explore options for RRA digital entrance sign. The sign was installed in 2007 and the internal digital electronics have failed. An earlier estimate to replace and refurbish the sign exceeded \$50,000.

**16. Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Furlong to adjourn the meeting at 6:07 P.M. Motion carried unanimously.

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Chisholm-Hibbing Airport Authority  
Jeannie Quirk, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Barrett Ziemer, Executive Director