



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, February 21, 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 Tuesday, February 21, 2023, at 5:00 pm.

**Members Present:**

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

Barrett Ziemer, Executive Director  
Jill Fatticci, Office Administrator  
Richard Prebich, Airport Attorney  
Darren Christopher, RS&H

**Others Present:**

Greg Pruszinske, Hibbing City Administrator

2. **Acceptance of Agenda:**

A motion to accept the agenda with the following changes:

**New Business B:** Snow Removal Equipment Purchase

**Executive Director's Report D** – Insurance Claim

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

3. **Approval of Minutes:**

Motion was made by Director Furlong supported by Director Timpane to approve the meeting minutes of the January 17, 2023, Regular and Reorganizational Meeting. Motion carried unanimously.

**4. Communications:**

- A. Airline Enplanement Report for January 2023 to be discussed in Executive Director Report.
- B. LASAC letter to Matt Norris regarding HF742, Prohibiting the Use of Firefighting Foam containing PFAS.

**5. Reorganizational Appointments for 2023:**

- A. Committees to remain the same as 2022.

**6. Public Forum:**

There was no public forum.

**7. Tenant Forum:**

There was no tenant forum.

**8. Old Business:**

- A. FBO Interior Remodel update and payment request:

- 1. Max Gray Construction—There were no pay applications submitted for approval. Project is close to complete except for the central air to be done this spring.

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

- 1. Max Gray Construction—Most office space is framed out, windows are getting installed, sheetrock and concrete pour next week. Scheduled completion date May 5<sup>th</sup>. Pay App # 17 \$185,695.80 to Max Gray Construction. Motion to accept and authorize payment was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

- C. Detroit Diesel Industrial Park building expansion, project update & payment request(s) - There were no pay applications submitted for approval. Department of Iron Range Resources continues to work with DEED on grant eligibility for the facility expansion. Motion for Director Quirk and Executive Director Ziemer to apply

for, accept, and administer DEED grant when available, accepted by Director Timpane and supported by Director Furlong. Motion carried unanimously.

- D. Runway 13/31 Safety Area and Storm Water Drainage Project Update: Uhland Construction will begin mobilizing equipment and materials once the road restrictions are opened this spring. Runway 13/31 will be closed to all traffic from May 30 to June 18. All commercial airline flights will be temporarily cancelled during those dates. Executive Director Ziemer stated that the airport will continue to provide public outreach regarding the project.

**9. New Business:**

- A. Motion was made by Director Quirk, supported by Director Timpane, to approve the purchase of an Eagle TTR-6-CGSE102 aircraft tug per Pilot John quote \$84,154.95 plus shipping. Motion carried unanimously.
- B. A motion was made by Director Timpane, supported by Director Samsa, to approve purchase of Snow Removal Equipment (Plow, Broom and Blower) through MB using BIL FY22 & 23 funds available. No engineering work order submitted from RS&H. Motion carried unanimously.

**10. Attorney's Report:**

- A. Attorney Prebich located the attorney of the motor vehicle operator that caused damage to the perimeter fence near North Dublin and Hwy 37 roads. The driver did not have insurance to cover the fence repairs.

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

- A. January 2023 had a total of 949 Delta enplanements. Delta's January 2023 flights were up 11% from January 2022 flights. Delta announced its plans to phase out the CRJ 200s possibly by the end of Summer 2023. The new larger passenger planes if scheduled would force HIB to go to a Category 3 Safety Program, no information release from TSA as to what is required at this time.

Sun Country Airlines January charter to Laughlin, NV enplaned 1632 passengers. There are scheduled charters on March 16<sup>th</sup> – 19<sup>th</sup>.

- B. Update on FAA Part 77 Obstruction – Executive Director Ziemer continues to work with MNDOT Aeronautics, FAA and RS&H on a plan to address the FAA Part 77 obstructions.

C. State of MN Paid Family and Medical Leave Bill SF2 and HF2. Ziemer informed the board of a proposed state bill that would allow employees to take up to 24 weeks leave. Bill would tax all employers at 0.7% of their annual payroll expense.

D. Insurance Claim- There were two operator incidents with a loader. The first incident caused damage to the fence. The quote to repair fence is \$7185.00. The second incident caused damage to an LED light pole, awaiting a quote from Hart Electric. Executive Director Ziemer to reach out to insurance company on making one or two claims, awaiting response. In the event it would not be beneficial to claim both items a motion was made by Director Timpane, supported by Director Isaacson to pay directly for expenses related to the fence repair.

**12. Committee Report:**

There were no committee reports.

**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 \$898,438.91. Motion carried unanimously.

**14. Accounts Payable:**

Motion was made by Director Isaacson, supported by Director Furlong to approve the February 2023 payables to date in the amount of \$139,435.04. Motion carried unanimously.

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

Motion was made by Director Isaacson, supported by Director Timpane to approve the January 2023 treasurers report and report of cash holdings as presented. Motion carried unanimously.

**16. Board Concerns:**

None Stated.

**17. Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Furlong to adjourn the meeting at 6:34 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