



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, March 20, 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, March 20, 2023, at 5:01 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

Others Present:

- 2. Acceptance of Agenda:**

A motion to accept the agenda with the following changes:

Old Business B-4: Max Gray Inv 4689

Old Business B-5 – Max Gray Pay App 1

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

- 3. Approval of Minutes:**

Motion was made by Director Furlong supported by Director Isaacson to approve the meeting minutes of the February 21, 2023, Regular Meeting. Motion carried unanimously.

Motion was made by Director Isaacson supported by Director Timpane to approve the meeting minutes of the March 8, 2023, Special Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for February 2023 to be discussed in Executive Director Report.
- B. SkyWest Charter (SWC) letter of support to be discussed in Executive Director Report.

5. Public Forum:

There was no public forum.

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—Electrical and Building inspectors were in last week. The Building Inspector wants double sheetrock in the mechanical room to satisfy fire safety concerns. Scheduled completion date May 15th. Pay App # 18 \$398,048.51 to Max Gray Construction. Motion to accept and authorize payment was made by Director Timpane and supported by Director Furlong. Motion carried unanimously.
- B. Detroit Diesel Industrial Park building expansion, project update:
 - 1. Executive Director Ziemer and Attorney Prebich reviewed the Final non-recourse loan agreement between IRRR and CHAA. The loan is for \$15M for 20 years. A motion was made by Director Timpane and supported by Director Isaacson to accept the loan agreement. Motion carried unanimously.
 - 2. Loan Agreement #4 Amendment on initial \$9.16M now become 0% with the first years rent (\$750K) going to an escrow account. A motion was made by Director Timpane and supported by Director Furlong to accept the change. Motion was carried unanimously.

3. The MN DEED infrastructure only grant agreement is for \$1.5M. A motion was made by Director Timpane, supported by Director Samsa to accept the grant agreement. Motion carried unanimously.
 4. Max Gray submitted Inv# 4689 for \$17K. A motion was made by Director Timpane, supported by Director Isaacson to approve payment to Max Gray Construction for Inv# 4689. Motion carried unanimously.
 5. Max Gray submitted Pay App #1 \$218,302.46 for material coverage. A motion was made by Director Timpane, supported by Director Saccoman to accept and authorize the payment. Motion carried unanimously.
- C. 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. RS&H submitted Invoice# 10141934006 for \$13,476.84 A motion was made by Director Furlong, supported by Director Timpane authorize payment to RS&H. Motion carried unanimously.
- D. Hwy 37 Property Purchase Proposal
1. Quote from American Engineering Testing for Phase 1 Environmental Study on Hwy 37 property. A motion was made by Director Timpane, supported by Director Samsa to authorize Attorney Prebich to draft the Purchase Agreement for the Airway building and property in the amount not to exceed \$50K with the contingencies of passing Phase 1 & 2 environmental inspections, proof the property has clean title, both Chisholm and Hibbing cities approve of the purchase and CHAA board approval of the purchase. Motion carried unanimously.

8. New Business:

- A. Motion was made by Director Timpane, supported by Director Furlong, to approve the CHAA Officers and Directors Liability Insurance renewal from May 8, 2023-May 8, 2024. Motion carried unanimously.
- B. A motion was made by Director Timpane, supported by Director Furlong, to approve the Hart Electric quote #1476 for the parking lot light pole replacement in the amount of \$12,630.00. Motion carried unanimously.

9. Attorney's Report:

There were no Attorney's reports.

10. Executive Director's Report:

A. February 2023 had a total of 832 Delta enplanements. Delta's February 2023 flights were down 23% from February 2022 flights. Delta is demanding multiclass seating on all their aircraft. The new larger passenger planes when scheduled would require HIB to institute additional airport security to meet TSA requirements.

Sun Country Airlines March charter to Laughlin, NV was cancelled. There is a tentative scheduled charter on April 3rd – 7th.

B. SkyWest Air Service Update

1. SkyWest Charter (SWC) has applied for commuter authority through the Federal DOT. If granted SWC would provide scheduled air service utilizing a 30 seat aircraft. This proposal does not affect HIB's current EAS contract.

11. Committee Report:

There were no committee reports.

12. Accounts Payable:

Motion was made by Director Timpane, supported by Director Isaacson to approve the February 2023 payables to date in the amount of \$418,598.52. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Timpane, supported by Director Furlong to approve the March 2023 payables to date in the amount of \$73,926.37. Motion carried unanimously.

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

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

15. Board Concerns:

Director Furlong inquired about the status of the new Maintenance 1 employee and the status of the Maintenance 2 open position. Executive Director Ziemer commented status of Maintenance 1 employee is working out well, training is to continue and the Maintenance 2 position candidate has been chosen but it has not been made official.

Director Isaacson inquired about the HIB cam live view on WDIO and our website. The HIB cam can be viewed any time at rangeregionalairport.com

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Furlong to adjourn the meeting at 6:15 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Barrett Ziemer, Executive Director