



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, June 12, 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, June 12, 2023, at 5:00 pm.

Members Present:

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

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

Others Present:

Jeff Sterle, Sterle & Co.

2. Acceptance of Agenda:

A motion to accept the agenda with the following changes:

Communications Item E: Letter of Support to increase pilot retirement age from 65 to 67.

Old Business C3: Runway Safety Area and Drainage Project- Ulland Pay App#2 - \$1,966,465.80

Old Business E1: FBO Interior Remodel- Max Gray Pay App#& (Final) - \$66,874.93

New Business 4: Mesabi Bituminous Quote to restripe terminal parking lot - \$8200.00

Motion was made by Director Isaacson 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 Samsa to approve the meeting minutes of the May 15, 2023, Regular Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for May 2023 to be discussed in Executive Director Report.
- B. Airway Phase 1 Environmental Report from AET.
- C. Letter of Support for EV infrastructure to MN/DOT Commissioner Nancy Daubenberger.
- D. SkyWest Airlines Part 135, Commuter Authority, Letter of Support to Secretary of Transportation, Pete Buttigieg.

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 Pay Application #17- A motion to approve payment for \$362,158.24 was made by Director Timpane and supported by Director Isaacson. Motion was carried unanimously.
 - 2. RS&H CA Invoice #10141934001-8 \$ 32,800.00. Motion to approve payment for Invoice #10141934001-8 was made by Director Isaacson and supported by Director Samsa. Motion was carried unanimously.
 - 3. Regional Chamber Open House is on June 27th 4:30-7:30.
- B. Detroit Diesel Industrial Park building expansion, project update:

1. Max Gray Pay Application #2 - \$806,841.41. Motion to approve payment was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.

2. RS&H- No Pay Applications.

C. Runway Safety Area/Airfield Stormwater Project Update:

1. Ulland Pay Application #1 – 133,367.65. Motion to approve payment was made by Director Isaacson and supported by Director Timpane. Motion carried unanimously.

2. RS&H Invoice #10141934006-3 \$44,922.80. Motion to approve payment was made by Director Timpane and supported by Director Samsa. Motion was carried unanimously.

3. Ulland Pay Application #2 \$1,966,465.80. – Motion to approve payment was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

D. Airway Property Purchase Update

1. Environmental Phase 1 findings- AET sent report not a lot of finding, recommend Phase 2.

2. Phase 2 quote from AET for \$6800.00 includes 4 soil borings and requires utility locate by owner. Motion to move forward with Phase 2 and authorize Executive Director Ziemer to add additional soil borings if recommended was made by Director Timpane and supported by Director Samsa. Motion carried. Director Isaacson abstained.

3. Hazardous materials quote from AET \$3040.00. A motion to get a second quote and go with the lower of the two was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

8. New Business:

1. 2022 Audit report from Sterle and Company. Jeff Sterle presented the results of the 2022 audit. A motion was made to accept the audit report by Director Timpane and supported by Director Samsa. Motion carried unanimously.

2. Accept Air Service Marketing Grant from MNDOT Aeronautics for State fiscal year 2024 and 2025. A motion to accept resolution A6902-M024/025 for \$103,739.00 was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

3. Authorize Executive Director, President and CHAA Attorney to execute FAA AIP and MNDOT Aeronautics companion grant for purchase of M-B Rotary Blower. Motion to authorize, sign and execute grant from June 8th was made by Director Timpane and supported by Director Samsa. Motion carried unanimously.

9. Attorney's Report:

There was no attorney's report.

10. Executive Director's Report:

- A. Delta Connections May 2023 Enplanement report
 - a. Enplanements are down 13% from 2022.
- B. SkyWest Air Service Update
 - a. Schedule changes starting July 10th.
 - b. Airport Security Program Update- Executive Director Ziemer continues to work on the new security plan and will have it submitted before the October 1st deadline.
- C. FAA Part 139 Safety and Certification inspection
 - a. Two inspectors were here on June 12th.
- D. 2024 Budget Schedule- Executive Director Ziemer is currently working on the budget. A joint meeting with both Chisholm and Hibbing City Councils to be held Aug 21, 2023.

11. Committee Report:

The were no Committee reports.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Isaacson to approve the May 2023 payables to date in the amount of \$329,640.10. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Timpane, supported by Director Isaacson to approve the June 2023 payables to date in the amount of \$64,882.63. Motion carried unanimously.

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

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

15. Board Concerns:

None.

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Isaacson to adjourn the meeting at 6:32 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator