



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, May 15, 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, May 15, 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

Others Present:

2. Acceptance of Agenda:

A motion to accept the agenda with the following changes under Old Business:

A3: RS&H Invoice# 10141934001-7 -\$49,200.00 for FBO Hangar Construction Administration

A4: Max Gray Change Order#5 - \$4,910,618.19

Original Contract Amount \$4,795,371.50

Change Order #1-4 \$4,828,757.35 or \$33,385.85.

Change Order #5 \$4,910,618.19 or \$18,420.00

B4: RS&H Invoice# 20141934007-2 - \$18,420.00 for Industrial Facility Expansion Construction Administration

C2: RS&H Invoice# 10141934006-2 - \$8,984.56 for RSA Grading and Drainage CA/RPR Services

D: Airway Purchase Update – City Resolutions and Environmental Inspection

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

3. Approval of Minutes:

A motion was made by Director Isaacson 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 April 2023 to be discussed in Executive Director Report.
- B. Executed Airway Restaurant purchase agreement- Fully signed copy included to be discussed under Old Business.

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 #16- A motion to approve payment for \$211,662.06 was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.
2. RS&H CA Invoice #10141934001-6 \$ 65,000.00. Motion to approve payment for Invoice #10141934001-6 was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.
3. RS&H Invoice #10141934001-7 \$49,200.00. A motion to approve payment for Invoice #10141934001-6 was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.
4. Max Gray Construction change order #5 total \$81,860.84 includes 14 items, including upgrades to the proper fire rating in the mechanical room as requested by the building inspector, upgrades to electric damper fans and emergency power backup for the hangar doors. The motion to update Max Gray change

order to \$4,910,618.19 was made by Director Timpane and supported by Director Isaacson. Motion carried unanimously.

B. Detroit Diesel Industrial Park building expansion, project update:

1. The Ground breaking ceremony was on May 2nd. It was well attended.
2. Currently there are no new pay applications for Max Gray.
3. RS&H Inv# 20141934007-1 \$30,700.00. A motion to approve payment was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.
4. RS&H Inv# 2014934007-2 – 2 \$18,420.00. A motion to approve payment was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.

C. Runway Safety Area/Airfield Stormwater Project Update:

1. The pre-construction meeting was on May 5th. Project is currently on schedule.
2. RS&H Invoice #101419364006-2 \$8,984.56 for RSA Grading and Drainage CA/RPR Services. Motion to approve payment was made by Director Timpane and supported by Director Isaacson. Motion was carried unanimously.

D. Airway Purchase Update

1. The City of Chisholm has authorized purchase. The City of Hibbing will be addressing soon, no action at this time.
2. The onsite inspection is scheduled for Wednesday, May 17th.
3. Earnest money has been issued to the seller.
4. Will reach out for grants to help with demolition.

8. New Business:

- A. A motion was made by Director Timpane, supported by Director Samsa, to renew Security State Bank line of credit. Motion carried unanimously.

9. Attorney's Report:

There was no attorney's report.

10. Executive Director's Report:

- A. Delta Connections and Sun Country April 2023 Enplanement report
- a. Enplanements are down 12.5% from 2022 and the first quarter was down 14.5% from last year.

- B. SkyWest Air Service Update
 - a. July Schedule Change- The local businesses and community are not in favor of the new SkyWest schedule change that is scheduled to start July 10th. Executive Director Ziemer has been and will continue to be in contact with SkyWest on the new schedule change.
 - b. Airport Security Program Update- Executive Director Ziemer is working on the new security plan and will have it submitted before the October 1st deadline.
- C. Annual MCOA conference update-
 - a. This year's conference in Alexandria was well attended.
 - b. Met with MSP Executive Director Brian Ricks, discussed SkyWest schedule change and impact it is going to have.
- D. FAA Part 139 Safety and Certification inspection
 - a. Scheduled June 12th.

11. Committee Report:

The Personnel Committee submitted a proposal for hourly staff wage increases, Director stipend increases and Director milage reimbursement. Motion was made by Director Samsa, supported by Director Timpane to approve Personnel Committees wage and stipend changes as proposed.

12. Accounts Payable:

A motion was made by Director Isaacson, supported by Director Timpane to approve the April 2023 payables to date in the amount of \$1,373,697.20. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Timpane, supported by Director Isaacson to approve the May 2023 payables to date in the amount of \$89,708.07. Motion carried unanimously.

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

The motion was made by Director Isaacson, supported by Director Timpane to approve the April 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 Samsa to adjourn the meeting at 5:53 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator