



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

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

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President, Jon Timpane on Monday, July 17, 2023, at 5:14 pm.

**Members Present:**

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

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

**Others Present:**

Eric Oleson- AET(via teleconference)

**2. Acceptance of Agenda:**

Motion was made by Director Timpane supported by Director Samsa to accept the agenda. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Furlong supported by Director Isaacson to approve the meeting minutes of the June 12, 2023, Regular Meeting. Motion carried unanimously.

A motion was made by Director Isaacson supported by Director Timpane to approve the meeting minutes of the June 27, 2023, Special Meeting. Motion carried unanimously.

**4. Communications:**

- A. Airline Enplanement Report for June 2023 to be discussed in Executive Director Report.
- B. FAA 139 Periodic Inspection Report 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. There were no Max Gray Pay Applications.
  - 2. RS&H CA Invoice #10141735015-5 \$10,102.10. Motion to approve payment for Invoice #10141735015-5 was made by Director Isaacson and supported by Director Timpane. Motion was carried unanimously.
- B. Detroit Diesel Industrial Park building expansion, project update:
  - 1. Max Gray Pay Application #3 - \$1,760,574.17. Motion to approve payment was made by Director Samsa and supported by Director Timpane. Motion was carried unanimously.
  - 2. RS&H Final Design Invoice# 10141934004-6 \$43,392.75. Motion to approve payment was made by Director Samsa and supported by Director Timpane. Motion was carried unanimously.
  - 3. RS&H CA Invoice#20141934007-3 \$49,120.00. Motion to approve payment was made by Director Timpane and supported by Director Furlong. Motion was carried unanimously.
- C. Runway Safety Area/Airfield Stormwater Project Update:
  - 1. There were no Ulland Pay Applications.
  - 2. RS&H Final Design Invoice #10141934002-5 \$24,932.65. Motion to approve payment was made by Director Timpane and supported by Director Samsa. Motion was carried unanimously.

3. RS&H CA Inv# 10141934006-4 \$202,152.60. Motion to approve payment was made by Director Furlong and supported by Director Timpane. Motion was carried unanimously.

D. Airway Property Purchase Update

1. Environmental Phase 2 findings- AET Eric Oleson sent report with finding. Two results exceeded maximum requirements. Recommend ground radar scan to see if tanks can be located and owner to report with MPC as leak site. Motion was made by Director Timpane and supported by Director Samsa for Executive Director to give report to owner and discuss report to MN Duty officer and request 90 day extension on purchase agreement. Motion carried unanimously.
2. Hazardous materials second quote from NTS \$3500.00. AET bid was lower.

**8. New Business:**

1. League of MN Cities Workers Compensations Renewal \$25,334.00- A motion to approve payment was made by Director Timpane and supported Director Samsa. Motion was carried unanimously.
2. FAA BIL and MNDOT Aeronautics companion grant- Motion was made by Director Samsa and supported by Director Timpane for Executive Director Ziemer, President Quirk and Attorney Prebich to execute FAA BIL grant and MNDOT Aeronautics companion grant. Motion carried unanimously.
3. Detroit Reman Construction/Escrow Account - Motion was made by Director Timpane and supported by Director Samsa to open a new savings account for the DDR Construction project and escrow account. Motion was carried unanimously.

**9. Attorney's Report:**

There was no attorney's report.

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

- A. Delta Connections June 2023 Enplanement report
  - a. Enplanements were 365 for June. Enplanements were lower due to 20 day runway construction closure.
- B. SkyWest Air Service Update
  - a. Airport Security Program Update- Program has been submitted to TSA for review.
- C. FAA Part 139 Safety and Certification inspection

- a. Received Zero Discrepancy Report and good comments from both inspectors.
- D. 2024 Budget Schedule- Executive Director Ziemer is currently working on the budget. A joint meeting with both Chisholm and Hibbing City Councils will be held Aug 21, 2023.

**11. Committee Report:**

The were no Committee reports.

**12. Accounts Payable:**

A motion was made by Director Samsa, supported by Director Isaacson to approve the June 2023 payables to date in the amount of \$6,058,159.06. Motion carried unanimously.

**13. Accounts Payable:**

Motion was made by Director Furlong, supported by Director Isaacson to approve the July 2023 payables to date in the amount of \$44,249.39. Motion carried unanimously.

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

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

**15. Board Concerns:**

The Fueler/Maintenance 1 position has been filled.

**16. Adjournment:**

There being no further discussion, it was moved by Director Furlong, supported by Director Isaacson to adjourn the meeting at 6:59 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  
Jill Faticci, Office Administrator