



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, September 18, 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, September 18, 2023, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Rick Prebich, Attorney

Others Present:

2. Acceptance of Agenda:

Motion was made by Director Isaacson supported by Director Furlong to accept the agenda with the addition of item 10-C- Rates and Charges. 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 August 21, 2023, Regular Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for August 2023 to be discussed in Executive Director Report.
- B. 2024 CHAA Tax Levy Resolution to be discussed in Executive Director Report.
- C. Federal DOT Docket No. DOT-OST-2003-15796 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 Pay Application #20 for \$275,658.96- A motion to approve payment contingent upon schedule of final walk thru and completion of punch list was approved by Director Samsa and supported by Director Timpane. Motion was carried unanimously.
- B. Detroit Diesel Industrial Park building expansion, project update:
 - 1. A motion was made to approve Change Order #1 for \$372,920.71 against contingency amount by Director Timpane and supported by Director Samsa. Motion carried unanimously.
 - 2. Max Gray Pay Application # - \$1,655,648.22. Motion to approve payment was made by Director LaTendresse and supported by Director Isaacson. Motion was carried unanimously.
 - 3. RS&H CA – No pay application at this time.
- C. Runway Safety Area/Airfield Stormwater Project Update:
 - 1. Ulland- No pay applications at this time
 - 2. RS&H CA – No pay applications at this time.
- D. Airway Property Purchase Update
 - 1. A motion was made to set up the property closing by Director Samsa and supported by Director Timpane. Motion carried unanimously.

8. New Business:

- A. M-B Purchase contract for Rotary Blower, MB3 Broom and Runway Plow - A motion was made to approve M-B purchase contract for (3) pieces of SRE equipment by Director Isaacson and supported by Director Timpane. Motion carried unanimously.
- B. League of MN Cities Property/Casualty Policy Renewal- A motion was made to request new quote with \$15K deductible and present at next meeting by President Quirk and supported by Director Furlong. Motion carried unanimously.
- C. Northeast Service Cooperative Healthcare Policy Renewal - A motion was made by Director LaTendresse and seconded by Director Furlong to renew the healthcare policy. Motion carried.

9. Attorney's Report:

There was no attorney's report.

10. Executive Director's Report:

- A. Delta Connections and Sun Country August 2023 Enplanement report.
 - a. Delta enplanements were 1106 for August.
 - b. Sun Country has a charter scheduled for Oct 15-19 and Nov 23-26.
- B. MN/DEED student training proposal- A motion was made for Executive Director Ziemer to research more on hiring of MN/DEED student by Director Timpane and supported by Director Furlong. Motion carried unanimously.
- C. Rates and Changes – Proposal of new rates and changes to go into effect January 1, 2024. Notices to go out with next invoices.

11. Committee Report:

President Quirk appointed Director LaTendresse to serve on the Personnel and Building & Grounds committee.

Personnel Committee to schedule review with Executive Director Ziemer.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Isaacson to approve the August 2023 payables to date in the amount of \$2,247,725.97. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Timpane, supported by Director Furlong to approve the September 2023 payables to date in the amount of \$308,945.27. 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 August 2023 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

No concerns at this time.

16. Adjournment:

There being no further discussion, it was moved by Director Isaacson, supported by Director Samsa to adjourn the meeting at 6:13 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator