



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, December 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, December 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
Brandon Jensen, RS&H
Rick Prebich, Attorney

Others Present:

2. Acceptance of Agenda:

Motion was made by Director Furlong, supported by Director Timpane to accept the agenda with the following additions- Item 4C – Essential Air Service Bid and Item 10B- Airpark Proposal. 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 November 20, 2023, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for November 2023 to be discussed in Executive Director Report.
- B. Advance Aviation digital marketing campaign – 2024 campaign is being finalized and is shifting market areas.
- C. Essential Air Service (EAS) Bid- Bids are due January 19, 2024.

5. Public Forum:

There was no public forum.

6. Tenant Forum:

There was no tenant forum.

7. Old Business:

- A. Detroit Diesel Industrial Park building expansion, project update:
 - 1. Change Order #3 -\$170,471.20 Changes to Door hardware, Fabcon wall brace and auger rental and conductive epoxy flooring in existing building- Motion to approve Change Order #3 was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.
 - 2. Max Gray Pay Application #8 - \$462,700.89 paid thru loan and \$1,026 thru grant. Motion to approve payments was made by Director Timpane, supported by Director Furlong. Motion was carried unanimously.
 - 3. RS&H- No pay application at this time.
- B. Runway Safety Area/Airfield Stormwater Project Update:
 - 1. Change Order #2- 39,241.52 Motion to approve Change Order#2 was made by Director Timpane, supported by Director LaTendresse. Motion was carried unanimously.
 - 2. Ulland Pay Application #6- \$55,977.09. Motion to approve payment was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
 - 3. Ulland Pay Application #7- \$194,139.58. Motion to approve payment was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

4. RS&H CA Inv#10141934002-8 \$22,461.40. Motion to approve payment was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.

C. Master Plan Update:

1. RS&H Invoice# 10140055001-21 \$97,977.00. Motion to approve payment was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

D. Airway Restaurant

1. Northeast Technical Service, Inc. (NTS) site work \$9,983.80. Motion to approve work order was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
2. Minnesota Petro Fund Grant. Motion to authorize Executive Director Ziemer to apply for grant was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

8. New Business:

- A. RS&H Design/Bid Work Order #2023-03 Airport Zoning Ordinance Update \$136,368.00. Motion to approve work order was made by Director Samsa, supported by Director Isaacson. Motion carried unanimously.
- B. Sterle and Company financial proposal- Motion to approve proposal was made by Director Furlong, supported by Director Timpane. Motion carried unanimously.

9. Attorney's Report:

Attorney Prebich is looking into OT laws in regards to possible Fueller schedule change.

10. Executive Director's Report:

- A. Delta Connections and Sun Country November 2023 Enplanement report.
 - a. Delta enplanements were 904 rev, 209 non-rev for November 2023.
 - b. Sun Country enplanements were 174 for November 2023.
 - c. YTD 10,955 enplanements.
- B. Airpark Proposal- AEOA is interested in construction of 50,000 sq ft facility in airport airpark. Looking for space for approximately 100 employees with room to expand. AEOA representative to attend January 16th meeting.

11. Committee Report:

A. Personnel Committee submitted wage and benefit proposal. Motion to approve proposal was made by Director Samsa, supported by Director Timpane. Motion carried unanimously.

12. Accounts Payable:

A motion was made by Director Furlong, supported by Director Isaacson to approve the November 2023 payables to date in the amount of \$506,187.09. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director LaTendresse, supported by Director Timpane to approve the December 2023 payables to date in the amount of \$556,050.73. Motion carried unanimously.

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

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

15. Board Concerns:

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Samsa to adjourn the meeting at 6:24 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator