



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, November 20, 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, November 20, 2023, at 5:01 pm.

**Members Present:**

Jeannie Quirk, 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 LaTendresse, 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 Furlong to approve the meeting minutes of the October 16, 2023, Regular meeting. Motion carried unanimously.

**4. Communications:**

A. Airline Enplanement Report for October 2023 to be discussed in Executive Director Report.

B. FAA 2022 Audit Findings- Policy submittal accepted.

**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 #2 -\$59,349.42 Changes to Loading Dock Sump increase and second sump, main electrical box relocate, erosion control and culvert extension- Motion to approve Change Order #2 was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.
2. Max Gray Pay Application #7 - \$1,376,867.55. Motion to approve payment was made by Director Furlong, supported by Director Isaacson. Motion was carried unanimously.
3. RS&H Invoice #20141934007-7 \$122,800.00– Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

B. Runway Safety Area/Airfield Stormwater Project Update:

1. Ulland Pay Application #5- \$163,610.93. Motion to approve payment was made by Director Furlong, supported by Director Isaacson. Motion carried unanimously.
2. RS&H- No pay application at this time.

C. FBO Corporate Hangar project update and payment request.

1. RS&H Invoice #10141934001-9 (Final). Motion to approve payment was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.

**8. New Business:**

1. MN/DOT Office of Aeronautics grant offer for Airport Custom Zoning Project \$136,368.00. Motion to give notification to accept grant was made by Director Isaacson, supported by Director Furlong. Motion carried unanimously.
2. RS&H Design/Bid Work Order #2023-02 \$98,908.00 for Taxi Lane A01 and Midwest Aircraft Refinishing apron rehab. Motion to approve work order was

made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

3. January 16, 2024 5:00pm Meeting date. Motion to approve January meeting date was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
4. February 21, 2024 5:00pm Meeting date. Motion to approve February meeting date was made by Director Isaacson, supported by Director Furlong. Motion carried unanimously.
5. Employee Appreciation Event- Annual Employee Appreciation Event, date to be determined.

**9. Attorney's Report:**

There was no attorney's report.

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

- A. Delta Connections and Sun Country October 2023 Enplanement report.
  - a. Delta enplanements were 1117 for October.
  - b. Sun Country Nov 23-26 is sold out.
  - c. YTD 9,879 enplanements.

**11. Committee Report:**

1. Personnel Committee meeting to be determined.

**12. Accounts Payable:**

A motion was made by Director Isaacson, supported by Director LaTendresse to approve the October 2023 payables to date in the amount of \$405,298.44. Motion carried unanimously.

**13. Accounts Payable:**

Motion was made by Director Furlong, supported by Director Isaacson to approve the November 2023 payables to date in the amount of \$142,711.43. Motion carried unanimously.

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

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

**15. Board Concerns:**

1. Beaver Dam on property- Executive Director Ziemer to reach out to city for assistance.

**16. Adjournment:**

There being no further discussion, it was moved by Director Isaacson, supported by Director Furlong to adjourn the meeting at 5:54 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 Fatticci, Office Administrator