



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, October 16, 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, October 16, 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 Furlong, supported by Director LaTendresse to accept the agenda with the addition of item 7-A-4- Lease Amendment with Detroit Diesel, item 7-D-1 RS& H Inv and item 8-6 Segregation of Duties Policy. 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 September 18, 2023, Regular and Joint Meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for September 2023 to be discussed in Executive Director Report.
- B. Prebich Law Office – Director and Seasonal Part-Time Employee Conflict of Interest Opinion to be discussed in Board Concerns.
- C. 2024 CHAA Rates and Charges- 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. Detroit Diesel Industrial Park building expansion, project update:
 - 1. Max Gray Pay Application #6 - \$1,703,276.14. Motion to approve payment was made by Director Timpane, supported by Director LaTendresse. Motion was carried unanimously.
 - 2. RS&H Invoice #20141934007-5 \$ 61,400.00– Motion to approve payment was made by Director Furlong, supported by Director Timpane. Motion carried unanimously.
 - 3. RS&H Invoice #20141934007-6 \$30,700.00 – Motion to approve payment was made by Director Furlong, supported by Director Timpane. Motion carried unanimously.
 - 4. Third Amendment for Detroit Diesel Lease- Invoice December 2023 rent only at \$43,179.92, then back to current lease schedule amount. Motion to accept lease amendment was made by Director Isaacson, supported by Director Timpane. Motion carried unanimously.
- B. Runway Safety Area/Airfield Stormwater Project Update:
 - 1. Ulland- No pay applications at this time.
 - 2. RS&H Invoice# 10141934002-6 \$22,461.40- Motion to approve payment was made by Director Timpane, supported by Director Furlong. Motion carried unanimously.

C. Airway Property Purchase Update

1. Chisholm-Hibbing Airport Authority now owns the Airway Property. Executive Director Ziemer has reached out to MPCA on next steps.

D. RS&H SRE Procurement Project

1. RS&H Inv# 10141934008-1 \$5000.00 – Motion to approve payment was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

8. New Business:

1. League of MN Cities Property/Casualty Policy Renewal- A motion was made to accept new quote with \$15K deductible by Director Timpane, supported by Director LaTendresse. Motion carried. Director Isaacson opposed.
2. Resolution 10.16.2023.1 Hangar C exterior and sidewalk improvements – Motion was made by Director Samsa, supported by Director Timpane for Executive Director Ziemer to apply for IRRR grant funding. Motion carried unanimously.
3. Resolution 10.16.2023.2 Taxilane A01 and Hagar A apron – Motion was made by Director Samsa, supported by Director Timpane for Executive Director Ziemer to apply for IRRR grant funding. Motion carried unanimously.
4. Resolution 10-16.2023.3 Airway Demo and environmental fee reimbursement – Motion was made by Director Samsa, supported by Director Timpane for Executive Director Ziemer to apply for IRRR grant funding. Motion carried unanimously.
5. CHAA Employee Handbook- Updates to support MN new Earned Safe and Sick Time laws.
6. Segregation of Duties Policy- A motion was made by Director LaTendresse, supported by Director Samsa to approve policy with suggested language changes. Motion carried unanimously.

9. Attorney's Report:

There was no attorney's report.

10. Executive Director's Report:

- A. Delta Connections and Sun Country September 2023 Enplanement report.
 - a. Delta enplanements were 1025 for September.
 - b. Sun Country for Oct 15-19 and Nov 23-26 are both sold out.

- B. MN/DEED student training proposal- Executive Director Ziemer met with MN/Deed contacts. There are a few duties identified where we could potentially have a student job shadow.
- C. MN DNR Air Tanker Base Construction Update- Executive Director Ziemer had a discussion with DNR on plans for new building. More meetings to come.
- D. 2024 Rates and Charges – Adopted and provided to tenants.

11. Committee Report:

- 1. None at this time. Office Administrator to send out committee lists to board members.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director LaTendresse to approve the September 2023 payables to date in the amount of \$881,800.38. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Isaacson, supported by Director Timpane to approve the October 2023 payables to date in the amount of \$102,939.48. Motion carried unanimously.

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

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

15. Board Concerns:

- 1. Detroit Diesel Lithium Batteries- Concerns addressed in the event of a fire HFD would be the responsible party to respond.
- 2. Director and Seasonal PT Employee Conflict- Although authorized, due to potential loss of voting rights, Director has withdrawn offer for help on DRO duties.

16. Adjournment:

There being no further discussion, it was moved by Director Furlong, supported by Director Isaacson to adjourn the meeting at 6:16 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Jeannie Quirk, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator