



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, January 16, 2024**

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

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Jeannie Quirk on Tuesday, January 16, 2024, at 5:00 pm.

**Members Present:**

Jeannie Quirk, President  
Jon Timpane, Vice President  
Terry Samsa, Treasurer  
Mike Furlong  
Ed LaTendresse  
Anne Jordan

Barrett Ziemer, Executive Director  
Jill Fatticci, Office Administrator  
Darren Christopher, RS&H (via phone)  
Brandon Jensen, RS&H  
Rick Prebich, Attorney

**Others Present:**

Scott Zahorik, AEOA  
Emily Simonson, AEOA

**2. Acceptance of Agenda:**

Motion was made by Director LaTendresse, supported by Director Furlong to accept the agenda with the following additions- Item 10C – DNR Garage Bill of Sale and Item 8B- Video Surveillance Server 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 December 18, 2023, Regular meeting. Motion carried unanimously.

#### **4. Communications:**

- A. Airline Enplanement Report for November 2023 to be discussed in Executive Director Report.
- B. 2024 Director Conflict of Interest Statement forms were provided and will be kept on file.

#### **5. Election of 2024 Officers**

- A. President-Nomination of Director Furlong made by Director LaTendresse. White ballot, motion carried unanimously.
- B. Vice President- Nomination of Director Samsa made by Director Quirk. White ballot, motion carried unanimously.
- C. Treasurer- Nomination of Director LaTendresse made by Director Samsa. White ballot, motion carried unanimously.
- D. Secretary-Nomination of Office Administrator Jill Fatticci made by Director Samsa. White ballot, motion carried unanimously.

#### **6. Reorganizational Appointments for 2024**

- A. CHAA Attorney Appointment- A motion was made by Director Timpane, supported by Director Furlong to keep Attorney Rick Prebich as CHAA Attorney. Motion carried unanimously.
- B. CHAA Official Bank Depositories- A motion was made by Director Furlong, supported by Director LaTendresse to keep Security State Bank of Hibbing & First National Bank of Chisholm as CHAA Official Bank Depositories. Motion carried unanimously.
- C. CHAA Official Publications- A motion was made by Director Timpane, supported by Director Furlong to keep the Mesabi Tribune for CHAA Official Publications. Motion carried unanimously.

A motion was made by Director Timpane, supported by Director Samsa to table items D-G until February 21<sup>st</sup> meeting.

#### **7. Public Forum:**

AEOA gave a presentation on Office & Warehouse facility construction needs for possible Airpark proposal. Board to continue discussion at next meeting. A motion was made by Director Timpane, supported by Director Latendresse to allow the City of Hibbing to do Geotech investigation. Motion carried unanimously.

**8. Tenant Forum:**

There was no tenant forum.

**9. Old Business:**

A. Detroit Diesel Industrial Park building expansion, project update:

1. Max Gray Pay Application #9 - \$709,131.81 paid from IRRR loan. Motion to approve payment was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
2. RS&H- Inv# 20141934007-8 - \$30,700.00. Motion to approve payment was made by Director Timpane, supported by Director Furlong. Motion carried unanimously.

**10. New Business:**

- A. RS&H Design/Bid Work Order #2024-01 Replacement Perimeter Fence \$129,831.00. Motion to approve work order was made by Director Samsa, supported by Director Jordan. Motion carried unanimously.
- B. Video Surveillance Server. Motion to approve payment for OWS surveillance server was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.

**11. Attorney's Report:**

No Attorney's report at this time.

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

- A. Delta Connections and Sun Country December 2023 Enplanement report.
  - a. Delta enplanements were 820 rev, 182 non-rev for December 2023.
  - b. YTD 11,775 enplanements.
  - c. EAS bids are due on Jan 18<sup>th</sup>.
- B. 2023 Financial Performance Report review of budget to actual.
- C. DNR Garage Bill of Sale. Motion for Attorney Prebich to draft a DNR Garage Bill of Sale to sell in no consideration was made by Director Furlong, supported by Director Timpane. Motion carried unanimously.

**13. Committee Report:**

No Committee reports at this time.

**14. Accounts Payable:**

A motion was made by Director LaTendresse, supported by Director Furlong to approve the December 2023 payables to date in the amount of \$909,666.70. Motion carried unanimously.

**15. Accounts Payable:**

Motion was made by Director Timpane, supported by Director Furlong to approve the January 2024 payables to date in the amount of \$193,024.34. Motion carried unanimously.

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

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

**17. Board Concerns:**

A motion was made by Director Furlong, supported by Director Timpane after year end budget review to proceed with Executive Directors wage proposal. Motion carried unanimously.

**18. Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Samsa to adjourn the meeting at 6:23 P.M. Motion carried unanimously.

---

Chisholm-Hibbing Airport Authority  
Jeannie Quirk, President

ATTEST:

---

Chisholm-Hibbing Airport Authority  
Jill Fatticci, Office Administrator