



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, April 15, 2024**

1. Call to Order & Roll Call:

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Mike Furlong on Monday, April 15, 2024, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Branden Jensen, RS&H
Rick Prebich, Attorney

Others Present:

2. Acceptance of Agenda:

A motion was made by Director Timpane, supported by Director Quirk to accept the agenda with the following additions- Item 10H- Resignation Acceptance, Item 10I- Passenger Medical on 4/11/24, Item 10J – Purchase of Rescue Boat. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Samsa, supported by Director Timpane to approve the meeting minutes of the March 11, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Letter from Attorney Prebich to Dennis Matosich for Aircraft N1745N removal. To be discussed in Attorney's 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. Change Order #6 – A motion to approve the change order was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
2. Max Gray Pay Application #12 for \$638,345.19. Motion to approve payment against the loan was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.
3. RS&H Pay Application #10 for \$30,700.00. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
4. RS&H Pay Application #11 for \$30,700.00. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
5. South Hughes Road Improvement Update- Awaiting final details on what is needed to complete payment request.

- B. T-Hangar Taxi Lane Rehabilitation

1. RS&H Invoice# 10141934009-1 \$49,454.00. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

8. New Business:

- A. Chisholm-Hibbing Airport Authority Officials Management and Employment Practices Liability insurance policy renewal with Arlington Roe for \$6,641.96 with \$10K deductible- Motion to approve policy and payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

- B. MNDOT Office of Aeronautics Grant Agreement 1056375 for Air Service Marketing \$32,388.57 (\$22,672.00 State/ \$9,716.57 Local)- Motion to accept grant was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- C. MNDOT Office of Aeronautics Grant Agreement 1056480 Runway 13 MALSAR station #2 repair \$12,500 (\$8,750 State/ \$3750 Local)- Motion to accept grant was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

9. Attorney's Report:

- A. Abandoned Matosich Aircraft – Motion to commence litigation against Mr. Matosich was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

10. Executive Director's Report:

- A. Delta Connections March 2024 Enplanement report.
 - a. Delta enplanements were 862 rev passengers.
- B. Enterprise Car Rental Lease- Enterprise to tour facility one last time before finalizing the lease. Continued negotiations.
- C. AEOA Property Purchase- Received land report from AEOA, no further update at this time.
- D. Hibbing PUC Land Purchase- No update at this time.
- E. SkyWest Airline Meeting- Meeting went well. SkyWest to review data provided, additional meeting to be scheduled at a later date.
- F. MN Council of Airport (MCOA) Conference- Executive Director Ziemer to attend April 23-26th.
- G. T-Hangar Lease, Non-Aeronautical Storage, No Active Aircraft, Hangar Waiting List Procedures- Building and Grounds Committee met and will meet again for additional discussion.
- H. Resignation Acceptance- FBO Administrator Maureen Beel to retire May 31, 2024. Executive Director Ziemer to hire replacement.
- I. Passenger Medical on April 11th – Passenger is ok. Kudos to Airline, TSA and EMT staff for assistance and quick response.
- J. Purchase Used Seaplane Base Boat- Executive Director Ziemer to purchase used boat for Carey Lake Seaplane base needs per State requirements.

11. Committee Report:

Building and Grounds Committee met see Item 10G.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Quirk to approve the March 2024 payables to date in the amount of \$329,583.43. Motion carried unanimously.

13. Accounts Payable:

A motion was made by Director Quirk, supported by Director Jordan, to approve the April 2024 payables to date in the amount of \$172,098.37. Motion carried unanimously.

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

The motion was made by Director Timpane, supported by Director Quirk to approve the March 2024 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

None at this time.

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Quirk to adjourn the meeting at 6:20 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator