



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Wednesday, February 21, 2024**

1. Call to Order & Roll Call:

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President, Terry Samsa on Wednesday, February 21, 2024, at 5:00 pm.

Members Present:

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

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 Quirk, supported by Director Timpane to accept the agenda with the following additions- Item 10F – Excess Inventory Conference Room Chairs and Item 10G- Aflac Proposal. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Timpane, supported by Director Quirk to approve the meeting minutes of the January 16, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for January 2024 to be discussed in Executive Director Report.
- B. Essential Air Service (EAS) Support Letter to be discussed in Executive Directors report.

5. Reorganizational Appointments for 2024

- A. Finance Committee- Furlong, LaTendresse, Jordan.
- B. Buildings and Grounds Committee- Samsa, Timpane, Quirk.
- C. Personnel Committee- Quirk, LaTendresse, Jordan.
- D. Procedural and Public Relations Committee-Furlong, Samsa, Timpane.

6. Public Forum:

There was no public forum.

7. Tenant Forum:

There was no tenant forum.

8. Old Business:

- A. Detroit Diesel Industrial Park building expansion, project update:
 - 1. Max Gray Change Order #4 \$53,870.38 will come out of contingency funds. Motion to approve change order was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.
 - 2. Max Gray Change Order# 5 to increase guaranteed maximum price amount to \$15,653,754.08. Motion to approve increase was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.
 - 3. Max Gray Pay Application #10 - \$650,446.24. Motion to approve payment was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.
 - 4. RS&H- Inv# 20141934007-9 - \$30,700.00. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
 - 5. South Hughes Road Improvement with the City of Hibbing. Executive Director Ziemer sent follow up email from February 7th meeting, awaiting response from Hibbing City Administrator.

9. New Business:

- A. MN/DOT Office of Aeronautics grant agreement #1055685 \$95,457.60 for airport zoning update project- Motion to accept grant was made by Director Timpane, supported by Director Quirk.
- B. Chisholm-Hibbing Airport Authority Ground Transportation Agreement being drafted for CHAA adoption.
- C. Chisholm-Hibbing Airport Authority Land Lease Agreement with State of MN/DNR Air Tanker Base- Motion to authorize Executive Director Ziemer to negotiate lease and bring to March 11, 2024 meeting was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- D. Chisholm-Hibbing Airport Authority Joint Powers agreement with State of MN/DNR Air Tanker Base- Motion to authorize Executive Director Ziemer to negotiate and bring to the March 11, 2024 meeting. Motion carried unanimously.
- E. Execute lease amendment #1 with TNT Airworks, LLC- Motion to approve lease amendment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
- F. Excess chair inventory- Motion to remove excess conference room chair inventory was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
- G. Aflac Insurance Proposal- Policy to be paid at employee expense through payroll deduction. Motion to approve proposal was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

10. Attorney's Report:

Contact information to be sent to Attorney Prebich on abandoned aircraft.

11. Executive Director's Report:

- A. Delta Connections and Sun Country January 2024 Enplanement report.
 - a. Delta enplanements were 684 rev, 189 non-rev for January 2024.
- B. Essential Air Service (EAS) bid support letter. Motion to approve EAS Letter of Support made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- C. Minnesota Airports Conference April 24th-26th at Breezy Point Resort– Executive Director Ziemer will be attending.
- D. FAA Reauthorization- EAS and possible federal funding for AFFF transition.

E. Airport Capital Improvement Program (CIP) Meeting with FAA and MNDOT Aeronautics on March 26th @ 8:30am. Finance Committee encouraged to attend.

12. Committee Report:

No Committee reports at this time.

13. Accounts Payable:

A motion was made by Director Quirk, supported by Director LaTendresse to approve the January 2024 payables to date in the amount of \$940,281.46. Motion carried unanimously.

14. Accounts Payable:

Motion was made by Director Timpane, supported by Director Quirk to approve the February 2024 payables to date in the amount of \$184,572.33. Motion carried unanimously.

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

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

16. Board Concerns:

March Regular Meeting will be held – March 11th @ 5:00pm.

17. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Quirk to adjourn the meeting at 6:15 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Terry Samsa, Vice President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator