



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, March 11, 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, March 11, 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  
Darren Christopher, RS&H  
Rick Prebich, Attorney via phone

**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 10E- Executive Director Out of State Travel in April. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Samsa, supported by Director Quirk to approve the meeting minutes of the February 21, 2024, Regular meeting. Motion carried unanimously.

**4. Communications:**

- A. Airline Enplanement Report for February 2024 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 #11 - \$559,969.35. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
2. RS&H- No Pay Applications at this time.
3. South Hughes Road Improvement Update- Continued discussion on road improvement funding.

**8. New Business:**

- A. Chisholm-Hibbing Airport Authority Land Lease Agreement with State of MN/DNR Air Tanker Base- Motion to authorize Executive Director Ziemer to execute lease terms was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
- B. Chisholm-Hibbing Airport Authority Joint Powers agreement with State of MN/DNR Air Tanker Base- Motion to authorize Executive Director Ziemer to accept and enter Joint Powers Agreement was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- C. Execute lease agreement with Enterprise- Motion to approve lease was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

## **9. Attorney's Report:**

- A. Abandoned Matosich Aircraft - No contact with family for years, considered abandoned. Per Attorney Prebich recommendation, a motion was made by Director Timpane, supported by Director Quirk to give aircraft owners 30 day notice to remove aircraft from the tie down area and to discontinue future services. Motion carried unanimously.
- B. Fence Damage- Quote to repair damages \$4,200.00. Per Attorney Prebich recommendation, a motion was made by Director Timpane, supported by Director LaTendresse to give local PD 10 days for further investigation, then contact local Private Investigator, services to cap at \$1,000.00. Motion carried unanimously.

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

- A. Delta Connections February 2024 Enplanement report.
  - a. Delta enplanements were 635 rev, 180 non-rev for February 2024.
- B. FY24 DOT/FAA Spending Bill --FAA Reauthorization- Continuing to work through it.
- C. MN Dept of Revenue – Notice 17-10 Sales and Use Tax- Construction Contracts with Exempt Entities- Executive Director Ziemer looking into.
- D. MN Statutes 2023 – 16B.981 – Pre-grant award risk assessment for grants of \$50,000.00 or more- Executive Director Ziemer looking into.
- E. Out of state travel for SkyWest marketing and flight schedule meeting- A motion was made by Director Timpane, supported by Director Quirk to authorize Executive Director Ziemer out of state travel, 3 nights hotel, meals, car rental and plane ticket. Motion carried unanimously.

## **11. Committee Report:**

Committees met and information discussed under Items 8A and 8B.

## **12. Accounts Payable:**

A motion was made by Director Quirk, supported by Director Timpane to approve the February 2024 payables to date in the amount of \$317,859.86. Motion carried unanimously.

**13. 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 \$105,416.82. Motion carried unanimously.

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

The motion was made by Director Quirk, supported by Director Samsa to approve the February 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 5:49 P.M. Motion carried unanimously.

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Chisholm-Hibbing Airport Authority  
Michael Furlong, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Jill Fatticci, Office Administrator