



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, August 19, 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, August 20, 2024, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Darren Christopher, RS&H
Rick Prebich, Attorney

Others Present:

2. Acceptance of Agenda:

A motion was made by Director Timpane, supported by Director LaTendresse to accept the agenda with the following additions- Item 4B- Attorney Borland Letter regarding Airport Zoning, Item 7A4- RS&H workorder 2022-04 CA/RPR Amendment to Detroit Reman phase 3 expansion, Item 7B4 – Contract between CHAA and Mesabi Bituminous for the taxiway and apron rehab project, Item 7C2 – Contract between Century Fence Company for wildlife perimeter fence improvements – phase 1, Item 8F – League of MN Cities annual property and mobile equipment and insurance policy renewal. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Quirk, supported by Director Samsa to approve the meeting minutes of the July 15, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

- A. HIB Enplanement report to be discussed in Executive Directors report.
- B. Attorney Borland's letter to be discussed in Attorneys 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 Orders – None at this time.
- 2. Max Gray Pay Application #16 for \$702,091.10. Motion to approve payment contingent upon receipt and acceptance of certified payroll reports was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- 3. RS&H Pay Invoice# 20141934007-14 \$18,420.00 Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- 4. RS&H Work Order# 2022-04 CA/RPR amendment #1 in the amount of \$49,862.00. Motion to approve work order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

B. T-Hangar Taxi Lane Rehabilitation

- 1. RS&H Invoice- None at this time.
- 2. Accept FAA (BIL) Grant agreement 3-27-0041-050-2024 \$726,308.00. Motion to accept grant was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- 3. Authorize President and Executive Director to execute State only grant and BIL companion grant. Motion to accept future grant monies was made by

Director Timpane, supported by Director Samsa. Motion carried unanimously.

4. Contract between CHAA and Mesabi Bituminous for taxilane and apron rehab project \$760,202.00, contingent upon receipt of MNDOT Aeronautics State only grant and Federal BIL companion grants. Motion to approve contract was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.

C. HIB Fence Replacement

1. RS&H Invoice- None at this time.
2. Contract between Century Fence Company for wildlife perimeter fence improvements phase 1 \$730,499.00, contingent upon receipt of Federal and State grants. Motion to approve contract was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.

D. HIB Airport Zoning Ordinance

1. RS&H Invoice# 1014193010-1 – No invoices at this time.

8. New Business:

A. Approval of 2025 CHAA Budget and proposed levy. A motion was made to approve the 2025 CHAA budget and resolution #18-19-2024 by Director Timpane, supported by Director Quirk. Motion carried unanimously.

B. 6:00 PM Joint meeting with city of Chisholm and Hibbing to approve 2025 tax levy of \$821,000.00. Executive Director Ziemer gave budget and operating presentation.

- a. The City of Chisholm voted and approved the levy.
- b. The City of Hibbing adjourned and will address at upcoming City Council meeting.

C. By Law Update – No action taken at this time.

D. Increase Airport Authority Credit Card limit from \$5,000.00. Motion to increase current credit card to \$10,000.00 and bring back information for additional credit card to next meeting was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

E. Accept MN/DOT Aeronautics grant agreement A6902-165, Contract No. 1057574: GA and Terminal Apron Design and Bidding. Motion to accept grant was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

F. League of MN Cities Annual Property and Equipment Insurance renewal \$85,200.00. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

9. Attorney's Report:

- A. Letter from Attorney Borland for City of Hibbing regarding Joint Airport Zoning Board. Attorney Prebich has been in contact with Attorney Borland in regards to letter.

10. Executive Director's Report:

- A. Delta Connections July 2024 Enplanement report.
 - a. Delta enplanements were 1,189 revenue passengers.
- B. Lake Superior Helicopter/Ascent Discovery Flight event- Event was well received.
- C. Local Airline Service Action Committee (LASAC)- RFP for State Lobbyist regarding PFAS. Motion to Opt-Out was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

11. Committee Report:

Finance Committee met for 2025 budget discussion, submitted for approval under Item 8A above.

12. Accounts Payable:

A motion was made by Director Quirk, supported by Director Samsa to approve the July 2024 payables to date in the amount of \$969,697.64. Motion carried unanimously.

13. Accounts Payable:

A motion was made by Director Timpane, supported by Director Quirk, to approve the August 2024 payables to date in the amount of \$148,336.61. 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 July 2024 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

16. Adjournment:

There being no further discussion, it was moved by Director Quirk, supported by Director LaTendresse to adjourn the meeting at 7:12 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator