



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, December 16, 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, December 16, 2024, at 5:00 pm.

Members Present:

Mike Furlong, President
Terry Samsa, Vice President
Ed LaTendresse, Treasurer
Jeannie Quirk- Late arrival 5:37
Jon Timpane

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

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 7A3- RS&H Invoice 20141934007-18, Item 7B4- RS&H Construction Admin Invoice 1014193401-1, Item 8D- RS&H Design and Bid work order 2024-06 for Crack seal and Coat Taxiway B&C, Item 8E- RS&H work order 2024-07 Demolition of Airway and building. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director LaTendresse, supported by Director Quirk to approve the meeting minutes of the November 18, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

A. HIB Enplanement report to be discussed in Executive Directors 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 Change Order #10 for \$350,139.57. Motion to approve change order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
2. Max Gray Pay Application #20 for \$220,801.17. Motion to approve payment was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
3. RS&H Invoice# 20141934007-18 for \$4,986.20. Motion to approve payments was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

B. HIB Fence Replacement – Phase 1

1. RS&H Design Invoice – None at this time.
2. RS&H Environmental Studies Invoice- None at this time.
3. Century Fence Pay Application #2 for \$156,809.45. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
4. RS&H Construction Administration Invoice 1014193401-1 for \$20,719.00. Motion to approve invoice was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.

C. HIB Airport Zoning Ordinance

1. RS&H Invoice- None at this time.

D. Terminal and Apron Maintenance Project

1. RS&H Design Inv 10141934013-0 for \$41,342.00. Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

8. New Business:

- A. Approve RS&H design and bidding work order for the Building C (Life Link) exterior renovation project. Tabled.
- B. Approve RS&H design and bidding work order 2024-08 for DNR in the amount of \$504,379.00. Motion to approve work order was made by Director Samsa, supported by Director Timpane. Motion carried unanimously.
- C. Approve 2025 airport rates and charges schedule. Motion to approve rates and charged was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- D. RS&H Design and Bid with Construction Administration work order 2024-06 for Crack seal and Coat of Taxiway B & C in the amount of \$99,744.00. Motion to approve work order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- E. RS&H Work Order 2024-07 Demolition of Airway and Buildings in the amount of \$13,940.00. Motion to approve work order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

9. Attorney's Report:

None at this time.

10. Executive Director's Report:

- A. Delta Connections and Sun Country Charter November 2024 Enplanement report.
 - a. Delta enplanements were 738 revenue passengers.
 - b. Sun Country – Riverside Resort and Casino Charter
 - i. October, November and December flights sold out, added Jan, Mar and Aril 2025 flights.
- B. Excessive Inventory Update
 - a. Sale of 1988 John Deere 644 Loader-6 Bids, highest bid \$32,000.00.
 - b. Extra bucket and forks inventory. Motion to keep in inventory was made Director Timpane, supported by Director Quirk. Motion carried unanimously.
 - c. 1996 Oshkosh Snowblower deem as excess inventory. Motion and amendment to remove snowblower from inventory, and to sell with a

third party vendor was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

11. Committee Report:

Personnel committee proposal for updated handbook changes, CHAA wages and benefits adjustments, holiday adjustments and employee appreciation event. Motion to approve proposal with amendment to set a cap of \$600.00 for employee appreciation event was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Samsa to approve the October 2024 payables to date in the amount of \$498,765.46. Motion carried unanimously.

13. Accounts Payable:

A motion was made by Director Timpane, supported by Director Quirk, to approve the November 2024 payables to date in the amount of \$610,659.84. 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 November 2024 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

A. 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 6:10 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator