



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, March 17, 2025**



1. Call to Order & Roll Call:

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Anne Jordan on Monday, March 17, 2025, at 5:00 pm.

Members Present:

Anne Jordan, President
Ed LaTendresse, Vice President
Terry Samsa, Treasurer
Jeannie Quirk
Michael Furlong
Jennifer Hoffman- Saccoman

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

Others Present:

2. Acceptance of Agenda:

Motion was made by Director Quirk, supported by Director Samsa to accept the agenda with the following additions- Item 7D1- Project name correction, Item &E1 – DNR Facility Improve Project invoice, Item 8C- remove. Motion carried unanimously.

3. Approval of Minutes:

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

4. Communications:

- A. Airline Enplanement Report for February 2025 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. HIB Airport Zoning Ordinance Update
 - 1. JAZB Committee Meeting moved to 4th Wednesday of the month.
 - 2. RS&H Invoice# 10141934010-5 \$6,818.40- Motion to approve payment was made by Director Quirk, supported by Director Hoffman-Sacoman. Motion carried unanimously.
- B. HIB Fence Phase 1 Construction
 - 1. RS&H Phase 2&3 Environmental studies Invoice# 10140055003-3 for \$9,995.60. Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.
- C. HIB T-Hangar taxi lane A02 Design and Bidding
 - 1. RS&H Invoice #10141934019-1 for \$14,719.65 – Motion to approve payment was made by Director Samsa, supported by Director Furlong. Motion carried unanimously.
- D. HIB Runway 31-13 Crack seal Project
 - 1. RS&H Invoice # 1014193016-1 for \$42,430.50- Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- E. DNR Facility Improvement Project
 - 1. RS&H Design and Bidding Invoice# 1014934018-1 for \$100,875.80 – Motion to approve payment was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.

8. New Business

- A. Create Certificate of Deposit for Detroit Reman building maintenance account.

1. Motion to authorize Executive Director Ziemer to use discretion to open certificates, laddered 6,9,12 mo. \$200K each, with best prevailing rate at either signatory financial institutions was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
- B. MN Paid Leave
 1. Initial premium rate set at 0.88% - more information to be provided at a later date.
- C. Item removed
- D. Wildfire Vehicle Hoist, accessories and electrical connection
 1. Motion made by Director Quirk, supported by Director LaTendresse to purchase Wildfire Vehicle hoist, accessories and electrical connection at quoted price. Motion carried unanimously.
- E. Check In Lobby Furniture
 1. Motion to purchase terminal check in lobby furniture from Innovative Office Solutions not to exceed \$16,401.05 was made by Director Quirk, supported by Director Furlong. Motion carried unanimously.
- F. Directors and Officers Insurance Policy Renewal \$6,401.91
 1. Motion to approve payment for policy renewal was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- G. Integris computer proposal – Tabled.

9. Attorney's Report:

No Attorney's report at this time.

10. Executive Director's Report:

- A. Delta Connections and Sun Country February 2025 Enplanement report.
 - a. Delta enplanements were 716 revenue passengers.
 - b. Sun Country- no February charter. March and April charters sold out.
- B. 2024 Budget vs Actual report

11. Committee Report:

No Committee reports at this time.

12. Accounts Payable:

A motion was made by Director Quirk, supported by Director LaTendresse to approve the February 2025 payables to date in the amount of \$2,546,786.55. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Furlong, supported by Director Quirk to approve the March 2025 payables to date in the amount of \$1,020,713.68. Motion carried unanimously.

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

The motion was made by Director Quirk, supported by Director LaTendresse to approve the February 2025 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

Executive Director hired hazardous waste company for AFFF collection and disposal including manifest with chain of custody for proof of proper disposal. Executive Director is in communication with a company looking to purchase 1998 Titan E-One truck.

16. Adjournment:

There being no further discussion, it was moved by Director Quirk, supported by Director LaTendresse to adjourn the meeting at 6:38 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator