



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, June 16, 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, June 16, 2025, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Rick Prebich, Attorney
Darren Christopher, RS&H (via Teams)
Brandon Jensen, RS&H

Others Present:

Jeff Sterle, Sterle and Co.

2. Acceptance of Agenda:

Motion was made by Director LaTendresse, supported by Director Furlong to accept the agenda with the following additions- Item 7E3- MNDOT Grant Amendment Request, Item 8F- MNDOT Air Service Marketing Grant, Item 10D- Terminal A/C Condenser Unit Failure. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Hoffman-Saccoman supported by Director LaTendresse to approve the meeting minutes of the May 19, 2025, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for May 2025 to be discussed in Executive Director report.
- B. City of Hibbing – Notice of Intent to Purchase Airport Property to be discussed in New Business report.
- C. FAA Compliance Letter dated May 29, 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 Fence Phase 1 Construction
 - 1. RS&H Phase 2/3 Environmental Studies Invoice 10140055003-5 \$4,997.80- Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.
 - 2. Century Fence Pay Application #2 \$65,587.91- Motion to approve was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
- B. HIB Runway 13-31 and Taxiway B & C Crack seal/Sealcoat Project
 - 1. RS&H Design Invoice 1014934016-2 \$14,143.50- Motion to approve payment was made by Director LaTendresse, supported by Director Hoffman-Sacoman. Motion carried unanimously.
- C. DNR Air Tanker Base Improvement Project
 - 1. RS&H Design Invoice 10141934010-3 \$126,094.75 – Motion to approve payment, reimbursable by DNR, was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
- D. HIB Zoning Plan Update
 - 1. RS&H Zoning plan invoice# 10141934010-7 \$30,000.96- Motion to pay the invoice was made by Director Hoffman-Sacoman supported by Director LaTendresse. Motion carried unanimously.

E. GA and Terminal Apron Maintenance Project Update

1. National Sealant Pay Application#1 \$153,290.86 70% State/30% Local – Motion to approve was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.
2. RS&H CA/RPR Invoice 10141934015-1 \$17,143.60 – Motion to approve payment was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
3. MNDOT Grant Amendment Request- Motion to authorize Executive Director to apply for grant amendment for additional \$30,000.00 and when grant received authorize Executive Director and President Jordan to sign. Motion was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.

F. Taxi lane A01 (West) Rehabilitation Project

1. RS&H CA/RPR Invoice# 1014934012-1 \$6,404.20 – Motion to approve payment was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.
2. Mesabi Bituminous Pay Application #1 \$69,008.98 – Motion to approve was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.

G. Airway Bar and Restaurant Demolition

1. RS&H Invoice# 10141934017-1 \$10,455.00 – Motion to approve payment was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.
2. Hosier Worldwide, Inc contract \$103,169.00– Motion to approve contract was made by Director Hoffman-Sacoman, supported by Director LaTendresse. Motion carried unanimously.

8. New Business

- A. Sterle and Company – 2024 Audit Presentation - Jeff Sterle presented highlights of the 2024 audit report. Motion to approve the audit report was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
- B. Sale of Airport Property to City of Hibbing per FAA guidance requirements. Motion by Director LaTendresse, supported by Director Samsa to authorize Executive Director Ziemer to send a letter to the City of Hibbing stating- The Chisholm-Hibbing Airport Authority generally agrees with the proposal as sent out in the Letter of Intent but remain not obligated until a formal purchase agreement has been designed and approved and the consent from the City of Chisholm is received. Motion carried unanimously.

- C. RS&H Work Order for perimeter fence focused on environmental assessment and Independent Fee Estimate. Motion to authorize the Executive Director to hire 3rd party engineering firm to perform independent fee review (IFE) as required by FAA for workorders exceeding \$100,000.00 was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
- D. Procurement approval for a Vernig 72" pickup broom sweeper with gutter brush \$9,765.00. Motion to approve purchase was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.
- E. Airport Excess Inventory – Terminal Furniture seating. Motion to approve disposal of excess terminal seating furniture was made by Director Furlong, supported by Director Hoffman-Sacoman. Motion carried unanimously.
- F. Acceptance of MNDOT Air Service Marketing Grant A6902-SM027, Resolution# 1060233 \$22,396.00- Motion to accept grant was made by Director Hoffman-Sacoman, supported by Director Samsa. Motion carried unanimously.

9. Attorney's Report:

No Attorney's report at this time.

10. Executive Director's Report:

- A. Delta Connections and Sun Country May 2025 Enplanement report.
 - a. Delta enplanements were 812 revenue passengers.
- B. FAA Safety and Compliance Inspection Debrief
 - a. RS&H to compare data and report back with plan on how to proceed on Runway 13-31 noncompliance issue.
- C. 2026 Airport Budget
 - a. Continuing to work on preliminary draft
 - b. Meeting to be scheduled with Finance committee
 - c. Present to City of Hibbing for 8/8 meeting. Executive Director Ziemer will extend similar offer to the City of Chisholm.
 - d. Budget approval set for Aug meeting
- D. Terminal Air Condition Unit Failure
 - a. Motion to authorize Executive Director to purchase a new Air Condition unit with lowest quote was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.

11. Committee Report:

No Committee reports at this time.

12. Accounts Payable:

A motion was made by Director LaTendresse, supported by Director Hoffman-Saccoman to approve the May 2025 payables to date in the amount of \$527,256.02. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Furlong, supported by Director LaTendresse to approve the June 2025 payables to date in the amount of \$183,714.83. Motion carried unanimously.

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

The motion was made by Director LaTendresse, supported by Director Hoffman Saccoman to approve the May 2025 treasurer's report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

No bids received for Life Link Paint Project. Project to be reviewed to include banner replacement and ad to be readvertised at a later date.

16. Adjournment:

There being no further discussion, it was moved by Director Samsa, supported by Director LaTendresse to adjourn the meeting at 7:22 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator