MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, May 19, 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, May 19, 2025, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Rick Prebich, Attorney

Others Present:

2. **Acceptance of Agenda:**

Motion was made by Director LaTendresse, supported by Director Quirk to accept the agenda with the following additions- Item 8A2- Max Gray Change Order# 11. 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 April 21, 2025, Regular meeting. Motion carried unanimously.

4. **Communications:**

A. Airline Enplanement Report for April 2025 to be discussed in Executive Director Report.

B. Essential Air Service (EAS) – Proposed Cuts to Federal EAS Program. This program is approved by Congress, no concerns with cuts at this time.

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 Invoice- None at this time.

B. Detroit Reman Phase 3 Expansion Project Update
    1. Max Gray Pay Applications- None at this time.
    2. Max Gray Change Order# 11- No additional cost, just shift in funds from contractor general conditions for breakroom floor epoxy, lithium-ion sensor in battery room, compressor RTU controllers. Motion to approve change order was made by Director LaTendresse supported by Director Quirk. Motion carried unanimously.

C. HIB Runway 31-13 and Taxiway B & C Crack seal/Sealcoat Project
    1. Approve the contract with Fahrner Asphalt. Motion to approve the contract was made by Director Samsa supported by Director LaTendresse. Motion carried unanimously.
    2. Limited notice to proceed. Motion to authorize Executive Director Ziemer with limited notice to proceed for KGM asphalt work was made by Director Samsa supported by Director Quirk. Motion carried unanimously.

D. DNR Air Tanker Base Improvement Project
    1. RS&H Design Invoice- None at this time.

E. HIB Zoning Plan Update
    1. RS&H Zoning plan invoice# 10141934010-6 $13,636.80. Motion to pay the invoice was made by Director LaTendresse supported by Director Quirk. Motion carried unanimously.

8. **New Business**

A. Authorize Executive Director and CHAA President to approve MNDOT Office of Aeronautics equipment grant# 1060127 to purchase tractor, rotary mower and boom mower. 70% State $195,590.40 / 30% Local $82,073.43. Local funds paid from PFC savings account.

1. Motion to approve grant# 1060127 for purchase of tractor, rotary mower, boom mower and include credit for New Holland trade in was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

B. Extend $2M Line of Credit with Security State Bank in Hibbing. Term expires July 1, 2025.

1. Motion made by Director Samsa supported by Director Hoffman Saccoman to extend Line of Credit. Motion carried unanimously.

9. <u>Attorney's Report:</u>

No Attorney's report at this time.

10. <u>Executive Director's Report:</u>

A. Delta Connections and Sun Country April 2025 Enplanement report.
   a. Delta enplanements were 830 revenue passengers.
   b. Sun Country- April was 182 rev passengers.

B. FAA and MNDOT Aeronautics Capitol Improvement Project (CIP) meeting
   a. Runway rehab planning study projected for 2026

C. FAA Safety and Compliance Inspection
   a. Inspection scheduled for May 20th, 2025

D. 2026 Airport Budget
   a. Continuing to work on preliminary draft
   b. Sterle and Co to present at June meeting
   c. Present to City of Hibbing for 8/8 meeting
   d. Budget approval set for Aug meeting

E. Sale of Animal Shelter 5-acre property to the City of Hibbing
   a. Informational at this moment. City to provide Letter of Intent and invite City to attend June 16th meeting.

11. <u>Committee Report</u>:

No Committee reports at this time.

12. <u>Accounts Payable:</u>

A motion was made by Director Quirk, supported by Director LaTendresse to approve the April 2025 payables to date in the amount of $768,486.85. Motion carried unanimously.

13. **Accounts Payable:**

Motion was made by Director Quirk, supported by Director Samsa to approve the May 2025 payables to date in the amount of $304,493.64. Motion carried unanimously.

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

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

15. **Board Concerns:**

The Airway Demolition bid project and Life Link Hangar painting bid project have been advertised.

We have received the MN Airport Award of Excellence.

16. **Adjournment:**

There being no further discussion, it was moved by Director Quirk, supported by Director Samsa to adjourn the meeting at 6:10 P.M. Motion carried unanimously.

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Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

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Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator