



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, August 25, 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, August 25, 2025, at 5:00 pm.

Members Present:

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

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

Others Present:

2. Acceptance of Agenda:

The motion was made by Director Quirk, supported by Director LaTendresse to accept the agenda. Motion carried unanimously.

Motion to add the following additions- Item 8D- Life Link Paint Rebid was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Furlong supported by Director Samsa to approve the meeting minutes of the July 28, 2025, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for July 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. Final punch list item checklist was created. The contractor will address the punch list in the coming week(s). No pay application for Century Fence at this time.
- 2. RS&H CA Inv# 10141934014-3 \$23,719.00 – Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
- 3. RS&H Fence Phase 2/3 Environmental Studies Inv# 10140055003-6 \$4,997.80 – Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

B. HIB Runway 13-31 and Taxiway B & C Crack seal/Sealcoat Project

- 1. Waiting on FAA and MNDOT companion grant before project can start.

C. DNR Air Tanker Base Improvement Project

- 1. Site Development Contract with KGM \$2,236,426.50. Motion to approve contract pending concurrence with DNR facility funding bid was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
- 2. RS&H CA Inv # - None at this time.
- 3. RS&H Design Inv # - None at this time.
- 4. Approve Dispatch Facility Construction contract – None at this time.

D. HIB Zoning Plan Update

- 1. RS&H addressing MNDOTs comments. Committee to meet again in September.

E. GA and Terminal Apron Maintenance Project Update

- 1. National Sealant Pay Application #- None at this time.

2. RS&H CA Inv# 10141934015-3 \$6,428.85 – Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

F. Taxi lane A01 (West) Rehabilitation Project

1. RS&H CA/RPR Invoice# 1014934012-2 \$57,637.80 – Motion to approve payment was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.
2. Mesabi Bituminous Pay Application #2 \$317,047.34 – Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.
3. T-Hangar Tenant Rental Credit – Discussion only at this time

G. Taxi lane A02 (East) Rehabilitation Project Update

1. RS&H Design Inv# 10141934019-2 \$83,411.35 (Final). Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

H. Airway Bar and Restaurant Demolition

1. Hosier Worldwide, Inc Pay Application #2 \$22,446.51 – Motion to approve payment upon completing final punch list items was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.
2. RS&H CA Inv # - None at this time.

8. New Business

- A. Annual Joint Meeting with Chisholm and Hibbing City Council's
 - a. Executive Director Ziemer gave a brief budget presentation.
 - b. CHAA 2026 Budget and Levy Resolution Approval. Motion to approve 2026 levy resolution 08-25-2025 for \$845,231.00 was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
 - c. The City of Chisholm Levy Resolution – Voted and approved Levy Resolution 08-25-2025 \$845,231.00.
 - d. The City of Hibbing Levy Resolution –Adjourned meeting with no motion to request City Council approval or rejection of the proposed levy. City of Hibbing will further discuss at the next City Council meeting.

- B. RS&H Work Order for HIB Land Release/ Disposal Documentation Preparation and Submission Services.

- a. Waiting on formal proposal from SEH. Tabled until further notice.

- C. Rapids Plumbing & Heating Mini-Split Proposal- FAA Leased Office Space

- a. Quote for mini-split \$5,982.00 plus electrical hook up. Motion to approve the quote and payment was made by Director Quirk, supported by Director Furlong. Motion carried unanimously.

- D. Life Link Building Painting Contract

- a. Motion to approve Steinbrecher painting contract for \$84,000.00 was made by Director LaTendresse, supported by Director Quirk. 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 July 2025 Enplanement report.
 - a. Delta enplanements were 1362 revenue passengers.
- B. Pan Continental Curling Event in October – CHAA is advertising for event to draw potential passengers.
- C. Emergency Tabletop Review was hosted last week and well attended.

11. Committee Report:

No committee reports.

12. Accounts Payable:

A motion was made by Director LaTendresse, supported by Director Quirk to approve the July 2025 payables to date in the amount of \$759,982.96. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Quirk, supported by Director Hoffman-Saccoman to approve the August 2025 payables to date in the amount of \$407,835.79. Motion carried unanimously.

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

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

15. Board Concerns:

FAA inspection update – All immediate items have been addressed. The one remaining discrepancy area item site work to remove soils and bring in engineered fill in will be addressed during another concurrent construction project.

The next regular CHAA Board meeting will be held on September 16, 2025, at 4:00pm.

First National Bank of Chisholm was bought by Park State Bank.

16. Adjournment:

There being no further discussion, it was moved by Director LaTendresse, supported by Director Samsa, to adjourn the meeting at 6:42 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator