



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, November 18, 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 Tuesday, November 18, 2025, at 4:00 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
Brandon Jensen, RS&H
Jacob Wick, RS&H

Others Present:

2. Acceptance of Agenda:

The motion to accept the agenda with the following changes – Add the following: Old Business- Item 7F- Fence Invoice, Attorney's Report- Item 9– St. Louis Country Property Tax, Executive Directors Report- Item 10E Federal Flight Reduction Mandate, Item 10F – Indemnification Policy was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director LaTendresse supported by Director Quirk to approve the meeting minutes from October 21, 2025, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for October 2025 to be discussed in the Executive Director report.
- B. United States Department of Transportation- Notice of Funding Re-establishment for EAS. To be discussed in the Executive Director report.
- C. FAA 2025 Airport Safety and Compliance issue has been corrected from the May FAA inspection. To be discussed in the Executive Director report.

5. Public Forum:

There was no public forum.

6. Tenant Forum:

Austin Miller with Vantage Aviation (Fly Duluth) currently has 4 active students, 3 additional have already completed their course this year. One of the students is training for commercial and one for private – instrumental focus. Austin will be leaving as of December 1 and there will be a temporary instructor filling in until they fill the new instructor position.

7. Old Business:

- A. HIB Runway 13-31 and Taxiway B & C Crack seal/Sealcoat Project
 1. Fahrner Asphalt Pay Application – None at this time.
 2. RS&H Construction Administration Inv# 10141934016-5 \$6,475.50 CA is now 90% complete. Local share at 2.5%. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- B. DNR Air Tanker Base Improvement Project
 1. KGM Pay Application #2 \$864,801.05. To be reimbursed, 100% funded by DNR bonding. Motion to approve payment was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
 2. KGM Change Order – None at this time.

3. RS&H Construction Administration Inv #10141934020-2 \$58,950.00 –DNR to reimburse 100%. Motion to approve payment was made by Director Quirk, supported by Director Hoffman-Saccoman. Motion carried unanimously.

C. Airway Demolition

1. RS&H Final Invoice #10141934017-2 \$3,485.00. Local share 100%. Motion to approve payment was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

D. GA and Terminal Apron Maintenance Project

1. RS&H Construction Administration Invoice – None at this time.
2. National Sealant Pay Application – None at this time.

E. MnDOT Office of Aeronautics Equipment Grant

1. No payments at this time.

F. Perimeter Fence Focused Environmental Assessment

1. RS&H Invoice# 10141934022-1 \$42,653.70. Self-funded until we can apply for grant later next spring. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

8. New Business

A. HIB Land Release/ Disposal Documentation Preparation and Submission Services.

- a. RS&H Work Order proposal \$69,600.00.
- b. SEH Work Order proposal \$44,700.00.

Executive Director Ziemer to reach out to City of Hibbing Administrator Pruszinske for a status update on Purchase Order.

B. MN Paid Leave

- a. Motion by Director Furlong, supported by Director Samsa for CY2026 to approve the following-

- i. Participation in State PFML Plan
- ii. Premium Participation by Employer and Employee- CHAA to cover both portions of premium
- iii. Supplemental payment option- PTO can be used to top off wages
- iv. Intermittent leave option- Minimum increment one full day
- v. Administrators- Both Executive Director and Office Administrator

Motion carried unanimously.

9. Attorney's Report:

Our tenants TNT Airworks and Midwest Aircraft Refinishing both received 2025 tax statements- assessed in 2025 and payable in 2026. Both leases were amended

with language changes to reflect no ownership of property on their part. Motion was made by Director LaTendresse, supported by Director Hoffman-Saccommann to make a preliminary first effort to contact St. Louis County Assessor to have this removed. Motion carried unanimously.

10. Executive Director's Report:

- A. Delta Connections and Sun Country October 2025 Enplanement report.
 - a. Delta enplanements were 1000 revenue passengers. HIB lost 4 flights due to the shutdown.
 - b. Sun Country Riverside Resort and Casino charter scheduled December 7th, sold out.
- B. Request for Qualification- Professional Engineering, Planning and Environmental Services
 - a. Informational at this time. A total of four RFQ's were received. Finance committee members are individually reviewing and scoring. A meeting will be determined at a later date to review all scores.
- C. 2025 Operating Budget to Actual Quarterly Update
 - a. Information update. Tracking close so far this year.
- D. FAA RSA Compliance Letter
 - a. Letter from FAA dated November 13, 2025 states RSA is now in compliance.
- E. Federal Flight Reduction Mandate- Received amended notice letter dated 11/14/25 stating that funding has been re-established for EAS program.
- F. Indemnification Policy
 - a. Attorney Prebich to draft the policy for the December meeting.

11. Committee Report:

No committee reports.

12. Accounts Payable:

A motion was made by Director Quirk supported by Director LaTendresse to approve the October 2025 payables to date in the amount of \$2,733,080.76. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Furlon, supported by Director Quirk to approve the November 2025 payables to date in the amount of \$219,304.59. Motion carried unanimously.

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

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

15. Board Concerns:

The next regular CHAA Board meeting will be held on December 16, 2025, at 4:00pm. January and February meetings will be determined at the December meeting.

Range Regional Airport Pack a Plane Toy Drive now through December 10th.

16. Adjournment:

There being no further discussion, it was moved by Director Furlong, supported by Director LaTendresse, to adjourn the meeting at 5:22 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator