



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, October 21, 2025**



**1. Call to Order & Roll Call:**

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President, Ed LaTendresse on Tuesday, October 21, 2025, at 4:00 pm.

**Members Present:**

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 to accept the agenda with the following changes – Add the following: Item 8F- Zoning Update, Item 7A1 Pay Application price correction, Item 10F – Remove item was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Quirk supported by Director Hoffman-Saccoman to approve the meeting minutes from September 16, 2025, Regular and September 12, 2025 Special meeting. Motion carried unanimously.

#### **4. Communications:**

- A. Airline Enplanement Report for September 2025 to be discussed in the Executive Director report.
- B. United States Department of Transportation- Notice of funding lapse and impacts on the Essential Air Service program.
- C. United States Department of Transportation- Amended notice of additional funding for the Essential Air Service program.

#### **5. Public Forum:**

There was no public forum.

#### **6. Tenant Forum:**

There was no tenant forum.

#### **7. Old Business:**

- A. HIB Runway 13-31 and Taxiway B & C Crack seal/Sealcoat Project
  - 1. Fahrner Asphalt Pay Application #2 \$584,647.76. Local share after FAA and state funding is estimated \$14,616.19. Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
  - 2. RS&H Construction Administration Inv# 10141934016-4 \$28,060.50 CA is now 75% complete. Local share after FAA and State funding estimated \$701.51. Motion to approve payment was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.
- B. DNR Air Tanker Base Improvement Project
  - 1. KGM Pay Application #1 \$516,790.74. To be reimbursed, 100% funded by DNR. Motion to approve payment was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.
  - 2. KGM Change Order #2 to increase contract by \$39,985.75 for additional request by DNR for sidewalks, underdrain, replace well pipe to pump house, new contract total will be \$2,282,122.25. Motion to approve change order to include old building demolition was made by Director Furlong, supported by Director Hoffman-Saccoman. Motion carried unanimously.
  - 3. RS&H Construction Administration Inv #10141934020-1 \$19,650.00 – CA is 5% complete. DNR to reimburse 100%. Motion to approve payment was

made by Director Quirk, supported by Director Samsa. Motion carried unanimously.

C. GA and Terminal Apron Maintenance Project

1. RS&H Construction Administration Invoice #1014934015-4 \$4,285.90 (Final) Local share \$2,185.77. Motion to approve payment was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.
2. National Sealant Pay Application #3 \$18,948.44 Local share \$5,684.53 – Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.

D. MnDOT Office of Aeronautics Equipment Grant

1. 26' Shulte 5026 Mower – Trueman Welters Invoice EB27656 \$70,621.88 70:30 Grant with MnDOT Aeronautics Local Share \$21,186.56 from PFC savings. Motion to approve payment was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

E. Life Link Hangar Exterior Paint Project Update

1. Steinbrecher Painting Final Pay Application #1 \$84,000.00. IRRR\$75,000.00, Local share \$8,000.00. Motion to approve payment was made by Director Furlong, 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.

Motion to table was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

B. MNDOT Office of Aeronautics Emergency Grant Terminal Air Conditioning Unit-

- a. Executive Director Ziemer applied for an emergency grant with MNDot to replace one terminal air conditioning unit. MNDOT offered grant at 70% of replacement value. Motion to accept grant resolution 1061250 project A6902-168 for \$38,654.00 was made by Director Furlong, supported by Director Quirk. Motion carried unanimously. (Please note this grant was approved at the September 16, 2025 meeting.)

C. MNDOT Office of Aeronautics Grant A6902-169 East T-Hangar Taxilane Rehabilitation

- a. Motion by Director Quirk, second by Director Hoffman-Saccoman to accept MNDOT Grant A6902-169, Agreement 1061113 for the taxilane

(East) Rehabilitation project in the amount of \$58,637.67. Motion carried unanimously.

D. Certificate of Deposit Renewal with First National Bank of Chisholm.

- a. Motion to reinvest original certificate amount of \$252,500.00 into a new 12month certificate at FNB and deposit interest earned into general checking at SSB was made by Director Quirk, supported by Director Furlong. Motion carried unanimously.

E. Thyssen Krupp Airport Systems- Passenger Boarding Bridge Canopy Replacement \$14,750.00.

- a. Motion to approve payment with PFC funds was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.

F. Joint Airport Zoning Update

- a. Next step is approval by CHAA Board at the November 18<sup>th</sup> meeting, then a public hearing is scheduled for December 1st, followed by the City of Hibbing Adoption on December 3<sup>rd</sup>.

**9. Attorney's Report:**

No Attorney's report at this time.

**10. Executive Director's Report:**

A. Delta Connections and Sun Country September 2025 Enplanement report.

- a. Delta enplanements were 1066 revenue passengers.
- b. Sun Country Riverside Resort and Casino charter scheduled October 24<sup>th</sup>, sold out.
- c. Exceeded 10K enplanements for the year.

B. IRRR Grant Award for \$27,045.00 for East T-hangar Rehabilitation Project

- a. Informational at this time

C. Surplus Inventory – Model Year 1997 Oshkosh H-2718B Rotary Blower

- a. Amend previous motion from sell via third 3<sup>rd</sup> party to donate to locate airport in need. Motion to accept amended motion was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

D. Request for Qualification- Professional Engineering, Planning and Environmental Services

- a. Advertisements went out Oct 3<sup>rd</sup>, Questions through Oct 19<sup>th</sup>, Proposals due November 3<sup>rd</sup>, Award will be granted at the CHAA December 16 board meeting. Executive Director Ziemer to select board members for the selection committee.

- E. State of Minnesota Paid Family Medical Leave
    - a. Set Personnel Committee meeting to determine the following
      - i. Participation in State PFML Plan
      - ii. Premium Participation by Employer and Employee
      - iii. Supplemental payment option
      - iv. Intermittent leave option
  - F. 2025 Operating Budget to Actual Quarterly Update
    - a. Tabled until November meeting
  - G. Pan Continental Curling Championship Ticket Sweepstakes
    - a. Tickets available through Saturday at the box office
  - H. Minnesota Board of Firefighter Training and Education (MBFTE) Grant  
\$2,570.00
  - I. TSA workers affected by Government Shutdown
  - J. St. Louis County Assessor Visit
    - a. Amendments to the following leases
      - i. RKG Enterprises (Midwest Aircraft Refinishing)
      - ii. TNT Airworks
- Motion to amend the included leases was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.

**11. Committee Report:**

No committee reports.

**12. Accounts Payable:**

A motion was made by Director Furlong supported by Director Quirk to approve the September 2025 payables to date in the amount of \$1,869,893.41. Motion carried unanimously.

**13. Accounts Payable:**

Motion was made by Director Hoffman-Sacoman, supported by Director Quirk to approve the October 2025 payables to date in the amount of \$589,039.90. Motion carried unanimously.

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

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

#### **15. Board Concerns:**

Brandon Jensen with RS&H showed a presentation of the 2025 construction projects.

The next regular CHAA Board meeting will be held on November 18, 2025, at 4:00pm.

Director LaTendresse mentioned that the water level on the SE corner of the property is getting rather high due to beaver dams. Trappers have been contacted.

Correction to the August 25, 2025 minutes. Minutes were approved with the following under New Business Item 7F:

Taxilane 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.

It should have reflected and been recorded as the following

Taxilane A01 (West) Rehabilitation Project

1. RS&H CA/RPR Invoice# 1014934012-3 \$32,021.00-  
Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
2. Mesabi Bituminous Pay Application #3 \$197,505.90-  
Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.

Motion to accept minute correction was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

**16. Adjournment:**

There being no further discussion, it was moved by Director Quirk, supported by Director Samsa, to adjourn the meeting at 5:50 P.M. Motion carried unanimously.

---

Chisholm-Hibbing Airport Authority  
Ed LaTendresse, Vice President

ATTEST:

---

Chisholm-Hibbing Airport Authority  
Jill Fatticci, Office Administrator