



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, September 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 Tuesday, September 16, 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  
Darren Christopher, RS&H  
Brandon Jensen, RS&H

**Others Present:**

Candie Seppala, City of Hibbing Clerk

**2. Acceptance of Agenda:**

The motion to accept the agenda with the following changes – Remove the following: Item 7C1 Site Development Contract, add the following: Item 7B3 MNDOT Companion Grant, Item 7C4 KGM Change Order for Civil Site Project, Item 8D Health Insurance Renewal, Item 8E Advertise for RFQ for Engineering Construction Services, Item 8F MNDOT Grant for Terminal A/C Condenser was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Quirk supported by Director Furlong to approve the meeting minutes from August 25, 2025, Regular and Joint meeting. Motion carried unanimously.

**4. Communications:**

- A. Airline Enplanement Report for August 2025 to be discussed in Executive Director report.
- B. All 3 Levy Resolutions have been submitted to St. Louis County.
  - a. Corrections have been made with the City of Hibbing to reflect the legal name of Chisholm Hibbing Airport Authority, not Range Regional Airport.

**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. Century Fence Pay Application #5 \$77,705.18. Local share after FAA and State funding is estimated \$3,885.00. Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
2. RS&H Construction Administration Inv# 10141934014-4 \$9,487.60, CA now at 95% complete. Local share after FAA and State funding is approximately \$474.00 – 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. Fahrner Asphalt Pay Application #1 \$146,796.46. Local share after FAA and state funding is estimated \$3670.00. Motion to approve payment was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.
2. RS&H Construction Administration Inv# 10141934016-3 \$4,317.00 Local share after FAA and State funding estimated \$216.00. Motion to approve

payment was made by Director Furlong, supported by Director LaTendresse. Motion carried unanimously.

3. MNDot Companion Grant Resolution 10660988. Motion for Executive Director Ziemer and CHAA President to accept grant was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

C. DNR Air Tanker Base Improvement Project

1. Item removed.
2. RS&H Design Inv #10141934018-4 \$100,875.80 – Design is 95% complete. DNR to reimburse 100%. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
3. Lakehead Constructors, Inc contract \$2,901,000.00 Motion to award the dispatch facility construction contract to Lakehead Constructors was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
4. KGM Change Order #1 to increase contract by \$27,500 for demolition of the old building and extend power to float plane gate, new contract total will be \$2,242136.50. Motion to approve change order to include old building demolition was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

D. Taxi lane A01 (West) Rehabilitation Project

1. RS&H CA Invoice# 1014934012-4 \$19,212.60. Construction Administration is now 95% complete. Local share estimated around 3% after FAA, State and IRRR funding. Motion to approve payment was made by Director Quirk, supported by Director Hoffman-Saccoman. Motion carried unanimously.
2. Mesabi Bituminous Pay Application #4 \$73,204.55 – Motion to approve payment was made by Director Samsa, supported by Director LaTendresse. Motion carried unanimously.

E. Airway Bar and Restaurant Demolition

1. Hosier Worldwide, Inc Pay Application- None at this time. Waiting for final punchlist to be completed.
2. RS&H Construction Administration Invoice – None at this time.

## **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.

An update was provided by Candie Seppala on the City of Hibbing's status with finding RFP applicants for the animal shelter service. At the time 3 entities applied, only 1 would be considered, pending further information.

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

B. MNDOT Office of Aeronautics Maintenance and Operations Grant Offer

- a. Airport Maintenance and Operations Grant Agreement Resolution 1060286 for SFY 2026 & SFY 2027 total \$208,246.75 (\$104,123.37 annually). Motion to accept grant was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

C. Certificate of Deposit Renewal with Security State Bank.

- a. Motion to reinvest original certificate amount of \$200,000.00 into a new 12month certificate at SSB and deposit interest earned into general checking was made by Director LaTendresse, supported by Director Furlong. Motion carried unanimously.

D. Minnesota Health Consortium – Medica Health Insurance Renewal

- a. New health insurance premiums came in at an 8.2% increase compared to a budgeted increase of 5%. Director Samsa made a motion to approve the proposed health care renewal , it was supported by Director Quirk. Motion carried unanimously.

E. Engineering Consulting Services – Request to advertise for RFQ.

- a. CHAA's current contract with RS&H is through November 2026. A motion was made by Director Quirk, supported by Director Samsa, to authorize Executive Director Ziemer to advertise for RFQ for Engineering consulting services. Motion carried unanimously.

F. 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.

**9. Attorney's Report:**

No Attorney's report at this time.

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

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

- a. Delta enplanements were 1441 revenue passengers.
- b. Sun Country Riverside Resort and Casino charter scheduled later this month.

- B. Pan Continental Curling Event in October – CHAA is advertising for event to draw potential passengers. Sweepstakes advertisement already has close to 80 entries.
- C. MAC Director of OC, Director of Planning, Fire and Police officials met at the CHAA office this week.

**11. Committee Report:**

No committee reports.

**12. Accounts Payable:**

A motion was made by Director LaTendresse, supported by Director Quirk to approve the August 2025 payables to date in the amount of \$1,359,357.97. Motion carried unanimously.

**13. Accounts Payable:**

Motion was made by Director Quirk, supported by Director Furlong to approve the September 2025 payables to date in the amount of \$374,032.18. Motion carried unanimously.

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

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

**15. Board Concerns:**

Director Samsa expressed concerns over the City of Hibbing referencing the Chisholm Hibbing Airport Authority as a department of the City of Hibbing. Director Samsa feels this could give citizens the wrong impression that CHAA is part of the city and not its own separate entity. Candie Seppala to bring this back to City of Hibbing's council.

The next regular CHAA Board meeting will be held on October 21, 2025, at 4:00pm.

Paid Family Medical Leave- Committee meeting will be scheduled at a later date for further discussion.

**16. Adjournment:**

There being no further discussion, it was moved by Director LaTendresse, supported by Director Samsa, to adjourn the meeting at 5:23 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