



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, December 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, December 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
Kelsey Reeves, RS&H (via Teams)

Others Present:

2. Acceptance of Agenda:

The motion to accept the agenda with the following changes – Add the following:
New Business- Item 8E2- RS&H Invoice, Item 8E3- Zoning Ordinance Ratification
was made by Director Quirk, supported by Director Samsa. Motion carried
unanimously.

3. Approval of Minutes:

A motion was made by Director LaTendresse supported by Director Quirk to approve the meeting minutes from November 18, 2025, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for November 2025 to be discussed in the Executive Director report.
- B. Letter to SkyWest Airline requesting early morning flight.

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 (FAA 95%, State 2.5%, Local 2.5%)
 - 1. Fahrner Asphalt Final Pay Application #3– \$18,754.98. Local share estimate \$468.00 Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
 - 2. RS&H Construction Administration Final Inv# 10141934016-6 \$4,317.00 Local share at 2.5%. Motion to approve payment was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
- B. DNR Air Tanker Base Improvement Project –
Construction has been suspended for the season and will resume in the spring.
 - 1. KGM Pay Application #3 \$5,935.13. To be reimbursed, 100% funded by DNR bonding. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
 - 2. RS&H Construction Administration Inv #10141934020-3 \$19,650.00 –DNR to reimburse 100%. Motion to approve payment was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.

- C. MnDOT Office of Aeronautics Equipment Grant (70% State/ 30% Local)
 - 1. Trueman Welters Inv# 70787 – Bomford Boom Mower \$73,755.42
 - 2. Trueman Welters Inv# 70786 – Case IH 150 Tractor \$137,662.19
 - i. 2003 New Holland Tractor and mower trade-in
 - 3. Tariff Fee - \$10,476.49 (Local only)

Motion to approve items C1, C2, C3 was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.

- D. Perimeter Fence Phase 1 (FAA 90%, State 5%, Local 5%)

Self-funded until we can apply for grant later next spring.

- 1. Century Fence Pay Application #6 \$31,171.81- Local share approx. \$1,559.00
Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- 2. RS&H Invoice# 10141934016-5 \$4,743.80. Motion to approve payment was made by Director LaTendresse, supported by Director Samsa. Motion carried unanimously.

- E. Perimeter Fence Phase 2

- 1. RS&H Work Order 2025-05 for the Perimeter Fence Phase II design in the amount of \$179,897.00 Motion to approve work order contingent upon IFE results was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- 2. Independent Fee Review (IFE) – Martin Design Group \$1500.00 – Motion to approve IFE as required by FAA was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.

- F. Terminal A/C Condenser Replacement (State 70%, Local 30% Emergency Grant)

- 1. Range Cornice Heating and Sheet Metal Inv# 18624. Motion to approve payment was made by Director Quirk, supported by Director Hoffman-Saccoman. Motion carried unanimously.

- G. West T-Hangar Taxi lane Rehabilitation

- 1. Mesabi Bituminous Final Pay Application \$5 \$51,589.17. Motion to approve payment was made by Director Quirk, supported by Director LaTendresse. Motion carried unanimously.

8. New Business

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

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

Executive Director Ziemer met with City Administrator Pruzinske and City Clerk Seppala to get an update from the City of Hibbing on the property purchase, at this time there is no formal action, but will remain in contact for further updates.

B. January and February 2026 Regular Meeting Dates

1. January 27, 2026, at 4pm
2. February 23, 2026, at 4pm

Motion was made by Director Hoffman-Saccoman, supported by Director Quirk to approve both scheduled meeting dates. Motion carried unanimously.

C. Certificate of Deposit Renewal

1. Motion made by Director Furlong, supported by Director Quirk to deposit interest earned into general checking and invest original \$200,000.00 into new 12 month certificate at Park State Bank. Motion carried unanimously.

D. Approval of Sterle and Company annual audit proposal for Fiscal Year ending 12/31/2025

1. Sterle and Company audit proposal \$9,700.00. Motion to approve was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

E. Chisholm-Hibbing Airport Authority's Airport Safety Zoning Ordinance

1. RS&H showed a presentation of the Airport Safety Zoning Ordinance. A motion was made by Director Quirk, supported by Director LaTendresse to approve the zoning ordinance contingent on the City of Hibbing, St. Louis County and the State of MN ratifying the zoning ordinance. Motion carried unanimously.
2. RS&H Invoice# 10141934010-8 \$17,727.84 Project 95% complete - 70% State/ 30% Local – Local share \$12,409.00. Motion to approve payment was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.

F. 1st National Bank of Chisholm purchase by Park State Bank

1. Transition going smoothly so far. We need to update authorized signature card after January's reorganizational meeting.

G. 2026 Airport Rates and Charges

1. Motion to adopt the new 2026 Rates and Charges was made by Director Quirk, supported by Director Hoffman-Saccoman. Motion carried unanimously.

H. Larry Albrecht Parcel #141-0020-03746

1. Executive Director to reach out for further information.

9. Attorney's Report:

- A. St. Louis County Property Tax Assessment on hangars A, A2 and D.
 - a. Executive Director Ziemer and Attorney Prebich to meet with tenants and provide an update and recommendations at the January meeting.

- B. Review and adoption of CHAA Indemnification Resolution
 - a. Motion to adopt resolution was made by Director Quirk, supported by Director LaTendresse. Motion carried unanimously.

10. Executive Director's Report:

- A. Delta Connections and Sun Country November 2025 Enplanement report.
 - a. Delta enplanements were 712 revenue passengers.
 - b. Sun Country Riverside Resort and Casino charter scheduled December 7th, sold out.
- B. Pack the Plane Holiday Toy Donation Update
 - a. Inaugural Toy Drive was successful.
- C. Life Link Santa Fly In Event
 - a. Great turn out.
- D. Employee Appreciation Event and Expenditure allowance
 - a. Motion to approve employee appreciation event and allowance up to \$1,000.00 was made by Director Hoffman-Saccoman, supported by Director Furlong. Motion carried unanimously.
- E. Range Regional Airport website proposal
 - a. Executive Director Ziemer to review website development proposals and make recommendation to the CHAA at upcoming meeting.

11. Committee Report:

- A. Finance Committee- Engineering RFQ recommendation
 - a. Received 4 proposals. Motion to accept RS&H proposal was made by Director Quirk, supported by Director Furlong. Motion carried unanimously.
- B. Personnel Committee- 2026 Wage and Benefits
 - a. Motion to approved budgeted wage increase of 2.2% was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

12. Accounts Payable:

A motion was made by Director LaTendresse supported by Director Quirk to approve the November 2025 payables to date in the amount of \$2,037,088.08. Motion carried unanimously.

13. Accounts Payable:

Motion was made by Director Quirk, supported by Director Furlong to approve the December 2025 payables to date in the amount of \$414,352.09. 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 November 2025 treasurer's report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

Annual Hibbing Chamber Dinner is January 30th, 2026

16. Adjournment:

There being no further discussion, it was moved by Director Furlong, supported by Director Quirk, to adjourn the meeting at 5:52 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator