



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, January 27, 2026**



**Call to order and roll call**

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President Anne Jordan on Tuesday, January 27, 2026, at 4:00pm.

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

Barrett Ziemer, Executive Director  
Jill Fatticci, Office Administrator  
Rick Prebich, Attorney  
Darren Christopher, RS&H  
Others Present: \_\_\_\_\_  
\_\_\_\_\_

1. Open Forum
  - 1.1. Public and Tenant Comment(s) – None.
  - 1.2. Oath of Office – None.
  - 1.3. Awards and Recognition – None.
  - 1.4. Public Presentations – None.
  - 1.5. Public Hearings – None.
  
2. Consent
  - 2.1. Acceptance of the agenda with the following addition – Item 2.3.8 RS&H Construction Administration Invoice# 10141934018-5 \$25, 218.95 to be reimbursed by DNR. Motion to accept the agenda was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.
  - 2.2. Approval of Minutes
    - 2.2.1. December 16, 2026 Full Board Meeting Minutes – Motion to approve the minutes was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
  - 2.3. Reports and Project Payments

- 2.3.1. Monthly and Year-to-Date Passenger Activity Report – December 2025 - Delta Connections had 955 passengers, Sun Country had 171 passengers. Year to date for 2025 enplanements were up 10.19%. Executive Director Ziemer will be reaching out to Lee Bloomquist at the Mesabi Tribune regarding the increase in enplanements.
  - 2.3.2. Accounts Payable Listing and Treasurer's Report – Motion to approve the accounts payable and treasurer's report was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
  - 2.3.3. KGM Pay Application #4 \$5,658.39 – DNR Civil Site Improvements, 100% reimbursable by DNR – Motion to pay KGM was made by Director Quirk, supported by Director LaTendresse. Motion carried unanimously.
  - 2.3.4. HIB fence phase 1 closeout – Closeout reports have been submitted to MNDOT and FAA.
  - 2.3.5. HIB runway 13-31, taxiway B and C crack seal, sealcoat – Closeout reports have been submitted to MNDOT and FAA.
  - 2.3.6. RS&H Invoice 10140055003-7 \$14,993.40– HIB Fence Phase 2/3 Environmental Study Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
  - 2.3.7. RS&H Invoice 10141934012-5 \$12,808.40 (Final) - HIB West Taxi lane Rehabilitation Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously. Closeout reports have been submitted to MNDOT & FAA.
  - 2.3.8. RS&H Invoice 10141934018-5 \$25,218.95 – DNR Admin Facility Design – Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- 2.4. Contracts
- 2.4.1. RS&H Engineering Master Service Agreement – Motion to authorize Executive Director and Chair to approve Master Agreement was made by Director Samsa, supported by Director Hoffman-Sacoman. Motion carried unanimously.
- 2.5. Lease Actions – None.
- 2.6. Committee Reports- None

3. Reorganizational Appointments for 2026
  - 3.1. CHAA Attorney – Motion to appoint Attorney Rick Prebich as CHAA Attorney was made by Director Furlong, supported by Director Samsa. Motion carried unanimously.
  - 3.2. CHAA Official Bank Depository – Motion to approve Security State Bank and Park State Bank as depositories was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
  - 3.3. CHAA Official Publications – Motion to approve Mesabi Tribune as the official media publication for CHAA was made by Director Furlong, supported by Director Hoffman-Saccoman. Motion carried unanimously.
  - 3.4. Finance Committee – Table until the next meeting.
  - 3.5. Buildings and Grounds Committee - Table until the next meeting.
  - 3.6. Personnel Committee – Table until the next meeting.
  - 3.7. Procedural and Public Relations Committee - Table until the next meeting.
  
4. Election of 2026 CHAA Officers
  - 4.1. President – Nomination of Director Ed LaTendresse by Director Terry Samsa. White ballot for Director LaTendresse, motion carried unanimously.
  - 4.2. Vice President – Nomination of Director Terry Samsa made by Director Jeannie Quirk. White ballot for Director Samsa, motion carried unanimously.
  - 4.3. Treasurer- Nomination of Director Michael Furlong was made by Director Terry Samsa. White ballot for Director Furlong, motion carried unanimously.
  - 4.4. Secretary- Nomination of Office Administrator Jill Fatticci was made by Director Terry Samsa. White ballot for Jill Fatticci, motion carried unanimously.
  
5. Closed Session:
  - 5.1. Motion to move to Closed Session regarding St. Louis County Tax Assessment on CHAA buildings A, A2, and D was made by Director Quirk, supported by Director Furlong, Motion carried unanimously.
  - 5.2. Motion to close the Closed session and reopen regular meeting was made by Director Quirk, supported by Director LaTendresse. Motion carried unanimously.
  
6. Business
  - 6.1. St. Louis County tax assessment litigation action - Motion was made by Director LaTendresse, supported by Director Quirk to authorize Executive Director Ziemer and Attorney Prebich to move forward with advising Tenants to seek independent council and that they can assist with affidavits and memorandums. Motion carried unanimously.
  - 6.2. Cert. of Deposit renewal – Motion to reinvest original \$252,500.00 into a new 12month certificate at Park State Bank and deposit remaining

balance/interest earnings into general fund at Security State Bank was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

- 6.3. Carey Lake Seaplane Dock Replacement – Motion to approve purchase of new dock from Porta-dock in the amount of \$11,207.20 quoted from 7/16/2025, subject to current vendor pricing, was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- 6.4. HIB Land Release/Disposal documentation preparation and submission services- Tabled from July 28<sup>th</sup> meeting.

## 7. Attorney's Report

- 7.1. Updated Drug and Alcohol Policy – Motion to adopt the updated Drug and Alcohol policy with Cannabis policy dated 8/21/23 was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

## 8. Executive Director's Report

- 8.1. HIB Capital Grant Program Report – 2025 – Informational only
- 8.2. North Shore HR Consulting, LLC –Employee handbook updates - Informational only
- 8.3. SRE equipment donation to Eveleth-Virginia Airport - Informational only
- 8.4. MN Council of Airports student scholarship sponsorship – Motion to approve \$250 Bronze sponsorship pending our auditor's approval was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
- 8.5. Snow removal accident in terminal parking lot – Jan 11<sup>th</sup>, 2026 – Awaiting quotes, more information at next meeting.
- 8.6. Personnel Update
  - 8.6.1. Advertising and hiring of part time custodian.

## 9. Board Concerns/Announcements

- 9.1. Sun Country purchase by Allegiant – Informational Only

## 10. Adjournment

- 10.1. Being there was no further discussion, a motion to adjourn the meeting at 5:25pm was made by Director Samsa, supported by Director Furlong. 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