



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, June 16, 2026**



1. Call to Order

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President Terry Samsa on Tuesday, June 16, 2026, at 4:00pm.

Vice President Terry Samsa
Treasurer Mike Furlong
Director Anne Jordan
Director Jennifer Hoffman-Saccoman
Director Jeannie Quirk

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Rick Prebich, Attorney
Brandon Jenson, RS&H

Jeff Sterle, Sterle and Co.

2. Acceptance of the Agenda

A motion was made by Director Quirk, supported by Director Jordan to accept the agenda with the following changes – add Item 10.6 – Line of Credit Renewal with SSB, Item 10.7 – MNDOT Air Service Marketing Grant, Item 10.8 – Workman's Comp Insurance Renewal, Item 12.4 – Jet Bridge America Invoice for PBB repair. Motion carried unanimously.

3. Approval of Minutes

3.1. May 19, 2026, Regular Meeting Minutes

A motion was made to approve the minutes by Director Hoffman-Saccoman, supported by Director Quirk. Motion carried unanimously.

4. Open Forum

- 4.1. Public Comment - None
- 4.2. Tenant Comment- None

5. Consent Agenda- Motion to approve consent agenda items was made by Director Quirk, supported by Director Hoffman-Saccoman. Motion carried unanimously.
 - 5.1. Accounts Payable Listing and Treasurer's Report – May 2026
 - 5.1.1. Approve accounts payable and treasurer's report.
 - 5.2. Project Invoices and Construction Pay Applications –
 - 5.2.1. Approve payment for DNR Dispatch Facility - Lakehead Constructors for Pay App#3 \$447,035.08
 - 5.2.2. Approve payment for HIB DNR Dispatch Facility CA/RPR - RS&H Inv# 10141934020-4 \$98,250.00
 - 5.2.3. Approve payment for East T-Hangar Taxi Lane Rehab – CA/RPR – RS&H Inv# 1014934021-1 \$9,720.00
 - 5.2.4. Approve payment for HIB Perimeter Fence Phase 2 Design – RS&H Inv# 10141934023-1 \$134,922.75
 - 5.2.5. Approve payment for HIB Fence Phase II Focused EA- RS&H Inv# 1014934022-4 \$7,108.95
 - 5.3. Final Payments - None
 - 5.4. Bids Received –Perimeter Fence Phase 2 Construction – June 11, 2026, bid opening – 6 bids received
 - 5.5. Contract Awards and Approvals –
 - 5.5.1. Perimeter Fence Phase 2 Contract- Apparent low bid was Century Fence, contract to be awarded in July meeting contingent upon receipt of FAA and MnDOT grant funds.
 - 5.5.2. Motion to approve RS&H Work Order# \$168,767.00 for Fence Phase 2 CA/RPR contingent upon IFE review coming back within 10% threshold and FAA/ MnDOT Grant funding, was made by Director Jordan, supported by Director Furlong. Motion carried unanimously.
 - 5.5.3. Motion for Executive Director Ziemer to approve RS&H Work Order for Master Plan Update contingent on IFE coming back within 10% threshold, was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
6. Lease Actions – None
7. Committee Reports – None
8. Consultant Project Updates
 - 8.1. Brandon Jensen, RS&H provided a brief update on the following projects
 - 8.1.1. DNR Tanker Base Improvements – finishing slabs, erecting steel for building, and apron paving
 - 8.1.2. T-Hangar Taxi lane - saw cutting and French drain replacement
 - 8.1.3. Fence Bid opening

9. Attorney's Report - None

10. New Business

- 10.1. Sterle and Co. Airport Audit Report – Jeff Sterle gave an informational update on the audit. Motion was made Director Quirk, supported by Director Jordan to accept the FY2025 audit report from Sterle and Co. Motion carried unanimously.
- 10.2. Easement Request – South Dublin Road and Haley Road to support sale of Parcel #141-0020-03660. The Owner's next step to work with City of Hibbing first before future considerations.
- 10.3. The Joint Meeting with Cities of Chisholm and Hibbing is set for Wednesday, September 16, 2026, at Hibbing City Hall following Council meeting. Motion to approve Special meeting was made by Director Furlong, supported by Director Hoffman-Sacoman. Director Quirk Opposed. Motion carried.
- 10.4. City of Hibbing Letter of Intent to Purchase CHAA Animal Shelter Property- Tabled.
- 10.5. Manhole and Pipe repair for Terminal and General Aviation buildings
 - 10.5.1. Bougalis and Sons Quote #1889 - \$5,780.00. Motion to approve quote for payment was made by Director Furlong, supported by Director Jordan. Motion carried unanimously.
- 10.6. Line of Credit Renewal with Security State Bank- Motion to authorize President LaTendresse to renew LOC with \$500.00 renewal fee was made by Director Quirk, supported by Director Jordan. Motion carried unanimously.
- 10.7. MnDOT Air Service Marketing Grant A6902-SM027 \$22,199.00- Motion for President LaTendresse and Executive Director Ziemer to execute grant was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
- 10.8. Workman's Comp Insurance Renewal \$12,505.00- Down 23% from previous year. Motion to approve payment for renewal was made by Director Jordan, supported by Director Quirk. Motion carried unanimously

11. Old Business – None

12. Executive Director's Report

- 12.1. Enplanement Report – Delta Connections and Sun Country Airlines
 - 12.1.1. Delta Connections- SkyWest had 964 revenue passengers for the month of May. YTD enplanements up 13%.
- 12.2. FAA Safety and Compliance Inspection- No discrepancies for 2026 inspection.
- 12.3. 1200.Aero Report – Executive Director Ziemer gave a brief presentation on HIB's May 2026's operations captured by the 1200.Aero program.

- 12.4. PBB Inspection and canopy installation. Motion to approve payment to Jet Bridge America for \$6500.00 was made by Director Quirk, supported by Director Furlong. Motion carried unanimously.

13. Board Concerns/Announcements

- 13.1. Travelers' complements on cleanliness of Range Regional Airport Facilities
- 13.2. Painters are painting runways/taxiways this week under State contract
- 13.3. Executive Ziemer Employment Anniversary
- 13.4. Employee Appreciation Workshop – July 1st

14. Adjournment

Motion to adjourn at 5:11pm was made by Director Jordan, supported by Director Quirk. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Terry Samsa, Vice President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator