



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, August 18, 2026**



1. Call to Order

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President Ed LaTendresse on Tuesday, August 18, 2026, at 4:00pm.

President Ed LaTendresse
Vice President Terry Samsa
Treasurer Mike Furlong
Director Anne Jordan
Director Jennifer Hoffman-Sacoman
Director Jeannie Quirk

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

Joy Frazier – Chisholm Mayoral Candidate

2. Acceptance of the Agenda

A motion was made by Director Hoffman-Sacoman, supported by Director Jordan to accept the agenda with the following changes – add Item 11.3 – Property and Equipment Insurance Renewal, Item 11.4 – SRE Building Furnace Replacements. Motion carried unanimously.

3. Approval of Minutes

3.1. July 21, 2026, Regular Meeting Minutes

A motion was made to approve the minutes by Director Jordan, supported by Director Samsa. Motion carried unanimously.

4. Open Forum

- 4.1. Public Comment – Joy Frazier- Chisholm Mayoral Candidate introduction
- 4.2. Tenant Comment- None

5. Consent Agenda- Motion to approve consent agenda items was made by Director Quirk, supported by Director Samsa. Motion carried unanimously.
 - 5.1. Accounts Payable Listing and Treasurer's Report – July 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# 5- \$550,401.09
 - 5.2.2. Approve payment for HIB DNR Dispatch Facility CA/RPR - RS&H Inv# 10141934020-6 \$19,650.00
 - 5.2.3. Approve payment for HIB DNR Dispatch Facility– KGM Pay App# - None at this time.
 - 5.2.4. Approve payment for East T-Hangar Taxi Lane Rehab – CA/RPR – RS&H Inv# 1014934021-3 \$19,440.00
 - 5.2.5. Approve payment for East T-Hangar Taxi Lane Rehab – Mesabi Bituminous Pay App# 2 - \$211,801.27, contingent upon receipt of certified payroll reports.
 - 5.3. Final Payments –
 - 5.3.1. Approve final payment for HIB Perimeter Fence Phase II – RS&H Invoice# 10141934023-2 Design and Bidding \$44,974.25.
 - 5.4. Bids Received –None
 - 5.5. Contract Awards and Approvals – None
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 – KGM did site grading and asphalt. Lakehead Constructors is performing wall sheeting is complete, interior electrical and plumbing is ongoing. The windows and doors are planned for the second week of September. Completion date is estimated for September 30th once certificate of occupancy is received.
 - 8.1.2. T-Hangar Taxi Lane – Paving is wrapped up. Final punch list items to include seeding and mulch. RS&H will be starting the FAA Closeout report.
9. Attorney's Report – None

10. Old Business

- 10.1. Easement Request – South Dublin Road and Haley Road to support sale of Parcel #141-0020-03660. No new updates.
- 10.2. City of Hibbing Letter of Intent to Purchase CHAA Animal Shelter Property. No new updates.

11. New Business

- 11.1. Resolution 8.18.2026-1 – Motion was made by Director Quirk, supported by Director Jordan to authorize Executive Director Ziemer to apply and accept IRRR grant for the Master Plan update in the amount of \$18,000.00. Motion carried unanimously. FAA grant was received today. MnDOT companion grant will be available in a couple weeks. FAA 95%, MnDOT 2.5%, 2.5% local & IRRR
- 11.2. Resolution 8.18.26-2 – Motion was made by Director Quirk, supported by Director Furlong for Executive Director Ziemer to apply for and accept IRRR Grant for Taxiway A, Tie Down Apron Payment Rehad, Storm Water, Drainage Improvements and Perimeter Fence Phase II Construction Project in the amount of \$250,000.00. Motion carried unanimously. FAA 95%, MnDOT 2.5%, 2.5% local & IRRR
- 11.3. Property and Equipment Insurance Renewal- Motion to renew and authorize payment for property and equipment insurance policy renewal was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
- 11.4. SRE Building Replacement Boilers – Motion to set a project budget not to exceed \$40,000.00 to replace both SRE building boiler was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.

12. Executive Director's Report

- 12.1. Enplanement Report – Delta Connections and Sun Country Airlines
 - 12.1.1. Delta Connections- SkyWest had 1585 revenue passengers for the month of July.
 - 12.1.2. Sun Country's September charter is sold out. Additional 2026 charters scheduled in November and December have availability.
- 12.2. 2027 Budget meeting with both the City of Chisholm and the City of Hibbing on 9/16/26 at Hibbing City Hall.
- 12.3. Lifetime Movie Film- Filming went well, great location feedback.
- 12.4. MnDOT Aeronautics grant project site audit – Tractor, mower and boom verified, met together with FAA.
- 12.5. FAA Airport District Office (ADO) HIB project site visit – Deep dive into CIP coming up in the next 5 years.
- 12.6. LASAC quarterly meeting to be held at HIB on August 21st.
- 12.7. HIB emergency tabletop exercise will be held at HIB on September 23rd.

13. Board Concerns/Announcements

- 13.1. Next Board meeting September 15th at 4PM in the CHAA boardroom. The Joint meeting with both cities will be on September 16th at Hibbing City Hall following the Hibbing City Council Regular meeting.

14. Adjournment

Motion to adjourn at 4:40pm was made by Director Jordan, supported by Director Furlong. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Ed LaTendresse, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator