



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, July 15, 2024**

**1. Call to Order & Roll Call:**

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Mike Furlong on Monday, July 15, 2024, at 5:00 pm.

**Members Present:**

Mike Furlong, President  
Terry Samsa, Vice President  
Ed LaTendresse, Treasurer  
Jeannie Quirk  
Jon Timpane  
Anne Jordan

Barrett Ziemer, Executive Director  
Jill Fatticci, Office Administrator  
Darren Christopher, RS&H  
Rick Prebich, Attorney

**Others Present:**

**2. Acceptance of Agenda:**

A motion was made by Director Timpane, supported by Director Quirk to accept the agenda with the following additions- Item 7C2- RS&H Work Order 2024-05 Environmental Studies and Item 7C3 – RS&H Work Order 2024-04 Site Rep. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director LaTendresse, supported by Director Quirk to approve the meeting minutes of the June 17, 2024, Regular meeting. Motion carried unanimously.

**4. Communications:**

- A. Certified JAZB letters requests. Awaiting board creation participation response.
- B. FAA Safety and Compliance Inspection report – To be discussed in Executive Directors report.

**5. Public Forum:**

There was no public forum.

**6. Tenant Forum:**

There was no tenant forum.

**7. Old Business:**

- A. Detroit Diesel Industrial Park building expansion, project update:
  - 1. Change Orders #8 - \$300,601.07. Motion to approve work order #8 with IRRR/DEED loan funds was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
  - 2. Max Gray Pay Application #15 for \$92,66838. Motion to approve payment with loan draw down was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.
  - 3. RS&H Pay Application – None at this time.
- B. T-Hangar Taxi Lane Rehabilitation
  - 1. RS&H Invoice- None at this time.
- C. HIB Fence Replacement
  - 1. RS&H Invoice- None at this time.
  - 2. RS&H Work Order# 2024-05 \$99,956.00 Environmental Studies- Motion to approve work order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
  - 3. RS&H Work Order# 2024-04 \$94,876.00 Fence Site Rep- Motion to approve work order was made by Director Samsa, supported by Director Timpane. Motion carried unanimously.
- D. HIB Airport Zoning Ordinance
  - 1. RS&H Invoice# 1014193010-1 \$9,545.76- Motion to approve payment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

**8. New Business:**

- A. MNDOT Office of Aeronautic- Project was selected for grant on GA and Terminal apron, est. cost \$272,000, State 70%. Local 30%. Scheduled summer 2025.
- B. RS&H Work Order 2024-03 \$41,342.00. Motion to approve work order for GA and Terminal apron design and bidding services was made by Director Samsa, supported by Director Timpane. Motion carried unanimously.
- C. Security State Bank Line of Credit renewal- Motion to authorize President and Executive Director to renew line of credit was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- D. League of MN Cities Work Compensation Insurance renewal \$22,151.00. Motion to approve payment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

**9. Attorney's Report:**

- A. Abandoned Cessna Aircraft – Attorney was able to contact all remaining family members, aircraft can be disposed of. Motion to allow Executive Director Ziemer to dispose of aircraft at his discretion was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

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

- A. Delta Connections June 2024 Enplanement report.
  - a. Delta enplanements were 897 revenue passengers.
- B. Rental Car Leases
  - a. Enterprise is still getting established.
  - b. Updated ACAR lease.
- C. FAA Safety and Compliance annual inspection- Second year Zero discrepancy report.
- D. Lake Superior Helicopter/Ascent Discovery Flight event- Date change to August 10, 2024.
- E. Letters of Support- A motion was made by Director Timpane, supported by Director Quirk to allow President and Executive Director to write letters of support with the understanding the intent of letter is to learn more information and there is no monetary commitment. Motion carried unanimously.

**11. Committee Report:**

Finance Committee met for 2025 budget discussion, discussion to be continued. Tabled for August meeting.

**12. Accounts Payable:**

A motion was made by Director Timpane, supported by Director Quirk to approve the June 2024 payables to date in the amount of \$876,510.77. Motion carried unanimously.

**13. Accounts Payable:**

A motion was made by Director Quirk, supported by Director Timpane, to approve the July 2024 payables to date in the amount of \$493,944.48. Motion carried unanimously.

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

The motion was made by Director Timpane, supported by Director Quirk to approve the June 2024 treasurers report and report of cash holdings as presented. Motion carried unanimously.

**15. Board Concerns:**

**16. Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Samsa to adjourn the meeting at 5:54 P.M. Motion carried unanimously.

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Chisholm-Hibbing Airport Authority  
Michael Furlong, President

ATTEST:

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Chisholm-Hibbing Airport Authority  
Jill Fatticci, Office Administrator