



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, June 17, 2024**

1. Call to Order & Roll Call:

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by Vice President, Terry Samsa on Monday, June 17, 2024, at 5:00 pm.

Members Present:

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

Barrett Ziemer, Executive Director
Branden Jensen, 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 10G- Excess Inventory 1988 John Deere Loader. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Timpane, supported by Director Quirk to approve the meeting minutes of the May 20, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

None for this meeting.

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 – None at this time.
2. Max Gray Pay Application #14 for \$552,464.68. Motion to approve payment with loan draw down was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
3. RS&H Pay Application #13 for \$18,420.00. Motion to approve payment was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

B. T-Hangar Taxi Lane Rehabilitation

1. RS&H Invoice# 10141934009-3 \$14,836.20. Motion to approve payment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

C. HIB Fence Replacement

1. RS&H Invoice- None at this time.

8. New Business:

A. Jet A 500 Gallon fuel bowser- Initial quote received, will request more quotes.

B. Motion to set a joint meeting with City councils of Chisholm and Hibbing scheduled for Monday, August 19th at 6:00PM to approve the 2025 CHAA levy was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

C. Tabled- Authorize CHAA President, Executive Director, and Attorney Prebich to execute FAA BIL and State of MN, Department of Aeronautics companion grant for the Taxilane A01 rehabilitation, drainage improvements, and apron rehabilitation project contingent upon receiving grants.

D. Tabled- Execute contract with Mesabi Bituminous for the Taxilane A01 and apron rehabilitation and drainage improvement project.

E. Motion to approve RS&H Work Order #2024-2 for Taxilane A01 and apron rehabilitation and drainage improvements contingent upon grants was made by

Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

9. Attorney's Report:

- A. Abandoned Cessna Aircraft – Attorney to continue to reach out to family. Tabled for July meeting.

10. Executive Director's Report:

- A. Delta Connections May 2024 Enplanement report.
 - a. Delta enplanements were 733 rev passengers.
- B. SkyWest Lease Renewal
 - a. Amendment sent for approval of for new rates and charges.
- C. Airport Zoning Update
 - a. A motion to authorize the creation of JAZB (Joint Airport Zoning Board) and pass Resolution 06172024 with recommended changes as made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- D. Enterprise Car Rental Lease- Signed lease, moving forward.
- E. T-Hangar Inspection update- Completed.
- F. Life Link III pancake fly-in/drive-in. Planning for annual event.
- G. 1988 John Deere Loader
 - a. A motion to deem 1988 John Deere Loader as excess inventory and publicly advertise was made Director Timpane, supported by Director Jordan. Motion carried unanimously.

11. Committee Report:

Executive Director Ziemer to schedule a meeting with the Finance Committee for 2025 budget discussion, the date is TBD.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Quirk to approve the May 2024 payables to date in the amount of \$325,329.58. Motion carried unanimously.

13. 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 \$98,079.52. Motion carried unanimously.

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

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

15. Board Concerns:

- A. New Hire- Justin Schrombeck
- B. FAA Inspection scheduled for next week.

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Quirk to adjourn the meeting at 5:53 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Barrett Ziemer, Executive Director