



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Monday, November 18, 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, November 18, 2024, at 5:00 pm.

**Members Present:**

Mike Furlong, President  
Terry Samsa, Vice President  
Ed LaTendresse, Treasurer  
Jeannie Quirk- Late arrival 5:37  
Jon Timpane  
Anne Jordan

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

**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 7D- RS&H Apron Maintenance Work Order, Item 7B3- Century Fence Phase 1 Payment. Motion carried unanimously.

**3. Approval of Minutes:**

A motion was made by Director Timpane, supported by Director Jordan to approve the meeting minutes of the October 21, 2024, Regular meeting. Motion carried unanimously.

**4. Communications:**

A. HIB Enplanement 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. Max Gray Change Orders – None at this time.
2. Max Gray Pay Application #19 for \$146,741.35. Motion to approve payment was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.
3. RS&H Invoice# 20141934007-17 \$4,986.20. Motion to approve payments was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.

B. HIB Fence Replacement – Phase 1

1. RS&H Design Invoice – None at this time.
2. RS&H Environmental Studies Invoice# 10140055003-1 \$24,989.00 – Motion to approve payment was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
3. Century Fence Pay Application #1 \$143,463.49. Motion to approve payment was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.

C. HIB Airport Zoning Ordinance

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

D. HIB Apron Maintenance

1. RS&H Work Order 2024-05 \$42,859.00 contingent upon getting grant. Motion to approve work order was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

**8. New Business:**

A. HIB Disadvantaged Business Enterprise (DBE) plan update.

1. Motion to accept plan was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- B. Adopt Civil Rights Title VI plan
  1. Motion to adopt plan was made by Director Samsa, supported by Director Jordan. Motion carried unanimously.
- C. Approve RS&H work order for the bidding and project representative for the demolition of the Airway Bar and associated buildings. Tabled.
  1. Motion to table until next meeting was Director Timpane, supported by Director Quirk. Motion carried unanimously.
- D. Set January and February meeting dates
  1. Meeting to be held Monday, January 13, 2025 and Tuesday, February 18<sup>th</sup>, 2025. Motion to approve meeting dates was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.

**9. Attorney's Report:**

None at this time.

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

- A. Delta Connections and Sun Country Charter October 2024 Enplanement report.
  - a. Delta enplanements were 941 revenue passengers.
  - b. Sun Country – Riverside Resort and Casino Charter
    - i. October November and December flights sold out, added Jan, Mar and Aril 2025 flights.
- B. Excessive Inventory Update
  - a. 1946 Cessna 120- Sold 6 Bids. Highest Bid \$5,550.00.
  - b. 1988 John Deere 644 Loader. No Bids. Motion to reset reserve at \$24,500.00 and readvertise was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- C. Executive Director Ziemer has submitted application for the Metropolitan Airport Commission. Motion to support campaign was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
- D. Annual Chamber Dinner on January 24, 2025.

**11. Committee Report:**

Executive Director Ziemer to send out Personnel Committee meeting request.

**12. Accounts Payable:**

A motion was made by Director Timpane, supported by Director Quirk to approve the October 2024 payables to date in the amount of \$1,619,704.37. Motion carried unanimously.

**13. Accounts Payable:**

A motion was made by Director Timpane, supported by Director Quirk, to approve the November 2024 payables to date in the amount of \$147,664.13. Motion carried unanimously.

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

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

**15. Board Concerns:**

A. None at this time.

**16. Adjournment:**

There being no further discussion, it was moved by Director Timpane, supported by Director Quirk to adjourn the meeting at 6:06 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