



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, October 21, 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, October 21, 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

Others Present:

2. Acceptance of Agenda:

A motion was made by Director Timpane, supported by Director Jordan to accept the agenda with the following additions- Item 4B- Zoning Update Email from MN/DOT office of Aeronautics, Item 4C- Legal Ad for Public Bid of 1946 Cessna 120 Aircraft and 1988 John Deere 644 Wheel Loader, Item 7A3 – Detroit Reman RS&H Invoice# 16, Item 7C1 – Airport Zoning Project RS&H Invoice #3, Item 8A- Tabled until November meeting, Item 8F- Tabled until November meeting, Item 8I – Investment of DNR Air Tanker Lease Payment. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Samsa, supported by Director Timpane to approve the meeting minutes of the September 16, 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 #18 for \$154,829.61. Motion to approve payment was made by Director LaTendresse, supported by Director Jordan. Motion carried unanimously.

3. RS&H Invoice# 20141934007-15 \$49,491.00 & RS&H Invoice# 20141934007-16 \$9,972.40. Motion to approve payments was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

B. HIB Fence Replacement

1. RS&H Invoice – None at this time.

C. HIB Airport Zoning Ordinance

1. RS&H Invoice# 1014193010-2 \$20,455.20 & RS&H Invoice# 101493010-3 \$13,636.80. Motion to approve payments was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

8. New Business:

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

B. F3 Purchase and AFFF disposal.

1. Authorize the purchase of additional Solberg F3 firefighting foam \$16,203.72. Motion to approve payment was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.
 2. Accept low quote from HWH Environmental to dispose of Aqueous Film Forming Foam inventory \$11,174.55. Tabled, no action at this time.
 3. Authorize Executive Director Ziemer to make applications to MN Pollution Control Agency for PFAS Source Identification and Reduction Grant Program for the purchase of F3 foam and disposal of AFFF. Local share of 10%. Motion to apply for grant was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
- C. Authorize Executive Director Ziemer to make application to MN/Dot Office of Aeronautics for equipment grant funding program to purchase a tractor, pull behind rotary mower and boom ditch mower. Motion to apply for grant was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
- D. Range Gateway Hwy 169 Coalition \$500.00 support. Motion to approve support payment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
- E. Authorize Executive Director Ziemer to enter into agreement with Volaire Aviation Consulting (via Rochester-RST) to perform case study of air service initiatives. HIB portion not exceed \$3000.00, could be less depending on other airports participation. Motion to enter agreement was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
- F. Adopt Civil Rights Title VI plan- Tabled.
- G. Accept Commercial Redevelopment grant from IRRR for the demolition of Airway Bar and associated buildings. Motion to accept grant was made by Director Samsa, supported by Director Jordan. Motion carried unanimously.
- H. Approve RS&H work order for the bidding and project representative for the demolition of the Airway Bar and associated buildings. No work order at this time.
- I. Investment of DNR Air Tanker Base Lease Payment. Authorize Executive Director to invest payment, less annual rent, equally between both CHAA financial institutions into 3,6,9 and 12 month certificates of deposit, listing the Executive Director and Chairman as authorized signatories. Motion to approve investments was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.

9. Attorney's Report:

None at this time.

10. Executive Director's Report:

- A. Delta Connections September 2024 Enplanement report.
 - a. Delta enplanements were 952 revenue passengers.
- B. Sun Country – Riverside Resort and Casino Charter
 - a. October, November and December flights sold out.

11. Committee Report:

None at this time.

12. Accounts Payable:

A motion was made by Director Timpane, supported by Director Quirk to approve the September 2024 payables to date in the amount of \$594,405.30. Motion carried unanimously.

13. Accounts Payable:

A motion was made by Director Quirk, supported by Director Timpane, to approve the October 2024 payables to date in the amount of \$1,157,982.69. 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 September 2024 treasurers report and report of cash holdings as presented. Motion carried unanimously.

15. Board Concerns:

- A. Meeting with City of Hibbing on Wednesday, October 23rd.

16. Adjournment:

There being no further discussion, it was moved by Director LaTendresse, supported by Director Timpane to adjourn the meeting at 6:20 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator