



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Monday, September 16, 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, September 16, 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 Quirk, supported by Director Timpane to accept the agenda with the following additions- Item 7A1- Max Gray change order #9 \$516,498.05, Item 7B1- RS&H Inv# 10141934009-4 \$9,890.90, Item 7C1- RS&H Inv# 1014934011-3 \$19,474.65, Item 8B1- Approve DNR Air Tanker Lease, Item 8H- Approve Heath Ins Renewal and Northeast Service Cooperative, Item 8I- Approve lease agreement with Fly Duluth, LLC. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Samsa, supported by Director Quirk to approve the meeting minutes of the August 20, 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 Order #9 \$516,498.05- Motion to approve change order payable via loan was made by Director Quirk, supported by Director Timpane. Motion carried unanimously.

2. Max Gray Pay Application #17 for \$443,748.72. Motion to approve payment was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

3. RS&H Invoice# - None at this time.

B. T-Hangar Taxi Lane Rehabilitation

1. RS&H Invoice # 10141934009-4 \$9,890.80- Motion to approve payment from FAA BIL and state companion grant was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

C. HIB Fence Replacement

1. RS&H Invoice# 1014934011-3 \$19,474.65 – Motion to approve payment was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.

D. HIB Airport Zoning Ordinance

1. On hold at this time.

E. HIB Master Plan Update

1. Amend MN/DOT Aeronautics companion date period of performance. Motion to amend date was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.

8. New Business:

- A. HIB Disadvantaged Business Enterprise (DBE) plan update. Tabled.
- B. State of MN, Joint Powers Agreement for the leaseholder improvements at the DNR Air Tanker Base. Motion to approve agreement was made by Director Timpane, supported by Director Samsa. Motion carried unanimously.
 1. Approve DNR Air Tanker Lease Agreement – Motion to approve lease agreement was made by Director Timpane, supported by Director Jordan. Motion carried unanimously.
- C. Airport Authority Credit Card- Add second card. Motion to add a second credit card was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
- D. Authorize purchase of F3 firefighting foam. Motion to approve Solberg foam purchase was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- E. Reclassify 1998 E-One Titan ARFF truck as surplus inventory. Motion to approve truck as excess inventory was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
- F. App 139 Subscription Agreement- Motion to approve agreement and payment was made by Director Timpane, supported by Director LaTendresse. Motion carried unanimously.
- G. Administrative Office Improvements- Motion to approve improvements which include carpet, conference room video camera, laptop and conference table and payments was made by Director Timpane, supported by Director Quirk. Motion carried unanimously.
- H. Health Insurance Renewal with Northeast Service Cooperative- Motion to approve health insurance renewal was made by Director LaTendresse, supported by Director Timpane. Motion carried unanimously.
- I. Lease with Fly Duluth, LLC- Motion to approve lease and enter into lease agreement was made by Director LaTendresse, supported by Director Jordan. Motion carried unanimously.

9. Attorney's Report:

None at this time.

10. Executive Director's Report:

- A. Delta Connections August 2024 Enplanement report.
 - a. Delta enplanements were 1,110 revenue passengers.

11. Committee Report:

None at this time.

12. Accounts Payable:

A motion was made by Director Quirk, supported by Director Jordan to approve the August 2024 payables to date in the amount of \$369,070.41. Motion carried unanimously.

13. Accounts Payable:

A motion was made by Director Samsa, supported by Director Quirk, to approve the September 2024 payables to date in the amount of \$117,443.48. Motion carried unanimously.

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

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

15. Board Concerns:

- A. RJ Roepke has tendered his resignation, last day of employment will be September 23, 2024.
- B. Meeting with President Furlong and Mayor Hydeke regarding City of Hibbing's request for Detroit Diesel Remanufacturing property tax. Motion for Executive Director Ziemer to schedule meeting with City of Hibbing - attendees to include CHAA Executive Board, Executive Director Ziemer, during City of Hibbing working session to further discuss property tax, date to be determine, was made by Director Timpane, supported Director Jordan. Motion carried unanimously.

16. Adjournment:

There being no further discussion, it was moved by Director Timpane, supported by Director Samsa to adjourn the meeting at 6:47 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Michael Furlong, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator