



**MINUTES OF THE
CHISHOLM-HIBBING AIRPORT AUTHORITY
Regular Meeting
Tuesday, February 18, 2025**

1. Call to Order & Roll Call:

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Anne Jordan on Tuesday, February 18, 2025, at 5:00 pm.

Members Present:

Anne Jordan, President
Ed LaTendresse, Vice President
Terry Samsa, Treasurer
Jeannie Quirk
Michael Furlong
Jennifer Hoffman- Saccoman

Barrett Ziemer, Executive Director
Jill Fatticci, Office Administrator
Brandon Jensen, RS&H

Others Present:

2. Acceptance of Agenda:

Motion was made by Director Quirk, supported by Director Furlong to accept the agenda with the following additions- Item 8D – Grant from MPCA to remediate AFFF, Item 8E- Payments for new Snow Removal Equipment. Motion carried unanimously.

3. Approval of Minutes:

A motion was made by Director Quirk, supported by Director LaTendresse to approve the meeting minutes of the January 13, 2024, Regular meeting. Motion carried unanimously.

4. Communications:

- A. Airline Enplanement Report for January 2025 to be discussed in Executive Director Report.

5. Reorganizational Appointments for 2025

- A. Finance Committee- Furlong, LaTendresse, Samsa.
- B. Buildings and Grounds Committee- Samsa, Hoffman-Saccoman, Quirk.
- C. Personnel Committee- Quirk, LaTendresse, Jordan.
- D. Procedural and Public Relations Committee-Furlong, Hoffman-Saccoman, Jordan.

6. Public Forum:

There was no public forum.

7. Tenant Forum:

There was no tenant forum.

8. Old Business:

- A. HIB Airport Zoning Ordinance Update
 - 1. JAZB Planning Meeting #1- February 25th at 2:00
 - 2. RS&H Invoice# 10141934010-4 \$17,727.84- Motion to approve payment was made by Director Furlong, supported by Director Quirk. Motion carried unanimously.
- B. GA and Terminal Apron Maintenance Project
 - 1. Approve contract with National Sealant and Concrete LLC, \$234,880.00. Motion to approve the contract was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- C. HIB Fence Phase 1 Construction
 - 1. RS&H Phase 2&3 Environmental studies Invoice# 10140055003-2 \$34,984.60. Motion to approve payment was made by Director Samsa, supported by Director Furlong. Motion carried unanimously.
- D. MPCA Grant for AFFF remediation
 - 1. MPCA grant for \$38,508.50 for AFFF remediation. Motion to accept grant was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

E. Snow Removal Equipment (SRE) payments

1. Approve RS&H Inv# 10141934008-2 \$5,000.00, MB Plow Inv# 290092-1 \$565,398.95, MB Broom Inv# 289698 \$757,252.60, MB Blower Inv# 290092 \$838,577.95. Motion to approve invoices was made by Director Furlong, supported by Director Hoffman-Saccoman. Motion carried unanimously.

9. New Business

A. Approve out-of-state travel for SkyWest annual meeting for the Executive Director.

1. Motion to travel to include airfare, rental car and up to three nights hotel stay was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

B. Volaire to attend SkyWest meeting with presentation of improved flight times.

1. Motion to approve the consulting agreement with Volaire was made by Director LaTendresse, supported by Director Quirk. Motion carried.

C. Terminate lease agreement with Fly Duluth and reassign with Vantage Air.

1. Motion to lease change with Fly Duluth and Vantage Air was made by Director Samsa, supported by Director Furlong. Motion carried.

10. Attorney's Report:

No Attorney's report at this time.

11. Executive Director's Report:

A. Delta Connections and Sun Country January 2025 Enplanement report.

- a. Delta enplanements were 728 rev.
- b. Sun Country enplanements were 176 rev.

B. Financial Audit.

- a. Sterle & Co were on site last week and will continue audit off site, will be back to present final audit results in a few months.

12. Committee Report:

No Committee reports at this time.

13. Accounts Payable:

A motion was made by Director Quirk, supported by Director Samsa to approve the January 2025 payables to date in the amount of \$1,020,893.94. Motion carried unanimously.

14. Accounts Payable:

Motion was made by Director Quirk, supported by Director Jordan to approve the February 2025 payables to date in the amount of \$111,594.66. Motion carried unanimously.

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

The motion was made by Director Quirk, supported by Director Samsa to approve the January 2025 treasurers report and report of cash holdings as presented. Motion carried unanimously.

16. Board Concerns:

The Airport Operations 1 vacancy has been filled, the new hire will start in the beginning of March.

17. Adjournment:

There being no further discussion, it was moved by Director LaTendresse, supported by Director Samsa to adjourn the meeting at 5:38 P.M. Motion carried unanimously.

Chisholm-Hibbing Airport Authority
Anne Jordan, President

ATTEST:

Chisholm-Hibbing Airport Authority
Jill Fatticci, Office Administrator