



**MINUTES OF THE  
CHISHOLM-HIBBING AIRPORT AUTHORITY  
Regular Meeting  
Tuesday, January 13, 2025**



**1. Call to Order & Roll Call:**

The regular meeting of the Chisholm-Hibbing Airport Authority was called to order by President, Michael Furlong on Tuesday, January 13, 2025, at 5:00 pm.

**Members Present:**

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

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

**Others Present:**

Lisa Pingatore Iozzo  
Michelle Christianson  
Tyler Snyder  
Francie Jenko  
Candie Seppala, City of Hibbing- City Clerk

**2. Acceptance of Agenda:**

Motion was made by Director Quirk, supported by Director Samsa to accept the agenda with the following additions- Item 9A2 – RS&H Invoice 10141934014-2 for fence phase 1 CA/RPR, Item 10B- Lease Termination between CHAA and Hibbing Economic Development Authority(HEDA), Item 10C -Enter into lease with City of Hibbing of an animal pound, Item 10D- RS&H work 2025-01 for East T-Hangar Taxilane Reconstruction- design and bidding services. Motion carried unanimously.

### **3. Approval of Minutes:**

A motion was made by Director LaTendresse, supported by Director Quirk to approve the meeting minutes of the December 16, 2024, Regular meeting. Motion carried unanimously.

### **4. Communications:**

- A. Airline Enplanement Report for December 2024 to be discussed in Executive Director Report.
- B. 2025 Director Conflict of Interest Statement forms were provided and will be kept on file.
- C. Sterle and Company financial audit proposal for FY2024.

### **5. Election of 2025 Officers**

- A. President-Nomination of Director Samsa by Director Furlong. A second nomination of Director Jordan made by Director Samsa. Two tied votes. Director Samsa withdrew his nomination. White ballot for Director Jordan, motion carried unanimously.
- B. Vice President- Nomination of Director LaTendresse made by Director Furlong. White ballot, motion carried unanimously.
- C. Treasurer- Nomination of Director Samsa made by Director Quirk. White ballot, motion carried unanimously.
- D. Secretary-Nomination of Director Furlong was made by Director Samsa. Director Furlong withdrew his nomination. Nomination of Office Administrator Jill Fatticci made by Director Samsa. Motion carried unanimously.

### **6. Reorganizational Appointments for 2025**

- A. CHAA Attorney Appointment- Nomination was made by Director Furlong to keep Attorney Rick Prebich as CHAA Attorney. Motion carried unanimously.
- B. CHAA Official Bank Depositories- Nomination was made by Director LaTendresse, to keep Security State Bank of Hibbing & First National Bank of Chisholm as CHAA Official Bank Depositories. Motion carried unanimously.
- D. CHAA Official Publications-
  - 1. A motion was made by Director Quirk, supported by Director Jordan to keep the Mesabi Tribune for CHAA Official Publications. Motion carried unanimously.
  - 2. Table items D-G until the February 18<sup>th</sup> meeting.

## **7. Public Forum:**

- Lisa Pingatore Iozzo (Animals of Hibbing/MNBoAH)- Presented concerns for the animals of Hibbing should CHAA terminate its current lease with HEDA and enter into a new lease with the City of Hibbing.
- Michelle Christianson (Hibbing City Resident)- Presented concerns for the animals of Hibbing.
- Tyler Snyder (Hibbing City Resident)- Presented concerns for the animals of Hibbing.
- Francie Jenko – Presented questions for the Hibbing City Clerk about other business parties applying for animal shelter/pound/intake opportunities with the City of Hibbing.
- Candie Seppala (City of Hibbing-City Clerk)- Presented why the proposal of the lease termination with HEDA is requested. The current HEDA lease is actually paid by the City of Hibbing under a subcategory of the Hibbing Police Department. The new lease being proposed will be with the City of Hibbing, would allow for the animal shelter/pound/intake to be more flexible in the current state.

## **8. Tenant Forum:**

There was no tenant forum.

## **9. Old Business:**

### A. HIB Fence Replacement – Phase 1- Design and Construction

1. Century Fence Pay Application #3 for \$101,190.69. A motion to approve payment was made by Director Samsa, supported by Director Quirk. Motion carried unanimously.
2. RS&H Invoice# 10141934014-2 for the Fence Phase 1 CA/RPR for \$36,206.60. A motion to approve payment was made by Director LaTendresse, supported by Director Jordan. Motion carried unanimously.

### B. HIB Airport Zoning Ordinance Update

1. The meeting will be held in February.

### C. Terminal and Apron Maintenance Project

1. Approve MN Dept of Trans, Office of Aeronautics design grant amendment #1057574. Amend State and Local share to include construction and engineering CA/RPR services. The State of MN share increased from \$28,939.40 to \$223,356.70. Local share increased from \$12,402.60 to

\$95,724.30. Motion to accept grant amendment was made by Director Quirk, supported by Director Jordan. Motion carried unanimously.

## **10. New Business**

- A. Approve Sterle and Company FY2024 Audit proposal fee \$9,400.00.
  - 1. Motion to approve proposal was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.
- B. Termination of Lease Agreement between CHAA and HEDA for the Hibbing Animal Shelter. Original Lease date 10/1/2008.
  - 1. Motion to terminate lease with HEDA was made by Director Quirk, supported by Director Samsa. Jennifer Hoffman-Saccoman abstained. Motion carried.
- C. Enter into lease agreement with City of Hibbing for the operation of an animal pound.
  - 1. Motion to approve lease with City of Hibbing for animal shelter/pound/intake was made by Director Quirk, supported by Director LaTendresse. Jennifer Hoffman-Saccoman abstained. Motion carried.
- D. Approve RS&H work order #2025-01: East T-Hangar Taxi lane Reconstruction-Design and Bidding Services for \$98,131.00.
  - 1. Motion to approve work order was made by Director LaTendresse, supported by Director Quirk. Motion carried unanimously.

## **11. Attorney's Report:**

No Attorney's report at this time.

## **12. Executive Director's Report:**

- A. Delta Connections and Sun Country December 2024 Enplanement report.
  - a. Delta enplanements were 882 rev.
  - b. YTD 11,302 enplanements.
  - c. Executive Director Ziemer to contact Lee Bloomquist at Mesabi Tribune to share enplanement results.
- B. Certificate of Deposit (CD) maturity.
  - a. A motion was made by Director Quirk, supported by Director Samsa that once the 3-month CD matures to open a new 12-month CD at First Nation Bank of Chisholm.

**13. Committee Report:**

No Committee reports at this time.

**14. Accounts Payable:**

A motion was made by Director Quirk, supported by Director Samsa to approve the December 2024 payables to date in the amount of \$1,045,347.59. Motion carried unanimously.

**15. Accounts Payable:**

Motion was made by Director Quirk, supported by Director Jordan to approve the January 2025 payables to date in the amount of \$88,816.09. Motion carried unanimously.

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

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

**17. Board Concerns:**

**18. Adjournment:**

There being no further discussion, it was moved by Director Quirk, supported by Director LaTendresse to adjourn the meeting at 6:30 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