



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes - Annual

Monday, March 28, 2016

20 Ontario Street, Economic Development Conference Room
Canandaigua, NY 14424

Members Present	Members Excused
Mike Davis, Chair	Kelly Mittiga, Member
Andy Molodetz, Vice Chair	
Lewis Zulick, Treasurer	
Laura Pedersen, Secretary	Guests Present
Supervisor Jeff Gallahan, Member	Frank Imburgia, FSI General Contractors, Inc.
David Reh, Member	Dave Alercia, FSI General Contractors, Inc.
	Tom Lauffer, Raymond F. Wager CPA, P.C.
Staff Present	Contract Staff
Mike Manikowski, Executive Director	Jim Coniglio, Underberg & Kessler
Michael Wojcik, CFO	Barry Carrigan, Nixon Peabody
Suzanne Vary, Staff	John Mackowiak, Dixon Schwabl
Melissa Doyle, Staff	James Dolan, McFarland Johnson
Diane Foster, Staff	

CALL TO ORDER: Chair, Mike Davis, called the meeting to order at 5:08 p.m. A quorum was present.

Dave Reh entered the meeting at 5:28 pm

ANNUAL MEETING:

12/31/15 Audited Financial Report and PARIS Report: Tom Lauffer with Raymond F. Wager CPA, P.C. reviewed the Financial Executive Summary for both the operating fund and the Airport fund. Mr. Lauffer reported that there were no qualifications or modifications and it was a clean audit. He found no material weaknesses or significant deficiencies. He made note that the staff does an excellent job in terms of accuracy of accounting and developing those checks and balances and internal controls.

Accountant's Management Letter: Tom Lauffer reported and reiterated that there were no material weaknesses or significant deficiencies. He reviewed the Management Letter Summary including the prior year recommendations pending corrective action and other items.

Accountant's Letter of Communication: Tom Lauffer reported that the audit is clean; there were no disagreements to report and no adjusting entries.

Federal Single Audit: Michael Wojcik explained due to the change of threshold from \$500,000 to \$750,000, there was not a need for a Federal Single Audit or a State Single Audit.

Andy Molodetz made a motion to accept the Audited Financial Report and PARIS Report and the Accountant's Management Letter, the Accountant's Letter of Communication and the Federal Single Audit. Lew Zulick seconded the motion. Motion unanimously carried.

Tom Lauffer exited the meeting at 5:18 pm.
Dave Alercia entered the meeting at 5:18 pm.

NEW BUSINESS:

FSI Contractors – Victor Business Development Center: Mike introduced Frank Imburgia, of FSI Contractors, who would like to rehabilitate and expand the Victor Business Center located at 100 Rawson Road in Victor. Mr. Imburgia explained that they focus on tenant change space. They are in real estate, and develop properties through their construction company. He said they like to develop C+ properties and turn them into As. He noted that they own 23 acres next to this property. Mr. Imburgia is asking OCIDA to freeze the tax payments at fair market values and at current tax rates for ten years. This would allow them to attract and maintain tenants. It was noted by Mike Manikowski that this is a retention project.

Jeff Gallahan made a motion to authorize holding a Public Hearing. Lew Zulick seconded the motion. Motion carried with Dave Reh abstaining.

Frank Imburgia and Dave Alercia exited the meeting at 5:35 pm

OLD BUSINESS:

Bluestone Creek Development (7870 Lehigh Crossing): Suzanne Vary explained that this is an amendment to an existing PILOT for IdeaBoxx to include additional space from the original 13,131 square feet to 20,000 square feet. The additional space is to accommodate Plockmatic, a documents processing company from Sweden.

Andy Molodetz made a motion to approve the amendment to the existing PILOT for 7870 Lehigh Crossing, Bluestone Creek Development. Laura Pedersen seconded the motion. Motion unanimously carried.

Bluestone Creek Development (7871 Lehigh Crossing): Suzanne Vary explained that this project is for Synergy, a company that specializes in IT equipment and services. Synergy is a tier 1 service provider. They provide IT services throughout Western NY. This would be a lease - leaseback for a 20,000 square foot building at 7871 Lehigh Crossing. Ms. Vary explained that

they expect to retain 25 jobs and the project cost is \$1,234,490. Michael Wojcik reviewed the cost benefit and reported that the cost benefit is a 9.4:1 ratio, making for a very strong cost benefit.

Lew Zulick made a motion to approve the PILOT for Bluestone Creek Development (7871 Lehigh Crossing). Andy Molodetz seconded the motion. Motion unanimously carried.

Airport Update: Jim Dolan of McFarland Johnson (MJ) informed the board of the status of several projects:

Grants and Upcoming Projects

New York State Aviation Capital Grants: MJ submitted two grant applications for the Canandaigua Airport:

- No update from NYSDOT on timing of decisions/release of 2015 NYSDOT Aviation Capital Grants
- MJ is continuing to follow Gov. Cuomo's proposal for a competitive program that would award \$200 million to five upstate NY Airports. NYAMA's position is to take at least one of the \$40 million awards, and divide it among multiple general aviation airports like Canandaigua.

FAA Grants: MJ and Mike Manikowski met with the FAA New York Airports District Office for the annual Airport Capital Improvement Program (ACIP) update and project discussion on Wednesday, February 24th. Discussion items included reconstruction of the main aircraft parking ramp and design/construction of a new Snow Removal Equipment (SRE) Building. FAA requested additional information on the justification for the main ramp reconstruction, including condition of the existing ramp, aircraft "fleet mix", expected operations of larger, heavier aircraft, and a Pavement Condition Index (PCI). All of the requested information has been or will be provided to FAA. Design of that project is nearly complete. MJ would like to advertise and receive bids on this project as soon as possible to increase our chances that the project will be funded by FAA, particularly if favorable bids are received. At the meeting, FAA brought up a previous design that was completed for an SRE Building. MJ advised FAA that we would review the previous design for adequacy in size to hold the airport's SRE, and noted that the design was for the building to be in an alternate location that will no longer work. MJ will report to Mike Manikowski regarding the above, and request that FAA consider funding a re-packaging of the building construction documents to reflect the new location (adjacent to the airport security building). MJ is still awaiting word from FAA regarding how FY2016's "program" will be structured.

Current Projects

Airport Master Plan Update: MJ continues to progress the master plan update, and they will still expect to hold the first Tactical Advisory Committee (TAC) meeting in May.

Jet-A Fuel Tank: We have been advised that last Thursday, March 24th is the expected shipping date for the new fuel pump skids, which will complete the project and allow the switch-over to World Fuel. We are anticipating a switch over to World Fuel on or about May 1, 2016.

Sanitary Sewer: MJ stated that the project is 95% designed. Internal constructability/QA review of plans and specifications will be this week. Plans specifications and construction cost estimate then go to NYS DOT Aviation Review. MJ expects to have the design complete and advertise for bids in April.

Airport Management

Airport Management – Year Four: MJ has discussed airport management services and scope for a fourth year. Mr. Manikowski noted that we will need one more year of service from MJ. After that a proposal will be put in to the County for a Strategic Asset Manager for long term management of D38, plus help with the RR monitoring.

Fixed Base Operator (FBO): Mike Manikowski and MJ have been discussing takeover of Fixed Base Operator (FBO) services with Mercy Flight Central (MFC). Several meetings and discussions have taken place and things are moving forward quickly and very well. There is outstanding cooperation between MJ, OCIDA and MFC. Many benefits mutually from this moving forward, including that MFC is on site with services available 24/7/365.

Marketing Meeting A meeting was held Friday, March 18th at MJ's office between Dixon Schwabl, MJ and World Fuel to discuss sharing of marketing ideas and tasks for Canandaigua Airport. Highlights:

- Dixon Schwabl and World Fuel marketing departments will be contacting each other to share ideas and means of marketing.
- Generally, Dixon Schwabl would handle marketing D38 as a whole, including things like updating the airport web site or potentially a new airport web site. World Fuel will use tools and resources already in place to market the airport with advertisements in trade publications, putting a new Phillips 66 "banner" on web sites frequently used by pilots and flight departments for planning flights and stops, etc.
- The combined efforts of these two expert organizations will partner well to "get the word out" about D38.

Fuel Sales: Jim Dolan reviewed the Fuel sales for February 2016.

Airport Budget / Progress Report: Jim Dolan reviewed the Progress Report.

Annual visit with FAA: Michael Manikowski reported on an excellent telecommunications visit; he explained that all the people that they were familiar working with in the past are gone. A whole new group is involved. Mr. Manikowski stated that the FAA likes what is happening and all the improvements being made. Jeff Gallahan encouraged MJ and Mike Manikowski to meet the FAA representatives face to face in the future and believe it would be beneficial.

Uniform Tax Exemption Policy (UTEP) update: Michael Manikowski reviewed the highlights of the UTEP draft:

- Recommending 80% local (9 county region) labor content; where when it can't be found a waiver would need to be presented to the Board.

- Recommending 80% of building materials to be purchased locally (9 county region); where when it can't be reasonably purchased, a waiver would need to be presented to the Board.
- Vacant facilities, brown fields, urban renewal, or facilities which the Agency, in its sole discretion, determines to be in areas of economic distress or having higher than average unemployment would not need to go through deviation.
- Market rate housing projects.
- Affordable housing projects.
- Termination and recapture provision that the State requires.

Laura Pedersen made a motion to accept the draft UTEP and to hold a public hearing. Dave Reh seconded the motion. Motion unanimously carried.

James Dolan exited the meeting at 5:55 pm.

ANNUAL MEETING continued:

Annual Procurement Report: Michael Wojcik reviewed the Annual Procurement Report including any procurement over \$5,000.

Management's Internal Control Assessment Report: Michael Wojcik reviewed the Internal Control Assessment Report. He stated that he would like to incorporate purchase orders for 2016 and establish an asset inventory to do a better job in insuring equipment. He also stated that they will follow up with the verification of the numbers on the project costs.

IDA Mission Statement and Measurement Report: Michael Wojcik reviewed the IDA Mission Statement and Measurement Report.

Real Property Report: Michael Wojcik reviewed the Real Property Report.

Jeff Gallahan made a motion to accept the Annual Procurement Report, the Internal Control Assessment Report, the IDA Mission Statement and Measurement Report, and the Real Property Report. Lew Zulick seconded the motion. Motion unanimously carried.

Annual Board Survey: Suzanne Vary reported that the 6 out of 7 Board members participated in the Annual Board Survey and reviewed the results.

Andy Molodetz made a motion to accept the Annual Board Survey. Laura Pedersen seconded the motion. Motion unanimously approved.

Annual Report: Mike Manikowski explained that the Annual Report will need to be approved to go to the Authorities Budget Office (ABO) and it is a little different than how it was done in the past. John Mackowiak with Dixon Schwabl reviewed the 2015 Annual Report. .

Andy Molodetz made a motion to accept the 2015 Annual Report. Jeff Gallahan seconded the motion. Motion unanimously carried.

ADMINISTRATION:

Blue Ridge Aquaculture, Martinsville, VA: Mike Manikowski requested permission to visit Blue Ridge Aquaculture in Martinsville, VA as a prospect for the IDA. This would be contingent on the results of the water conditions being tested at the Ag Tech Farm. The approximate cost to charter the plane would be \$7,000 with the intent to split the cost with the city of Geneva and the Ag Tech Farm.

Lew Zulick made a motion to approve the charter request at a cost not to exceed \$7,000 contingent on a positive result of the water tests; whereas a portion of the cost would be billed back to the other entities. Laura Pedersen seconded the motion. Motion unanimously carried.

February 22, 2016 Minutes: Mike Davis presented the February 22, 2016 Minutes for approval. Andy Molodetz made a motion to approve the February 22, 2016 Minutes. Dave Reh seconded the motion. Motion carried.

Inform ANALYTICS contract: Michel Wojcik presented the contract for Inform ANALYTICS, a product/service used to produce the cost benefits.

Laura Pedersen made a motion to approve the Inform ANALYTICS contract. Lew Zulick seconded the motion. Motion unanimously carried.

Finger Lakes Workforce Investment Board (FLWIB) – Finger Lakes Advanced Manufacturing Enterprise (FAME) 2016: Michel Wojcik presented the annual contract agreement with FLWIB-FAME for services to the Advance Manufacturing cluster in the County. Jeff Gallahan made a motion to approve the 2016 Annual FLWIB-FAME contract. Andy Molodetz seconded the motion. Motion unanimously carried.

Invoices for payment: Michael Wojcik presented to the Board for approval, thirty-two invoices for payments totaling \$68,026.25; twenty-two invoices totaling \$41,796.55 for the Airport and ten invoices for the Agency in the amount of \$26,229.70.

Lew Zulick made the motion to approve the payments of the above referenced invoices and Dave Reh seconded the motion. Motion unanimously carried.

ADJOURNMENT: Andy Molodetz moved to adjourn the IDA meeting at 6:41 pm. Laura Pedersen seconded the motion. Motion unanimously carried.

Respectfully submitted,
Diane Foster