



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, June 20, 2016
 Economic Development Conference Room
 20 Ontario St
 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
David Reh, Member	Brian Young, Deputy County Administrator
Supervisor Jeff Gallahan, Member	
Staff Present	Contract Staff
Mike Manikowski, Executive Director	Ed Russell III, Underberg & Kessler
Michael Wojcik, CFO	Bill Weir, Nixon Peabody
Melissa Doyle, Staff	Jim Dolan, McFarland Johnson
Diane Foster, Staff	John Hicks, McFarland Johnson

CALL TO ORDER: Chair, Mike Davis, called the meeting to order at 5:00 p.m. A quorum was present.

Lew Zulick entered the meeting at 5:02 pm.

ADMINISTRATION:

May 23, 2016 Minutes: Mike Davis presented the May 23, 2016 Minutes for approval. *Jeff Gallahan made a motion to approve the May 23, 2016 Minutes. Laura Pedersen seconded the motion. Motion carried*

Invoices for payment: Michael Wojcik presented for approval, nineteen invoices for payments totaling \$208,288.72; thirteen invoices totaling \$195,727.14 for the Airport and six invoices for the Agency in the amount of \$12,561.58.

Andy Molodetz made the motion to approve the payments of the above referenced invoices. Jeff Gallahan seconded the motion. Motion carried.

Liability Insurance: Michael Wojcik informed the Board that the Liability Insurance will have an additional charge of \$53 to include coverage for “In the Act of War” or “Terrorism”.

OLD BUSINESS:

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 offered congratulations to OCIDA and the Canandaigua Airport; on June 8th, notification came out that OCIDA has been awarded a \$720,000 grant through the 2015 NYSDOT Aviation Capital Grant program, to construct a new hangar at Canandaigua Airport. With the 10 % local match, the total project funds will be about \$800,000. From the date of the notice of grant award, it has typically been a couple of months before NYSDOT issues the grant offers. At that time, the grant may be executed by OCIDA and returned to NYSDOT. Once in place, MJ will execute a task order with OCIDA for design and construction administration.

- **FAA Grants:** A grant application for FY2016 has been submitted to FAA NYADO for design of a new Snow Removal Equipment Building. The design would begin in 2016.

Current Projects

- **Airport Master Plan Update:**
 - MJ continues to move forward on the master plan update.
 - The boundary surveyor received the documentation that they required last week from Nixon Peabody. They anticipate completing their survey in the next few weeks.
 - Forecast development is progressing and MJ anticipates having draft forecasts ready for review in July.
 - Only minor comments were received to Interim Report #1. All comments have been addressed.

- **Jet-A Fuel Tank:**

Request for Change Order No. 02:

Following Change Order No. 01, there is still a remaining balance of \$43,186 in unused grant funds in the NYSDOT funded Jet-A Fuel Tank & Dispenser project. Some additional and beneficial items on the existing AvGas fuel system have been identified that can be retrofitted, and we are requesting a resolution to authorize execution of Change Order No. 02, to include the following items, pending concurrence by NYSDOT Aviation Bureau:

- A protective fill box for the existing AvGas fill connecting pipe. The purpose is to prevent/contain spillage on to the pavement when the fuel delivery truck connects to the tank fill pipe to deliver fuel. There is such a fill/spill box on the new Jet-A fuel tank.

- 3'x3'x6" concrete pad to install below the above-referenced fill box. Will protect from asphalt pavement deterioration and support the new box.

- New mechanical clock-type gauge on the AvGas tank. Will allow for a quick

visual reading of the level of fuel in the tank. The current meter/gauge is inaccurate.

- Replacement 1” diameter x 50’ fuel hose for the AvGas reel. Customers have complained that the 1 ½” diameter hose furnished with the new pump and hose reel is heavy and unmanageable.
- A new hand sump-pump to replace the existing hand pump, which is improperly located on the AvGas tank. The new hand pump will be located at the tank low-point, where it needs to be to properly sump the tank & test fuel.
- A supplemental agreement for McFarland Johnson, Inc. of \$2,500 to our original construction administration agreement, to cover costs of inspection for installation of the above items, and items from Change Order No. 01, coordination with NYSDOT Aviation Bureau, additional grant administration and coordination with the contractor and Eric Blakesley to identify the items in Change Orders 01 & 02.

A quotation identifying individual costs for all of the above items is attached for reference.

Summary of Costs:

Fuel Fill Box:	\$1270.00 (Box + freight)
2” Clock Style Gauge:	\$375.00
1” x 50’ AvGas Fuel Hose:	\$176.00
FR152 Hand Pump	\$145.00
3’x3’x6” Concrete Pad	\$1,488
Total Equipment/Materials:	\$3,454.00
Labor, Overhead & Profit:	\$2,462.00
McFarland Johnson Supplemental Agreement:	\$2,500.00
Total Change Order No. 02:	\$8,416 (Say Not to Exceed \$9,000)

OCIDA Share, at 10%, would not exceed \$900.00

The Grant was accepted at the full value of \$475,000, so OCIDA would not incur any additional cost outlay beyond the \$47,500 already approved.

All of the above would be pending approval by NYSDOT Aviation Bureau.

Andy Molodetz made a motion to approve the Request for Change Order No. 2 per the above description. Dave Reh seconded the motion. Motion unanimously carried.

- **Sanitary Sewer:**
 - Project has been advertised for bids, and a pre-bid meeting was held at McFarland Johnson on Thursday, June 16th.
 - There are at least 10 sets of plans and specifications picked up by contractors.
 - Bids are to be opened June 30th.
 - Construction expected to begin August 1st and completed by mid-September.
 - A public meeting was held with residents along the sanitary sewer route on June 15th at Canandaigua Town offices

Task Order Authorization No. 1: Jim Dolan presented the Task Order Authorization No. 1 for Property Acquisition Services (Phase I - Appraisal). It was noted that the parcel of land for acquisition is where Mercy Flight Central is located.

Lew Zulick made a motion to approve Task Order No. 01 for property acquisition services presented. Andy Molodetz seconded the motion. Motion unanimously carried.

ADMINISTRATION (continued):

Revised applications/forms: Bill Weir of Nixon Peabody reviewed the proposed OCIDA Application. He explained some of the requirements and the need for the changes. He explained that it contains the forms that meet all the IDA requirements. Bill Weir also explained there were minor changes needed for the Project Review Policy. He explained there are projects that may have different criteria required by the state. He recommended the adoption of minor changes to the Project Review Policy.

Andy Molodetz made a motion to adopt the new OCIDA Application. Laura Pedersen seconded the motion. Motion unanimously carried.

Jeff Gallahan made a motion to adopt the new Project Review Policy. Lew Zulick seconded the motion. Motion unanimously carried.

Mike Davis took a moment to introduce Brian Young as the new Deputy County Administrator. Introductions were made around the table. Mr. Young was welcomed and congratulated on his new position.

Revised fee schedule: Mike Manikowski stated that the revised fee schedule was not ready for recommendation at this time.

Committee assignments: Mike Davis stated that the Committee assignment was removed from the agenda.

ADJOURNMENT: *Jeff Gallahan made a motion to adjourn the IDA meeting at 5:34 pm. Dave Reh seconded the motion. Motion carried.*

Respectfully submitted,

Diane Foster