



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, August 22, 2016
 2nd Floor Conference Room 200
 20 Ontario St
 Canandaigua, NY 14424

Members Present	Members Excused
Mike Davis, Chairman	Supervisor Jeff Gallahan
Andy Molodetz, Vice Chairman	Guests Present
Laura Pedersen, Secretary	Don Lasher, Capstone
Lew Zulick, Treasurer	Richard Klein, ConServe
Dave Reh	Mark Davitt, ConServe
Kelly Mittiga	Eric Jones, LeFrois Builders
	Rich LeFrois, LeFrois Builders
	Tom LeFrois, LeFrois Builders
	Kathy Bailey, Ontario County Workforce Development
	Dennis Christiano, member of community
Staff Present	Contract Staff
Mike Manikowski, Executive Director	Jim Coniglio, Underberg & Kessler
Suzanne Vary, Staff	Bill Weir, Nixon Peabody
Michael Wojcik, CFO	Jim Dolan, McFarland Johnson
Melissa Doyle, Staff	Sarah Jones, Dixon Schwabl
Diane Foster, Staff	Kim Allen, Dixon Schwabl

CALL TO ORDER: Chair, Mike Davis, called the meeting to order at 5:05 p.m. A quorum was present.

Tom LeFrois entered the meeting at 5:09 pm.

Introduce Sarah Jones: Mike Manikowski introduced Sarah Jones of Dixon Schwabl. He explained she will be the new public relation for the OCIDA.

NEW BUSINESS:

MiniTec Framing: Suzanne Vary introduced Don Lasher from Capstone Construction who was here for MiniTec Framing. She explained MiniTec Framing makes many products made from aluminum T special framing material. They design and build special requests. They also have a machine shop. She stated that their new project is located at County Road 41 in Farmington.

They intend to build a 55,000 square foot building at a cost of \$4.3MM. They expect to retain 21 jobs and create 4 new jobs over the next 3 years.

Don Lasher stated that the project site is about a 6 acre site adjacent to Service Steel. They are under contract to close on the land within the next couple of months. It was noted that MiniTec is currently located at 100 Rawson Road, in Victor. Suzanne Vary stated that MiniTec is owned locally by Andy Moles and half by a German company. They are looking for a straight lease-leaseback, it will include a PILOT, sales tax benefits and mortgage recording tax exemption. *Lew Zulick made a motion to hold a Public Hearing. Laura Pedersen seconded the motion. Motion unanimously carried.*

Don Lasher exited the meeting at approximately 5:15 pm

ConServe: Suzanne Vary introduced Richard Klein of ConServe and Eric Jones of LeFrois Construction. Mike Manikowski introduced Rich LeFrois, owner of LeFrois and Suzanne Vary noted Mark Davitt's attendance, founder of ConServe. Richard Klein gave an overview of what ConServe is and what they do. ConServe is an accounts receivables management company specializing in collections for higher education and rehabilitation and administrative resolution services for their clients.

The project ConServe is proposing will bring their Fairport employees from four separate locations to one location. They would like to build a 100,000 sq. ft., class-A corporate headquarters off Main Street Fishers in Victor. This would allow for future growth with the ability to employ up to 1,000 employees. Eric Jones presented drawings of the proposed project. ConServe is asking for a straight lease-leaseback with LeFrois as the builder, a sales tax benefit to conserve for fit out and 10 year IT equipment sales tax abatement. They expect to retain 473 jobs and create 20 jobs year over the next 2 years.

Lew Zulick made a motion to grant a Public Hearing. Kelly Mittiga seconded the motion. Motion unanimously carried.

Eric Jones, Rich LeFrois, Tom LeFrois, Mark Davitt and Richard Klein exited the meeting at approximately 5:38pm

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:**

1. No update on NYSDOT Aviation Capital Grant 2016 program opening date. MJ met with Staff and the Airport Committee to discuss projects at Canandaigua Airport that are good candidates for this program. Based on that meeting, projects selected to apply for grant funding include:

New Airport Terminal ("Priority 1" application; Graphic on Screen). This project is driven by several factors:

- Upcoming changes in the Fixed Base Operator at D38
- Need for a larger, modernized terminal vs the terminal space available

- Canandaigua Air Center’s FBO services agreement expires in November, 2016. Mercy Flight Central is likely to take over as FBO at that time. MFC is not in a good location from an operational standpoint.
- Current terminal space in CAC’s hangar will not be available.
- Existing terminal space is outdated, too small and lacks the features and amenities for the caliber of aircraft and passengers we are looking to serve at Canandaigua Airport D38.
- Size to be flushed out, but expected in the 2,500 sf to 3,000 sf range to accommodate for now and into the future.
- Vehicle parking, access and gate would likely be upgraded and reconfigured as part of this project.

Upgrade “Mercy Flight Taxiway” (“Priority 2” application; Graphic on Screen):

- Existing taxilane to MFC is narrow, no markings & unlighted
- Expecting hangar development on both sides adjacent to taxilane
- Widen taxilane, add pavement markings and edge lighting.
- Will enhance development in the northeast area of the airport.

Andy Molodetz made a motion to submit two applications for project funding to NYSDOT, Aviation Bureau as part of the FY 2016 Aviation Capital Grant Program for the above two projects. Lew Zulick seconded the motion. Motion unanimously carried.

Current Projects

• **Airport Master Plan Update:**

- MJ is currently obtaining letters of support from local companies and business jet owners to demonstrate commitment to base aircraft and operations at D38. These are necessary to complete the forecast development.
- The second TAC meeting will be scheduled as soon as forecasts are reviewed, probably mid to late September.

• **Jet-A Fuel Tank:**

- AvGas Mechanical Equipment issues have been resolved. LaValley Brothers construction was on site last week to install new flow meter pump.

• **Change Order Work:**

- LaValley has completed most of the work under Change Orders 1 and 2. Pettinger Fabricating, a local firm, is completing construction of the cabinets to go over the new fuel pumps. MJ anticipates completion in the next couple of weeks.

• **Sanitary Sewer:**

NYSDOT (funding agency for sewer project) has requested M/WBE (Minority Women owned Business Enterprise) utilization Plan from Villager Construction. Information has been submitted, and MJ is awaiting review and concurrence from NYSDOT. Once received, MJ can award the contract to Villager, schedule a pre-construction meeting and then begin construction. MJ is still pushing for early September start.

Airport Management

- MJ provided a proposal for Airport Management Services for fifteen month period beginning September 1, 2016.

Mike Manikowski stated the recommendation for from the Aviation Committee was to continue with the contract. It was noted that the Airport Committee recommended two three month extensions if needed.

Dave Reh made the motion to retain McFarland Johnson for a fifteen month period for Airport Management Services on a cost plus fee basis and two additional three month periods should they be required. Laura Pedersen seconded the motion. Motion unanimously carried.

A discussion took place concerning the increase of 15% run rate and the provision of the strategic asset manager. It was also noted that the whole idea in the next fifteen months was to show sustainability for this asset.

Fuel Sales: Jim Dolan reviewed the Fuel sales for July1-Aug 15, 2016.

It was announced from Senator Schumer's office that the Canandaigua Airport was awarded \$65,000 for the design of the snow removal equipment building.

ADMINISTRATION:

July 25, 2016 Minutes: Mike Davis presented the July 25, 2016 Minutes for approval. *Dave Reh made a motion to approve the July 25, 2016 Minutes. Kelly Mittiga seconded the motion. Motion carried.*

Invoices for payment: Michael Wojcik presented for approval, fifteen invoices for payment totaling \$26,254.32; twelve invoices totaling \$16,003.58 for the Airport and three invoices for the Agency in the amount of \$10,250.74.

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

Change of meeting date: Mike Manikowski requested the Resolution to change the October meeting date from October 24th to October 31st. Mike Manikowski explained the request for change of the meeting date. It is related to the timing of the actions with ConServe expecting final approvals from the Town by October 25th. Due to a conflict of dates, it was suggested to meet on Tuesday, November 1st.

Andy Molodetz made a motion to change the OCIDA meeting of October 24th to Tuesday, November 1st at 5pm. Kelly Mittiga seconded the motion. Motion carried.

ADJOURNMENT: *Lew Zulick made a motion to adjourn the IDA meeting at 6:07 pm. Andy Molodetz seconded the motion. Motion carried.*

Respectfully submitted,

Diane Foster