



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes

Monday, September 26, 2016

2nd Floor Conference Room 200

20 Ontario St

Canandaigua, NY 14424

Members Present	Members Excused
Mike Davis, Chairman	Supervisor Jeff Gallahan
Laura Pedersen, Secretary	Kelly Mittiga
Lew Zulick, Treasurer	Andy Molodetz, Vice Chairman
Dave Reh	Guests Present
	Pam Remchuk, CFO, New Energy Works
	Tom Lambert, New Energy Works
	Chris Andreucci, Harris Beach
	Tom Masaschi, DHD Ventures
	Thomas Lyon, Canandaigua Chamber of Commerce
	Contract Staff
Staff Present	Jim Coniglio, Underberg & Kessler
Mike Manikowski, Executive Director	Bill Weir, Nixon Peabody
Suzanne Vary, Staff	Sarah Jones, Dixon Schwabl
Michael Wojcik, CFO	Michelle Diehl, Dixon Schwabl
Melissa Doyle, Staff	Zach Staff, McFarland Johnson
Diane Foster, Staff	Jim Dolan, McFarland Johnson

CALL TO ORDER: Chair, Mike Davis, called the meeting to order at 5:06 p.m. A quorum was present.

Bill Weir entered the meeting at 5:15 pm.

NEW BUSINESS:

New Energy works: Suzanne Vary introduced Tom Lambert and Pam Remchuk from New Energy Works. Mike Manikowski explained that New Energy Works is not a stranger to Economic Development and assistance has been provided to them in the past. Tom Lambert gave an overview of New Energy Works and its division companies including Pioneer Millworks and NEWwoodworks. He noted that Pioneer Millworks is the largest reclaimed wood company in the world, with another location in Oregon. He stated the company is based on the principles of people, planet and profit. He presented examples of their designs, timber framing, and

woodworks along with Pioneer Millworks reclaimed and sustainable wood products and NEWwoodworks shop work. Mr. Lambert is proposing “Tomorrowland”; a project to build a 21,000 sq. ft. building in Farmington; the first complete Cross Laminated Timber (CLT) building in NYS. Mr. Lambert explained how CLT is made, what its advantages are and why building with wood allows a cleaner footprint. The new space would be shared with NEWwoodworks shop and Pioneer Millworks wood storage. It was noted by Suzanne Vary that the project is a retention case and there is the possibility for the divisions to move to the west coast.

Laura Pedersen made a motion for the preliminary inducement and a Public Hearing. Lew Zulick seconded the motion. Motion unanimously carried.

Pam Remchuk and Tom Lambert exited the meeting at 5:26 pm.

Canandaigua Crossroads, LLC: Tom Masaschi with DHD Ventures explained that they are a real estate company with an office in Rochester. He told the Board that over the last few years their company has gotten into the acquisition and restoration of old buildings. One of these projects is the old Labelon building in downtown Canandaigua. He noted that they started the process of acquiring the property about five years ago; however they have been delayed due to environmental issues. The project was going to be put into a superfund by the DEC which would have delayed it for probably another ten to fifteen years; so they reached out and did a few brownfield cleanup programs (BCP) for the state and got the property qualified on a volunteer basis. Mr. Masaschi reported that the DEC is up to speed and multiple investigations on site were completed. He reported they are close to finalizing the work plan on what it will take to clean up the site.

Mr. Masaschi expects the project to yeild 44-48 loft-style apartments at market rental rates. He noted significant parking on-site, an amenity which is attractive to potential tenants. Mr. Masaschi expects to create 3 FTE jobs. He estimates the project to be approximately \$10.5 MM. They will be applying for Restore NY as well. Mike Manikowski noted that the building has been vacant 20 plus years. Thomas Lyon, Candaigua Chamber, explained that in their strategic plan and their Downtown Revitalization Initiative, the Labelon building is a key factor for transformation. Sue Vary noted that DHD Ventures is seeking a regular lease/leaseback PILOT. Chris Andreucci, counsel to DHD Ventures, explained that his client cannot purchase the property until the IDA acts. Mr. Masaschi estimates a twelve month timeframe for the project to be completed once everything is in order.

Lew Zulick made a motion for the preliminary inducement and the Public Hearing. Laura Pedersen seconded the motion. Motion unanimously carried.

Tom Masaschi, Chris Andreucci and Thomas Lyon exited the meeting at 5:43 pm.

OLD BUSINESS:

Commodore request: Suzanne Vary explained that Commodore would like to enclose a sidewalk that runs from their new warehouse facility in Honeoye to the old Stone Construction building they own. She explained that part of that sidewalk is in the PILOT agreement; therefore, the addition of the enclosure needs to be approved by the IDA.

Dave Reh made a motion to approve the sidewalk enclosure. Lew Zulick 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:**

- 1. The NYSDOT was expected to announce the FY 2016 Aviation Capital Grant program at the NYS Aviation Management Association (NYAMA), but they did not. MJ will continue submitting grant applications for a new terminal building and Mercy Flight Taxiway improvements.

Current Projects

- **Airport Master Plan Update:** Zach Staff stated they have been progressing forward with the Master Plan, but not as much during the last month. He noted that they are waiting on a final letter from a potential tenant to submit with the aviation forecasts to help justify their selection of the featured design aircraft for the airport. It's not for runway length but more for taxi ways and airport facilities. They hope to have a second meeting with the technical committee before the end of the year.
- **Jet-A Fuel Tank:**
The work on the Jet-A fuel tank project is complete. MJ will begin the project grant closeout process.
- **Sanitary Sewer:**
Contracts are being executed with Villager Construction. MJ will be meeting with Villager Construction and the Town of Canandaigua Highway Department within the next week and will extend the invitation to Ontario County DPW for a pre-construction conference.

Airport Management

The task order for MJ to enter into the fourth Airport Management Services period will be executed within the week with the OCIDA.

Fuel Sales: Jim Dolan reviewed the Fuel sales for August 1-Aug 31, 2016.

The Airport Budget/Progress Report was distributed to the Board.

Airport Committee update: Dave Reh noted that the major update is in the next item on the agenda concerning marketing and website proposal.

Airport marketing and website Proposal:

Michelle Diehl proposed a marketing plan for the airport for a 1-2 year period using a phased-in approach. The following are the key steps for the marketing objectives.

- Direct mail to build awareness of the airport's improvements and fuel sales among pilots and plane owners.

- Email and print ads, noting that World Fuel offers co-branded email marketing and print advertising opportunities to branded FBOs to appropriate audiences from their databases.
- Social media with highly targeted paid ads on Facebook, allowing for a cost-effective way to build awareness among specific online audiences.
- Website creation that is credible and is critical for the presence of D38.
- Online considerations with Industry websites with the new FBO assuming management responsibilities of the updating process as well as ongoing maintenance.

Sarah Jones proposed the Public Relations strategy for the Airport with a three stage strategy.

- Pre-FBO transition including media relations and issues management, key message development, and managing internal and external communications.
- During and post-FBO transition including press release and press conference introducing the partnership between Mercy Flight and the Canandaigua Airport.
- After completion of the executive office including updating locals on the airport's developments, showcasing the new space with airport executives, and media relations and content developments as events develop.

The estimated budget for the marketing and website proposal is \$28,145 subject to change based on client needs and creative/production services. Zach Staff noted that McFarland Johnson is pursuing a grant for the marketing plan.

Dave Reh noted the Airport Committee had a proposal from someone who is interested in building hangars on the Airport. It is very preliminary and the Airport Committee decided to have him work with staff and McFarland Johnson. Dave acknowledged the helpfulness of Mike Davis and Jeff Bartkoski of EMS; both are part of the Airport Committee. Dave reported that the Airport Committee's recommendation is to go forward with the plan subject to the pacing recommended by the Airport Committee.

Dave Reh made a motion to go forward with the marketing plan as presented. Lew Zulick seconded the motion. Motion unanimously carried.

Airport Task Order: Zack Staff reminded the Board that the IDA was awarded a grant from the FAA to design a Snow Removal Equipment (SRE) Building to help prolong the life of the equipment and provide a dry environment for the maintenance worker. MJ has put together a Task order for the design of the SRE Building in the amount of \$68,422, allowing MJ to have the design be completed so that bids can be completed by late spring/early summer. This contract will be funded 90% by the FAA and 5% by the OCIDA.

Dave Reh made a motion to authorize the task order. Laura Pedersen seconded the motion. Motion unanimously carried.

ADMINISTRATION:

August 22, 2016 Minutes: Mike Davis presented the August 22, 2016 Minutes for approval.

Dave Reh made a motion to approve the August 22, 2016 Minutes. Laura Pedersen seconded the motion. Motion carried.

Invoices for payment: Michael Wojcik presented for approval, nineteen invoices for payment totaling \$54,703.87; thirteen invoices totaling \$41,981.50 for the Airport and six invoices for the Agency in the amount of \$12,722.37.

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

Update on ConServe and MiniTec Framing Projects: Mike Manikowski noted there was a positive story about ConServe expanding with a new Federal contract in the *Rochester Business Journal*. Suzanne Vary explained that ConServe submitted their planning board application and is scheduled for a public hearing on October 11th. Suzanne stated, according to Katie Evans in the Town of Victor, ConServe will need to show how they will handle traffic and the sewer. She did not think it was likely that they would get their approval by October 25th. Suzanne Vary reminded the Board that this is why the October 24th IDA meeting was rescheduled to November 1st. Suzanne Vary reported that November 15th is more likely for their approval. A public hearing would not happen until ConServe receives all their approvals and SEQR.

Suzanne Vary reported that MiniTec Framing has their preliminary approval from the Farmington Planning Board; final approval is expected on October 5th.

Change meeting date back to October 24, 2016: *Dave Reh made a motion to move the next meeting back to October 24th. Laura Pedersen seconded the motion. Motion unanimously carried.*

ADJOURNMENT: *Laura Pedersen made a motion to adjourn the IDA meeting at 6:25 pm. Dave Reh seconded the motion. Motion carried.*

Respectfully submitted,

Diane Foster