



## INDUSTRIAL DEVELOPMENT AGENCY

**Meeting Minutes**  
**Monday, January 23, 2017**  
 Economic Development Conference Room  
 20 Ontario St  
 Canandaigua, NY 14424

<b>Members Present</b>	<b>Members Excused</b>
Mike Davis, Chairman	Dave Reh
Andy Molodetz, Vice Chairman	
Laura Pedersen, Secretary	
Lew Zulick, Treasurer	<b>Guests Present</b>
Kelly Mittiga	
Supervisor Jeff Gallahan	
	<b>Contract Staff</b>
<b>Staff Present</b>	Jim Coniglio, Underberg & Kessler
Mike Manikowski, Executive Director	Barry Carrigan, Nixon Peabody
Suzanne Vary, Staff	Zach Staff, McFarland Johnson via phone
Michael Wojcik, CFO	John Hicks, McFarland Johnson
Melissa Doyle, Staff	Sarah Jones, Dixon Schwabl
Diane Foster, Staff	

**CALL TO ORDER:** Chair, Mike Davis, called the meeting to order at 5:02 p.m. A quorum was present.

Zach Staff joined the meeting via phone at 5:02 pm.

Lew Zulick entered the meeting at 5:04 pm.

**OLD BUSINESS:**

**TAC Update:** Zach Staff with McFarland Johnson (MJ) reported the 2nd meeting of the Technical Advisory Committee meeting for the Airport Master Plan Update was held on January 12, 2017. They have finalized draft chapters of the aviation forecasts as well as the airport facility requirements. The aviation forecasts have been reviewed and approved by the FAA. The facility requirements identify the need for additional hangar space as well as additional taxi lane space for those hangars. However, the runway or taxiways have not been identified for the need of a runway extension or any other additional improvements. They feel the runway is ideal the way it is as well as the parallel taxiway being in sufficient shape. Right now they are moving on with finalizing the draft of the interim report, which are the two chapters mentioned previously and moving on to the development of the facility alternatives which will take a look at different

methods that they can look at laying out the airport in the future for planning purposes over the next 20 years. Layouts such as: Where may be the best place to site hangars? How large should those hangars be? How would you access those hangars? They will be looking into that stage over the next few weeks when they finalize the draft chapters. They hope to have the last TAC meeting as well as a public information workshop in May/June 2017.

Andy Molodetz noted how interesting the process is, one in which you establish what the anticipated activity would be. Zach explained how they take a look at the FAA and NYSDOT growth rate forecasts and how it gets applied to the needs of the airport.

Andy Molodetz noted that the Board should hear more on the process. A brief discussion took place concerning the growth rate and how it was determined over the next 20 years.

### **Airport Update**

#### **Grants and Upcoming Projects**

**New York State Aviation Capital Grants:** Mike Manikowski stated that he and Jim Dolan met with Gerardo Mendoza and Bill Meyer at the NYSDOT Aviation Bureau on January 19, 2017 to discuss use of the hangar grant funding toward a possible public-private partnership to construct a larger hangar. The meeting went very well. As expected, NYSDOT requested that no matter the size of the hangar, OCIDA must maintain true ownership. They were very grateful that they both met with them to inform them early in the process and that we were seeking their input. In principle, they agreed that the grant funds could indeed be paired with private funding for a larger facility.

At the conclusion of the above-meeting, Gerardo Mendoza, the Director of NYSDOT Aviation Bureau, was asked about the release of the 2016 Aviation Capital Grant Program. Gerardo said they still have not been given the go-ahead to open the program to applications, and indicated that it was in the hands of the State Comptroller's Office. Gerardo also indicated that it may be purposefully delayed until the announcements of the Upstate Airport Economic Development and Revitalization program are complete.

#### **Current Projects**

**Sanitary Sewer:** Construction is complete, with the exception of Villager Construction returning in the spring to complete surface restoration on the shoulder of Brickyard Road and pavement where they had to trench across the connect to the manhole at the intersection with North Street.

#### **Airport Management**

**Fixed Based Operator (FBO) Transition:** A draft FBO services agreement was received on Friday, January 20, 2017. The agreement is being reviewed and should be finalized within the next two weeks. The agreement will have to be reviewed by Mercy Flight Central (MFC) Aviation Services LLC's legal counsel as well. Several meetings and discussions have taken place over the course of the last month to finalize the terms of the FBO services. MFC Aviation Services, LLC should be ready to take over as FBO on or about March 1, 2017.

**Richard Deys: Executive hangars at East Apron:** Zach Staff reported that discussions continue with Richard Deys, who is proposing four 60x60 hangars, three 50x50 hangars and the construction of a small area connecting those units as an executive lounge. Mr. Deys has indicated that he has financing lined up for this project. Zach Staff noted they are hoping to bring his proposal to the next Airport Committee meeting.

**Fuel Sales:** The Fuel sales for November 1-November 30, 2016 were presented.

The Airport Budget/Progress report for period 4 was distributed to the Board.

**Canandaigua Air Center (CAC) Invoice:** Mike Manikowski presented the invoice from CAC for approval.

*Jeff Gallahan made a motion to approve the CAC invoice for payment. Kelly Mittiga seconded the motion. Motion unanimously carried.*

Zach Staff disconnected, via phone, from the meeting at 5:39 pm.

John Hicks noted that permission was finally granted to put lights on the sign for the Airport. John Hicks exited the meeting at 5:40 pm.

#### **ADMINISTRATION:**

**December 19, 2016 Minutes:** Mike Davis presented the December 19, 2016 Minutes for approval.

*Laura Pedersen made a motion to approve the December 19, 2016 Minutes. Andy Molodetz seconded the motion. Motion carried.*

**Invoices for payment:** Michael Wojcik presented for approval, thirty-three invoices for payment totaling \$409,553.54; nineteen invoices totaling \$401,374.34 for the Airport and four-teen invoices for the Agency in the amount of \$8,179.20.

*Lew Zulick made the motion to approve the payments of the above referenced invoices. Jeff Gallahan seconded the motion. Motion carried.*

Mike Manikowski noted that on the revenue side, there will be a closing with New Energy Works and a couple others coming up.

**Ontario County Agriculture Appreciation Banquet 3/24/17:** Suzanne Vary asked the Board for approval to sponsor the Ontario County Agriculture Appreciation Banquet which would include a table of 8 tickets for \$250 and a half page ad.

*Jeff Gallahan made a motion to sponsor the Agriculture Appreciation Banquet on 3/24/17. Andy Molodetz seconded the motion. Motion carried.*

**Report on IDA Section Conference:** Mike Manikowski reported that he came away with the need to “play defense” against our own state regarding the rules and regulations with local economic development. He was very impressed with the new Executive Director replacing Brian McMahon.

**Annual Board Survey:** Suzanne Vary reported six out of seven Board members have completed the Survey. It takes an average of 1 minute 19 seconds to complete the survey. She encouraged the remaining member to complete the survey if they have not already done so.

**Acknowledgment of Fiduciary Duties & Responsibilities and Disclosure Conflict of Interest Statement:** Diane Foster reminded the Board, if they have not already done so, to fill out, sign and turn in the 2017 Acknowledgement of Fiduciary Duties and Responsibilities Form and the Disclosure Conflict of Interest Statement.

**ADJOURNMENT:** *Andy Molodetz made a motion to adjourn the IDA meeting at 5:48 pm. Lew Zulick seconded the motion. Motion carried.*

Respectfully submitted,

*Diane Foster*