



## INDUSTRIAL DEVELOPMENT AGENCY

**Meeting Minutes**  
**Monday, January 27, 2020 Meeting**  
 The Hurley Building  
 205 Saltonstall Street, Canandaigua, NY 14424

<b>Members Present</b>	<b>Members Excused</b>
Laura Pedersen, Secretary	Mike Davis, Chairman
Lewis Zulick, Treasurer (via Zoom)	
Don Culeton	
Kelly Mittiga, Vice-Chair	<b>Guests Present</b>
Supervisor Jeff Gallahan	
Andy Molodetz	
<b>Staff Present</b>	
Mike Manikowski, Exec. Dir.	
Suzanne Vary, Staff	<b>Contract Staff</b>
Michael Wojcik, CFO	Serena Compitello, Underberg & Kessler
Jessica Kazmark, Staff	
Brigitte Larson, Staff	
Bob Mincer, Staff	

**CALL TO ORDER:** Vice Chair Kelly Mittiga called the meeting to order at 5:01 p.m. A quorum was present.

Mike Manikowski took a moment to honor Laura Pedersen with a plaque for her service, years 2009-2019. Staff and fellow Board members congratulated and thanked Laura for her service and dedication to the Local Development Corporation and Industrial Development Agency over the last ten years.

**OLD BUSINESS:**

**Akoustis Extension/Temporary Waiver for 2020 FTEs:** (resolution to waive FTE requirement for 2020)

Mike Manikowski spoke about Akoustis, a manufacturing company that has been located in the old Infotonics building for three years. The Company is asking for a one year waiver for the FTE requirement, which would be reinstated in 2021. Akoustis currently has 72 FTEs and the target was 90. It was discussed that the Company recruits directly from local universities to fill their positions.

*Lew Zulick made a motion to waive the FTE requirement for Akoustis for 2020, to be reinstated in 2021. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.*

**Airport Update:**

Kelly asked the Board if anyone had any questions regarding Bob's monthly report. There were no questions. Supervisor Jeff Gallahan commented that since the fencing has been completed, the airport is looking much more like a professional operation and it has been noticed.

**Attend the Hershey AAAE Conference in March:**

Bob requested approval from the Board that he attends the Airport Executives Conference in Hershey, Pennsylvania this March. Bob attended the conference last year and indicated that it was worth attending and that the knowledge he brought back he uses at the airport every day. *Supervisor Jeff Gallahan made a motion to approve Bob's attendance to the AAAE Airports Conference in March. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.*

**MJ Task Order No. 8 for Digital Visualization Rendering of Airport:**

Bob spoke about Task Order No. 8 from McFarland Johnson, a visual rendering of the airport. The cost is \$4000 and Bob indicated that it has been budgeted. Bob stated that an example of this was presented at one of the Airport Committee meetings. It was discussed that the visual can be used as a planning tool for future airport projects.

*Andy Molodetz made a motion to approve Task Order No. 8. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.*

**MJ Task Order No. 9 for Terminal Building Final Design:**

Bob presented Task Order No. 9 offered by McFarland Johnson, for a complete design of the terminal building. Bob stated the design was presented to the Airport Committee at a previous meeting, which included the floorplan along with other conceptual work. A bid package will be put together this summer. Bob informed the Board that this was a budgeted expense and that local share will be 10%, around \$12,000 of the \$122,000 total project cost.

*Supervisor Jeff Gallahan made a motion to approve Task Order No. 9. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.*

**Pavement Management Plan:**

Bob stated that as part of the Capital Improvement Plan the airport should have a Pavement Management Plan in place. This will outline how to maintain and resurface all the paved areas including the runways. Bob stated that this is budgeted and is also an FAA assisted plan. Local share will be 5%, totaling around \$4500.

*Andy Molodetz made a motion to approve the Pavement Management Plan. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.*

**ADMINISTRATION:**

**November 25, 2019 Minutes:**

Kelly Mittiga presented the November 25, 2019 Meeting Minutes for approval.

*Supervisor Jeff Gallahan made a motion to approve the November 25, 2019 minutes as presented. Andy Molodetz seconded the motion. Motion unanimously carried.*

**Inform Analytics Agreement:**

Michael Wojcik presented the annual agreement with Inform Analytics stating that this is the program that is used for governmental research for each PILOT analysis. It is leased on a year to year basis and will cost \$545 this year.

*Supervisor Jeff Gallahan made a motion to accept the Inform Analytics Agreement. Lew Zulick seconded the motion. Unanimously approved.*

**Prelim Financials:**

Michael Wojcik presented the prelim financials to the Board.

No action was needed.

**Invoices for payment:**

Michael Wojcik presented for approval, airport invoices for payment totaling \$12,601.54; Agency invoices totaling \$8,081.45 and total invoices in the amount of \$134,882.99. Bob Mincer clarified the airport related invoices, noting that the water service is now in the IDA name.

*Lew Zulick made a motion to approve the above referenced invoices for payment. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried*

**Annual Report:**

Dixon Schwabl has put together an estimate for the Annual Report. The total cost would be \$14,463, of which would be split between the OCIDA and OCEDC. Michael Wojcik confirmed that this amount is slightly less than last year's cost.

*Supervisor Jeff Gallahan made a motion to approve payment in the amount of \$7,231. Andy Molodetz seconded the motion. Unanimously approved.*

**Ag Appreciation Banquet:**

Cornell Cooperative Extensions Ag Appreciate Banquet is an event that the OCIDA has sponsored for several years. A table of eight with a half-page ad is \$300.00. Suzanne confirmed it is a well-attended event.

*Andy Molodetz made a motion to purchase a table of 8 with a half-page ad for a total cost of \$300. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.*

**ADJOURNMENT:**

*Supervisor Jeff Gallahan made a motion to adjourn the IDA meeting at 5:29 p.m. Andy Molodetz seconded the motion. Motion unanimously approved.*

Respectfully submitted,

*Brigitte Larson*