



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, July 10, 2018

Board Members Present	Board Members Excused
David Bunnell, Secretary	Walt Matyjas
Kevin Hill, Treasurer	Supervisor Fred Lightfoote
Karen Springmeier	Supervisor Daniel Marshall
Karen Parkhurst	Jodi Earle
Joseph Bridgeford, Vice Chair	
Supervisor Robert Green, Jr.	
Robert Solenne, Chair	
	Guests
	Brian Young, Deputy County Administrator
	Kathy Rayburn, Victor LDC
	Steve Husband, Redcom Laboratories
	Angelo Ingrassia, Spot On Development
Non-Board Members Present	Amanda Strawser, Spot On Development
Mike Manikowski, Executive Director	
Suzanne Vary, Econ. Dev. Specialist	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	Jim Coniglio, Underberg & Kessler, Local Counsel
Brigitte Larson, Staff	
Bob Mincer, Staff	

**CALL TO ORDER:** Robert Solenne called the meeting to order at 8:31 am. A quorum was present.

**NEW BUSINESS:**

**Introduction of Bob Mincer:**

Mike Manikowski introduced Bob Mincer, Economic Development’s Strategic Asset Manager. He will be the Airport Manager as well as work on Foreign Trade Zone with the EDC. With approval from the Board, Bob will attend the Annual FTZ Conference and Exposition in mid-September. Bob has a background in aviation and manufacturing. Introductions were made of the present members.

**Redcom Laboratories:**

Sue Vary introduced Steven Husband of Redcom Laboratories. Steven briefly went over the company’s history, noting that it has been privately owned since 1978. Redcom Laboratories started as an OEM telecommunications manufacturer, primarily serving international and military markets. The largest customer to date is the United States Air Force. Being in the hardware business and seeing the decline of hardware solutions, the Company noticed that there is a demand for secure communications, especially in military markets; however, this was a

software and application based solution, not hardware. The Company then branched out into Electronic Manufacturing Services. The EMS side of the business is seeing significant growth and in order to keep up with quality standards and the ability to compete in such markets, Redcom must receive the appropriate certifications. Redcom would like to get two certifications in 2018, ISO13485, which would allow the Company to compete in the medical market, and AS9100, which would allow the Company to compete in the military market, specifically aerospace. Redcom is looking for OCEDC assistance to help their personnel gain these certifications for the Company.

*Dave Bunnell made a motion to refer the Redcom Laboratories loan to the Finance Committee. Karen Parkhurst seconded the motion. Unanimously approved. Motion carried.*

### **OLD BUSINESS:**

#### **Victor LDC loan fund report:**

Kathy Rayburn informed the Board of the Victor LDC loan fund report, stating that all loans using funds from the OCEDC are current. She also stated that the Victor LDC would like to request additional funding to continue to provide support to small businesses in the Town of Victor. Mike Manikowski advised that an application would be needed to consider additional funds.

Kathy Rayburn exited the meeting at 9:09 am.

#### **LaBarge Media:**

Jim Coniglio explained that LaBarge Media is being represented by Jeff LaBarge, cousin of the owners, and that the Company would like to remove the Counsel Opinion Letter. This is something that is typically required as standard procedure, but Jim stated he is not uncomfortable with it. Title insurance was discussed as a requirement in replacement of the Opinion of Counsel.

*Kevin Hill made a motion to approve the removal of Opinion of Counsel but add Title Insurance as a requirement for the LaBarge Media loan. Supervisor Robert Green Jr. seconded the motion. Unanimously approved. Motion carried.*

#### **Executive Session:**

*At 9:15 am Joseph Bridgeford motioned that the EDC Board enter into Executive Session to discuss the financial history of a corporation, seconded by Kevin Hill. Unanimously approved.*

*At 9:36 am Karen Springmeier motioned to come out of Executive Session, seconded by Kevin Hill. Unanimously approved.*

*Karen Springmeier made a motion to refer the Spot On Development request to the Finance Committee. Kevin Hill seconded the motion. Unanimously approved.*

Angelo Ingrassia and Amanda Stravves exited the meeting at 9:37 am.

### **ADMINISTRATION:**

**June 12, 2018 Minutes:** Rob Sollenne presented the June 12, 2018 Minutes for approval.

*Karen Springmeier made a motion to approve the June 12, 2018 minutes as presented. Supervisor Robert Green, Jr. seconded the motion. Motion unanimously carried.*

**Bob Mincer attend NAFTZ Annual Conference:**

Sue Vary explained that the 2018 Annual NAFTZ Conference and Exposition is taking place in Atlanta, Georgia, September 16<sup>th</sup> through 19<sup>th</sup>. It will be a good opportunity for Bob to learn about Foreign Trade Zones and get a lot of knowledge in a short amount of time, as well as network with fellow grantees.

*Supervisor Robert Green Jr. made a motion to approve Bob Mincer's attendance to the NAFTZ Annual Conference, seconded by Karen Springmeier.*

Cost of the trip was questioned and due to registration fees, airfare and hotel a budget not to exceed \$2500.00 was discussed.

*David Bunnell motioned to approve conference expenses, not to exceed \$2500.00, seconded by Kevin Hill. Unanimously approved. Motion carried.*

**Invoices for payment:** Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 5 invoices totaling \$36,311.78.

*Supervisor Robert Green, Jr. made a motion to approve the invoices for payment. Joseph Bridgeford seconded the motion. Motion unanimously carried. Karen Springmeier abstained.*

**June 2018 Financial Statements:** Michael Wojcik reviewed the OCEDC's financial statements as of June 31, 2018.

*Joseph Bridgeford made a motion to accept the June 30, 2018 financial statements as presented, seconded by Kevin Hill. Motion unanimously carried.*

**ADJOURNMENT:**

*Supervisor Robert Green, Jr. made the motion to adjourn the meeting at 9:51 am. Karen Parkhurst seconded the motion. Motion unanimously carried.*

Respectfully submitted,

*Brigitte Larson, Staff*