



## INDUSTRIAL DEVELOPMENT AGENCY

**Meeting Minutes**  
**Monday, August 27, 2018 Meeting**  
 Economic Development Conference Room  
 20 Ontario St  
 Canandaigua, NY 14424

<b>Members Present</b>	<b>Members Excused</b>
Andy Molodetz, Vice Chairman	Mike Davis, Chairman
Kelly Mittiga	
Laura Pedersen, Secretary	
Lewis Zulick, Treasurer	<b>Guests Present</b>
Supervisor Jeff Gallahan	
<b>Staff Present</b>	
Mike Manikowski, Exec. Dir.	<b>Contract Staff</b>
Michael Wojcik, CFO	Ed Russell III, Underberg & Kessler
Suzanne Vary, Staff	
Jessica Kazmark, Staff	
Brigitte Larson, Staff	
Bob Mincer, Staff	

**CALL TO ORDER:** Vice Chairman Andy Molodetz called the meeting to order at 5:03 p.m. A quorum was present.

**Passing of David Reh:**

Mike Manikowski explained that Board Member David Reh passed away earlier this month. David had been a member of the OCIDA Board since 1990. Mike wrote a letter to the Editor as a tribute for David and it was sent to the Finger Lakes Times, Daily Messenger, and Democrat & Chronicle. Mike explained that they will need to look into a replacement to carry out the rest of David's term in the next few weeks. He and Sue have a few candidates in mind for the new member, likely from the technological sector. Mike and Sue would communicate with the candidates and if one is interested, the matter will be brought to the Board for approval to start the process, and then be presented to the Board of Supervisors for approval and appointment. It was also discussed on whether the Economic Development Conference Room could be named after David Reh.

Supervisor Jeff Gallahan arrived at 5:07 p.m.

Supervisor Jeff Gallahan said that the County traditionally refrains from naming things, like bridges or rooms, but that the OCIDA Board is welcome to bring a resolution to the Board of Supervisors for approval. It was also discussed about whether or not the new terminal building at KIUA could be named after David Reh.

### **NEW BUSINESS:**

#### **Bob Mincer NYAMA conference:**

Bob Mincer will be attending the Annual NYAMA conference in September at the Harbor Hotel in Clayton, New York. At the conference, Bob will be able to network with valuable contacts. Mike Manikowski will also be going to this conference and his expenses were approved at the last OCIDA meeting in July. Bob will be staying one night at the hotel.

*Supervisor Jeff Gallahan made a motion to approve Bob's hotel stay. Laura Pedersen seconded the motion. Unanimously approved. Motion carried.*

### **OLD BUSINESS:**

#### **Airport Update:**

Bob Mincer gave a Grant status update to the Board, stating that \$112,000 has been awarded for the environmental assessment for obstruction removal and aviation easement. The actual removal and cutting of trees will most likely occur in a year to 18 months. Bob also let the Board know that he is waiting for the final approval for the new terminal building but it is in process. Bob stated that things are on track for the Snow Removal Equipment (SRE) Building and will hopefully receive the necessary approvals by the end of September and will break ground after that. Bob explained that the Grant request for a Glycol recovery truck, which will be used for deicing, was rejected by the FAA due to KIUA being a passenger service airport, not commercial. Bob will be getting together with Zach Staff of McFarland Johnson to discuss other funding resources for this airport necessity. Bob also discussed FlightAware Toolbox, a subscription service that provides flight data and notifications for incoming and outgoing aircraft, which would allow for enhanced services, and KIUA could possibly split costs with Mercy Flight Central Aviation Services (MFCAS) for the yearly subscription. Bob went on to say that there has been some confusion about rental cars at the airport or lack thereof. Currently the rentals are through Canandaigua Air Center and Hertz, but Bob and Jeff Bartkoski have reached out to another rental company, Enterprise, to see if the arrangements can be improved. Another important topic of discussion was the KIUA website, which has outdated information and is not currently owned or operated by us. Bob said that the airport website has since now been updated but would like to explore other options for the web presence. Bob recently met with the City Fire Chief to discuss an emergency response plan for any situation at the airport. They looked at resources and will put procedures in place as well as a crisis management plan. Bob wanted to bring attention to some upcoming expenses, which would include lighting for the parking lot and runway, having necessary spare parts on hand, skirting for the trailer, and the above mentioned deicing cart. Lew Zulick asked if the future airport expenses are part of the budget, and it was discussed that Bob will be preparing detailed budgets in the future and that some of these expenses are items that need to be taken care of due to upkeep and things not working for quite some time (lighting). Budget and procedures were briefly discussed. Bob will get quotes for these expenses and present them to the Board at the next meeting. Michael

Wojcik stated that as of the end of June, total expenses for the IDA were at 60% of annual budget, and the Agency expenses were at 39% of annual budget. It was recognized that John Hicks' last day will be September 7<sup>th</sup> and that the Board would like to thank him for all he's done at the next meeting.

**Funds from LDC to IDA:**

Mike Manikowski had asked Jim Coniglio and Ed Russell III of Underberg & Kessler to work on how to appropriately move funds from the OCLDC to the OCIDA, to be compliant with State regulations. Michael Wojcik confirmed that there is up to \$200,000.00 to be moved from the LDC to the IDA, potentially to help with airport expenses. Ed stated that Jim, who was not present, is concerned that if there was an audit by the Comptroller, they'd look and need to know what authority the LDC has to move funds to the IDA because the LDC is regulated by statute. Jim wants to make sure the Board is protected from an audit and make sure duties are performed properly. He is looking into if the LDC would need any interest in the airport, whether it needs to be a party to it or own a piece of property there. Ed also stated that the funds would need to be allocated for a specific purpose that would satisfy the provisions of the formation documents of the LDC. One formation purpose is Economic Development, specifically transportation, which would be through aviation in this case. There would need to be a contract stating that the LDC hired the IDA and must recognize the service to be provided and how it relates to transportation services through aviation and how it would promote economic development in the area. As long as these issues are addressed, Ed and Jim feel as though the Board would be protected and that they will have documents to review for the next Board meeting.

**ADMINISTRATION:**

**July 23, 2018 Minutes:**

Vice Chair Andy Molodetz presented the July 23, 2018 Meeting Minutes for approval. *Supervisor Jeff Gallahan made a motion to approve the July 23<sup>rd</sup>, 2018 minutes as presented. Lew Zulick seconded the motion. Motion unanimously carried.*

**Invoices for payment:**

Michael Wojcik presented for approval, airport invoices for payment totaling \$30,114.55; Agency invoices totaling \$51,561.07 and total invoices in the amount of \$81,675.62. Michael also stated that next month will be the last payment in McFarland Johnson's contract. *Lew Zulick made the motion to approve the payments of the above referenced invoices. Kelly Mittiga seconded the motion. Motion unanimously carried.*

**ADJOURNMENT:**

*Lew Zulick made a motion to adjourn the IDA meeting at 6:09 p.m. Laura Pedersen seconded the motion. Motion unanimously approved.*

Respectfully submitted,

*Brigitte Larson*