



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, July 23, 2018 Meeting
 Economic Development Conference Room
 20 Ontario St
 Canandaigua, NY 14424

Members Present	Members Excused
Andy Molodetz, Vice Chairman	Mike Davis, Chairman
Dave Reh	Kelly Mittiga
Laura Pedersen, Secretary	
Lewis Zulick, Treasurer	Guests Present
Supervisor Jeff Gallahan	Brian Young, Deputy County Administrator
Staff Present	
Mike Manikowski, Exec. Dir.	Contract Staff
Michael Wojcik, CFO	Jim Coniglio, 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 5:01 p.m. A quorum was present.

OLD BUSINESS:

Airport Update:

Bob Mincer gave a brief update on the Airport. He stated that Zach Staff and John Hicks have been a great help in the last few weeks. Bob went on to say that he may work to refine the report to show more of a perspective on fuel costs, comparing to previous months and year costs. Bob has been receiving input from pilots as to where they are traveling, what amenities they may like, and what they think of fuel costs. Location of the terminal and jet base have been discussed, and are a critical part of the master plan for the airport. Bob will perform a full inspection, including paving and lighting, to see what condition the airport is in, but states that it is in very good condition from what he can tell so far. Upon his inspection, Bob will also be reviewing and revising the RFP for airport maintenance and get new quotes when necessary. Due to the

similarities in the KIUA SRE building plan, Bob visited Cortland Airport to see their SRE building. Bob took note about the building features and what may be beneficial to the KIUA SRE building.

Environmental Assessment for Obstruction Removal and Avigation Easement Acquisition:

Bob Mincer presented the Task Order for the Environmental Assessment for Obstruction Removal and Avigation Easement Acquisition.

Dave Reh mad a motion to approve task order 5. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

Construction Administration for the Construction of the Snow Removal Equipment Building:

Bob Mincer presented the Task Order for the Construction Administration for the Construction of the Snow Removal Equipment Building.

Supervisor Jeff Gallahan made a motion to approve task order 6. Dave Reh seconded the motion. Unanimously approved. Motion carried.

ADMINISTRATION:

Attend NYAMA Conference:

The 2018 NYAMA Fall Conference is being held in Clayton, NY this year, September 10th through 12th. Mike will be going overnight for the conference and Bob would like to go for the main conference even on the 11th.

Supervisor Jeff Gallahan made a motion to approve attendance. Dave Reh seconded the motion. Motion unanimously carried.

June 25, 2018 Minutes:

Vice Chair Andy Molodetz presented the June 25, 2018 Meeting Minutes for approval.

Lew Zulick made a motion to approve the June 25th, 2018 minutes as presented. Laura Pedersen seconded the motion. Motion unanimously carried.

Geneva IDA Video Project:

Mike Manikowski explained that the City of Geneva IDA has asked us to help contribute funds to an effort for a 2-3 minute video that would be for the City of Geneva, which would include the Industrial Park. The video will be completed by LaBarge Media. Mike Manikowski would like to reach out to Adam to see if there are any funds left over in the Geneva Industrial Park partnership with the OCIDA, to perhaps contribute those funds to the video project. There is no exact amount that the Geneva IDA is asking for as of yet and we will receive more information regarding the video.

Invoices for payment:

Michael Wojcik presented for approval, airport invoices for payment totaling \$49,767.27; Agency invoices totaling \$48,025.00 and total invoices in the amount of \$97,792.27. Michael indicated that the check to McFarland Johnson was for three and a half months. The amount should start tapering down now with Bob Mincer on board. Michael also mentioned that the maintenance cost has been increasing over the past couple years.

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

Financial Statements:

Michael Wojcik presented the financial statements for June 2018.

Supervisor Jeff Gallahan made a motion to approve the write off of the uncollectable debt. David Reh seconded the motion. Unanimously approved. Motion carried.

Laura Pedersen moved to approve the financial statements as presented. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

David Reh suggested adding an agenda line for projects turned down each month. It was briefly discussed on whether verbal communication would suffice.

ADJOURNMENT:

Supervisor Jeff Gallahan made a motion to adjourn the IDA meeting at 6:13 p.m. Laura Pedersen seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson