



INDUSTRIAL DEVELOPMENT AGENCY

IDA BOARD MEETING

Nov. 28, 2022 at 5:00 p.m.

Economic Development Conference Room, 20 Ontario St., Canandaigua

AGENDA ITEM	POTENTIAL OUTCOME	PERSON RESPONSIBLE
Call to Order	Quorum Present?	Mike Davis
New Business:		
High Point 100	Motion to hold a public hearing	Fred Rainaldi, Jr.
Broadstone Net Lease	Motion to hold public hearing	Fred Rainaldi, Jr.
Old Business:		
Airport Update	Update on status	Bob Mincer
Airport properties	Executive Session	Mike Davis
Administration:		
2023 meeting dates	Update on status	Brigitte Larson
10/24/22 meeting minutes	Motion to accept the minutes	Mike Davis
Invoices for payment	Motion to approve payments	Michael Wojcik/Bob Mincer
Questions on Reports Financial Statements Airport Update Cash Update	Motion to accept reports	Bob Mincer/Michael Wojcik
Adjournment		Mike Davis

Next Regular Meeting Date is Dec. 19, 2022

<u>Quorum (confirmation required):</u>	<u>Members Excused:</u>
Mike Davis, Chair	Deb Brown
Andy Molodetz	Kelly Mittiga, Vice-Chair
Lewis Zulick, Treasurer (via Zoom)	
Supervisor Dan Marshall	
Don Culeton	<u>Guests:</u>
	Alissa Bub, Deputy County Administrator
	Fred Rainaldi, Jr., Rainbros
<u>Staff:</u>	<u>Contract Staff:</u>
Ryan Davis, Executive Director	Barry Carrigan, Nixon Peabody
Suzanne Vary, Staff	Ed Russell, Underberg & Kessler
Michael Wojcik, CFO	Mike Manikowski, consultant
Bob Mincer, Staff	
Jessica Kazmark, Staff	
Brigitte Larson, Secretary	

Canandaigua Airport (KIUA)

Update to OCIDA Board
Monday November 21th, 2022

Project Status

- Survey and boring tests for Flight Line drive improvements are complete. McFarland Johnson will finish and review design/engineering in the following weeks in preparation for bid submissions
- Contractor is still resolving equipment issues with submittal drawings with engineering team. Lead time for new Generator is currently 52 weeks. Installation will likely not begin until next fall. IDA has submitted \$3,192 FAA for project reimbursement request for design and engineering
- Initial design and data collection has begun with Apron and Taxiway Rehab projects with identification of potential wetland disturbance. A design kickoff meeting will commence after a land survey is complete
- Construction and Phasing plan for next year's tree removal project is waiting for FAA review. Anticipate having a determination by March 2023. IDA has submitted \$35,775 FAA reimbursement request for design and engineering of this project
- McFarland is currently updating a proposed budget scenario for NYSDOT review in order to proceed with commingling AIP funds with NYSDOT grant for construction of the new terminal

Fuel Sales

Fuel	October 2021	September 2022	October 2022	Fuel Flowage fees to IDA for September 2022: \$1,258.74
Avgas	3,082 gallons	2,854 gallons	3,078 gallons	
Jet A	4,483 gallons	7,275 gallons	9,573 gallons	

Airport Maintenance and Equipment

- Snow removal equipment ready for winter plowing
- Weather station reporting problems
- Continuing rehab of 100LL Refueler truck
- Addressed building Fire and Safety issues identified by Ontario County Safety in October

Noteworthy

- Submitted updated CIP plan to FAA, adjusting obstruction removal land acquisition from 2023 to 2025.
- Updated IUA Based Aircraft Inventory; 70 based aircraft at IUA
- McFarland Johnson is in the final stage of joint effort with OCDPW for design and cost estimates for extending sanitary sewer north along brickyard road.
- New York State has announced solicitation for 2023 Aviation Capital Grants for up to \$2.5 million available per project. As sanitary sewer has been identified as necessary to support airport future development, we propose submitting an application to NYSDOT for this essential infrastructure project
- Attended 3-day online training by American Association of Airport Executives (AAAE) on GA Airport Management and Operations. This was a very comprehensive review of the entire general aviation industry including in depth look into roles and responsibilities of airport sponsors, planning, finances, operations, compliance, leases... etc. Recordings and presentation are available. I plan to present sections to the airport committee in the future.
- Mercy Flight Central announced Program Director Erin Reese has been appointed as new CEO and contact for FBO operations. FBO Agreement with MFCAS expires at the end of November. They have agreed to continue FBO services until the end of January 2023, or until a replacement service is in place.

Respectfully submitted,
Bob Mincer



INDUSTRIAL DEVELOPMENT AGENCY

IDA MEETING SCHEDULE- 2023

TIME: 4th Monday of the month – 5:00 p.m.
(Except where noted)

LOCATION: Economic Development Conference Room
20 Ontario Street
Canandaigua, NY 14424

Monday, January 23, 2023

Monday, February 27, 2023

Monday, March 27, 2023

Monday, April 24, 2023

Monday, May 22, 2023

Monday, June 26, 2023

Monday, July 24, 2023

Monday, August 28, 2023

Monday, September 25, 2023

Monday, October 23, 2023

Monday, November 27, 2023

Monday, December 18, 2023



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes Monday, October 24, 2022 Meeting

Members Present	Members Excused
Mike Davis, Chairman	Kelly Mittiga, Vice-Chair
Andy Molodetz	Don Culeton
Lewis Zulick, Treasurer	
Supervisor Dan Marshall	
Deb Brown	
	Guests Present
Staff Present	Alissa Bub, Deputy County Administrator
Ryan Davis, Executive Director	Chris Schubert, Canandaigua Air Center
Michael Wojcik, CFO	Kevin Reynolds, Canandaigua Air Center
Suzanne Vary, Staff	Dan Miller, Canandaigua Air Center
Brigitte Larson, Staff	
Bob Mincer, Staff	Contract Staff
Jessica Kazmark, Staff	Ed Russell, Underberg & Kessler
	Barry Carrigan, Nixon Peabody
	Mike Manikowski, Consultant

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

NEW BUSINESS:

Indus FSD, LLC:

Suzanne Vary explained that there has been no change in status. The Company is still determining the assessment issue with the Town of Victor.

AMP Solar & Town of Canandaigua:

Ryan Davis shared that the Town of Canandaigua received a letter from Amp Energy regarding a solar project located at 2890 County Road 10. The Town of Canandaigua does not support the location of the project, citing that it is an agricultural zone; however, would support the project at a different location. The Town is requesting a letter of support from the IDA regarding their decision, however; it was also noted that Staff will include that if the Town wishes to change their decision in the future, the IDA will support that as well.

Andy Molodetz made a motion to authorize Staff to draft a letter supporting the Town's decision. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.

Mike Manikowski pointed out that historically the Board has supported the wishes of the towns regarding projects.

OLD BUSINESS:

Airport Update:

Bob Mincer presented his monthly report and informed the Board that starting in 2023 the airport will be recognized as a regional airport. Bob explained that the status upgrade may lead to additional funding opportunities.

Lew Zulick made a motion to accept the Airport Update Report as presented. Deb Brown seconded the motion. Unanimously approved. Motion carried.

205 Lakeshore Drive:

Michael Wojcik explained that the ST-60 expired in August and the developer would like an extension. Michael confirmed that the full amount has not been used. The project is planned to open between January and May of 2023. The ST-60 is for sales tax exemption only.

Andy Molodetz made a motion to authorize the extension. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.

ADMINISTRATION:

2023 Tentative Budget:

Bob Mincer presented the 2023 budget for the airport. The Airport/Finance Committee met last week and recommended approval to the full Board. Bob gave the Board a brief update on projects and Capital Improvements. Bob also pointed out that there is \$95,000 budgeted for equipment purchases, however; this does not include the sale of other machines.

Michael Wojcik presented the Agency budget for 2023, noting that it is similar to last year. Michael clarified that the consulting agreement will decrease, and that workforce development is budgeted at \$10,000 for an event that the IDA has funded in the past. Michael then presented the combined airport and agency budget for 2023 and took comments and questions from the Board.

Ultimately, revenue and depreciation were among the main topics of discussion. It was noted that when the Committee met last week to discuss the budget, a motion was made to develop a revenue plan. This plan will be presented to the Committee for recommendation, then to the Board for final approval. It was also discussed that an economic impact study of the airport would be beneficial. This study could be presented to the County and other outside agencies if the IDA wishes to ask for support for the airport.

Lew Zulick made a motion to approve the 2023 budget as presented. Supervisor Dan Marshall seconded the motion.

Andy Molodetz expressed his concern of revenue for the airport and that he would like a financial plan developed. Chairman Mike Davis called for a vote on the 2023 OCIDA Budget. *The budget was approved with four votes in favor and one opposed.*

Andy Molodetz made a motion to formally request that a long-term financial plan be developed for the airport, and that it be presented to the Airport Committee, followed by the Board. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.

It was also clarified that the economic impact study will be completed.

September 26, 2022 Minutes:

Mike Davis presented the September 26, 2022 Meeting Minutes for approval.

Lew Zulick made a motion to approve the September 26, 2022 minutes as presented. Andy Molodetz seconded the motion. Motion unanimously carried.

Invoices for payment:

Michael Wojcik presented for approval, airport invoices for payment totaling \$20,985.57; Agency invoices totaling \$38,941.03 and total invoices for \$59,926.30. Bob Mincer clarified the airport related invoices.

Deb Brown made a motion to approve the above referenced invoices for payment. Lew Zulick seconded the motion. Unanimously approved. Motion carried

Questions on Reports (Financials):

Michael Wojcik presented the Financials to the Board. There were no questions.

Andy Molodetz made a motion to accept and approve the above-mentioned report as presented. Deb Brown seconded the motion. Unanimously approved. Motion carried.

Quickbooks:

Michael Wojcik informed the Board that the County is switching to an online version of QuickBooks. The cost is estimated to be about \$1500 annually. Staff would like to request that the IDA pays a portion.

Lew Zulick made a motion to approve payment, not to exceed \$500. Deb Brown seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

Lew Zulick made a motion to adjourn the IDA meeting at 6:04 p.m. Supervisor Dan Marshall seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson

Ck #	Name	IDA November 2022 Invoices for Payment	Amount	% Grant Reimbursement
Airport - Five Star				
	RGE	7/14/22-10/08/22, 581	\$480.44	
	RGE	2001-3917-867	\$64.29	
	RGE	2003-0636-771	\$185.82	
	Frontier	585-396-5861-020103-6	\$257.34	
	McFarland Johnson	18194.13, Invoice 2	\$35,775.00	
	McFarland Johnson	18850.01, Invoice 2F	\$3,547.30	
	Ontario County Treasurer	November Master Agreement	\$8,257.00	
	Sandman	Rent for trailer and sewer, 11/15/22-12/15/22	\$1,750.00	
	Gemcole Properties	Airport Maintenance		
	Gemcole Properties	Reimbursable Supplies		
	Robert Mincer	Airport Supplies		

Voided check this month

Total Bills for Airport

\$50,317.19

Agency - CNB

	Loewke Brill	Invoice 21-019-1-9, The Solar Village	\$ 685.00	
	Mike Manikowski	October Contract Payment	\$ 2,000.00	
	Ontario County Treasurer	Master Agreement for November	\$ 5,835.00	
	Loewke Brill	Invoice 21-019-2-9, CCMI	\$ 380.00	
	Loewke Brill	Invoice 21-019-3-8,	\$ 685.00	
	Underberger Kessler	Bill 1235099, month ending 10/31/22	\$ 1,500.00	

Total Bills for Agency

\$11,085.00

Total Bills paid

\$61,402.19

Funds Transfer - CNB Savings Agency Account to CNB Checking Agency Account

\$ 750.00 is the cash balance before checks are written

\$11,085.00 is the transfer amount from 200-1 CNB Savings to 200-2 CNB Checking