



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes Monday, February 6, 2023 Meeting

Members Present	Members Excused
Mike Davis, Chairman	
Andy Molodetz	
Amanda McDonald	
Deb Brown	Guests Present
Brian Kolb	David Tang, Underberg & Kessler (via Zoom)
Lew Zulick, Treasurer (via Zoom)	Ericka Elliott, Underberg & Kessler (via Zoom)
Supervisor Dan Marshall	
Staff Present	
Ryan Davis, Executive Director	Contract Staff
Michael Wojcik, CFO	Barry Carrigan, Nixon Peabody
Suzanne Vary, Staff	
Brigitte Larson, Secretary	
Bob Mincer, Staff	
Jessica Kazmark, Staff	

CALL TO ORDER: Chair Mike Davis called the meeting to order at 5:00 p.m. A quorum was present.

OLD BUSINESS:

KIUA FBO:

Ryan Davis informed the Board that the RFP for FBO services at the Airport received three responses. Staff requested that two Airport Committee members and an Airport Consultant review the redacted responses and score accordingly. Of the three responses, two were very close in scoring. Both firms were then interviewed by our team which included Ryan, Suzanne, Michael, Mike Davis and Zachary Staff.

Bob explained that the FBO will not only be responsible for fueling and coordinating ground transportation and attending to passengers and flight crews, but also the maintenance of the airport. This includes snow removal, mowing, lighting and equipment maintenance, etc. Bob expressed that he is very comfortable with the selected firm acting as FBO should the IDA approve.

After much discussion, it was clarified that Staff will be working with the firm to negotiate terms of a contract, which will then be presented to the Board for final approval.

Deb Brown made a motion to accept the proposal and authorize Staff to work on a contract with the firm, to present to the full Board at a later date. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.

Annual Report:

Ryan Davis and Suzanne Vary presented the quote for the Annual Report, of which to be split with the OCEDC. Staff would like to work with 29 Design for a fresh take on the report. The estimated cost is \$9,000.

Supervisor Dan Marshall made a motion to authorize the IDA to pay for half of the Annual Report. Deb Brown seconded the motion. Unanimously approved. Motion carried.

ADMINISTRATION:

January 23, 2023 Minutes:

Mike Davis presented the January 23, 2023 Meeting Minutes for approval.

Supervisor Dan Marshall made a motion to approve the January 23, 2023 minutes as presented. Deb Brown seconded the motion. Motion unanimously carried.

ADJOURNMENT:

Supervisor Dan Marshall made a motion to adjourn the IDA meeting at 5:31 p.m. Andy Molodetz seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson