



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes Monday, March 27, 2023 Meeting Annual Meeting

Members Present	Members Excused
Mike Davis, Chairman	Deb Brown
Amanda McDonald	Lewis Zulick, Treasurer
Andy Molodetz	
Supervisor Dan Marshall (via Zoom)	Guests Present
Brian Kolb	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
	Chris Schubert, Canandaigua Air Center
	Kevin Reynolds, Canandaigua Air Center
	Dan Miller, Canandaigua Air Center
Staff Present	
Ryan Davis, Executive Director	
Suzanne Vary, Staff	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	Ed Russell, Underberg & Kessler
Brigitte Larson, Staff	Barry Carrigan, Nixon Peabody
Bob Mincer, Staff	

CALL TO ORDER: Chair Mike Davis called the meeting to order at 5:11 p.m. A quorum was present.

NEW BUSINESS:

Sulphur Creek Solar local labor:

Ryan Davis updated the Board on the Local Labor percentages that Sulphur Creek Solar was able to obtain. Currently the Company is just over 73%, while the customary term agreed upon is 80% local labor. The Local Labor Law includes 11 total counties.

No action needed.

ADMINISTRATION:

February 27, 2023 Minutes:

Mike Davis presented the February 27, 2023 Meeting Minutes for approval.

Andy Molodetz made a motion to approve the February 27, 2023 minutes as presented. Brian Kolb seconded the motion. Motion unanimously carried.

Invoices for payment:

Michael Wojcik presented for approval, airport invoices for payment totaling \$58,100.75; Agency invoices totaling \$107,548.44 and total invoices in the amount of \$165,649.19. Bob Mincer clarified the airport related invoices.

Brian Kolb made a motion to approve the above referenced invoices for payment. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Slate of Officers and Committee Assignments:

Suzanne Vary presented the recommended Slate of Officers and Committee Assignments as follows:

Slate of Officers:

- Chair – Mike Davis
- Vice Chair – Andy Molodetz
- Secretary – Brigitte Larson
- Treasurer – Lew Zulick

Committee Assignments:

- Finance (Airport) Committee
 - Mike Davis
 - Andy Molodetz
 - Amanda McDonald
 - Dennis Christiano
- Audit Committee
 - Lew Zulick
 - Mike Davis
 - Amanda McDonald
- Governance Committee
 - Deb Brown
 - Supervisor Dan Marshall
 - Brian Kolb
 - Russ Kenyon

Andy Molodetz made a motion to approve the Slate of Officers and Committee Assignments as presented. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Annual Report:

Suzanne Vary and Ryan Davis presented the 2022 Annual Report to the Board. The report was completed by 29 Design Studio and brought a fresh, compiled look to the document.

Andy Molodetz made a motion to approve submittal of the 2022 Annual Report. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Annual Board Survey:

Suzanne Vary thanked the Board for their participation and presented the survey results.

Amanda McDonald made a motion to accept and approve the Annual Board Survey results as presented. Brian Kolb seconded the motion. Unanimously approved. Motion carried.

12/31/22 Audited Financial Statements/PARIS Report:

John Rynkeiwicz presented the Executive Summary and balance sheet for the Agency and Airport along with the above referenced reports to the Board. John stated there were no material weaknesses or deficiencies.

Accountant's Management Letter/Letter of Communication:

John Rynkeiwicz spoke about the Management Letter and informed the Board of any new procedures that will be required.

Andy Molodetz made a motion to block and approve the Audited Financial Statements and PARIS Report, as well as the Accountant's Management Letter and Letter of Communication. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Annual Procurement Report:

Michael presented the Annual Procurement Report stating that it is the report for vendor payments over \$5,000. Michael stated that in addition to the usual vendors, Mike Manikowski and Lowke Brill were added for 2022.

Management's Internal Control Assessment Report:

Michael presented the Internal Control Assessment Report. This report has been conducted by Michael and Ryan Davis this year.

IDA Mission Statement and Measurement Report:

Michael presented the IDA Mission Statement and Measurement Report for the Board, noting that this is the same for the LDC.

Real Property Report:

Michael presented the Real Property Report and stated that the IDA does currently own 3 properties. One is a vacant lot in Geneva and the other two are the airport.

Michael clarified that all reports will be available on the website.

Brian Kolb made a motion to block and approve the Procurement Report, Management's Internal Control Assessment Report, Mission Statement and Measurement Report, and the Real Property Report. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.

Questions on Reports (Airport Update and Financials):

Mike Davis presented the Airport Update report. There were no questions on the report, however; Bob presented a resolution to award the tree clearing. Tri-State Tree and Clearing Services was the only bid received and was well within budget for the project.

Supervisor Dan Marshall made a motion to approve and accept the Airport Update Report as presented. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Andy Molodetz made a motion to approve the resolution to award the obstruction removal project to Tri-State Tree and Clearing Services. Amanda McDonald seconded the motion. Unanimously approved. Motion carried.

Michael Wojcik stated that the financials will be presented at the next meeting.

ADJOURNMENT:

Andy Molodetz made a motion to adjourn the IDA meeting at 5:35 p.m. Amanda McDonald seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson