


Tompkins County Development Corporation

Administration provided by  **TCAD**

**TOMPKINS COUNTY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

• **Thursday, February 8, 2018** •

4:00 PM

**Governor Daniel D. Tompkins Building
Legislative Chambers
121 E. Court Street
Ithaca NY 14850**

AGENDA

- 1. CALL TO ORDER**
- 2. PRIVILEGE OF THE FLOOR**
- 3. BUSINESS**
 - Welcome New Members
 - Appointment of 2018 Board Officers
 - Appointment of Administrative Director
 - Authorization of Check Signers
 - Meeting Day & Time – Discussion
 - Memorandum of Understanding with TCAD
 - TCAD 2018 Work Plan Presentation
- 4. STAFF REPORT**
- 5. MINUTES**
 - Approval of December 14, 2017 Board Meeting Minutes
- 6. ADJOURNMENT**

**Memorandum of Understanding
Tompkins County Area Development, Inc. &
Tompkins County Development Corporation, Inc.**

AGREEMENT

AGREEMENT, made by and between Tompkins County Area Development, a not-for-profit corporation of the State of New York, having offices at 401 East State Street, Suite 402B, Ithaca, New York, 14850, hereinafter referred to as "TCAD", and Tompkins County Development Corporation, hereinafter referred to as "TCDC".

WITNESSETH

WHEREAS, TCAD, as the community's lead economic development agency, offers financial assistance, technical assistance and real estate development services. TCAD is responsible for creating and implementing the comprehensive economic development strategy for the county that provides leadership to create a supportive economic environment. TCAD administers a revolving loan program, the Tompkins County Industrial Development Agency, and Tourism Capital Grant Program. TCAD will provide administrative management to TCDC.

NOW, THEREFORE, in consideration of the agreements contained herein, the parties agree as follows:

1. The term of this agreement shall be from **January 1, 2018 through December 31, 2018**.
2. TCAD agrees to provide technical and administrative services as follows:
 - Organize meetings of the Board of Directors and Committees of the Board.
 - Staff and take minutes of meetings.
 - Maintain TCDC files and archives.
 - Distribute applications and supporting documents to the TCDC.
 - Comply with project public hearing and taxing authority notification requirements.
 - Respond to questions about projects.
 - Assist attorney with closings.
 - Comply with NYS Public Authority Accountability Act regulations including filing of annual reports and other required information. Ensure TCDC Board certifies reports.
 - Compile information for annual audit, work with auditors in this regard, update information online as required by NYS, and keep board informed of process.
 - Create and maintain a web site as required by law.
 - Monitor legislation impacting the TCDC.
 - Educate appropriate elected officials and their staff about the TCDC's position on current or proposed legislation impacting LDC's and their projects.
 - Recommend and advise the Board concerning changes to applications, policies, and by-laws.

- Educate board members on duties of local development corporations.
 - Promote the availability of TCDC incentives to potential applicants.
 - Meet with potential applicants to discuss TCDC incentives, policies and procedures.
 - Prepare applicants for TCDC meeting.
 - Meet with current customers on a periodic basis to monitor status of project.
3. It is mutually agreed between the parties that an independent contractor relationship is hereby established under the terms and conditions of this Agreement.
 4. The provision of this agreement shall be construed under the laws of the State of New York.

IN WITNESS THEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATE: _____

 John Rudd for TCAD

DATE: _____

 Rich John for TCDC

**Tompkins County Development Corporation
Board of Directors Meeting DRAFT Minutes
December 14, 2017
Tompkins County Legislative Offices
121 E. Court Street, Ithaca, NY**

Present: Jim Dennis, Martha Robertson, Rich John, Will Burbank, Jennifer Tavares, Svante Myrick

Staff: Heather McDaniel, Ina Arthur, Mariette Geldenhuys

Guests: Michael Stamm (TCAD), Mike Hall, Ewan Barr (Ithaca-Tompkins Regional Airport)

CALL TO ORDER

Jim Dennis called the meeting of the **Tompkins County Development Corporation** to order at 4:00 PM

PRIVILEGE OF THE FLOOR

None.

BUSINESS

Ithaca Airport Revenue Guarantee

Michael Stamm gave an overview of the federal Small Community Airport Service Development (SCASD) Grant that has been submitted in order to develop air service from Ithaca to Chicago O'Hare. Part of the process is to ask for a revenue guarantee from local businesses and other interested parties. He is here today with the airport director, Mike Hall, and Ewan Barr, consultant to the airport, to ask for a soft commitment of \$100,000 from the TCDC in support of the revenue guarantee. The airport has set up similar revenue guarantees twice in the past, and never had to utilize them.

Mike Hall explained that the existing service to Newark and Philadelphia can get bad weather and slow traffic. They are looking to get a route to Chicago so that there are options when the weather is bad. The revenue guarantee commitment can be used to show the airlines that the community has some "skin in the game."

Martha Robertson asked if this is an actual ask for money at this time. Michael Stamm said, not now. If they can get an airline to be interested in flying to Chicago, they will be back to ask for a hard commitment.

Rich John commented that an airline route to Chicago would be a good thing. Would this guarantee be only for the route to Chicago? Yes.

Ewan Barr commented that airlines are not interested in risk, so this guarantee will help to alleviate some of the "risk" seen by the airlines in setting up the new route.

The Board members indicated that they are interested in a soft commitment.

2018 TCDC Final Budget

Svante Myrick moved to approve the final 2018 TCDC Budget. Martha Robertson seconded the motion.

Heather McDaniel reported that this is the final 2018 TCDC Budget. It is different from the draft budget approved in October as more administrative fees are expected to come in before the end of the year.

A vote was taken and the motion was approved. 6-0

STAFF REPORT

None.

MINUTES

Rich John moved to approve the draft minutes from the November 15, 2017 Board meeting. Martha Robertson seconded the motion. The motion was approved 6-0.

The meeting was adjourned at 4:15 PM.